Southern Illinois University Carbondale
Undergraduate Student Government

EXECUTIVE OFFICE ELECTION
POLICIES AND PROCEDURES
Article I. Authority

Section 1.01 Authority of the Executive Office Election Rules and Procedures

(a) As empowered by the Undergraduate Student Government (herein USG) Constitution, these Executive Office Election Rules and Procedures (herein policies, procedures, policies and procedures) shall be the governing guidelines for the election and selection of USG executive officers. No exceptions may be allowed to these policies, except through passage of legislation from the Senate of USG, with approval from the USG Advisor.

Article II. The Election Committee

Section 2.01 Composition

(a) The Election Committee (herein committee), shall be composed of three (3) Senators of USG.

(b) Each senator on the committee must represent a different constituency (i.e. each Senator must be from a different college and/or organization).

(c) One Senator will serve as committee chairperson. The USG President shall select the chairperson.

Section 2.02 Selection of Committee Members

(a) All committee members are nominated by the USG President, and confirmed by 2/3 affirmative vote of the USG Senate.

(b) The USG President shall identify one of the nominees as a nominee for chairperson.

(c) The USG President shall continue to make nominations to the committee until three members are confirmed by the required date (see Article VI).

Section 2.03 Removal of Committee Members

(a) In the event a committee member is unable to perform their duties, or is not sufficiently performing their required duties, the USG Senate may move to remove a Senator from the committee.

(b) A motion for removal shall be made, and passed by simple majority vote of the USG Senate.

(c) In the event of a removal from the committee, the USG President shall, as soon as practical, appoint a new member to the committee. This action does not require Senate confirmation.

Section 2.04 Duties of the Chairperson

(a) The Committee Chairperson shall serve as the spokesperson for the election process and procedures.

(b) The Chairperson will coordinate, facilitate, and preside over all meetings of the committee.
Section 2.05 Duties of the Election Committee

(a) Update, advertise, and disseminate petitions for the executive office positions, determine the deadline for submission. (See Article VI)

(b) Certify the validity of candidate petitions.

(c) Collaborate with the Office of Student Engagement to determine all candidates’ eligibility based on requirements listed in Article III, Section 3.02.

(d) Announce the names of certified candidates.

(e) Set the date(s) of the election (for items (d) to (h) see Article VI for date guidelines).

(f) Establish a timeline for campaigning.

(g) Organize and facilitate a candidate orientation meeting(s).

(h) Organize and advertise a candidate debate.

(i) Create and/or revise guidelines for campaigning.

(i) Advertising – Any public statement initiated by the candidate or his/her campaign staff made for the purpose of soliciting support for the USG Election, including but not limited to press conferences, display ads, posters, leaflets, radio, television, and online ads.

(ii) Campaign Period – Period beginning immediately after the conclusion of the candidate campaign meeting and ending on the final day of the USG Election;

(iii) All University and Student Conduct Code policies, rules and regulations must be followed.

(j) Prepare a ballot listing all eligible candidates.

(k) Administer all aspects of Election Day voting.

(l) Certify and announce the election results following the close of voting.

(m) Investigate any written charges of alleged violations, and if applicable issue or recommend sanctions.

(n) At the conclusion of the election, evaluate current year election process and make recommendations to the USG Advisor for change, if applicable.

Article III. USG Executive Office Election Process

Section 3.01 Nomination Procedure

(a) Students wishing to be considered a candidate for executive office must submit a petition containing the signatures, printed names (legible) and SIU Dawg Tag number of 200 current undergraduate students enrolled at the SIU Carbondale campus in the semester during which the election is held. SIU Dawg Tag numbers shall be used for verification purposes only, and will not be used by the committee or the candidates. Annually, the petitions will be updated reflecting the deadline for submission along with other relevant information for that year’s election.

(b) Only one petition is required per ticket.
Each candidate to be listed on the ballot must sign a waiver (to be included in the petition packet) allowing the committee to access a candidate’s GPA, judicial standing, and enrollment status.

Section 3.02 Candidate Eligibility

(a) All candidates for President, executive office, or otherwise listed on the ballot must meet the following requirements:
   (i) Be enrolled in at least 12 hours of coursework through SIU Carbondale.
   (ii) Have a cumulative GPA of at least 2.5.
   (iii) Be in good standing as a student through Student Rights & Responsibilities.

Section 3.03 Candidate Responsibilities

(a) Candidates must attend, in person, a campaign meeting. Candidates not present at the meeting will forfeit their opportunity to be listed on the ballot but may still run as a write-in candidate. All candidates, including write-in candidates, are subject to all rules and regulations as established by the committee, University policy, and the Student Conduct Code.

Section 3.04 Candidates Appearing on the Ballot

(a) The election shall take place to select the President of USG.
(b) Each presidential candidate may list candidates for additional positions.
(c) Should the candidate choose to list additional positions, those additional candidates shall assume the respective positions if the ticket is successful.
(d) Should a candidate not choose to list additional positions, they shall select persons for any other executive positions as outlines in the USG constitution after the conclusion of the election.

Section 3.05 The Election

(a) A campus-wide election will be conducted to determine the successful candidate/ticket.
(b) A secure, web-based program will be used to administer the election, to ensure that all undergraduate students may participate. The Election Board should work with the USG advisor to ensure this process runs smoothly.
(c) The order of names on the ballot shall be selected by lottery at the campaign meeting.
(d) The ballot for USG positions shall be separate from any other election ballot.
(e) Write-in candidates shall be allowed, provided they meet the requirements set forth for all other candidates. The electronic ballot must have a space for a write-in candidate.
(f) The successful candidate/ticket shall be the one which receives the most votes during the election.
(g) At the conclusion of the last day of voting, the committee shall immediately meet and officially close on-line voting and tabulate the results of the election. The committee shall have the authority to discard spoiled ballots and disregard write-in candidates who do not meet eligibility. Following computation, the committee shall certify the results of the election and announce the winner. These results shall be considered final.
Article IV. Campaign Policies

Section 4.01 Definition

(a) Campaigning includes but is not limited to the following: distributing printed material, including candidate endorsement lists; posting notices on authorized campus bulletin boards; placing paid advertisements in the campus newspaper(s); chalking, according to approved chalking guidelines; making speeches to groups, attending and/or speaking at rallies, parties or other gatherings sponsored for, or intended to promote one's candidacy for office; door-to-door solicitation; e-mail notifications; telephone solicitation; social media messaging (Facebook, Twitter, Instagram, etc.); and other forms of verbal and written expression of one's candidacy for office and qualifications/experience ambitions/platform for that office.

Section 4.02 Campaign Conduct

(a) Campaign dates and times will be specified by the USG Election Committee.

(b) All campaign actions shall be in accordance with all University policies and procedures.

(c) Advertising and canvassing is allowed only during the campaign period. Advertising prior to the campaign period shall be considered a violation and subject to discipline procedures. All advertising on University property shall be displayed in accordance with University regulations. All canvassing on University property shall be done with prior permits in accordance with University regulations.

(d) Campaigning which is defamatory to other candidates shall not be permitted.

(e) Candidates or their workers shall not force voters to cast votes for a certain candidate.

(f) Candidates or their workers shall not open “polling places”, and shall not campaign near computer labs, or anything to this effect.

(g) Total campaign expenditures shall not exceed $400 per candidate/ticket. All donations must be recorded by name, address, and amount. All expenditures must be recorded in a detailed manner and should be supported with dated receipts. Said reports must be submitted no later than the close of the election to the Election Committee. Failure to submit the detailed disclosure reports on time – with receipts – will result in the disqualification of the candidate from the election.

(h) All actions detrimental to the election process, actions which give a candidate/ticket an unfair advantage, and actions which may be considered unethical are all not allowed. The Election Committee shall have the authority to determine which actions and conduct are unacceptable.

Article V. Violations and Sanctions

Section 5.01 Violations of the Election Policies and Procedures

(a) Candidates alleged to have violated an election rule or regulation may be subject to discipline procedures.

(b) The party filing the grievance must submit, to the Election Committee Chair, in writing a summary of the alleged violation including all pertinent details.
(c) All charges must be received by the Election Committee Chair within two school days following the alleged violation.

(d) Grievances may be submitted anonymously, but should include sufficient detail for the committee to find evidence of a violation.

Section 5.02 Procedures for Handling Violations

(a) The following procedure shall apply to handling alleged violations of these policies and procedures.

(b) The election committee shall conduct a preliminary investigation to determine the possibility of the violation.

(c) If the claims are unfounded, the investigation/review ceases.

(d) If the claims appear to have validity, the committee shall notify the involved candidate(s) of the allegation(s).

(e) The committee shall conduct a closed hearing to receive and contemplate evidence of any alleged violation. The candidate(s) involved shall be permitted to attend and speak on his/her behalf.

(f) The committee shall, by majority vote, determine whether or not a violation has occurred.

(g) If it is determined that a violation has occurred, the committee shall determine an appropriate sanction to fit the violation. In determining a sanction, the committee shall take into consideration the potential adverse effect on the election results, the gravity of the violation, and all other relevant circumstances.

(h) For violations considered severe, the committee may recommend to the USG Advisor and/or committee liaison that a candidate be removed from the election. The committee liaison will review the findings and make a final decision.

(i) The committee liaison maintains the final authority to approve or deny all proposed sanctions.

Article VI. Election Timeline

Section 6.01 Authority

(a) Dates included in this timeline shall be followed unless otherwise noted, as they are included in the policies and procedures.

Section 6.02 The Election Timeline

(a) Events shall take place no later than the dates listed. References to weeks indicate the first 7 days of the month, etc.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 22</td>
<td>Selection of Election Committee members completed.</td>
</tr>
<tr>
<td>February 19</td>
<td>Dates announced for petition submission deadline, campaign meeting, election, and other relevant events.</td>
</tr>
<tr>
<td>February 25</td>
<td>Petitions become available at noon.</td>
</tr>
<tr>
<td>March 20 by Noon</td>
<td>Candidate petitions are due to the Office of Student Engagement, 3rd floor Student Center</td>
</tr>
<tr>
<td>April 1 at 3 PM</td>
<td>Campaign meeting. (Date may change to accommodate candidates.) Student Center Mississippi Room</td>
</tr>
<tr>
<td>April 1</td>
<td>Campaigning begins immediately following the Campaign Meeting.</td>
</tr>
<tr>
<td>April 4 at 5 pm</td>
<td>Candidate forum. Student Center Auditorium</td>
</tr>
<tr>
<td>April 9 at 6 am</td>
<td>Election occurs on mycourses.siu.edu</td>
</tr>
<tr>
<td>until April 10 at 4:00pm</td>
<td></td>
</tr>
<tr>
<td>April 10 at 4:30pm</td>
<td>Election result announced. Student Center Missouri Room</td>
</tr>
<tr>
<td>April 16 at 6 pm</td>
<td>Election ratified at USG Meeting. Student Center Ballroom B</td>
</tr>
<tr>
<td>April 30</td>
<td>Swearing in of new officers at USG Banquet.</td>
</tr>
</tbody>
</table>

**Article VII. Amendments**

**Section 7.01 Changes to these Policies and Procedures**

(a) Amendments to these policies and procedures shall be allowed by proposal from a Senator of USG, and approved by a 2/3 affirmative vote of the USG Senate.
USG EXECUTIVE CANDIDATE REGISTRATION / ELIGIBILITY CHECK

Must be submitted to the Office of Student Engagement by **12:00 noon, Wednesday, March 20, 2019** with petitions containing the signatures, legible printed names, and SIU dawg tag numbers of at least 200 current students enrolled at the SIU Carbondale campus. Obtaining more than 200 signatures is encouraged in the event that some are ruled invalid.

**Release of information:** In order to have your eligibility verified, each individual must sign below to release your current and past class schedule, GPA, and disciplinary action to the Office of Student Rights and Responsibility for as long as you hold the specific position listed below.

Name of Presidential candidate: __________________________ GPA: __________

Dawg Tag: __________________________ Email: __________________________

Major: ____________________________________________________________________

**Ticket to Include:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Print Name</th>
<th>Signature</th>
<th>Cumulative GPA</th>
<th>Class Standing &amp; Dawg Tag</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Of Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that I and my ticket will abide by all policies, procedures, regulations, and deadlines governing the USG Executive Campaign. I certify that the above information in correct.

_________________________________________  _________________________
Presidential Candidate’s Signature          Date
### ELECTION PETITION

**USG EXECUTIVE CANDIDATE:**

<table>
<thead>
<tr>
<th>PRINT NAME</th>
<th>SIGNATURE</th>
<th>SIU DAWG TAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I do hereby acknowledge that I have reviewed the above names for accuracy and certify that they are legitimate. Candidate’s Signature: ________________________________