

## Rules and Regulations for Campaigning

1. All campaigning must be conducted in a manner that is respectful to the university community and college property.
2. All campaigning must be conducted in a manner that is respectful to all other candidates and to the current position holder. No candidate may campaign in a manner that discourages or misrepresents any other candidates or position holders. Campaigning in a disrespectful manner or distributing disrespectful campaign literature (flyers, posters, etc.) will result in the candidate being removed from the ballot immediately.
3. All campaigning must adhere to the college's publicity guidelines.
  - Flyers may be hung on classroom bulletin boards. Flyers cannot be hung on bulletin boards designed for specific organizations or official bulletin boards.
  - Flyers may be submitted to Sarah Mansfield for approval to be hung in the residence halls on the Community Boards.
  - Candidates may use the plasma screens to advertise. Candidates are in charge of submitting their screen-flyers to [activities@stevenson.edu](mailto:activities@stevenson.edu) for approval.
  - Do not post flyers on doors or windows on either campus.
  - All posting of advertisements must adhere to the University Posting Policies as posted on the Stevenson Portal.
  - When in doubt, ask the SGA Elections Committee.
4. Candidates are responsible for their own copies and publicity needs. No reimbursement will be offered for any campaign costs. Upon approval of candidacy, the candidate will receive \$10 worth of printing money to print out their campaign materials.
5. Campaigning cannot at any time disrupt the general functions and activities of the university community on either campus.
6. Candidates for President, Vice President, Secretary/Parliamentarian, and All Class Representatives may begin campaigning on **Friday, February 11<sup>th</sup>, 2019** provided the SGA Election Committee and SGA Advisor have approved the candidate. Candidates will be notified via email of their status prior to February 11<sup>th</sup>, 2019.
7. Candidates for all Director positions are not required to campaign, since they are not obligated to run for election.

## **ELECTIONS**

### **according to ARTICLE XI of the Stevenson SGA Constitution**

#### **A. Executive Cabinet Elections**

##### **a. General Requirements for Election**

- i. Anyone seeking to place his/her name on a ballot for an SGA office or Class office must have a cumulative grade point average of 2.5 or better; and must be an undergraduate student. Should the officers GPA fall below a 2.5 during their time in office they will be required to meet with the Advisor for the SGA to discuss their status on the Executive Cabinet. The individual may be placed on probation pending academic improvement.
- i. Each SGA officer shall have thirty college credits completed at the beginning of his/her term.
- i. All SGA Executive Cabinet officers must agree to attend all Executive Cabinet, Cabinet, and General Student Body, and other important meetings (Leadership Retreats, etc.) through the duration of office.
- i. SGA officers must be in good standing with Stevenson University and remain in good standing throughout the duration of office (both academically and judicially).

##### **a. Election Oversight Committee**

- i. The Committee shall be named and known as “the Election Oversight Committee
- i. The committee shall be an independent group apart from all other branches of the Student Government and be given full authority to conduct executive Cabinet elections.
- i. The committee shall consist of no less than 3 and no more than 7 members, who are current SGA senators or executive Cabinet members not seeking election for the coming term
- i. The committee shall be given sole authority to determine the election timeline, voting methods, voting security, and maintenance and approval of application forms for seeking election

#### **A. Class Committee Elections**

- a. Class officer elections are subject to the above guidelines.
- a. Class Representatives must be voted to their position by their own class.
- a. Students elected, as class representatives, will recruit students to form their respective class committee.

#### **A. Senate Elections**

- a. **Speaker of the Senate**

- i. Anyone seeking to serve as Speaker of the Senate must be a current Senator.
- i. Senator seeking the role of Speaker of the Senate must be elected by majority vote of the currently serving Senate.
- i. The Senator must have served on the Senate for at least one year before becoming eligible to run for this position.

**a. Senator**

- i. Senate Elections shall take place during the spring semester with an application filled through the SGA Office and the Office of Student Activities.
- i. The Executive Cabinet's designated appointment committee will select Senators based on the review of all candidates' applications.

**A. Specific Position Requirements for Election**

**a. President**

- i. Any student running for the SGA President position must have sat on the SGA Executive Cabinet, the Senate, or a class council for at least one year.
- i. Any student running for the SGA President position must run with their Vice President together.

**a. Vice President**

- i. Any student running for the SGA Vice President position must run with their President.

**a. Secretary / Parliamentarian**

- i. Any student running for the Secretary position must be proficient in Microsoft Office and/ or iWork.
- i. Have a working understanding of Robert's Rules, Parliamentary procedure, and/ or general voting processes.

**a. Director of Public Relations and Director of Alumni Outreach**

- i. Any student running for the Director of Public Relations should be proficient in social media platform and marketing techniques.
- i. This position will be appointed through an interview process. The incoming Executive Cabinet will interview candidates and decide who will be best fit for the position
- i. The nominated executive Cabinet member will meet with the Stevenson Alumni Relations Director and Chairman of Nominations and Awards Committee.
- i. The nominated executive Cabinet member will be appointed to this position upon majority vote from the existing Alumni Association Cabinet.

a. **Director of Finance**

- i. Any student running for the Director of Finance position must be proficient in Microsoft Office Suite and/ or iWork.
- i. This position will be appointed through an interview process. The incoming Executive Cabinet will interview candidates and decide who will be best fit for the position

a. **Director of Diversity and Inclusion**

- i. Candidates should have experience dealing with aspects of campus diversity and inclusion practices.
- i. Any student running for the Director of Diversity and Inclusion must have at least one year of experience participating in student government in the capacity of a Senator or executive Cabinet member.
- i. This position will be appointed through an interview process. The incoming Executive Cabinet will interview candidates and decide who will be best fit for the position.

a. **Director of Philanthropy**

- i. Candidates for the Director of Philanthropy must have some experience with community service projects.
- i. This position will be appointed through an interview process. The incoming Executive Cabinet will interview candidates and decide who will be best fit for the position

a. **Speaker of the Senate**

- i. Any candidate running for the Speaker of the Senate position must have at least served in the Senate for one full academic year.
- i. Any candidate running for the Speaker of the Senate position is encouraged to meet with the current Speaker to discuss requirements of the role.
- i. Any student running for the Speaker of the Senate must have assisted, sponsored, or submitted one formal proposal.
- i. Proposals can include but are not limited to events structured around student needs, Senate policy resolutions, or research and surveying on the student body.

a. **Director of Alumni Outreach**

- i. The Director of Alumni Outreach will be appointed after elections.
- i. The elected executive Cabinet will nominate an executive Cabinet member to serve in this capacity.

- i. The nominated executive Cabinet member will meet with the Stevenson Alumni Relations Director and Chairman of Nominations and Awards Committee.
- i. The nominated executive Cabinet member will be appointed to this position upon majority vote from the existing Alumni Association Cabinet.

**a. Class Representatives**

- i. Any student running for a Senior Class position must have completed 90 college credits. Any student running for a Junior Class position must have completed 60 college credits. Any student running for a Sophomore Class position must have completed 30 college credits.
- i. The SGA Advisor shall verify the qualifications of every office at the end of each semester.
- i. SGA Elections shall take place during the spring semester with a petition filed through the SGA office and the Office of Student Activities. One hundred members of the student body must sign a petition. A recommendation letter from a faculty or staff member should be submitted outlining the applicant's qualifications. The term of office shall be for one year beginning the day after Spring Commencement.

**A. Vacant Seat(s) on the Executive Cabinet**

- a. In the event that there is an unfilled seat(s) on the Executive Cabinet the following process and guidelines will facilitate filling the vacant role(s):
  - i. Any applicant for a vacant position must fulfill and meet the established qualifications for that position as set forth in Article XI, D.
  - i. An applicant who seeks to fulfill a class representative position must collect one letter of recommendation from a faculty or staff member and one from a member of their respective class, in addition to meeting the qualifications required to serve as Class Committee Representative.
  - i. Once the applicant(s) has met the requirements necessary to be eligible the elected executive Cabinet will appoint the applicant(s) to the vacant positions based on majority vote.

**SPECIAL PROCEDURES FOR ELECTIONS**

**Relinquishing a race, disqualification, and vacant candidates**

1. Relinquishing a spot on the Presidential Ticket
  - a. If either the presidential or vice-presidential candidate chooses to step down from the race, the remaining candidate will have the option to find a replacement running mate within 7 days of the former candidate's withdrawal from the race. If a replacement is not found, or if the candidate does not wish to continue, the remaining candidate must end the campaign and concede to the remaining candidates.
    - i. If either the presidential or vice-presidential candidate withdraws within 7 days before the election, and the remaining candidate decides to continue the race, the election will be postponed for another 7 days.
1. Disqualification
  - a. If either the presidential or vice-presidential candidate is disqualified from running after investigation by the SGA Judicial Branch, the entire campaign will have to forfeit the election.
  - a. Disqualification is a penalty that can be reached and conferred by the SGA Judicial Branch. The SGA Judicial Branch can only confer this penalty after an investigation of charges that have been brought to the SGA Judicial Branch. Said investigation will be led by the Chief Investigator.
  - a. The Chief Investigator, upon receiving the allegations will present them to the rest of the Judicial Branch with at timeline for how long the investigation will be and for how it will affect the rest of the election.
1. Discontinuing a Campaign
  - a. If both presidential and vice-presidential candidates of a single ticket choose to end their campaign and there is only one ticket running:
    - i. The Elections Commissioner will reopen the application for 10 days to see if anyone else wants to run against the remaining pair.
    - i. If during these 10 days, no one applies then the election will resume, and the remaining pair will be the only candidates running.
    - i. If during those ten days, one or more pairs apply, the election will be postponed by another 10 days to allow for campaigning.
1. Vacated Single Person Candidacy
  - a. If someone steps down from running and they were the only person running for that position:
    - i. The Elections Commissioner will reopen the position immediately after the withdrawal of former candidate and the that position will remain open for 10 days to gather new candidates.
    - i. Within those 10 days, if only one candidate applies that candidate will be given immediate consideration for the position.

- i. Within those 10 days, if two or more individuals apply for candidacy for that position, the election will be postponed for another 10 days to allow for the new candidates to campaign.

1. Elastic Clause

- a. In the event that a presidential or vice-presidential candidate withdrawal and the remaining candidate decided to continue the race, their replacement running mate will have to meet with the Elections Commissioner to have a candidate orientation session.