SGA Election Packet

Fall 2017



**Election Codes**

**Fall 2017**

*Edited and approved by the Judicial Council on August 28th, 2017.*

*Elections will be held on September 11th and 12th on TopNet. Results will be released in the SGA Senate Chambers (DSU 2081) on September 13th at 12:01 A.M.*

1. **Authority**
   1. The Judicial Council shall enact and review election rules in accordance with Section 4.6.5 of the Student Government Association (SGA) Constitution.
   2. The Following Election Codes apply to both Executive and Legislative Elections.
2. **Candidacy and Filing Procedures**
   1. The Director of Public Relations, or a designated appointee, or necessary aid, pursuant to Section 2.7.5 of the SGA Constitution, shall publicize all filing dates.
   2. In order to run for an office, a student must file an application no later than August 31st at 5:00pm with the Chief Justice.
   3. An Orientation meeting, which all candidates must attend, will be held on August 29thth immediately after the meeting of the Senate, and another on August 30th at 7pm in the SGA office. Candidates who file but fail to attend this meeting shall be disqualified, unless an exemption by the Judicial Council has been granted.
      1. The Judicial Council Chief Justice or a designated member of the Judicial Council shall notify all candidates of the meeting.
   4. The Candidate’s Packet (which shall consist of a schedule of dates and events, a cost estimates sheet, campaign finance forms, the email of the Chief Justice, the candidate profile sheet, and any other pertinent information) shall be distributed at the orientation meeting. If a candidate is granted an exemption he or she will have to arrange an alternative time to pick up candidate packets.
   5. Candidates will be required to sign an agreement affirming that they will abide by the election codes, the SGA Constitution, By-Laws, Student Handbook, and agree to release their academic and discipline records to the SGA advisor.
3. **General Election Guidelines**
   1. The Judicial Council shall meet once a week during the election campaign.
   2. No Justice of the Judicial Council may advocate for the election or defeat of any SGA office. Additionally, no justice may provide a candidate with an official opinion or interpretation of SGA policy without a ruling by the Judicial Council.
      1. The use of social media by the Judicial Council will not show any favoritism in any manner. Example: “Favoriting” tweets, “liking” pictures, comments, retweeting, sharing, etc.
   3. Any Judicial Council rulings will be sent through the University email to all candidates.
   4. The rules regarding the use of physical campaign materials (posters and other signage) are as follows:
      1. Campaign materials may only be placed on bulletin boards only.
      2. Only one piece of campaign material per candidate may be placed on each bulletin board.
      3. No more than 2 posters per floor of every building.
         1. The Judicial Council defines a floor as one continuous flattened surface within a building.
      4. Placement of campaign materials on blatantly stated as departmental or official use bulletin boards is prohibited.
      5. Campaign materials placed on bulletin boards should not exceed twenty (20) inches by twenty (20) inches.
      6. There shall be no campaign material distributed into or onto doors or doorways on campus.
      7. There shall be no distribution or placement of campaign material inside or in computer labs or computer classrooms.
      8. There shall be no posters in Cravens Library, Helm Library, or Gary Ransdell Library.
      9. No campaign materials shall be placed in any SGA office or SGA Chambers.
      10. Candidates must use 100% washable sidewalk chalk to campaign on sidewalks around campus.
          1. No candidate shall use inappropriate language or depictions of any kind in sidewalk chalk.
          2. (i.e.) Mudslinging, explicit language, nudity, etc.
      11. Candidates may display yard signs on and around campus property.
          1. The yard signs must not deteriorate in the rain and must be immediately removed following the election.
      12. No unauthorized person shall be allowed to remove any material of any candidate
      13. No person shall deface or alter any material of any candidate.
      14. All candidates shall remove all campaign material from university property no later than five (5) days after election.
      15. WKU SGA is not responsible for any materials lost, stolen, or damaged.
   5. No candidate shall send or solicit any mail, electronic or physical, for self-promotion during the election or campaign period.
      1. This does not include contacting heads of official university approved student organizations for the purpose of speaking at a regular meeting of said student organization.
      2. This does not include social networking sites, such as Facebook, Instagram, Twitter, etc.
      3. This does not include the distribution of handbills to students around campus.
   6. There shall be no campaigning in classrooms while class is in session, unless by the consent of the instructor as well as no campaigning in any classrooms within 48 hours of the election.
   7. There shall be no door-to-door campaigning in residence halls.
   8. Distribution of perishable food items shall be prohibited within 48 hours of any election.
   9. The period of 48 hours will begin at 12:01 AM on September 9th.
   10. No candidate, or agent of a candidate, shall solicit Social Security Numbers and/or Student Identification Numbers to cast that students vote.
   11. Polling places used for campaigning purposes shall be prohibited.
       1. A “Polling Place” is defined as any publicly accessed computer with an internet connection.
4. **Candidate Finance Guidelines**
   1. Candidates shall be required to adhere to the following financial limitations (donations and purchases):

4.1.1. Presidential candidates shall spend no more than $300

4.1.2. Executive Vice Presidential candidates shall spend no more than $125

4.1.3. Administrative Vice Presidential candidates shall spend no more than 125

4.1.4. All Student Senate candidates shall spend no more than $50

* 1. No student or organization shall contribute more than 40% of the total per office (i.e. a presidential candidate can be donated 40% of $300 which would be $120)
     1. Donations made to a candidate must be included on the election expenditure sheet and be counted in the total amount of money.
  2. Candidates hoping to run as a ticket will be allocated the amount from all offices. (i.e. if a presidential candidate, executive vice presidential candidate, and administrative vice presidential candidate all choose to run as a ticket they would have $550 to campaign with given the following amounts: $300 + $125 + $125)
     1. Donations made by a student or organization cannot exceed the 40% donation cap.
     2. Only individuals running for executive offices can run as a ticket. Legislative candidates are not permitted.
     3. All campaign material must include all names of the ticket.
        1. It is important to note that ticketed pairs will not be noted during voting. All candidates will be separated for each respective office they are running for.
     4. A form documenting the choice to run as a ticket is attached to this form and will need to be sent in with this election packet.
  3. An exact report of itemized expenditures and contributions shall be filed with the Judicial Council in the SGA office, DSU 2045 September 18th at 5:00 PM.
  4. A copy of all receipts must be turned in with the expenditure sheet.

1. **Election Results**
   1. The Judicial Council Chief Justice shall report the results of the election to the candidates once the votes have been verified at 12:01 AM on September 13th.
   2. The election results shall be posted in the SGA office, and made available to the media within twenty-four (24) hours of the election.
2. **Appeal Procedure**
   1. All appeals, protests, and disqualification requests regarding the general election must be filed within five (5) business days after the release of the election results.
   2. The Judicial Council shall immediately hold a hearing to investigate the complaint and follow appropriately with the findings.
   3. If any SGA candidate is found in violations of the election codes after the election has been held, the violator will be subject to a judicial review and may be disqualified.
   4. The Judicial Council shall report its rulings regarding appeals, protests, and disqualifications at the following Legislative meeting.
3. **Online Election Procedures**
   1. Internet polling will take place for two days as determined by judicial council.
   2. The computer-based program will compile the results of the online elections. Results of these votes will be picked up from Information Technology by the SGA advisor or appointee and the Chief Justice of the Judicial Council.

**Judicial Council Contact Information**

Chief Justice Annalicia Carlson

615.927.3342

[annalicia.carlson560@topper.wku.edu](mailto:annalicia.carlson560@topper.wku.edu)

Associate Chief Justice Lane Hedrick

606.776.8826

[katherine.hedrick948@topper.wku.edu](mailto:katherine.hedrick948@topper.wku.edu)

If you have any questions, need clarification or assistance or would like to file an appeal or complaint please contact the Chief Justice or Associate Chief Justice visit <http://www.wku.edu/sga/judicial/request.php> and provide as much information as you can so we can quickly resolve your issue.

**Election Expenditure Sheet**

**Fall 2017**

|  |  |  |
| --- | --- | --- |
|  | **Amount of money spent** | **Evidence and Support** |
| **Total Amount Allowed**  **(Please Check Mark One)** | * Senator: $50 * AVP: $125 * EVP: $125 * President: $300 * Other (Ticketed Pairing): | |
| **Total spent on supplies** | **(Amount Spent)** | **(Receipt(s) Attached?)** |
| **Total spent on advertising** | **(Amount Spent)** | **(Receipt(s) Attached?)** |
| **Donations (Write in name/contact numbers for each donor/which organization if applicable)** | **(Amount Given)** | **(Contact Information)** |
| **Total spent on election** | **$** | **(Please leave this box empty)** |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that the above is correct, and understand that any discrepancies will result in judicial review by the Judicial Council.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having read and fully understood the Student Government Association Fall 2017 election application, do hereby agree to fully comply with the election codes. I also realize that any failure to follow these guidelines may result in judicial review, including disqualification.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_