Elections Bylaws and PPM
Students’ Association of the University of Rochester

Part I. Relevant Bylaws

Part II. Operations, Policies and Procedures

Article I. Responsibilities

Section 1. Elections Chairperson.

A. Selection Process and Criteria

1. The Elections Chairperson shall be selected in the manner by which all committee chairpersons are selected in addition to consulting with a Wilson Commons Student Activities Advisor.
2. The Chairperson may not be a candidate in the election nor give aid or support to any candidate.
3. Co-Chairpersons may be appointed.

B. The duties and responsibilities of the elections chairperson shall include, but are not limited to the following:

1. To administer the election
   a. To prepare and supervise the operation of the Students’ Association elections in coordination with Wilson Commons Student Activities.
   b. To make decisions about the election process within the confines of the Constitution, the bylaws, and the Policy and Procedure Manual.
      i. The Chairperson shall make final decisions with regard to any violations of the aforementioned documents and with regard to the recognizing of any student as a candidate for election.
   c. To investigate alleged violations of election rules and to adjudicate said violations in consultation with the Wilson Commons Student Activities Advisor, Speaker, President, Elections Committee members, and student government advisor.
   d. To coordinate with University IT for the programming of the election system. University IT certifies the official results of the election including tallies of the legitimate write-ins as defined in ________.
   e. To maintain consistent and open communication with candidates throughout the campaign period.
   f. To report the final results of the election to the President and the Senate within twenty-four hours of University IT certification.

2. To ensure that the election and the election schedule are publicized as follows:
   a. To provide all necessary information on when and how students may run for elections.
   b. To inform the members of the Students’ Association by providing all necessary information on when and how to vote.
   c. To distribute the rules of the election to all the candidates and to hold meetings to discuss the rules and answer questions.
   d. To communicate elections process and information to the President and the Senate.

3. To complete the Election Checklist. See Part III, Article I.

4. To coordinate with representative(s) from the Communications & Public Relations Committee to perform the duties listed in Part II, Article 1, Section 8.

5. To serve as the principal litigator in an ACJC trial involving violations of elections rules.

6. To work with the Speaker and Treasurer to manage elections finances.

7. To create and execute a schedule of the SA Appreciation Awards process:
   a. To update and launch online nomination form.
   b. To coordinate nomination submissions.
   c. To coordinate the Senate appointment of the Awards Selection Task Force.
   d. To confirm the time and location of the Awards Selection Task Force Meeting.
   e. To review and decide on nomination submissions with the Awards Selection Task Force.
   f. To chose students whose nominations affected the Awards Selection Task Force’s decision and invite them to present the winner’s his/her award.
   g. Invite the current SA President to present the Student Life Advocate of the Year award on behalf of the Student’s Association.
   h. To order award plaques.
Section 2. Wilson Commons Student Activities Advisor
   A. The duties and responsibilities of the Wilson Commons Student Activities Advisor shall include, but are not limited to the following.
      1. To work with the Elections Chairperson to coordinate Senate and Class Council elections (and Hall Council in conjunction with Residential Life administrator) and interest meetings.
      2. To work with the Elections Chairperson and University IT to coordinate the online voting system.
      3. To work with the Elections Chairperson, Speaker, President and student government advisor to adjudicate any violations of election’s rules.

Section 3. President
   A. The duties and responsibilities of the President shall include, but are not limited to the following.
      1. To appoint an Elections Chairperson to serve for Spring and Fall elections in consultation with the Speaker and Wilson Commons Student Activities Advisor.
      2. To present at elections interest meetings.
      3. To staff the elections table.
      4. To plan and host the SA Convention in the Spring.
      5. To plan and host the Presidential debate in the Spring.
      6. To work with the Elections Chairperson, Speaker, Wilson Commons Student Activities Advisor and student government advisor to adjudicate any violations of election’s rules.

Section 4. Vice President
   A. The duties and responsibilities of the Vice President shall include, but are not limited to the following.
      1. To present at elections interest meetings.
      2. To staff the elections table.
      3. To plan and host the Presidential debate in the Spring.
      4. To fulfill any duties the President is unable or unwilling to perform.

Section 5. Speaker
   A. The duties and responsibilities of the Speaker shall include, but are not limited to the following.
      1. To present at elections interest meetings.
      2. To staff the elections table.
      3. To provide any additional and necessary assistance to the Elections Chairperson.
      4. To work with the Elections Chairperson and Treasurer to manage elections finances.
      5. To work with the Elections Chairperson, Wilson Commons Student Activities Advisor, President and student government advisor to adjudicate any violations of election’s rules.

Section 6. Deputy Speaker
   A. The duties and responsibilities of the Deputy Speaker shall include, but are not limited to the following.
      1. To present at elections interest meetings.
      2. To staff the elections table.
      3. To provide any additional and necessary assistance to the Elections Chairperson.
      4. To fulfill any duties the Speaker is unable or unwilling to perform.

Section 7. Student Government Advisor
   A. The duties and responsibilities of the Student Government Advisor shall include, but are not limited to the following.
      1. To work with the Elections Chairperson, Speaker, President and Wilson Commons Student Activities Advisor to adjudicate any violations of election’s rules.

Section 8. Communications & Public Relations Committee
   A. The Communications & Public Relations Committee shall designate one or more representatives to assist the Elections Chairperson.
   B. The duties and responsibilities of the representative or representatives of the Communications & Public Relations Committee shall include, but are not limited to the following.
      1. To publicize interest meetings and voting.
      2. To design platform advertisement for publication.
      3. To coordinate available information on the website.
      4. To provide any additional and necessary assistance to the Elections Chairperson.
   C. A representative from the Communications & Public Relations Committee may be a candidate, but must follow all campaign rules and is subject to sanctions according to Part II, Article V.

Section 9. Policy & Review Committee
A. The duties and responsibilities of the Policy & Review Committee shall include, but are not limited to the following.
1. To work with the Elections Chairperson to update and consult on bylaws and PPMs as new issues arise.
2. To provide any additional and necessary assistance to the Elections Chairperson.
3. To staff the elections table.

Section 10. Elections Committee Senators
A. The duties and responsibilities of these Senators shall include, but are not limited to the following.
1. To present at interest meetings as requested by the Chairperson.
2. To staff the elections table.

Section 11. Committee and Executive Aides
A. The duties and responsibilities of the executive aides shall include, but are not limited to the following.
1. To complete the duties as designated by their standing committee Chairperson.
2. To staff the elections table and help flyer.
3. To provide any additional and necessary assistance to the Elections Chairperson.
4. To assist the President and Vice-President in their duties.

Section 12. ACJC
A. The duties and responsibilities of ACJC shall include, but are not limited to the following.
1. To adjudicate any appeals of decisions made by the Elections Chairperson.

Section 13. Treasurer
A. The duties and responsibilities of the Treasurer shall include but are not limited to the following.
1. To work with the Elections Chairperson and Speaker to manage elections finances.

Article II. Process of Campaigning and Elections

Section 1. Definitions
A. Campaign - The competition by rival candidates for an election to an available position in the Students’ Association Government.
B. Campaigning – Any public activity or series of public actions employed to accomplish the purpose of an election campaign.
C. Candidate – Any student engaged in an election campaign in order to obtain a position in the student government. This definition shall extend to candidates who appear on an election ballot and to those engaged in a write-in campaign.
1. A recognized candidate shall be any candidate that attends one mandatory interest meeting and completes all necessary paperwork.
2. A write-in candidacy shall be any candidate who engages in a write-in campaign (write-in votes for candidates already on the ballot will not be counted).
D. Campaign staff – Any persons operating under the direction of a candidate.
E. Write-in – Any text added to the ballot by the voter in place of a vote for a candidate already on the ballot that meets the following conditions:
   a. Specifies a student eligible to hold the respective office.
   b. Specifies first and last name.
   c. Does not specify the same student multiple times for the same office. Multiple write-ins by the same voter will count as only one legitimate write-in.
   d. Interpretation of variations in the spelling of a name for write-in votes will be at the discretion of University IT.

Section 2. Schedule
A. Fall Elections. The fall elections process for four Freshmen Senators shall begin during the Orientation period and shall be completed within the first three weeks of the start of classes. The fall elections shall be run in conjunction with Freshmen Class Councils elections (and Hall Council elections if possible).
1. Orientation Week — The Elections Chairperson shall publicize and host interest meetings.
2. First week of classes — Campaign Period. Platforms due to Chairperson, University IT, and Campus Times.
3. Third week – Voting. The Elections Chairperson shall authorize voting to be held Monday through Tuesday, unless classes are not in session for one of the scheduled days, in which case the elections shall begin the first two full class days of the week.
4. Fourth Week – Reserved to handle run-off elections or perversion of the schedule caused by remedies to potential or actual rule violations. Elections must be concluded by the end of this fourth week.

As of 1/10/14
B. Spring Elections. The schedule for spring elections for President/Vice President, Freshmen, Sophomore, and Junior Class Year and five Senators at-Large shall be run in conjunction with Sophomore, Junior and Senior Class Council elections. Spring elections process must begin immediately after Spring Break.

1. The Spring Elections Chairperson will be chosen during the Fall Semester.
2. First week — The Elections Chairperson shall publicize and host interest meetings.
3. Second week — Campaign period. Platforms are due before the start of official campaigning to the Elections Chairperson, University IT and Campus Times.
4. Third week – Voting. The Elections Chairperson shall authorize voting to be held Monday and Tuesday, unless classes are not in session for one of the scheduled days, in which case the elections shall begin the first two full class days of the week.
5. Fourth week - Reserved to handle run-off elections or perversion of the schedule caused by remedies to potential or actual rule violations. Elections must be concluded by the end of this fourth week.

C. Run-offs

1. Presidential Election
   a. If there are four or more candidates and none receives a majority of the vote, the Elections Chairperson must hold a run-off between the top two candidates.
   b. If a run-off results in a tie, there will be another run-off.
2. Senate Elections
   a. If an election results in a tie over one available seat then a run-off between the top two vote-getters is at the discretion of the outgoing Speaker, in consultation with the student government advisor.
3. Rules for run-off elections
   a. No write-in option may be allowed for run-offs.
   b. Run-offs shall happen immediately following the general election as deemed feasible by the Elections Chairperson, in consultation with University IT.
   c. Campaigning for a run-off election will be subject to the same rules as regular campaigning, with the exception of expenditure limits. The budgets for run-offs shall be as follows: Senate - $10, Presidential/ Vice Presidential ticket - $25.

Article III. Rules and Policies

Section 1. Nomination of Candidates and Eligibility

A. Candidates must meet the qualifications to hold the office for which they wish to run. (See bylaws for relevant information.)
B. Any student holding any Students’ Association Government office may run while holding that office, but must resign from that office before taking a new office.
C. Potential candidates must attend an interest meeting and turn in all signed paperwork and submit their platforms to the Elections Chairperson by assigned deadlines.
   1. Any potential candidate who cannot attend a mandatory interest meeting must contact the Elections Chairperson before the last scheduled interest meeting.
D. All recognized candidates shall appear on the ballot.

Section 2. Campaign Rules

A. Campaigning restrictions shall apply both to all those running for office, whether recognized candidates or write-ins, and their campaign staffs.
B. No “Dorm-Storming”: There is no knocking on people’s dorm room doors to ask for votes, walking into open rooms uninvited or sliding fliers under people’s doors.
C. No speeches may be made in Wilson Commons.
D. All fliers and banners must be down by 10 am on the Friday after voting.
E. Budgets for elections: Senate - $40, Presidential/ Vice Presidential ticket - $85 Candidates may not spend more than these amounts or use materials amounting to more than these amounts during the campaign period.
   1. Materials with multiple candidate names or pictures will count toward the budget limit of each individual candidate included.
   2. Those running in more than one race may only spend the maximum expenditure limit.
   3. In-kind donations will be counted towards the expenditure limit.
F. No tearing down or covering over other candidate’s campaign materials. Candidates may not remove or cover up publicity for upcoming events.
G. Candidates may not campaign in academic areas. This includes all libraries, including Gleason Library, ITS, and buildings that are primarily used for classes or University administrative offices. Candidates may campaign in residence halls, dining halls, athletic facilities, Wilson Commons, and Todd Union.
H. Proper posting guidelines must be followed, including all Residential Life policies, and all candidates must follow University policies that are pertinent to the election and campaigning. The website should have updated links to the posting policies of all these buildings (including ResLife policies on the SA website).

I. No unsolicited mass emails: A mass email is an email sent to any more than one person. If a candidate wishes to receive the support of a group, that candidate may send an email to the Executive Board of that group, and the Executive Board reserves the right to forward, or not forward, that email to the group.

J. No campaigning before 12:01am of the start date of the campaign period and after 10pm on the last day of voting. Anything that violates the definition of campaigning as outlined above will be considered as a violation and the committee will oversee the amount of violation points assigned.

K. Social networking sites:
   1. Candidates may campaign in any forum to which message recipients have voluntarily subscribed or from which recipients can unsubscribe.
   2. No unsolicited messages may be sent in any form (e.g. campaigning on someone’s profile or wall).
   3. Candidates may send messages to his/her friends but may not send them to those who would consider it unsolicited,

L. Candidates cannot try to influence people while they are voting, which includes campaigning near the voting tables in Wilson Commons during voting hours.

M. Candidates are responsible for the actions of their supporters and all rules and policies apply to them as well.

N. It is the responsibility of candidates to come to the Elections Chairperson to clarify vague rules.

Section 3. Mechanism for Reporting Campaign Violations
A. Students who witness or experience campaign violations by a candidate should report to the Elections Chairperson, President, Speaker, Wilson Commons Student Activities Advisor or student government advisor.
B. The violation will be handled according to the process mentioned in Article IV, Section I of this Policy and Procedure Manual.

Section 4. Voting Instructions and Balloting/Ballot Counting Policies
A. All voting should be done via an online voting system.
B. Paper ballots must be available in case of emergency.
   1. Paper balloting will only be conducted at the voting tables in Wilson Commons during the voting period.
   2. Voters that come to Wilson Commons to vote by paper ballot will first be instructed to vote using the web-based system. If the student cannot vote via the web-based system, then they will have the option of using a paper ballot.
   3. Only students that are unable to vote using the web-based system will be allowed to vote by paper ballot.
   4. In order to vote by paper ballot, a student must present their Student ID card and provide their Student ID Number at the time of voting.
C. Students shall only vote once per election per candidate. All votes are final.
D. Any students that attempt to vote more than once will be brought before ACJC by the Elections Chairperson.
E. Final counting shall not take place until voting has concluded.
   1. Only legitimate write-in votes shall be counted.
   2. Paper ballots will be verified by the Head Programmer responsible for the web-based voting system.
   3. The Elections Chairperson is obligated to announce official results of the election within one week after the close of voting.

Article IV. Violations and Adjudication
Section 1. The process for filing and adjudicating elections violations shall be as follows:
   1. Any alleged violations of the elections rules shall be submitted in writing to the Elections Chairperson within 24 hours of the violation being noted.
   2. The Elections Chairperson shall then meet with the President, Speaker, Wilson Commons Student Activities Advisor, and the student government advisor to investigate all reported rule violations and to come to a decision regarding those reported violations, using the Penalty Points System as it applies.
   3. The Elections Chairperson shall communicate all decisions regarding the election process or rule violations to all of the candidates in that race within 18 hours of the written submission.
   4. Appeals of a decision or action of the Elections Chairperson shall be directed to the All-Campus Judicial Council.

As of 1/10/14
Article V. Penalty Points System

Section 1. The Elections Chairperson shall be responsible for keeping track of all penalty points assigned to candidates.

Section 2. All components of campaigning are subject to regulation. Violations of the following rules will result in the assessment of points as indicated. The Elections Chairperson reserves the right to assign points for infractions not listed below. Adjustment of the Penalty Points system is at the discretion of the Elections Chairperson.

A. Displaying campaign literature in a prohibited area (2 points per flier)
B. Obstructing another candidate’s campaign literature (8 points per instance)
C. Spending more than $40 on campaign materials for Senate campaigns or more than $85 for the Presidential and Vice Presidential ticket (5 points per dollar over allotted budget)
D. Submitting candidacy forms past deadline (2 points per hour)
E. Displaying online publicity or other campaign literature before the beginning of the campaigning period (25 points)
F. Failure to comply with posting guidelines or pertinent University policies (25 points per building or policy)
G. Failure to remove campaign literature in violation of enumerated regulations within 18 hours of the “send time” of the notification email (50 points)
H. Displaying online publicity or other campaign literature after such activities have been prohibited by the accumulation of Penalty Points (50 points)
I. Personally defacing or removing, or consenting to the defacement or removal, of another candidate’s online publicity or campaign literature (50 points)
J. Deceiving or lying to the Elections Chairperson about facts pertaining to the election (50 points)

Section 3. The accumulation of Penalty Points shall result in the following sanctions when the corresponding threshold of points is reached:

A. Candidate loses the right to display online publicity (20 points)
   1. No online media by the candidate(s) or anyone officially declared to be a part of the campaigning team (i.e.- a campaign manager, etc)
   2. Supports can make statuses or post with past tense phrasing such as “I voted for___ because_____” as that is freedom of speech (Would have to wait until the start of voting).
   3. Supports cannot say, “I am going to vote for______ because_______” as that is eliciting support and therefore campaigning.
   4. Email can still be used as long as it obeys proper emailing policy outlined above.
B. Candidate loses the right to display campaign literature (30 points)
C. Candidate is disqualified (50 points)

Section 4. The Elections Chairperson, in conjunction with the President, Speaker, Wilson Commons Student Activities Advisor, and student government advisor, reserves the right to administer sanctions outside of those listed above.

Article VI. Budget

Section 1. The allocation of election funds shall be as follows:

A. The budget shall be set aside by the Senate for an amount determined by the Students’ Association Appropriations Committee, in the amount necessary to cover the costs of all expenses related to the preparation for and execution of elections.

Section 2. The management of elections funds shall be as follows:

A. The Speaker, Treasurer, and the Elections Chairperson shall work together to manage all elections finances.

Part III. Useful Information

Article I. Elections Checklist

Section 1. The checklist of Fall and Spring elections shall include, but is not limited to the following tasks. These tasks shall be executed in cooperation with Wilson Commons Student Activities Advisor.

A. The Spring Elections Chair should be appointed by the end of the Fall semester and meet with the Wilson Commons Activities advisor before winter break.
B. Prepare for interest meetings
   1. Schedule and reserve rooms for interest meetings
   2. Create and distribute flyers for interest meetings
   3. Clarify the positions being elected and the number in each position
   4. Set deadlines for required submissions
5. Create a sign-in sheet for meetings
6. Arrange for student government members to present at interest meetings
7. Create a presentation for interest meetings
8. Update all information on the SA Vote website
9. Update all forms
   a. Campaign Policy
   b. “Can I Campaign Here?”
   c. Elections rules cover sheet
   d. “Get Involved Night” pamphlet
   e. Instructions for Senators tabling
   f. Staffing for elections document
   g. Elections Interest meeting PowerPoint.
10. Plan for candidates currently abroad
11. Reserve laptop computers for all days of elections with the help of the Wilson Commons Student Activities advisor.
12. Reserve banner space at least 8 days prior to elections

C. Publicize Interest meetings
1. Flyers
2. Weekly Buzz
3. UR Info station
4. SA Display Cases
5. CT advertisement
6. SA website
7. Rocky’s Report/School-wide e-mails
8. Class council e-mails
9. Banner
10. Social media websites
11. Coordinate recruitment at Activities Fair, Get Involved Night and any other relevant programs

C. Publicize Elections
1. Reserve ad space in the CT for platforms
2. Create a CT platform advertisement
3. Flyers
4. Weekly Buzz
5. UR Info station
6. SA Display Cases
7. CT advertisement
8. SA website
9. Rocky’s Report/School-wide e-mails
10. Class council e-mails
11. Banner
12. Social media websites

D. Publicize Awards
1. Post award nominations on the Hive
2. Advertise award nominations (see above for advertising strategies)

E. Candidate Information
1. Communicate to ITS the positions being elected, who can vote, the number of votes, run-off situations, etc.
2. E-mail all individuals who attended the interest meetings regarding final deadlines.
3. Compile a list of candidates and e-mail this out to all candidates
4. E-mail the list of candidates with platforms to ITS
5. Coordinate other information needed for elections (Professor of the year, polls, etc.)
6. Coordinate and set-up publicity for the debate

F. Elections
1. Reserve voting table
2. Have student government members sign-up to work the elections table
3. Create a schedule for the voting table
4. Create paper ballots
5. Arrange for the laptop
6. Coordinate a voting link with IT

As of 1/10/14
7. Develop a plan for the night elections end
8. Communicate certified election results to the rest of the candidates and student government

G. Post Election

1. Evaluate and plan ahead for next election.
2. Update forms, checklist and PPM with new relevant and useful information.
3. Transition with new Elections Chairperson.
   1. File away all materials and records in electronic and paper forms in the student government office and Student Activities Office.
   2. Send e-mail to Freshman Senate and Class Council candidates (all candidates, those elected and not elected) to provide information about the Freshman Class Dinner. Candidates who did not win an election should also be contacted and provided with information on how they can still get involved in student government.
   3. Follow up with candidates about removing campaign literature within 48 hours of elections ending.

Article II.

Elections Interest/Information Sessions

Section 1. Helpful Suggestions
   A. Make the sign-in sheet on the laptop so that the Chair does not have to re-type information
      1. Collect cell phone numbers as well as name, e-mail, building, and room numbers
   B. Send joint SA/Class Council/Hall Council e-mails for efficiency
   C. Hold separate meetings for Senate, Class Council, and Hall Council

Article III.

SA Appreciation Awards

Section 1. Helpful Suggestions
   A. Timeline
      1. Once the Chair is chosen in the fall, he/she will work immediately to advertise nomination forms with all methods outlined above.
      2. Email out all Undergraduate Councils and appropriate groups to encourage them to submit a nomination.
      3. Stop collecting nominations roughly 2 weeks before Spring Break and have each committee member rank each nomination.
      4. The Chair will then rank all the committees rubrics before the full Task Force meets. The Chair will select a nomination in each category they feel influenced the committee’s decision and invite them to present the winner’s with their awards.
      5. By roughly 3 weeks after Spring Break, Senate should have approved all the winners and congratulations emails should have been sent out to the winners.

   A. Ceremonies
      1. Professor of the Year awards should be given at the Undergraduate Research Exposition and the Administrator of the Year award should be given at the Student Life Awards Ceremony.
      2. Students should be selected at least two weeks in advance of the ceremony to present the awards.
      3. The SA President should present the Student Life Advocate of the Year award on behalf of the SA.
      4. Invited students should present the Professor of the Year award (1 student per discipline).

   B. Awards Selections Task Force
      1. The Selection Force will be comprised of 7 people- the Chair, the Speaker, the President, and 4 senate members or aides that represent each division of the college as well as each class year.
      2. It is important to give the Task Force plenty of time to read the nomination submissions prior to the decision meeting.