

STUDENT GOVERNMENT

2010 ELECTIONS GUIDELINES

Web Version
February 8, 2010



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2010 Student Government ELECTION TIMETABLE

Monday, February 8, 2010	Election manual and candidate applications available in the Student Government office, Student Success Center (SSC), Rm. 1280
Thursday, February 11, 2010	Election Information Meeting, 4 p.m., Kimmel Leadership Center Conference Room, MUC
Friday, February 26, 2010	Candidate applications due by 4 p.m. in the Student Government office, SSC, Rm. 1280
Tuesday, March 2, 2010	Mandatory Candidates' Meeting, 4 p.m., SSC Room 1203 Campaign statements due and campaign photos will be taken. Official start of campaign
<i>Thursday, March 18, 2010</i>	<i>Candidates' Forum, 11 a.m. and noon</i> <i>Goshen Lounge, MUC</i>
Monday, April 5, 2010	Elections: Voting at polling sites: 10 a.m. to 6 p.m. Electronic voting: Begins at 6 a.m.
Tuesday, April 6, 2010	Elections: Voting at polling sites: 10 a.m. to 6 p.m. Electronic voting: Ends at 6 p.m.
Wednesday, April 7, 2010	Un-official results posted Grievances must be filed by 4:15 p.m. in the Student Government office, SSC. Campaign materials must be removed by 6 p.m.
Friday, April 9, 2010	Un-official results announced at senate meeting
Friday, April 23, 2010	Election report approved at senate meeting
Friday, April 23, 2010	Official results posted
Monday, May 10, 2010	Student Body President, Vice President, and Student Senators take office.
Thursday, July 1, 2010	Student Trustee takes office

SECTION I: STUDENT GOVERNMENT

A. Authority and Responsibility

The authority and responsibility of the Student Government is derived from the power of the Chancellor of Southern Illinois University Edwardsville to recognize constituency groups as provided in Article V of the Statutes of the Board of Trustees and in Chapter 3 of the Policies of the Board of Trustees.

The Student Government shall:

1. promote campus life.
2. further the interests of the student body.
3. recommend on the allocation and use of student fees to SIUE student groups and organizations and do so in the best interest of the student body.
4. encourage students to develop leadership qualities.
5. encourage students to exemplify qualities of responsible citizenship.
6. function cooperatively with other constituent bodies to achieve the mission and purpose of the University.

B. Composition

1. Student Government consists of two separate branches – the Executive Branch and the Legislative Branch.
2. The Executive Branch shall be called the Executive Board and shall consist of a Student Body President, Vice President, Student Trustee, Finance Board Chair, Internal Affairs Chair, External Affairs Chair, Student Organization Advisory Board Chair, and School Spirit and Pride Chair.
3. The Legislative Branch consists of the Student Senate's 12 Senators.

C. Term of Office

1. The President and Vice President shall take office on May 10, 2010, and serve for one year.
2. The Student Trustee shall take office on July 1, 2010, and serve for one year.
3. The Finance Board, Internal Affairs Chair, External Affairs Chair, Student Organization Advisory Board Chair, and School Spirit and Pride Chair shall take office the day after Senate approval of their respective appointments and serve through May 8, 2011.
4. Senators shall take office on May 10, 2010, and serve for one year or until their successors are certified.

D. Qualifications

- 1. President, Vice President, and Student Trustee**
 - a. The President, Vice President, and Student Trustee must have completed two academic terms as full-time students at SIUE.
 - b. Candidates for these positions must have a cumulative GPA of at least 2.5 at the time of the election. These officers must each maintain a cumulative GPA of at least 2.4 during their terms in office.
 - c. Candidates for these positions must be currently enrolled SIUE students in good disciplinary standing.
 - d. Candidates must be enrolled full time in the fall and spring semesters and maintain full-time status.
- 2. Finance Board Chair, Internal Affairs Chair, External Affairs Chair, Student Organization Advisory Board Chair, and School Spirit and Pride Chair**
 - a. Candidates for these positions must have completed two academic semesters as full-time students at Southern Illinois University Edwardsville.
 - b. Candidates for these positions must have a cumulative GPA of at least 2.5 at the time of appointment. The Finance Board Chair, Internal Affairs Chair, External Affairs Chair, Student Organization Advisory Board Chair, and School Spirit and Pride Chair must each maintain a cumulative GPA of at least 2.4 during their terms in office.
 - c. Each of the chairs must be enrolled full time at SIUE for the fall and spring semesters of their term in office. A candidate need not enroll during the summer term.
 - d. Candidates must be enrolled full time in the fall and spring semesters and maintain full-time status.
- 3. Student Senators**
 - a. A student may not hold both an executive position and a senate position at the same time.
 - b. A candidate for the office of senator must have a minimum cumulative GPA of 2.5 at the time of election or appointment. A senator must maintain a minimum cumulative GPA of 2.4 throughout his/her term of office.
 - c. A candidate for the office of senator must have completed 12 hours as a full-time undergraduate student or six hours as a full-time graduate student at SIUE.
 - d. Senators must be enrolled full time in the fall and spring semesters and maintain full-time status.

E. Duties and Responsibilities of Executive Officers

1. The President

- a. presides over the Executive Board.
- b. vetoes Student Senate resolutions, subject to the following provisions: Resolutions approved by the Senate become official if not vetoed within 10 working days of Senate approval. The President must give the Senate written notification of a veto, including reasons for it, within the 10-day period. The President's veto must be presented to the Senate at its next regular meeting. A two-thirds majority of the total Student Senate membership is required to override a Presidential veto. The President may not veto the entire budget allocation recommended for operation of the Student Government office; he/she may veto only line items.
- c. votes in Student Senate meetings in the event of a tie.
- d. makes appointments, subject to the review and consent of the Student Senate.
- e. carries out all official and ceremonial functions pertaining to his/her office.
- f. makes regular reports to the Student Senate on campus affairs.
- g. attends regularly scheduled meetings of the Board of Trustees.
- h. outlines the goals and objectives of his/her administration in consultation with the Legislative Branch and Executive Branch of Student Government.
- i. calls special meetings of the Senate for a specific purpose.
- j. monitors the day-to-day operation of the Student Government office.
- k. maintains at least 12 office hours per week as defined pertaining to his/her office.
- l. serves as an ex-officio member of all Senate subcommittees of which he/she is not a voting member.
- m. maintains committee reports from Senators serving on University-wide and Student Government committees.

2. The Vice President

- a. oversees the day-to-day operations of the Student Government office when the Student Body President is not in his/her office.
- b. presides over Student Senate meetings.
- c. proposes legislation to the Senate and to assist the President in carrying out the policies and procedures of the Student Senate.
- d. assumes the office of President of the Student Body in the event that the President is unable to fulfill his/her duties.
- e. attends the regularly scheduled meetings of the Student Senate.
- f. receives and forwards written proxies from Student Senators.
- g. serves as an ex-officio member of all senate subcommittees and standing committees of which he/she is not a voting member.
- h. monitors and oversee the office hours of Student Senators.
- i. maintains Senator attendance records and office hours records and to report excessive absences to the Student Senate.
- j. Maintains at least 12 office hours per week pertaining to his/her office.

3. The Student Trustee

- a. serves as the SIUE student representative to the SIU Board of Trustees.
- b. attends the regularly scheduled meetings of the Board of Trustees.
- c. carries out all official and ceremonial functions of his/her office.
- d. attends all regularly scheduled meetings of the Student Senate.
- e. makes one monthly report to the Student Senate on Board matters.
- f. maintains a minimum of three office hours per week in the Student Government office.
- g. serves as an ex-officio member of all Senate subcommittees of which he/she is not a voting member.

The duties and responsibilities of the Finance Board Chair, Internal Affairs Chair, External Affairs Chair, Student Organization Advisory Board Chair, and the School Spirit and Pride Chair shall be defined in the bylaws pertaining to each respective board.

F. Duties and Responsibilities of Student Senators:

Each Senator

1. must abide by the Constitution and Bylaws of Student Government.
2. must serve and actively participate in two standing committees of the Student Senate or University-wide committees established or recognized by the Student Senate.
3. must attend the regularly scheduled meetings of the Student Senate and his/her respective committee assignments. (The Senate meets biweekly on Fridays at 2 p.m.)
4. must provide the Senate a written report of committee meetings attended. Reports are to be submitted no later than two weeks after each committee meeting.
5. must maintain a minimum of three office hours per week, to be served in the Student Government or another designated site.
6. is encouraged to participate in the Student Leadership Development Program.
7. **MUST ATTEND SCHEDULED TRAINING SESSIONS.**

SECTION II: CAMPAIGN REGULATIONS AND GUIDELINES

A. Campaign Funding

No student fee dollars, including annual allocation funds, may be used for campaign materials, promotion, or advertisement of any candidate.

B. Campaign Publicity (also see “Facebook Campaigning” on page 16)

1. **All campaign material must bear an approval stamp from the Election Commission. Some bulletin boards on campus also require an approval stamp from the Kimmel Leadership Center.** If the Election Commissioner is unavailable, a member of the Commission may approve campaign materials. If neither the Election Commissioner nor a member of the Commission is available, then the Director of the Kimmel Leadership Center may approve campaign materials.
2. In the event that the item is too small to bear the stamp of the Election Commission, then the date and the initials of the Election Commissioner (or one of the individuals authorized to approve campaign materials) will be sufficient.
3. A copy/sample, when feasible, must be kept on file with the Election Commissioner.
4. Campaign materials may be posted and distributed beginning Tuesday, March 2. ALL campaign material must be removed no later than 24 hours after the polls close on April 6 at 6 p.m. Items not removed by the deadline will be removed by the Election Commission. Candidates who failed to remove their campaign material by the deadline may be charged for removal and placed on accounts receivable.
5. The Election Commission will not restrict content except as otherwise set forth in this manual and except in cases where the University has determined with advice of the Office of the General Council that a particular item is defamatory, obscene, or possesses a clear and present danger of resulting in a serious substantive matter which the University has a right to prevent.
6. All materials will be reviewed for appropriateness and conformity to all applicable University guidelines and Board of Trustee policies.
7. Posting is to be done on designated bulletin boards and kiosks only. **Posting is not permitted on walls, doors, windows, pillars, garbage cans, sidewalks, trees, automobiles, or any other unauthorized area.**
8. Posting on a board assigned to a particular University department must have approval from that department.
9. Materials on all bulletin boards must be affixed with standard size staples or thumbtacks. **The use of tape, glue, nails or any other affixing device is prohibited.**
10. All fliers/posters must visibly bear the candidate's name.
11. In order to allow all users a fair and equal chance for space on the boards and provide maximum service, poster size must not exceed **11” x 17”**.

C. *Alestle* Advertisements

The following guidelines for *The Alestle* advertisements are taken from the "Policies and Procedures Governing the Operation of *The Alestle*":

The Alestle will accept paid political messages from candidates, including candidates for Student Government offices, and from spokespersons for candidates, provided that the name of the sponsoring organization and its officers are provided. Advertisements having the appearance of an editorial or news story must be labeled "Paid Advertisement" at the top of the advertisement. All political advertisements must be pre-paid. *The Alestle* will reject political advertisements that violate the regulations set forth in this policy.

D. Distribution by Handout

1. The University and the Election Commission reserve the right to control time, place, and manner of distribution. Those who distribute must not:
 - a. block entrances or exits to any facilities or disrupt the normal flow of traffic.
 - b. commit any act that creates a safety or health hazard.
 - c. accompany the distribution of materials by loud or raucous sounds which are likely to disturb others.
 - d. interfere or disrupt any other activity in the same general location.
 - e. campaign inside any building with a polling site during election hours.
2. All campaign material must identify a candidate and bear an approval stamp from the Election Commission.

E. Distribution from Booths and Tables

Booths/tables must be reserved by a student organization. Campaign material may be disseminated with the student organization's permission.

F. Distribution on Cafeteria Tables

Campaign material is **not permitted** on cafeteria tables in the Morris University Center.

G. Distribution at Cougar Village

Distribution of campaign material at Cougar Village must have approval from the Assistant Director of Residence Life prior to distribution.

H. Distribution at Bluff, Evergreen, Prairie, and Woodland Halls

Distribution of campaign material at Woodland, Bluff, Prairie, and Evergreen Halls must have approval from the Assistant Director of Residence Life prior to distribution.

I. Banners

1. Banners may hang indoors in the Morris University Center, Goshen Lounge or Rendleman Hall Lobby. Outdoor banners may be hung on the Peck Hall balcony, Science Building balcony, or Cougar Village.
2. Banners must be approved by the Election Commissioner. Approval from the Morris University Center Administrative Office must be obtained prior to hanging in the Goshen Lounge, Peck Hall balcony, and Science Building balcony. Approval from Bob Vanzo, Director of Administrative Services in the Office of the Vice Chancellor for Administration, must be obtained prior to hanging in the Rendleman Hall lobby. Approval from the Assistant Director of Residence Life must be obtained prior to hanging at Cougar Village.
3. Banners are limited to five feet wide by three feet high.
4. Banners displayed indoors must be made of paper, cloth, lightweight plastic, or canvas. Banners made entirely of wood, heavyweight plastic, any type of fiberboard, or any heavyweight material will not be approved.
5. Outdoor banners must be made of cloth, canvas, or oilcloth or other material capable of supporting itself without tearing in substantial winds. They may not contain any metal, wood, plastic or other hard material. Banners must have reinforced holes through which 1/8 inch cord may be attached. Lettering and other designs must be made in weatherproof paint, marker or other similar materials.
6. All banners must have grommets or holes with sufficient weight string to attach them to the bottom rungs of the railing with secure knots.

J. Signs

1. All signs must be made of pine, plywood, particleboard, or other similar materials. All signs must be self-supporting and may not be affixed to any University fixture (e.g., light posts, trash cans, etc.) or to trees, etc. Nails may not protrude from the surface, side or back of the sign. Lettering must be neat and legible in weather-resistant material.

3. Signs may not obstruct the view of vehicular, bicycle, or pedestrian traffic in any way, nor be placed in such a way as to create a hazard for vehicular, bicycle, or pedestrian traffic.

K. Campaign Statements

1. All candidates should submit a campaign statement to the Election Commissioner by the deadline specified in the Election Timetable. These statements will appear in the *Alestle* within a week of the election. Statements will also be posted in the Kimmel Leadership Center.
2. To be eligible for publication, statements must be submitted in writing. All individuals running for Student Government are not required, but are urged, to submit a statement. Statements can only be made by picking up an application from the Election Commissioner in the Student Government office.
3. All statements will be edited by the Election Commissioner for length only. Statements will not be edited by the Election Commissioner or *The Alestle* staff for content or grammar.

L. Endorsements by Individuals/Organizations

Endorsements may take the form of verbal support of a candidate or may involve actual assistance in campaigning. Student organizations may endorse candidates. The executive officers of recognized student organizations should ensure that the organization has voted to endorse a candidate. Student fee money cannot be used by student organizations that endorse candidates. Student Government may not endorse a candidate.

M. Restricted Campaign Areas

1. The Student Government office and the Kimmel Leadership Center are neutral areas. No Student Government or Kimmel Leadership Center equipment or office space may be used in the campaign of any candidate, including current members of Student Government. This restriction applies to, but is not limited to, use of the computer, fax and copy machines, telephones, typewriters, and office supplies.
2. Campaign materials for any candidate may not be made, used, stored, or assembled in the Student Government office or the Kimmel Leadership Center office.
3. Members of Student Government may not endorse any candidate at any Student Government function. Such functions include, but are not limited to, office hours, committee meetings, Senate meetings, interviews of prospective members of Student Government, or any Student Government committees.
4. Campaigning inside any building in which the actual election is conducted is strictly prohibited.

SECTION III: ELECTION VIOLATIONS

This section applies to all official candidates for Student Government elections. It also applies to the conduct of all candidates and campaign workers. Candidates are responsible for the conduct of students campaigning on their behalf. Charges in violation of the *Student Conduct and Student Grievances: Rights and Responsibilities* may be forwarded to the Office of the Vice Chancellor for Student Affairs for further action.

A. Definition of Violations

Acts of misconduct for which candidates are subject to review include violations of University policy and regulations, election and campaign guidelines, local ordinances, and state and federal laws, and include, without limitation:

1. Distributing and/or posting campaign materials not approved by the Election Commission and/or appropriate University official
2. Willful or malicious damage or destruction of another candidate's campaign material or election material
3. Forgery, alteration, or misuse of University documents, records, and student ID cards
4. Violations of University Housing regulations
5. Violations of other University policies or regulations
6. Acts against the administration of this section
 - a. Initiation of a complaint or charge knowing that the charge is false
 - b. Interference with or attempt to interfere with the enforcement of these guidelines, including but not limited to, intimidation, bribery, acceptance of bribes, dishonesty, and disruption of proceedings and hearings held under this section
 - c. Violation of the terms of any sanction or attached conditions imposed in accordance with this policy
7. **Campaigning inside any building where the election is being conducted.**
8. Campaigning inside of or storing materials in restricted areas (i.e. polling places, Student Government office, Kimmel Leadership Center offices)
9. Failure to meet the general eligibility requirements (e.g., GPA, enrollment period, full-time status, refusal to go through certification process)
10. Posting fliers on unapproved University fixtures (e.g., trash cans, vending machines, walls by telephones, bathroom stalls, etc.)
11. Leafleting on cars

B. Sanctions

The sanctions listed in this section are not inclusive, but merely serve as guidelines and may be imposed in any combination:

1. Warning: A written warning noting that repetition of violations or additional violations will subject the candidate to further sanctions
2. Assessment for restitution:
Payment for the restoration of the University's property and/or candidate material
3. Probation:
Places the candidate on notice that further violations may result in separation from the election
4. Separation from the Election (permanent):
The candidate may not hold office in Student Government or serve on University committees.

C. Grievance Procedures

Under this section, a student may charge a candidate with alleged violations of election and/or campaign guidelines. Charges of violations shall be processed according to the following procedures:

1. All grievances must be filed no later than 4:15 p.m. on Wednesday, April 7.
2. Grievances shall be made to the Election Commissioner.
3. The grieving party shall submit in writing:
 - a. The name of the person against whom the complaint is made and the date of the complaint
 - b. The specific charges
 - c. A statement of the circumstances and evidence
 - d. A list of witnesses
4. The Election Commissioner shall, within three working days, in writing:
 - a. Acknowledge receipt of the charges to the complaining party
 - b. Forward the charges and the statement of circumstances, evidence, and the list of witnesses to the complainant and the person against whom the charge is made
 - c. Arrange for and give notice of the time and place of a hearing to the parties involved.
 - d. Conduct a hearing no fewer than two days, or more than five days from the date of receipt of the written charge.
 - e. Within 24 hours after the hearing, notify in writing the parties involved of his/her decision or resolution.

D. Hearing Procedures

A hearing shall normally follow the sequence indicated below:

1. The Election Commissioner shall convene the Election Commission and preside over the hearing.
2. The Election Commissioner shall be responsible for keeping an accurate record of the proceedings of the hearing(s).
3. The Election Commissioner shall inform all parties of their responsibilities regarding attendance, testimony, honesty, rights, and the maintenance of order.
4. The Election Commissioner shall read the charges and ask the respondent to reply to the allegation(s). If the respondent is absent or refuses to reply, it shall be assumed that the respondent disagrees with the allegation(s) made.
5. The complainant and the respondent may make an opening statement which shall inform the Election Commission of the evidence to be presented and provide a general overview of the case.
6. The complainant may then present witnesses and other evidence in support of the allegation(s).
7. The respondent may then question the complainant and each witness presented.
8. The complainant may question each witness again after the respondent has finished questioning.
9. Members of the Election Commission may question the witnesses and the Election Commissioner may permit further questioning by the parties.
10. Either party may challenge the admission of evidence if the party believes there is a good reason the evidence should not be admitted. The Election Commissioner shall make the final decision in all cases regarding relevance and admissibility of evidence.
11. The respondent may then present witnesses and evidence in an effort to respond to the charge(s).
12. The complainant may question the witnesses.
13. The respondent may question each witness again after the complainant has finished questioning.
14. Members of the Election Commission may question the witnesses and permit further questioning by the parties.
15. The Election Commissioner shall ask all parties to present any further information pertaining to the case.
16. All parties shall have the opportunity to present their closing statements, summarizing evidence and presenting arguments.
17. The Election Commission shall close the hearing and meet in executive session to make findings of fact and determine a recommendation, which shall be rendered within applicable time limits.

SECTION IV: ELECTIONS

A. Elections

The general student body election of the Student Government shall be held no later than the 12th week of the spring semester.

B. Voter Eligibility and Privileges

1. Only SIUE students enrolled for course work at the time of a Student Government election or referendum are eligible to vote in the election or referendum.
2. Each student voting may cast one vote each for Student Body President, Vice President, Student Trustee, and 12 Student Senators that are placed on the ballot for the election. Each student may cast one vote on each question that is placed on the ballot for a referendum or a recall election.

C. Election Commission

1. An Election Commission shall be established to administer each general student body election.
2. The Election Commission shall be composed of the Election Commissioner, two members appointed by the Student Senate, one ex-officio member appointed by the Student Body President, and the Director of the Kimmel Leadership Center as an ex-officio member.
3. Members of the Election Commission, except for the Director of the Kimmel Leadership Center, must be enrolled SIUE students, may not be affiliated with the campaign or support of any candidate, and may not be directly affiliated with the Student Government office, Student Senators, or Student Government staff personnel.

D. Duties and Powers of the Election Commission

1. To make and administer the election rules of procedure and to administer elections
2. To aid the Election Commissioner in the exercise of his/her duties and powers
3. To conduct and monitor the votes cast in the election

E. Duties and Powers of the Election Commissioner

1. To prepare and distribute election materials including: election rules and interpretations thereof; applications, forms, information, and eligibility requirements for positions; a listing of candidates for the positions to be filled and information on candidate affiliations; referendum materials; and the ballot
2. To meet with all candidates within three days following the application deadline for candidacy
3. To determine and certify the eligibility of candidates
4. To enforce election rules by investigating written charges filed by any enrolled student(s) alleging election rule violations; by investigating election rule violations that otherwise come to his/her attention; by advising, verbally or by written notice, any applicable candidate(s) to cease any violation of election rules; and by disqualifying any candidate(s) guilty of election rule violations and taking appropriate action respecting the removal of such candidate(s) from election ballots
5. To ensure that polling places are properly scheduled and staffed
6. To, within 24 hours of completing the final count of ballots and in accord with the guidelines and requirements for each applicable position.
7. To submit through the Election Commission to the Student Senate a final election report and to make available to interested parties the following:
 - a. The final tally of votes cast for all candidates listed on the ballot.

F. Candidate Responsibilities

1. Each candidate shall meet all requirements of the office that he/she seeks. Failure of a candidate to meet the requirements shall constitute cause for removal of the candidate from the election ballot. No candidate may be certified to hold an office for which he/she does not meet the requirements.
2. Each candidate shall be responsible for the conduct of his/her campaign workers.
3. Failure of a candidate to cease a violation of election rules after having been so advised by the Election Commissioner shall constitute cause for removal of the candidate from the ballot and/or disqualification from being elected.
4. Each candidate must complete and return an application to the Student Government office by the deadline.
5. Each candidate must attend a Candidate's Meeting to appear on the ballot. Campaign statements are due at this meeting and photographs will be taken of each candidate for *The Alestle*.
6. Each candidate is encouraged to participate in debates and candidates forums.

G. Ratification of Election

1. The Election Commission shall submit to the Student Senate its final report setting forth and validating the election results by the last Senate meeting of the term in which the election took place.
2. The election results shall become official and final once the Election Commission's final report is ratified by a simple majority of the Student Senate.

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FACEBOOK CAMPAIGNING

As stated in Section II, B, 4. "Campaign materials may be posted and distributed beginning Tuesday, March 2." This applies to campaigning on Facebook.com as well. Absolutely no groups, no wall posts, and no profile edits regarding one's candidacy in the election may be posted on Facebook before March 2 (following the Mandatory Candidates' Meeting).

The Election Commission will be checking all candidates' profiles and affiliated pages to ensure that no unfair/illegal campaigning occurs. If a candidate is caught advertising before March 2 (following the Mandatory Candidates' Meeting), his/her candidacy will be revoked. If a candidate's acquaintance advertises for the candidate, the Commission will issue an e-mail warning to both the acquaintance and the candidate. If the advertisement is not removed by noon the day after the candidate receives the warning, he/she will automatically be removed from the election.