

# **Title 1. The Elections Committee**

## **Chapter 1. Elections Committee Bylaws**

### **Article 1. Overview of the Elections Committee**

#### *Item 1. Preface*

- A.** This document has been written to structure and govern the Student Government Board Elections Committee and election.
- B.** The Student Government Board Constitution, Student Government Board Governing Code, Code of Ethics, and Elections Code shall take precedence over all Committee Bylaws.
- C.** In all matters concerning elections, the Elections Code shall take precedence over the Committee Bylaws.

#### *Item 2. The Purpose of the Elections Committee*

- A.** The Student Government Board Elections Committee is responsible for conducting a fair, honest, and efficient campus-wide election in accordance with the Student Government Board Constitution and the Elections Code.

#### *Item 3. Duties and Responsibilities*

- A.** The duties and responsibilities of the Elections Committee are:
  - 1.** To review and update the Elections Code.
  - 2.** To address violations of the Elections Code.
  - 3.** To provide, receive, and determine the eligibility of a candidate based on the SGB Petition and Application Packets received from candidates for the positions of President and Board Member.
    - a.** Eligibility will be determined by a simple majority of total membership of the committee. All packets are subject to approval by the SGB Advisor.
  - 4.** To facilitate Student Government Board elections by:
    - a.** Opening and closing polling places.
    - b.** Maintaining accurate records of voting.
    - c.** Overseeing workers hired to operate the polls.
    - d.** Adjudicating cases involving infractions of the Elections Code or Elections Committee policies in accordance with the Elections Code.
    - e.** Preparing and publishing all notices in connection with the execution of the election.
    - f.** Planning and coordinating the events leading up to the election.
  - 5.** To arrange and moderate the presidential debate.
  - 6.** To arrange the inauguration of newly elected officeholders.

## **Article 2. Membership, Vacancies, and Responsibilities**

### **Section 1. Membership and Vacancies**

#### *Item 1. Membership*

- A.** The Elections Chair and Elections Committee Members shall be selected in accordance with the process indicated by the Student Government Board Governing Code.
- B.** The number of committee members shall be determined by the chairperson to a maximum of eight members. The committee shall consist of no fewer than six members after the second week of fall term.
- C.** Committee members shall not run for a Board Member or Presidential position while serving on the committee.
  - 1.** Committee members who wish to run for a Board or Presidential position in the spring term must resign by the last day of the fall term.
- D.** Committee members shall remain nonpartisan during the Student Government Board election process.
  - 1.** Members cannot endorse a candidate or slate running for a Board Member or Presidential position.
- E.** If a committee member is found supporting a campaign in any fashion, the Elections Chair may dismiss them from the committee as outlined in Item 2.
- F.** Committee members may resign at any time with a written letter to the Elections Chair and the Student Government Board

#### *Item 2. Removal Process*

- A.** The Chairperson reserves the right to remove any committee member who is acting inappropriately, as they see fit. This dismissal shall be ratified by the Judicial Committee Chairperson.
- B.** Any committee member may motion to remove another committee member. Such a motion must be approved by a simple majority of total membership of the committee, and sufficient evidence must be approved by the Elections Chairperson. This dismissal shall be ratified by the Judicial Committee Chairperson.
- C.** A removed committee member may appeal their removal by appealing to the Judicial Committee Chairperson in writing within one week of the dismissal.

### **Section 2. Responsibilities of Officers**

#### *Item 1. Chairperson*

- A.** Shall serve as the official spokesperson for the Elections Committee.
- B.** Shall report to the Board Liaison assigned to the Elections Committee.
- C.** Shall attend and present a report at all Student Government Board Public Meetings.
- D.** Shall keep five office hours per week in the Student Government Board office.
- E.** Shall create new officer positions with the approval of the Board Liaison and appoint the other officers of the committee, subject to approval by a simple majority of total membership of the committee.
- F.** Reserves the right to set up ad hoc committees or task forces under their committee.

- G. Shall create the agendas for committee meetings and set meeting times in a designated place.
- H. Shall supply the Student Government Board President, Board Liaison, and staff specialist with copies of meeting minutes and any other relevant paperwork.

*Item 2. Vice Chairperson*

- A. Shall assume the duties of the Chairperson in their absence.
- B. Shall help the Chairperson coordinate any activities, planning sessions, or meetings that will be conducted within the organization, with other organizations, or the greater Pittsburgh community.

*Item 3. Secretary*

- A. Shall record minutes and attendance in all committee meetings and distribute them upon request.
- B. Shall submit all meeting and hearing minutes to the Student Government Board office workers.

**Article 3. Meetings and Special Committee Details**

**Section 1. Special Committee Details – Elections Code**

*Item 1. The Elections Committee shall annually review and revise the Elections Code.*

- A. Amendments approved by the Elections Committee shall be submitted for approval by a simple majority vote of the Student Government Board.

**Section 2. Meetings**

*Item 1. Quorum*

- A. A meeting in which voting takes place must have a 2/3 majority of committee members in attendance.

*Item 2. Attendance*

- A. Members of the Elections Committee have the responsibility of attending all scheduled meetings of the Elections Committee or contacting the Chairperson if a conflict should arise.

*Item 3. Parliamentary Authority*

- A. The Chairperson shall have the power of conducting the business of the committee as defined in the most recently revised version of Robert's Rules of Order. In cases where the newly revised version of Robert's Rules of Order is inconsistent with the Governing Code or Constitution of the Student Government Board, the Governing Code or Constitution shall take precedence over Robert's Rules of Order.

**Section 3. Ratification and Amendments**

- A. Any modification to these bylaws must be made by the Committee and approved by a 2/3 committee vote.

- B. The modified bylaws will be submitted to the Judicial Committee to check the consistency between documents, and will be approved by a 2/3 committee vote.
- C. These bylaws shall be effective upon subsequent approval by a 2/3 vote by the Student Government Board.

## **Chapter 2. The Elections Code**

### **Article 1. The Student Government Board Elections Committee**

#### **Section 1. The Elections Committee Chair**

##### *Item 1. Definition*

- A. The Chair shall be selected in accordance with the process indicated by the Student Government Board Governing Code and serve as the official spokesperson for the Elections Committee.

##### *Item 2. Authority*

- A. The Chair shall preside over all meetings of the Elections Committee and act as its spokesperson in all matters of elections business.

##### *Item 3. Enforcement*

- A. The Chair shall oversee the Elections Committee Members and is in charge of their recusal or removal, should any ethical conflicts arise.

##### *Item 4. Elections Code Revision*

- A. The Chair cannot propose any revisions to the Elections Code eight weeks before the election's conclusion.

##### *Item 5. Discretion*

- A. For all matters related to the election for which there is no established provision within the Student Government Board Constitution, Governing Code, or Elections Code, the Chair shall have the authority to establish and maintain those provisions necessary to ensure a fair, honest, and efficient election. These provisions must be approved by a simple majority of total membership of the Elections Committee.

#### **Section 2. The Elections Committee**

##### *Item 1. Definition*

- A. Elections Committee Members shall be selected in accordance with the process indicated by the Student Government Board Governing Code to a maximum of eight members.

##### *Item 2. Neutrality*

- A. The Elections Committee shall at all times seek to make decisions based on the authority of the Elections Code. The committee shall sign documentation stating that they will not endorse or take bias towards any candidates, slates, or issues.

### *Item 3. Appearance of Impropriety*

- A. The Elections Committee shall at all times avoid the appearance of any bias, even if no real bias exists.

### *Item 4. Recusal*

- A. Any Elections Committee Member with a conflict of interests, real or perceived, will be expected to recuse themselves from any decisions where such conflict might arise.

### *Item 5. Recusal of the Elections Committee Liaison*

- A. The Student Government Board Liaison to the Elections Committee shall be completely impartial to any candidate and lack any bias or appearance thereof. Should a conflict of interest arise, the liaison will be removed and a new liaison shall be assigned at the discretion of the Elections Committee Chair.

### *Item 6. Roberts Rules*

- A. In all official business, the Elections Committee shall follow the most recently revised edition of Roberts Rules of Order, unless otherwise stated.

### *Item 7. Duties and Responsibilities*

- A. The duties and responsibilities of the Elections Committee are:
  1. To review and update the Elections Code.
  2. To address violations of the Elections Code.
  3. To provide, receive, and determine the eligibility of a candidate based on the SGB Petition and Application Packets received from candidates for the positions of President and Board Member.
    - a. Eligibility will be determined by a simple majority of total membership of the committee. All packets are subject to approval by the SGB Advisor.
  4. To facilitate Student Government Board elections by:
    - a. Opening and closing polling places.
    - b. Maintaining accurate records of voting.
    - c. Overseeing workers hired to operate the polls.
    - d. Adjudicating cases involving infractions of the Elections Code or Elections Committee policies in accordance with the Elections Code.
    - e. Preparing and publishing all notices in connection with the execution of the election.
    - f. Planning and coordinating the events leading up to the election.
  5. To arrange and moderate the presidential debate.
  6. To arrange the inauguration of newly elected officeholders.

## **Article 2. Elections Code Amendments**

## **Section 1. Definitions**

### *Item 1. Definition of Elections Code*

- A. The Elections Code is a body of guidelines set up by the Elections Committee which governs the election process and all persons involved with the election, including an individual candidate or slate's campaign.

## **Section 2. Amendments**

### *Item 1. Approval of Elections Committee*

- A. Amendments to the Student Government Board Elections Code shall be adopted by a simple majority of total membership of the committee.

### *Item 2. Approval of Elections Code Approval Board*

- A. Amendments approved by the Elections Committee shall be submitted for approval by a simple majority vote of the Student Government Board.

### *Item 3. Elections Code Approval Board*

- A. The Student Government Board may approve or reject Elections Committee recommendations, but may not make their own changes to the Elections Code.

### *Item 4. Notification*

- A. Members of the Student Government Board Elections Committee and the Student Government Board shall receive written notice of the proposed amendments 48 hours prior to the Public Meeting when the amendments shall be voted on.

## **Article 3. Certification and Qualifications of Candidates and their Campaigns**

### **Section 1. Definitions**

#### *Item 1. Candidate*

- A. A candidate is any individual on the ballot for election to the office of either President or Board Member who has met all filing criteria as outlined in Section 2.

#### *Item 2. Slate*

- A. A slate is any group consisting of at least two but no more than four candidates. Slates may only consist of four candidates if three are Board candidates and one is a Presidential candidate. Otherwise, slates shall not exceed three Board candidates.

#### *Item 3. SGB Petition and Application Packet*

- A. The SGB Petition and Application Packet consists of an online form, a signature petition, a slate form if applicable, and a \$100.00 check made out to the University of Pittsburgh.

All individuals who wish to be considered as candidates in the election must complete this packet in its entirety.

#### *Item 4. Elections Timetable*

- A. The elections timetable includes but is not limited to the dates of the release of packets, when packets are due, when campaigning begins, and Election Day. It must be set prior to the release of the SGB Petition and Application Packet. Any timetable change or deadline extension must be announced 24 hours prior to the originally scheduled event or deadline. All individuals who have signed out packets must be notified immediately.

#### *Item 5. Campaigning.*

- A. Campaigning is a period of time as established in the elections timetable during which an individual can solicit and receive endorsements, raise funds, hang banners, advertise electronically, distribute campaign items excluding those distributed in the targeted campaign, and place ads in The Pitt News. Additionally, the actions of each individual candidate and the candidate's campaign manager and campaign staff shall be considered a part of their campaign.

#### *Item 6. Targeted Campaign*

- A. The targeted campaign includes and is limited to the distribution of any printed materials used to promote a candidate or slate, as well as chalking by candidates or any authorized endorsing organization. The targeted campaign shall be a separate time established in the elections timetable and will begin no earlier than seven days before the day of the election.

#### *Item 7. Endorsement*

- A. An endorsement is the active promotion of a candidate by any University of Pittsburgh student organization or individual.
  - 1. "Active promotion" means the organization or individual must offer some benefit to a candidate or slate that is not available to all other candidates or slates. They may only promote candidates through the methods outlined in Article 3: Section 11.
  - 2. Endorsing organizations are limited to endorsing, at maximum, three candidates for Board Member and one candidate for President.

#### *Item 8. Campaign Manager*

- A. A campaign manager is a non-candidate who serves as a representative of a candidate or slate. A candidate who runs as an independent or on a slate may only have one campaign manager who must be declared in the SGB Petition and Application Packet at the beginning of the election and is subject to the approval of the Elections Committee.

### *Item 9. Campaign Staff*

- A. A campaign staff member is a non-candidate who serves as part of the campaign manager's team. Limits to the number of campaign staff members are outlined in Article 3: Section 4.

### *Item 10. Social Media.*

- A. Social media is any public online resource that is used by a candidate or a slate during the campaign period for the purpose of raising awareness of their campaign. Social media pages created strictly on behalf of a campaign must be public.

### *Item 11. Official Student Government Board Business*

- A. Official Student Government Board business shall include any SGB-scheduled and sponsored events or activities besides the SGB Election as a whole. This includes but is not limited to Public Meetings, committee meetings, and office hours.

### *Item 12. Unofficial Student Government Board Business*

- A. Unofficial Student Government Board business shall include any time when an individual is directly acting in the capacity of their position not during Official Student Government Board business. This includes but is not limited to speaking as a current member of Student Government Board (i.e., using the phrase, "As a Board Member" or "As an Allocations Member") and wearing Student Government Board apparel.

## **Section 2. Candidate Qualifications**

### *Item 1. Student Status*

- A. To be qualified, a candidate must be a registered full-time undergraduate non-CGS student in good standing at the Oakland Campus of the University of Pittsburgh and able to fulfill all duties as defined in the SGB Constitution and Bylaws.

### *Item 2. Requirements*

- A. Each candidate must have a cumulative grade point average greater than or equal to 2.75. Candidates must be in good standing with the University of Pittsburgh and disclose any University judicial infractions, as well as any outstanding legal proceedings in the SGB Petition and Application Packet. Potential infractions that could question eligibility are outlined in Article 3: Section 2, Item 4.

### *Item 3. Restrictions*

- A. No candidate shall be a member of the Student Government Board Elections Committee or the Student Government Board Judicial Committee.

### *Item 4. Judicial Infractions*

- A. Candidates must disclose any University judicial infractions as well as any outstanding legal proceedings in the SGB Petition and Application Packet. If a candidate fails to disclose an infraction, they will be excluded from the ballot. A candidate with a conduct violation deemed unacceptable by a simple majority of total

membership of the Elections Committee must meet with the Elections Chair and SGB Advisor before they can be placed on the ballot. The Elections Committee and Advisor will then determine if the candidate is eligible for candidacy. Infractions that could question eligibility include but are not limited to:

1. Theft
2. Assault
3. Manslaughter or Homicide
4. Perjury
5. Any violations of the Academic Integrity Code
6. Repeated violations of the Judicial Code

#### *Item 5. Petition*

- A. Each Presidential candidate must submit an SGB Candidate Petition Form containing 250 valid signatures of non-CGS undergraduate students registered at the Oakland campus of the University of Pittsburgh. Each Board candidate must submit an SGB Candidate Petition Form containing 200 valid signatures of non-CGS undergraduate students enrolled at the Oakland campus of the University of Pittsburgh.

#### *Item 6. Filing Deadline*

- A. Each candidate must submit a completed and time-stamped SGB Petition and Application Packet by the filing deadline established in the elections timetable. If a candidate files for candidacy past the established deadline they must comply with the late candidacy requirements as outlined in Section 6, Item 4.

### **Section 3. Campaign Managers**

#### *Item 1. Definition*

- A. A Campaign Manager is a non-candidate who serves as a representative of an independent candidate or a slate. A Campaign Manager must be a full-time non-CGS undergraduate student at the University of Pittsburgh.

#### *Item 2. Restriction to Number of Campaign Managers*

- A. An independent candidate or a slate may only have one Campaign Manager.

#### *Item 3. Campaign Manager Declaration*

- A. Campaign Managers must be declared in the SGB Petition and Application Packet at the time they are due according to the date established in the elections timetable.

#### *Item 4. Duties and Responsibilities*

- A. The duties and responsibilities of the Campaign Manager are:
  1. To act as a liaison between their campaign and the Elections Committee.
  2. To post campaign materials on behalf of their campaign.
  3. To ensure that candidates and the campaign team are following the Elections Code.
  4. To manage the campaign team and delegate tasks for campaign staff and volunteers.

#### *Item 5. Restrictions*

- A. A Campaign Manager may not speak to the general body of organizations in the place of the candidate(s) they represent.

#### *Item 6. Accountability*

- A. A candidate takes on the full responsibility for any actions carried out by the Campaign Manager during the election.

#### *Item 7. Changes to Campaign Managers*

- A. Candidates and slates shall be permitted to change their Campaign Manager originally declared in the SGB Petition and Application Packet provided the outgoing and incoming Campaign Managers submit a statement to the Elections Chair confirming and explaining why they wish to do so.
- B. Such changes shall be requested no later than one week after campaigning begins, and are subject to approval by a simple majority of total membership of the Elections Committee.

### **Section 4. Campaign Staff**

#### *Item 1. Definition*

- A. A Campaign Staff Member is a non-candidate who serves as part of the Campaign Manager's team. A Campaign Staff Member must be a full-time non-CGS undergraduate student at the University of Pittsburgh.

#### *Item 2. Restrictions to Number of Campaign Staff Members*

- A. A candidate who runs as an independent may have a maximum of five campaign staff members.
- B. A slate consisting of two candidates may have a maximum of four campaign staff members.
- C. A slate consisting of three candidates may have a maximum of three campaign staff members.
- D. A slate consisting of four candidates may only have two campaign staff members.

#### *Item 3. Staff Declaration*

- A. All staff members must be declared in the SGB Petition and Application Packet at the time they are due according to the date established in the elections timetable.

#### *Item 4. Duties and Responsibilities*

- A. Staff Members are permitted to post campaign materials on behalf of their campaign and shall take on the leadership roles of the campaign. These may include but are not limited to:
  1. Treasurer
  2. Field Director
  3. Finance Coordinator
  4. Communication/Marketing Chair
  5. Programming Coordinator

#### *Item 5. Changes to Campaign Staff Members*

- A. Candidates and slates shall be permitted to change their Campaign Staff Members originally declared in the SGB Petition and Application Packet provided the outgoing and incoming Campaign Staff Members submit a statement to the Elections Chair confirming and explaining why they wish to do so.
- B. Such changes shall be requested no later than one week after campaigning begins, and are subject to approval by a simple majority of total membership of the Elections Committee.

## **Section 5. Campaign Volunteers**

### *Item 1. Definition*

- A. A Campaign Volunteer is any full-time non-CGS undergraduate student at the Oakland campus of the University of Pittsburgh who is recruited on the day before the election to help promote a candidate or slate's campaign.

### *Item 2. Restriction to Number of Campaign Volunteers*

- A. A campaign may have an unlimited number of volunteers.

### *Item 3. Volunteer Declaration*

- A. Volunteers do not need to be declared.

### *Item 4. Duties and Responsibilities*

- A. Volunteers are permitted to flyer and chalk within the boundaries outlined in the Elections Code only on the day before and the day of the election.

## **Section 6. Registered Candidates**

### *Item 1. Definition*

- A. Registered candidates are those who file completed SGB Petition and Application Packets and are certified by the Elections Committee as meeting the necessary requirements.

### *Item 2. Determination*

- A. No candidate shall be certified or have their name placed on the ballot until the Elections Committee reviews the completed packet and qualifications of each candidate for compliance with the requirements of the Elections Code.

### *Item 3. Public Disclosure*

- A. The Elections Committee will post a list of registered candidates outside of Nordy's Place at the beginning of the campaigning period as established in the elections timetable.

### *Item 4. Late Candidacy*

- A. An individual may apply for late candidacy up until two weeks before the election. To do so, the individual must contact the Elections Chair for an application packet, and then return the packet to the Elections Committee with twice the number of signatures required in Section 2, Item 6. The individual must also submit a statement not exceeding 500 words as to why they wish to declare a late candidacy. The Elections

Committee shall approve late candidates by a simple majority vote of total membership of the committee.

#### *Item 5. Campaign Workshop*

- A. All candidates must attend a campaign workshop designed to familiarize candidates and campaign managers with the Elections Code and campaign regulations. The workshop will be held on a predetermined date designated by the Elections Committee Chair. No campaigning may be done on behalf of any candidate during this period, which includes but is not limited to promotion on behalf of the candidate by their slate.

#### *Item 6. Exception to Campaign Workshop*

- A. If an individual has filed for late candidacy after the campaign workshop date established in the elections timetable, they are responsible for making alternative arrangements with the Elections Chair up to two weeks before the election. Failure to do so will void the individual's candidacy.

### **Section 7. Candidate Responsibility & Accountability**

#### *Item 1. Governing Policy*

- A. All candidates shall be responsible for knowing and understanding:
  1. The rules set forth in the Election Code.
  2. The policies set forth by the Elections Committee.
  3. The rules set forth in the University of Pittsburgh Student Code of Conduct.
  4. The policies of Computer Services and Systems Development.
  5. The rules and regulations of the University of Pittsburgh.

#### *Item 2. Ignorance of Regulations.*

- A. Ignorance of a regulation is not an acceptable defense for violation of the Elections Code or policies set forth by the Elections Committee.

#### *Item 3. Accountability*

- A. Each candidate shall be responsible for all of their campaign materials and held liable for any violation of University or Student Government Board policies committed by their campaign, campaign manager, campaign staff, and volunteers. It shall be the duty of each candidate to police their own campaign and staff.

### **Section 8. Campaign Finances.**

#### *Item 1. Contributions*

- A. Any organization or individual may make any contribution of funds no greater than \$100.00 in support of any candidate or slate. This applies to campaign managers and campaign staff.

### *Item 2. Disclosure*

- A. All University of Pittsburgh-related campaign contributions, contribution amounts, and expenditures must be disclosed to the Elections Chair by the candidate or a slate member in the form of a receipt at the time of their donation and may be released to public upon request.

### *Item 3. Restriction*

- A. Contributions shall not come from any funds allocated by the Allocations Committee or the Student Government Board. Evidence to the contrary will constitute a serious violation of the Elections Code, and shall be subject to action as outlined in Article 5: Section 3, Item 3.

### *Item 4. Limit to Campaign Spending*

- A. Each slate or independent candidate may spend a maximum of \$1,200 dollars on their campaign. This may come from endorsing organizations, individuals, and/or a candidate's personal funds.

### *Item 5. Receipts*

- A. All proof of purchases must be submitted to the Elections Committee in the form of receipts or invoices at the time the purchases are received.

## **Section 9. Misuse of University Resources**

### *Item 1. Purposeful Misuse*

- A. No candidate or slate may use University funds, resources, or facilities in support of a candidate or a slate in a manner that is in violation of any of the policies listed in Section 7, Item 1.

### *Item 2. Student Organization Resource Center*

- A. No candidate or slate may use the services provided by the Student Organization Resource Center (SORC) in support of their campaign or any others.

### *Item 3. Computer Services and Systems Development*

- A. No candidate or slate may violate Computer Services and Systems Development (CSSD) policies concerning use of computing resources. Individuals are free to use those resources provided by CSSD for personal use, such as personal data storage and print quotas, in support of a candidate provided it does not infringe on their most recently updated policy.

## **Section 10. Student Government Separation**

### *Item 1. Board Separation*

- A. The Student Government Board as a single entity shall not officially endorse any candidate or slate.

### *Item 2. Separation of Members of Student Government Board*

- A. Any member of Student Government Board who receives a stipend as a result of their affiliation to the Student Government Board (i.e., President, Board Members, Chief of Staff, Communications Director, Chairpersons, and Allocations Committee Members) may not campaign for a candidate or a slate during official and unofficial Student Government Board business regardless of whether or not they are running in the election. These members may campaign for a candidate or a slate when not conducting official and unofficial Student Government Board business.

### *Item 3. Campaign Material*

- A. Campaign materials shall not be allowed in the Student Government Board office unless in delivery to or in the possession of the Elections Committee or the candidate. This includes t-shirts, pins, and other campaign materials worn by Chairpersons or Committee members who are not candidates.

### *Item 4. Restriction on SGB Resources*

- A. The resources and personnel of the Student Government Board or any Student Government Board Committee may not be used for any candidate or slate's campaign.

## **Section 11. Endorsements**

### *Item 1. Eligibility*

- A. Any student organization certified by the University of Pittsburgh Student Organization Resource Center (SORC) may endorse a candidate or a slate.

### *Item 2. Candidate Solicitation*

- A. Candidates and Campaign Managers may seek endorsements at any time from the start of the campaign period as established in the elections timetable until one day before the election.

### *Item 3. Restrictions*

- A. Candidates may not seek out endorsements from academic departments. Solicitation of endorsements for the benefit of a candidate or a slate may only be sought out by the candidate(s) or campaign manager. A candidate or campaign manager may not knowingly seek out an endorsement that has already been allotted to an organization's maximum number of candidates as outlined in Section 11, Item 5

### *Item 4. Compliance*

- A. All SORC-certified endorsing organizations must submit an Elections Committee Candidate Endorsement Form to the Elections Committee Chair prior to the placing of any ads and the distribution of any campaign materials bearing the organization's name in support of a candidate or a slate. The form may either be submitted by hand to the Student Government Board Office in Room 848 of the William Pitt Union or

electronically to the Elections Chair via the signer's University of Pittsburgh email account.

*Item 5. Limit to Number of Endorsements per Organization*

- A. The number of candidates that an organization is permitted to endorse is limited to a maximum of the number of candidates an individual may vote for (i.e. three Board Member candidates and one Presidential candidate).

*Item 6. Candidate Disclosure*

- A. The Elections Chair must notify candidates and slates of the endorsements they have obtained within 48 hours of their receipt.

**Section 12. Endorsing Organizations**

*Item 1. Rights*

- A. Endorsing organizations may:
  - 1. Promote candidates through print, television, email, radio, and social media.
  - 2. Promote candidates through the distribution of flyers and handbills.
  - 3. Promote candidates through word of mouth.
  - 4. Participate in any campaigning that conforms to this Election Code, University regulations, and the Student Code of Conduct, and respects the fairness and integrity of the Student Government Board Election.

*Item 2. Restrictions*

- A. Endorsing organizations may not:
  - 1. Promote candidates without having submitted an Elections Committee Candidate Endorsement Form.
  - 2. Post campaign materials not approved by a candidate or a slate and their campaign.
  - 3. Participate in any campaigning that violates the Elections Code, University regulations, the Student Code of Conduct, or disregards the fairness and integrity of the Student Government Board Election.

*Item 3. Disclosure*

- A. The name of an endorsing organization must appear on all materials and advertisements used by that endorsing organization to promote a candidate or a slate.

*Item 4. Voter Coercion*

- A. No organization that endorses any candidate or slate may offer any monetary or material prize for voting for a specific candidate or slate.

## **Section 13. Slates**

### ***Item 1. Membership Restriction***

- A. A candidate may not be a member of more than one slate.

### ***Item 2. Filing***

- A. All candidates wishing to run as a slate must complete the SGB Candidate Slate Form by the deadline established in the Elections Timetable.

### ***Item 3. Exception***

- A. Endorsing organizations may advertise those candidates they have endorsed regardless of their affiliation by slate, provided they have submitted an Elections Committee Candidate Endorsement Form prior to the advertisement or promotional activity.

### ***Item 4. Nomenclature***

- A. Slate names for purposes of the campaign and ballot are subject to the approval of the Elections Committee Chair.

## **Section 14. Campaign Materials**

### ***Item 1. Value***

- A. Any item less than \$1.00 in value that has been approved by the Elections Committee may be distributed to voters in the campaign during the campaign period established in the elections timetable.

### ***Item 2. Exception.***

- A. T-shirts are the only item that may have a value exceeding \$1.00.

### ***Item 3. Elections Committee Authority***

- A. The Elections Committee reserves the right to determine the value of all items distributed as a part of a candidate's campaign. Proof of an item's value shall be disclosed to the Elections Committee in the form of a receipt or an invoice.

## **Section 15. Posted Campaign Material**

### ***Item 1. Legal Compliance***

- A. Campaigning and posting of all printed material must be in accordance with all University rules and regulations, as well as local, state, and federal statutes.

### ***Item 2. Elections Committee Compliance***

- A. The Elections Committee reserves the right to regulate the size, quantity, and content of all posters used in the targeted campaign by candidates and slates.

### *Item 3. Material Restrictions*

- A. Materials that may be distributed during the targeted campaign are limited to printed materials and chalking. Any other items must first be approved by the Elections Committee prior to distribution.

### *Item 4. Defacing University Property*

- A. Stickers, self-adhesive materials, the painting of windows, doors, or other fixtures, and any other placing of campaign materials that in some way damages or defaces walls, doors, windows, or other University fixtures are prohibited.

### *Item 5. Posting Restrictions.*

- A. Posters placed in the classrooms must be tacked with thumb tacks or staples on the cork strip at the top of blackboards or on the bulletin boards. They shall not be placed on ceilings, walls, doors, or podiums. Only one poster may be placed in any permitted classroom.
- B. Specifically, posters may not be:
  - 1. Hung in the Cathedral of Learning Nationality Rooms.
  - 2. Hung in such a manner that they obstruct any other posted campaign material. Posted on the outside of any University building or in any unauthorized locations including but not limited to blackboards, revolving doors, glass doors, and windows.
  - 3. Posted inside the residence halls without the consent of the Elections Chair.
- C. Sidewalk chalk may only be used to campaign on areas that are susceptible to being washed away by environmental factors. Candidates cannot chalk on walls, under covered areas (i.e. walkways), or any of the paved areas surrounding the Cathedral of Learning.
- D. Candidates, Campaign Managers, and Campaign Staff are permitted to hang their own flyers and other promotional materials on the University of Pittsburgh's property during the targeted campaign period established in the elections timetable. Volunteers are permitted to flyer and chalk only on the day before and the day of the election

### *Item 6. Banners*

- A. Banners may be hung only after written permission has been granted by the appropriate University department or building. Banners hung in the Schenley Quadrangle may only be hung facing the inside of the Quadrangle and may only be hung after obtaining permission from the residents of the window being used. Banners may not be hung from the Litchfield Towers or the William Pitt Union, and no banner may obstruct any other posted material. Any banners or signs may be placed on private property with the written consent of the property's owner.

### *Item 7. Polling Date*

- A. All posters and banners must display the date and web address (my.pitt.edu) of the election.

### *Item 8. Limitation of Authority*

- A. Some bulletin boards are the property of other University departments or organizations and they reserve the right to remove anything on these boards at their discretion. The Elections Committee has no authority over the removal of campaign materials by the University of Pittsburgh.

## **Section 16. Social Media**

### *Item 1. Legal Compliance*

- A. All uses of social media by candidates for the purposes of campaigning during the election must be in accordance with all University rules and regulations, website policies, and local, state, and federal statutes.

### *Item 2. Social Media Restrictions.*

- A. Social media may not be used by candidates, campaign managers, or campaign staff as a means of defaming or promoting any candidate who is not a member of their slate or campaign.
- B. A candidate may not request for any other individual to use social media to defame or promote any other candidate or slate on behalf of their campaign.

### *Item 3. Limitation of Authority*

- A. The Elections Committee has no authority over removal of information on the website of any candidate or slate, but may request that any candidate remove information if found to be in violation of the Elections Code.

## **Section 17. Bribery & Coercion**

### *Item 1. Definition*

- A. Bribery and coercion shall include, but are not limited to:
  1. Promises of appointment or reappointment to positions of authority.
  2. Threats to politically or socially ostracize an individual.
  3. Transfers of funds, goods, or services not relevant to the Student Government Board Election.
  4. Intimidations of physical violence.

### *Item 2. Candidates and their Campaigns*

- A. At no time shall any individual attempt to bribe, coerce, intimidate, or otherwise attempt to exert undue influence on:
  1. Any member of the Elections Committee or the Judicial Committee.
  2. Any member of Student Government Board who receives a stipend as a result of their affiliation to the Student Government Board.
  3. Any candidate or a member of their campaign staff.
  4. Any eligible voter in the election.

### *Item 3. Online Voting Coercion*

- A. At no point shall any individual attempt to vote through the Pitt portal using the username of any other member of the Pitt community besides their own. In accordance with Computer Services and Systems Development (CSSD) policies, any attempts at prohibited access to the voting results will result in a report filed to the University of Pittsburgh and/or local and federal authorities.

## **Section 18. Adjudication & Penalties**

### *Item 1. Violations under Elections Committee Jurisdiction*

- A. Violations of the Election Code or policies of the Elections Committee shall be addressed by the Elections Committee in accordance with judicial procedures as outlined in Article 4.

### *Item 2. Other Violations*

- A. Violations of policies not maintained by the Student Government Board, the Elections Committee, or the Judicial Committee shall be referred to the appropriate judicial authority. This includes but is not limited to violations of:
  1. The University of Pittsburgh Student Code of Conduct.
  2. Computer Services and Systems Development Policies.
  3. Any applicable rules and regulations of the University of Pittsburgh.
  4. Any applicable local, state, and federal laws.

### *Item 3. Reciprocity*

- A. Violations of policies and regulations not maintained by the Elections Committee may result in an administrative sanction by the Elections Committee. Sanctions shall be at the discretion of the Elections Committee, and subject to a final appeal to the Judicial Committee.

## **Section 19. Elections Committee Programming**

### *Item 1. Elections Programming*

- A. The Elections Committee may, at its discretion, initiate or sponsor any program it believes will increase voters' knowledge of the candidates, election, and increase voter turnout.

## **Article 4. Voting and Election Day Procedures**

### **Section 1. Eligible Voters**

#### *Item 1. Criteria for Voting*

- A. All undergraduate non-CGS students registered at the Oakland campus of the University of Pittsburgh are eligible to vote in the Student Government Board election. Voters may cast no more than one vote for President and no more than three votes for Board. Votes cast for Board Members are not restricted to those who belong to the same slate.

## Section 2. Ballot Positions

### *Item 1. Authority*

- A. The Elections Committee will determine the ballot design, including all information or items that may be included.

### *Item 2. Elections Committee Discretion*

- A. The Elections Committee shall regulate the content and length of slate names and candidate slogans that will appear on the ballot. Candidates will be notified of the final decision of the committee no less than 48 hours before the election.

### *Item 3. Ballot Design*

- A. The ballot will be divided into Presidential and Board sections and include slate distinctions. Ballot positions shall be randomized for each individual ballot.

## Section 3. Election Day

### *Item 1. Public Disclosure*

- A. Voting times shall be established by the Elections Committee and publicized to the student body.

### *Item 2. Campaigning*

- A. There shall be no active campaigning within University buildings on Election Day.

### *Item 3. Polling Stations*

- A. Official polling stations will be established by the Elections Committee and shall be made known to the student body. No polling station that is not authorized by the Elections Committee shall exist. Candidates and endorsing organizations may not create their own polling station(s).

### *Item 4. Tabulation of Votes*

- A. Only the SGB Advisor, the Elections Committee Chair, and the SGB President may have access to the final vote tabulation process.

### *Item 5. Elected Candidates*

- A. The elected President shall be the candidate receiving the highest number of votes for the position of Student Government Board President.
- B. The elected Board Members shall be those eight candidates receiving the highest number of votes for the position of Student Government Board Member.
  - a. The elected Executive Vice President shall be the candidate receiving the highest number of votes of those eight candidates.

## **Section 4. Announcement of Results & Tie Vote Procedures**

### ***Item 1. Announcement of Results***

- A.** Only after all ballots have been counted and all offices decided will the Elections Chair officially and publicly announce the results of the election. No candidate may take office until certified by the committee. Candidates shall be notified of the election results by the Elections Chair via their University of Pittsburgh email account within one week of the day of balloting.

### ***Item 2. Tie Votes***

- A.** If a tie occurs for the office of President or for members of the Board, there shall be a run-off election between those candidates tied for the office within three weeks of the original election date.

### ***Item 3. Public Record***

- A.** All official ballots and other documents submitted to the Elections Committee and provided for the Student Government Board election are declared to be public record and will be kept safely by the Office of Student Government Board for a period of 90 days following the last day of balloting.

## **Article 5. Judicial Procedures**

### **Section 1. Filing of an Election Contest.**

#### ***Item 1. Eligibility***

- A.** Any eligible voter for the Student Government Board election may file a contest for violation of the Elections Code.

#### ***Item 2. Complaint Requirements***

- A.** Each complainant must submit written charges to the Elections Committee citing the alleged violation and referencing the pertinent article(s), section(s), and subsection(s) of the Elections Code within 24 hours after the incident has occurred. The written charge must also cite a brief explanation of the alleged incident including the time, place, and location of the incident as well as at least one witness to the incident. The written charge must be signed by the complainant and at least one witness.

#### ***Item 3. Hearing***

- A.** The Elections Committee shall determine whether all criteria for filing have been met within 24 hours of receiving it. If the Elections Committee decides by a one-third vote of total membership that the complainant merits a hearing, then a hearing shall be scheduled within two business days and the defendant, complainant, witness, members of the Elections Committee, and the Judicial Committee shall be provided with a copy of the complaint along with a notice of the date, time, and place of the hearing.

## **Section 2. Hearing Procedures**

### ***Item 1. Closed Hearing***

- A.** The hearing shall be closed.

### ***Item 2. Record***

- A.** The hearing shall be recorded.

### ***Item 3. Quorum***

- A.** A quorum of six members of the Elections Committee and the Chair is required for the hearing. In the event of the absence of a quorum, the hearing shall be rescheduled and held no more than 72 hours after the original hearing date.

### ***Item 4. Judicial Chair Inclusion***

- A.** Should they so desire, the Judicial Chair must be permitted to sit in on the hearing as a non-voting and non-participating member of the Elections Committee.

### ***Item 5. SGB Non-Participation***

- A.** Members of the Student Government Board are specifically prohibited from sitting in with the Elections Committee as non-voting members during the hearing and deliberations of the Elections Committee, unless they are party to a complaint.

### ***Item 6. Order of Presentation***

- A.** The order of presentation will be as follows:
  - 1.** Each party in the dispute will have 30 minutes to present their case.
    - a.** The Elections Committee may extend this time if deemed necessary to obtain all pertinent information.
  - 2.** The complainant shall make the first statement.
  - 3.** The defendant shall make a statement in support of their position following the complainant.
  - 4.** Each side shall be permitted to have a rebuttal.
  - 5.** Elections Committee Members may ask questions at any point in the proceedings.

### ***Item 7. Simple Majority***

- A.** The defendant is guilty only if a simple majority vote of the total membership of the Elections Committee finds them guilty upon a preponderance of the evidence.

### ***Item 8. Discretion of Elections Committee Chair***

- A.** Questions of hearing procedure shall be decided by the Elections Chair without debate. For this reason, the Chair shall only vote in the event of a tie.

### ***Item 9. Disclosure***

- A.** Should the defendant be found guilty, the Elections Chair must make a public statement releasing information about the filed infraction, the verdict, and sentence within 48 hours of the final decision of the Elections Committee. Should an appeal be made to the Judicial Committee within the time allotted, no statement shall be made until the

final deliberation of the Judicial Committee. All other disclosure of matters regarding the hearing is at the discretion of the Elections Committee.

### **Section 3. Adjudication**

#### ***Item 1. Ruling Criteria***

- A. When the hearing has ended, the Elections Committee shall recess and deliberate. All votes shall be decided by a majority vote. The ruling for each charge shall be given in the following form:
  - 1. Alleged Violation
  - 2. Verdict
  - 3. Imposed Sanction

#### ***Item 2. Notification***

- A. The ruling and disciplinary action of the Elections Committee will be made known in writing within 24 hours after the hearing has adjourned to the following individuals:
  - 1. The Defendant.
  - 2. The Complainant.
  - 3. The Student Government Board Judicial Committee.

#### ***Item 3. Possible Sanctions***

- A. The Elections Committee is empowered to invoke the following administrative sanctions:
  - 1. Complete disqualification of a candidate; making him or her ineligible for Student Government Board elected office for the upcoming term.
  - 2. Public disclosure of the violation(s) of the Student Government Board Elections Code.
  - 3. Invalidation of ballots at a number to be determined by the Elections Committee.
  - 4. Prohibition of a candidate from participating in Elections Committee sponsored events.
  - 5. Recommendation that the Campus Judicial Board consider possible violations of the Student Code of Conduct.
  - 6. Withholding some or all of the candidate's deposit. Any withheld funds will be deposited into the general Student Activities Fee account.
  - 7. Prohibition of a candidate from campaigning for a defined amount of time as determined by the Elections Committee.

### **Section 4. Appeal**

#### ***Item 1. Limitation***

- A. A decision of the Elections Committee may be appealed to the Judicial Committee within 48 hours from the time the email was sent to notify them. Otherwise, the decision of the Elections Committee shall prevail.

#### ***Item 2. Eligibility***

- A. The appealing parties shall be limited to the complainant and the defendant involved in the original complaint.

*Item 3. Filing an Appeal*

- A. The party appealing shall file a complaint with the Judicial Committee stating the grounds of appeal.

*Item 4. Hearing*

- A. The Judicial Committee shall determine whether all criteria for filing have been met within 24 hours. If the Judicial Committee determines that all criteria has been met, then a hearing shall be scheduled within 72 hours of the filing of the appeal. The defendant, complainant, members of the Elections Committee, and members of the Judicial Committee shall be provided with a copy of the appeal complaint along with a notice of the date, time, and place of the hearing.

*Item 5. Closed Hearing*

- A. The hearing shall be closed.

*Item 6. Record*

- A. The hearing shall be recorded.

*Item 7. Quorum*

- A. A 2/3 majority of the Judicial Committee Members and the Judicial Chair are required for the hearing. In the event of the absence of a quorum, the hearing shall be rescheduled and held no more than 72 hours after the originally scheduled time.

*Item 8. Inclusion of the Elections Chair*

- A. Should they so desire, the Elections Chair must be permitted to sit in on the entire hearing as a non-voting member of the Judicial Committee.

*Item 9. Order of Presentation*

- A. The order of presentation will be as follows:
  1. Each party will have 20 minutes to present their case.
  2. The Elections Chair shall also have 20 minutes to explain the decision of the Elections Committee.
    - a. The Judicial Committee may extend this time if deemed necessary to obtain all pertinent information.
  3. The person appealing shall speak first followed by any other party.
  4. The Elections Chair shall speak last.
  5. Judicial Committee Members may ask questions at any point in the proceedings.

*Item 10. Limits on Admissible Material*

- A. Only material presented at the initial hearing may be presented. No new charges may be raised or considered.

### *Item 11. Decision of Judicial Committee*

- A. After the hearing, the Judicial Committee shall recess and deliberate. The appeal shall be decided by a majority vote. The Judicial Committee may decide the case in only one of the following ways:
  - 1. Decide against the appeal and let the decision of the Elections Committee stand.
  - 2. Decide that a serious procedural error compromised the first hearing and order the Elections Committee to conduct another hearing within 72 hours of the appeal hearing.
  - 3. Dismiss the case and find the defendant not guilty if the Elections Committee erred significantly in its interpretation of the Elections Code.
  - 4. Impose an alternative sanction to that imposed by the Elections Committee.

### *Item 12. Restrictions on Judicial Committee*

- A. The Judicial Committee specifically may not find a defendant guilty of a charge different than the one on which they were originally found innocent by the Elections Committee.

### *Item 13. Discretion of Judicial Committee Chairperson*

- A. Questions of hearing procedure shall be decided by the Judicial Chair without debate. For this reason, the Judicial Chair shall vote only in the event of a tie.

### *Item 14. Notification*

- A. The Judicial Committee shall render its decision within 24 hours of the appeal hearing and notify the complainant, the defendant, the Elections Committee, the SGB advisor, and the Dean of Students. The Judicial Committee must also provide a specific list of procedural problems and/or their reasons for overturning any Elections Committee sanctions, should such an overturning occur.

### *Item 15. Exhaustion of Judicial Action*

- A. The decision of the Judicial Committee is final.

## **Article 6. Referendum Elections**

### **Section 1. Definitions**

#### *Item 1. Referendum*

- A. A proposed public measure submitted by the Student Government Board to the Student Government Board Elections Committee for a direct popular vote by the non-CGS Undergraduate Student Body. The referendum may be set separate from the Student Government Board Election.

#### *Item 2. Elections Code*

- A. The Elections Code is a body of rules determined by the Elections Committee, which governs the election process. These rules are to be followed during the referendum process.

## **Section 2. Referendum Qualifications**

### *Item 1. Referendum Qualification*

- A. To be qualified, a referendum must be approved in accordance with all appropriate procedures as defined in the SGB Constitution and Governing Code.

## **Section 3. Referendum Election Finances.**

### *Item 1. Contributions*

- A. Any SORC-certified student organization, fraternity, or sorority may spend funds not exceeding \$100.00 in support of a referendum.

### *Item 2. Restriction*

- A. Organizations spending funds in support of a referendum are prohibited from using University-allocated funds and/or materials for campaigning.

### *Item 3. No SGB Contributions*

- A. The Student Government Board and all Student Government Board Committees shall be prohibited from spending any money for any referendum.

## **Section 4. Misuse of University Resources**

### *Item 1. Purposeful Misuse*

- A. No one may use University funds, resources, or facilities in support of the referendum in a manner that is in violation of any of the policies listed in Section 7, Item 1.

### *Item 2. Student Organization Resource Center*

- A. No one may use the services provided by the Student Organization Resource Center (SORC) in support of a referendum.

### *Item 3. Computer Services and Systems Development*

- A. No one may violate Computer Services and Systems Development (CSSD) policies concerning use of computing resources. Individuals are free to use those resources provided by CSSD for personal use, such as personal data storage and print quotas, in support of a referendum provided they do not infringe on this policy.

### *Item 4. Restriction on SGB Resources*

- A. The facilities and personnel of the Student Government Board or any Student Government Board Committee may not be used to campaign for a referendum.

## **Section 5. Posted Campaign Material**

### *Item 1. Legal Compliance*

- A. Referendum campaigning and posting of all printed material must be in accordance with all University rules and regulations, as well as local, state, and federal statutes.

### *Item 2. Defacing University Property*

- A. Stickers, self-adhesive materials; the painting of windows, doors, or other fixtures, and any other placing of campaign materials that in some way damages or defaces walls, doors, windows, or other University fixtures are specifically prohibited. Violations may result in the removal of said materials and/ or immediate disqualification of any candidate by the Elections Committee.

### *Item 3. Posting Restrictions*

- A. Posters placed in the classrooms can be tacked with thumb tacks or staples on the cork strip at the top of blackboards or on the bulletin boards. They shall not be placed on ceilings, walls, doors, or podiums. Only one poster may be placed in any permitted classroom.
- B. Specifically, posters may not be:
  - 1. Hung in the Cathedral of Learning Nationality Rooms.
  - 2. Hung in such a manner that they obstruct any other posted material. Posted on the outside of any University building or in any unauthorized location including but not limited to blackboards, revolving doors, glass doors, and windows.

### *Item 4. Banners*

- A. Banners may be hung only after permission has been granted by the appropriate University department or building. Banners hung in the Schenley Quadrangle may only be hung facing the inside of the Quadrangle and may only be hung after obtaining permission from the residents of the window being used. Banners may not be hung from the Litchfield Towers or the William Pitt Union and no banner may obstruct any other posted material.

### *Item 5. Polling Date*

- A. All posters and banners must contain the polling dates of the referendum.

### *Item 6. Limitation of Authority*

- A. Some bulletin boards are the property of other University departments or organizations and they reserve the right to remove anything on these boards at their discretion. The Elections Committee has no authority over the removal of posters and banners by the University of Pittsburgh staff.

## **Section 6. Bribery & Coercion**

### *Item 1. Elections Committee and Student Government Judicial Committee*

- A. At no time shall any individual attempt to bribe, coerce, intimidate, or otherwise attempt to exert undue influence on any member of the Student Government Board Elections Committee or the Student Government Board Judicial Committee.

### *Item 2. Voters*

- A. At no time shall any individual attempt to bribe, coerce, intimidate, or otherwise attempt to exert undue influence on any voter in the Student Government Board Election.

### *Item 3. Definition*

- A. Bribery and coercion shall include, but are not limited to:
  1. Promises of appointment or reappointment to positions of authority.
  2. Threats to politically or socially ostracize an individual.
  3. Transfers of funds, goods or services not relevant to the Student Government Board Election.
  4. Intimidations of physical violence.

## **Section 7. Adjudication & Penalties.**

### *Item 1. Violations under Elections Committee Jurisdiction*

- A. Violations of the Election Code or policies of the Student Government Board Elections Committee shall be addressed by the Elections Committee in accordance with Judicial Procedure as outlined in Article 4.

### *Item 2. Violations under SGB Judicial Committee Jurisdiction*

- A. Violations of policies not maintained by the Elections Committee but still maintained by the Student Government Board shall be addressed by the Student Government Board Judicial Committee.

### *Item 3. Other Violations*

- A. Violations of policies not maintained by the Student Government Board, the Elections Committee, or the Judicial Committee shall be referred to the appropriate Judicial Authority. This includes but is not limited to violations of:
  1. The University of Pittsburgh Student Code of Conduct.
  2. Computer Services and Systems Development Policies.
  3. Any applicable rules and regulations of the University of Pittsburgh.
  4. Any applicable local, state, and federal laws.

## **Section 8. Elections Committee Programming**

### *Item 1. Referendum Programming*

- A. The Elections Committee, at its discretion, may sponsor programs it believes will increase voters' knowledge of the referendum and increase voter turnout.

## **Section 9. Eligible Voters**

### *Item 1. Criteria for Voting*

- A. All undergraduate non-CGS students registered at the Oakland campus of the University of Pittsburgh are eligible to vote in the Student Government Board referendums.

## **Section 10. Referendum Campaigning**

### *Item 1. Public Disclosure*

- A. Voting times shall be established by the Elections Committee and publicized prior to the referendum.

### *Item 2. Campaigning*

- A. There will be no active campaigning within University computer labs on the day of the referendum. If the day of the referendum is the day of an SGB election, no candidates or campaign staff shall be permitted to campaign in University buildings on behalf of a referendum on the day of the election.

### *Item 3. Campaign Material*

- A. Campaigning organizations and individuals are responsible for permanently removing all campaign materials within University buildings no later than midnight preceding the opening of the polls.

## **Section 11. Counting Procedure**

### *Item 1. Tabulation of Votes*

- A. Only the SGB Advisor, the SGB President, and the Elections Committee Chair may have access to the final vote tabulation process. In the event that the SGB President is running for a position, they will not have access to the results.

## **Section 12. Announcement of Results**

### *Item 1. Announcement of Results*

- A. Only after all ballots have been counted will the Elections Committee officially and publicly announce the results of the referendum.

### *Item 2. Public Record*

- A. All official ballots, files, application information, and lists submitted to the Elections Committee and provided for the referendum are declared to be public record and will be kept safely by the office of Student Government Board for a period of 90 days following the last day of balloting.