TITLE 5. THE ELECTIONS COMMITTEE

Chapter 1. Elections Committee Bylaws

Article 1. Overview of the Elections Committee

Item 1. Purpose of the Elections Committee

A. The Elections Committee shall be responsible for conducting a fair, honest, and efficient campus-wide election, as outlined in the Elections Code.

Item 2. Duties and Responsibilities

A. The Elections Committee shall:

1. Review and, as needed, update the Election Committee Bylaws.
2. Annually review and, as needed, update the Elections Code.
3. Draft and publish all notices in connection with the execution of the election.
4. Consider and confirm candidates for the positions of President and Board Members.
5. Plan, host, and moderate events leading up to Election Day, including, but not limited to, the following:
   a. Information Sessions
   b. Campaign Manager Workshop
   c. Meet the candidates
   d. The Presidential debate
6. On Election Day,
   a. Facilitate the opening and closing of the polls and polling place(s).
7. Maintain accurate records of voting.
8. Arrange the inauguration of newly elected officers.
10. In all official business, unless otherwise stated, follow the most recently revised edition of Roberts Rules of Order.

Item 3. Amendment to the Bylaws

A. Any modification to the Elections Committee Bylaws must adhere to the following provisions:

1. Must be primarily made by the Committee.
2. Must be submitted to the Judicial Committee to determine consistency with the governing documents.
3. Must receive approval from all of the following constituencies, in this order:
   a. 2/3 approval of total membership of the Elections Committee
   b. 2/3 approval of total membership of the Judicial Committee
   c. 2/3 approval by the Student Government Board.

Article 2. Membership, Vacancies, and Responsibilities
Section 1. Membership and Vacancies

Item 1. Composition

A. As stated in Section 9.01 of the Constitution, the Elections Committee “shall be composed of a Chair and eight members, all of whom shall be students not serving on the Board or any other Standing Committee.”

1. The Committee shall consist of no fewer than six members after the second week of the Fall Term.

Item 2. Selection

A. The Elections Chair shall be selected in accordance with the process for selecting Standing Committee Chairs, as outlined in the Governing Code.

B. Voting Members of the Elections Committee Members shall be selected in accordance with the process for selecting Standing Committee Voting Members, as outlined in the Governing Code.

1. In the Elections Committee Application, the Elections Chair shall inform all prospective Committee Members of the responsibilities and limitations of their membership to the Committee, including, but not limited to, the limitation outlined in Sub-item 5.1.2.1.3.A.3.

Item 3. Duties and Responsibilities

A. All Members of the Elections Committee shall:

1. Attend all scheduled meetings of the Elections Committee, unless an absence is approved by the Chair.

2. Attend all events hosted by the Elections Committee, unless an absence is approved by the Chair.

3. Be unable to run for a Board Member or Presidential position while serving on the Committee.

   i. If a fall term Elections Committee member resigns, they shall not be permitted to do any of the following in the spring term:

      1. Run for a Board or Presidential position.

      2. Work on a campaign.

4. Remain nonpartisan during all Student Government Board electoral processes.

   i. Members cannot endorse a candidate or slate running for a Board Member or Presidential position.
ii. 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 5.1.2.1.4 “Removal Process.”

**Item 4. Removal Process**

A. Committee members may resign at any time, in accordance with Article 1.4.2 “Resignations”, with a written Letter of Resignation to the Elections Chair and the Student Government Board.

B. The Chair reserves the right to dismiss any Committee Member who is acting inappropriately, as they see fit.
   
   1. This dismissal shall be ratified by the Judicial Committee Chair before going into effect.

C. Dismissal of a Committee Member can be initiated by another Committee Member through the following process:
   
   1. Any Committee Member may submit a motion to remove another Committee Member.
   2. The motion must be approved by a simple majority of total membership of the Committee.
      
      i. This approval is conditional on sufficient evidence being present, as approved by the Elections Chair.
   3. This dismissal shall be ratified by the Judicial Committee Chair before going into effect.

D. A dismissed Committee Member, through the processes outlined in Sub-items 5.1.2.1.4.B and 5.1.2.1.4.C, may appeal their removal to the Judicial Committee following the procedure outlined in Item 1.4.3.0.3 “Dismissal Appeals.”

**Section 2. Responsibilities of Officers**

**Item 1. Chair**

A. The Chair shall:
   
   1. Serve as the official spokesperson for the Elections Committee.
   2. Preside over all meetings of the Elections Committee.
   3. Serve as the official spokesperson in all matters of elections business.
   4. Attend and present a report at all Student Government Board Public Meetings.
   5. Keep five office hours per week.
6. Create new officer positions with the approval of the Board Liaison.

7. Appoint officer positions within the Committee upon a simple majority approval by a total membership of the Committee.

8. Set meeting times in a designated place.

9. Create the agendas for Committee meetings.

10. Report to the Board Liaison assigned to the Elections Committee.

11. Upon request, supply the SGB President and Vice President for Operations with copies of meeting minutes or other committee documents.

12. Oversee the members of the Elections Committee, and recuse or remove members, as needed, should ethical conflicts arise.

B. The Chair reserves the right to set up Ad Hoc Committees or Task Forces under their committee.

Item 2. Vice Chair

A. The Vice Chair shall:

1. Assume the duties of the Chair in their absence.
2. Assist the Chair in fulfilling their role and the role of the Elections Committee.

Item 3. Secretary

A. The Secretary shall:

1. Record meeting minutes for all committee meetings.
2. Keep a record of attendance for all committee meetings.
3. Distribute records, as appropriate, upon request.

Article 3. Meetings and Judicial Procedure

Section 1. Meetings

Item 1. Quorum.

A. A meeting must be attended by at least ⅔ of all committee members in order for any votes by the committee to occur.

Section 2. Judicial Procedure

Item 1. Purpose

A. This Section outlines the Judicial Procedure used by the Elections Committee to address violations of the Elections Code or policies of the Elections Committee.

Item 2. Standing
A. Any eligible voter for the Student Government Board election may file a complaint for violation of the Elections Code.

Item 3. Complaint Requirements

A. The complainant shall submit a written complaint to the Elections Committee containing all of the following:

1. The alleged violation.
2. The applicable policy, or policies, alleged to have been violated.
3. Any evidence or documents in their possession relevant to the complaint.

Item 4. Investigation

A. By a simple majority vote, the Elections Committee shall determine whether the complaint contains sufficient information to initiate an investigation.

1. If it does, the Elections Committee shall investigate the complaint.
2. The Elections Chair shall notify the individual, hereafter referred to as the defendant, alleged to have committed the violation.

B. The Elections Committee shall take whatever steps are necessary to determine whether the alleged violation can be substantiated and shall submit their findings to the Elections Chair.

1. Each investigation must, at a minimum, include interviews with the complainant and defendant separately as well as a review of all available evidence.
2. If the policy in question is not maintained by the Elections Committee, the Elections Committee shall attempt to consult with the group that maintains the policy to determine their interpretation, if practical.

C. If, during the investigation, the Elections Committee finds evidence for a violation of applicable policies other than the violation alleged in the original complaint, they shall create and investigate a separate secondary complaint, which shall be submitted to the Elections Chair and defendant.

1. The defendant must be interviewed at least once after being notified of all complaints under investigation, but other interviews are not required to be repeated if a secondary complaint is filed.

D. The Elections Committee shall submit a finding to the Elections Chair on all complaints investigated.

1. Multiple complaints shall be treated as independent events unless there is a compelling reason to treat them otherwise.
E. The following changes shall be made to the timelines in the context of proximity to Election day:

1. Complaints that warrant investigation prior to the week leading up to the opening of the polls must have investigations concluded within 48 hours of the submission of the complaint.

2. Complaints that warrant investigation within the week of the opening of the polls must have investigations concluded within 24 hours of the submission of the complaint.

Item 5. Finding

A. The finding for each complaint shall identify all of the following:

1. The alleged violation

2. The complaint under investigation

3. The investigative steps taken

4. Upon a preponderance of the evidence, by a simple majority vote of the total membership of the Elections Committee, the ruling of whether the complaint is “substantiated,” “unsubstantiated,” or “cleared,” defined as follows:

   i. A “substantiated” finding shall mean that the Elections Committee has determined that a violation occurred and has identified evidence to corroborate the complaint.

      1. A substantiated finding shall, additionally, include the relevant evidence identified and a sanction.

   ii. An “unsubstantiated” finding shall mean that the Elections Committee was unable to corroborate the complaint but believes there is a possibility a violation occurred.

   iii. A “cleared” finding shall mean that the Elections Committee has either determined that the conduct in question was not a violation or has identified evidence indicating a violation did not occur.

5. In the case of a “substantiated” finding, a recommended sanction.

B. The Elections Chair shall, within 2 hours of all alleged complaints being voted on, distribute each finding to the defendant, the candidate(s) and campaign manager of their campaign, and the Judicial Chair.

C. Following distribution of the finding by the Elections Chair, the defendant shall have 24 hours to appeal the ruling and/or any associated recommended sanctions.
1. If a “substantiated” finding is not appealed, the recommended sanction shall be enforced, and the complaint shall be considered closed.

2. If an “unsubstantiated” finding is not appealed, the complaint shall be considered closed but may be reopened if additional evidence is received before the certification of results.

3. If a “cleared” finding is not appealed, the complaint shall be considered closed.

4. If any finding is appealed, it will follow the process outlined in Section 5.1.3.3 “Appeal Process.”

**Item 6. Sanctions**

A. The Elections Committee is empowered to impose any necessary sanctions to directly mitigate the conduct in violation of applicable policies.

   1. This includes, but is not limited to, ordering the removal of posted materials, participation in related educational trainings, retrieval of distributed items, or discontinuation of specified campaign practices.

B. The Elections Committee is empowered to invoke the following administrative sanctions:

   1. Public disclosure of the violation(s) of the Student Government Board Elections Code.
   2. Prohibition of a candidate from participating in Elections Committee sponsored events.
   3. Recommendation that the Campus Judicial Board consider possible violations of the Student Code of Conduct.
   4. Prohibition of a candidate from campaigning for a defined amount of time, as determined by the Elections Committee.

C. The following sanctions shall be used in cases of deliberate or significant misconduct which explicitly threatens the health or well-being of students or the viability of the election:

   1. Complete disqualification of a candidate; making them ineligible for Student Government Board elected office for the upcoming term.
   2. Invalidation of ballots at a number to be determined by the Elections Committee.

**Item 7. Disclosure**

A. The Elections Committee shall not disclose an investigation until the time to contest the finding has expired.
B. The Elections Committee shall not publicly release “unsubstantiated” or “cleared” findings.

   1. Upon request, the Elections Committee may confirm that an investigation was undertaken and did not find evidence to confirm a violation, but shall not comment further.

C. The Elections Committee shall publicly release a summary of any “substantiated” findings that are not appealed, including the nature of the violation, the sanction imposed, and any other information the committee believes is pertinent. The committee shall not disclose the identity of the initial complainant.

D. Any appealed finding shall be released according to hearing procedures.

Section 3. Appeal Procedure

Item 1. Initiation of an Appeal

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

B. The initiation of an Appeal process shall adhere to the following timeline:

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

   2. The Judicial Committee shall determine whether all criteria for filing have been met within 24 hours of the filing of the appeal.

   3. If the Judicial Committee determines that all criteria have been met, then a hearing shall be scheduled within 72 hours of the filing of the appeal.

      i. The defendant, Elections Chair, and the Elections 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 2. Appeal Hearing

A. The Appeal hearing shall be:

   1. Closed.

   2. Recorded.

   3. Attended by at least ⅔ of voting Judicial Committee Members and the Judicial Chair.

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

   1. Exculpatory evidence unavailable at the time of the original hearing may be presented, at the discretion of the Judicial Chair.

C. The Appeal hearing shall adhere to the following order of events:

   1. The Elections Chair and three chosen members of the Elections Committee shall speak first followed by the defendant.
      i. Each party will have 20 minutes to present their case.
   
   2. Judicial Committee Members may ask questions at any point in the proceedings.

   3. Each side shall be permitted to give a closing statement, no longer than 10 minutes. The Elections Committee shall present first followed by the defendant.

D. 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. Dismiss the case and find the defendant not guilty if the Elections Committee erred significantly in its interpretation of the Elections Code.

   3. Impose an alternative sanction to that imposed by the Elections Committee.
      i. The Judicial Committee shall not use the following sanctions as an alternative sanction:
         1. Complete disqualification of a candidate;
         2. Making them ineligible for Student Government Board elected office for the upcoming term.

   4. Invalidation of ballots at a number to be determined by the Elections Committee.

E. The Judicial Committee specifically may not adjudicate any decision not listed in the appeal.

F. 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 3. Appeal Decision and Conclusion*

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.
1. The Judicial Committee must also provide a specific list of procedural problems and/or their reasons for overturning any Elections Committee decision.

B. The decision of the Judicial Committee is final.

Chapter 2 The Elections Code

Article 1. Overview of the Elections Code

Section 1. Purpose of the Elections Code

Item 1. Definition

A. The Elections Code shall regulate all aspects of Student Government Board Electoral Procedures.

Item 2. Amendment

A. Amendments to the Elections Code shall be adopted only after approval by a simple majority vote of total membership of the Elections Committee and, subsequently, a simple majority vote of the Student Government Board.

1. All voting parties shall receive written notice of the proposed amendments 48 hours prior to the Public Meeting during which the amendment shall be voted on by the Board.

B. The Elections Code cannot be revised less than eight weeks before the Election’s conclusion.

C. The Student Government Board may approve or reject Elections Committee amendments but may not make their own changes to the Elections Code.

Article 2. Uniform Policies for all SGB Electoral Processes

Section 1. Role of the Elections Committee

Item 1. Neutrality of the Elections Committee

A. The Elections Committee shall always avoid the appearance of any bias, even if no real bias exists.

B. The Elections Committee shall always seek to make decisions based on the authority of the Elections Code.

C. 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.

D. All committee members shall sign documentation stating that they will not endorse or take bias towards any candidates, slates, or issues.
Item 2. Discretion of the Elections Chair

A. For all matters related to the election for which there is no established provision within the Student Government Board Constitution or the Governing Code, the Chair shall have the authority to establish and maintain those provisions necessary to ensure a fair, honest, and efficient election.

1. These provisions must be approved by a simple majority of total membership of the Elections Committee.

Item 3. Elections Timetable

A. The Elections Timetable shall be an outline, created by the Elections Committee, of all relevant submission deadlines, meetings, and events required for the smooth and fair operation of an electoral process.

Section 2. Violations during the Electoral Process

Item 1. Violations under the Jurisdiction of the Elections Committee

A. Violations of the Elections Code or of policies of the Elections Committee shall be addressed by the Elections Committee in accordance with the judicial procedure outlined in Section 5.1.3.2 “Judicial Procedure.”

B. Violations of policies and regulations not maintained by the Elections Committee may still result in sanctions by the Elections Committee, at the discretion of the Elections Committee and subject to a final appeal to the Judicial Committee.

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.
3. Any applicable rules and regulations of the University of Pittsburgh.
4. Any applicable local, state, and federal laws.

Item 3. Bribery and Coercion

A. For the purposes of this title, 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 3. Voter Eligibility

Item 1. Eligibility requirements

A. All undergraduate students, who are not solely enrolled in the College of General Studies, are eligible to vote in the Student Government Board election.

Section 4. Separation of the Current Student Government Board

Item 1. Official Student Government Board Business

A. For the purposes of Title 5, official Student Government Board business shall include any SGB-scheduled and sponsored events or activities besides the SGB Election as a whole.

1. This includes, but is not limited to, Public Meetings, committee meetings, and office hours.

Item 2. Unofficial Student Government Board Business

A. For the purposes of Title 5, unofficial Student Government Board business shall include any time when an individual is directly acting in the capacity of their position outside of Official Student Government Board business.

1. 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 5. Public Disclosure

Item 1. Public Disclosure Procedure

A. Any public statements that must be released shall be posted on the SGB website.

Article 3. Election of the Board

Section 1. Authority, Responsibilities, and Materials of the Elections Committee for the Election of the Board

Item 1. Elections Timetable

A. The Elections Timetable for the Student Government Board Election includes, but is not limited to, the dates of the release of packets, when packets are due, when campaigning begins, and Election Day.

1. It must be set prior to the release of the SGB Candidacy Application Packet.
B. Any timetable change or deadline extension must be announced 24 hours prior to the originally scheduled event or deadline.

1. All individuals who have signed out packets must be notified immediately.

**Item 2. Public Disclosure of Certified Candidates**

A. The Elections Committee will post a list of certified candidates, as defined in Item 5.2.3.2.4 “Candidate Certification”, outside of Nordy’s Place and on the SGB website at the beginning of the campaigning period, as defined in Item 5.2.3.7.1 “Campaigning Period”, as established in the Elections Timetable.

**Item 3. Campaign Workshop**

A. The Candidate Workshop and Campaign Manager Workshop shall be events, hosted by the Elections Committee for certified candidates and campaign managers, respectively, designed to familiarize them with the Elections Code and campaign regulations.

B. The Campaign Workshop shall be held on a predetermined date before the start of the Campaigning Period, as designated by the Election Committee Chair.

C. No campaigning may be done on behalf of any candidate during this event, which includes, but is not limited to, promotion on behalf of the candidate by their slate.

**Item 4. Other Elections Programming**

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

B. The Elections Committee has the authority to spend its budget to support the financial burden of the election on candidates in any way they see fit.

**Item 5. Ballot**

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

B. The Elections Committee shall regulate the content and length of slate names and candidate slogans that will appear on the ballot.

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

**Item 6. University Operating Status**

A. All Elections Procedures must reflect the University operating status. The Elections Committee has the power to determine any changes, including, but not limited to, the following:
1. Reduction in valid signatures required for both Presidential and Board Candidate.

2. Conversion of in-person events to virtual events, or vice versa.

3. Activities allowed during targeted campaigning.

Section 2. Candidates

Item 1. Definition

A. A candidate shall be any individual on the ballot for election to the office of either President or Board Member who has submitted the SGB Candidacy Application Packet and been confirmed by the Elections Committee as meeting the necessary requirements.

Item 2. Initial Qualifications

A. In order to qualify as an eligible candidate, the individual in question must meet the following requirements:

1. Be a registered full-time undergraduate student, not solely enrolled in the College of General Studies (CGS), in good standing at the Oakland Campus of the University of Pittsburgh.

2. Have a cumulative grade point average greater than or equal to 2.75.

3. Be in good standing with the University of Pittsburgh.

4. Shall not be or have been, during the academic year in which the election is held, a member of either the Elections Committee or Judicial Committee.

   i. The Elections Chair and Judicial Chair shall state in their Committee Applications that if a student is selected to serve on the Elections or Judicial Committee, then they are not permitted to run for a Board or Presidential position during the academic year that they serve on either of these committees.

5. Be able to fulfill all duties of the position they are running for, as defined in the Student Government Board governing documents.

Item 3. The SGB Candidacy Application Packet

A. The SGB Candidacy Application Packet consists of an online form, an online signature petition, and, if applicable, a slate form.

   1. The online signature petition shall be a form containing, at minimum, the required number of valid signatures of undergraduate students not solely enrolled in CGS and registered at the Oakland campus of the University of Pittsburgh.
i. A signature petition submitted by a prospective Presidential candidate shall contain at least 250 valid signatures.

ii. A signature petition submitted by a prospective Board Member candidate shall contain at least 200 valid signatures.

iii. If there is only one week remaining before the submission deadline of the SGB Candidacy Application Packet, as defined by the Elections Timetable, and the elections committee believes insufficient potential candidates will be able to fulfill the full signature requirement, they may, by a ⅔ majority vote, decrease this requirement by a discrete amount.

B. Candidates must disclose any University judicial infractions, as well as any outstanding legal proceedings, in the SGB Candidacy Application Packet.

1. Failure to do so shall count as a violation of the Elections code and shall result in exclusion of the candidate from the ballot.

C. All individuals who wish to be considered as candidates in the election must complete and submit a time-stamped SGB Candidacy Application Packet, in its entirety, to the Elections Committee by the filing deadline established in the Elections Timetable.

1. If a candidate files for candidacy past the established deadline they must comply with the late candidacy requirements, as outlined in Item 5.2.3.2.5 “Late Candidacy.”

*Item 4. Candidate Certification*

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

B. When considering a candidate’s eligibility, the Elections Committee shall include the following materials:

1. The SGB Candidacy Application Packet.

   i. All packets are subject to approval by the SGB Advisor.

C. Eligibility will be determined by a simple majority vote by the attending members of the Elections Committee.

1. A committee member must abstain from the vote of eligibility of a candidate if there is reasonable evidence of significant personal bias for or against the candidate in question.

2. The Elections Chair will be the deciding vote in the case of a tie.
D. 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.

1. Infractions that could question eligibility include, but are not limited to, the following:
   i. Theft
   ii. Assault
   iii. Manslaughter or Homicide
   iv. Perjury
   v. Any violations of the Academic Integrity Code
   vi. Repeated violations of the Judicial Code

Item 5. Late Candidacy

A. An individual may apply for late candidacy up until two weeks before the election.

B. The procedure for applying for late candidacy shall be as follows:

1. The individual must contact the Elections Chair for an SGB Candidacy Application Packet, and then return the packet to the Elections Committee with the number of signatures required in Sub-Item 5.2.3.3.2.3.A.1.

2. The individual must also partake in an interview with the Elections Committee.

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

Item 6. Duties and Responsibilities

A. All candidates must:

1. Attend a Campaign Workshop.
   i. Following the start of the Campaigning Period, Candidates and their Campaign shall not begin campaigning activities until they have attended this event.
   ii. 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.
2. Be familiar with and understand relevant policies relevant to the Election.
   
i. This includes:
   
   2. The policies set forth by the Elections Committee, which will be posted on the SGB website.
   3. The rules set forth in the University of Pittsburgh Student Code of Conduct.
   4. The policies of Pitt IT.
   5. Any other applicable rules or regulations of the University of Pittsburgh.
   6. The policies set forth by any social media company or other service used by candidates.
   7. Any applicable local, state, or federal statutes.

   ii. For any questions related to policies not maintained by the Elections Committee, the Committee should consult with the group that maintains the policy and defer to their interpretation, if practical.

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

3. Regulate their own campaign and staff to adhere to the above policies, the Elections Code, and, if relevant, the Student Government Board governing documents.

B. All candidates shall be held responsible for their campaign.

   1. This includes, but is not limited to, being held responsible for:
      
      i. All of their campaign materials.
      
      ii. Any violation of University or Student Government Board policies committed by their campaign, campaign manager, campaign staff, and volunteers.

   2. It shall be the duty of each candidate to police their own campaign and staff.

Section 3. Slates

Item 1. Definition

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

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

**Item 2. Creation and Certification of a Slate**

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

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

**Section 4. Regulations for Independent Candidates and Slates**

**Item 1. Duties and Responsibilities for Independent Candidates and Slates**

A. Independent candidates and at least one candidate of each slate must:

   1. Attend Student Government Board Public Meeting each week during campaigning.

**Section 5. Campaign Staff**

**Item 1. Candidate Responsibility**

A. A candidate takes on the full responsibility for any actions carried out by the Campaign Manager, campaign staff members, and campaign volunteers for their campaign during the election.

**Item 2. Campaign Manager**

A. A Campaign Manager is a non-candidate who serves as a representative of a candidate or slate.

   1. A Campaign Manager must be an undergraduate student at the University of Pittsburgh not solely enrolled in the College of General Studies.

B. Each campaign - an independent candidate or slate - may only have one campaign manager.

C. Each campaign manager must be declared in the submitted SGB Candidacy Application Packet before confirmation of candidacy and is subject to the approval of the Elections Committee.

D. The duties and responsibilities of the Campaign Manager are to:

   1. Attend a mandatory Campaign Manager workshop hosted by the Elections Committee.
i. Following the beginning of the Campaigning Period, Campaign Managers shall not begin campaigning activities until they have attended this event.

ii. If an individual has filed for late candidacy after the campaign workshop date established in the Elections Timetable, their campaign manager shall be 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.

2. Act as a liaison between their campaign and the Elections Committee.

3. Post campaign materials on behalf of their campaign.

4. Ensure that candidates and the campaign team are following the Elections Code.

5. Manage the campaign team and delegate tasks for campaign staff and volunteers.

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

Item 3. Changes to Campaign Managers

A. Candidates and slates shall be permitted to change their Campaign Manager originally declared in the SGB Candidacy 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.

1. 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.

B. A Candidate or slate may dismiss Campaign Managers from their campaign at any point during the Campaigning Period.

1. Notification of such a dismissal shall be given to the Elections Committee within 24 hours of the action occurring.

2. This action shall not require approval by the Elections Committee.

Item 4. Campaign Staff Members

A. A Campaign Staff Member is a non-candidate who serves as part of the Campaign Manager’s team.

1. A Campaign Staff Member must be an undergraduate student at the University of Pittsburgh not solely enrolled in the College of General Studies.

B. The number of staff members shall be limited in the following way:
1. A candidate who runs as an independent may have a maximum of five campaign staff members.

2. A slate consisting of two candidates may have a maximum of four campaign staff members.

3. A slate consisting of three candidates may have a maximum of three campaign staff members.

4. A slate consisting of four candidates may only have two campaign staff members.

C. All staff members must be declared in the SGB Candidacy Application Packet at the time they are due in accordance with the date established in the Elections Timetable.

D. On behalf of their campaign, campaign staff members may do the following:

1. Post campaign materials

2. Take on the leadership roles of the campaign, including, but not limited to, the following:
   
   i. Treasurer
   
   ii. Field Director
   
   iii. Finance Coordinator
   
   iv. Communication/Marketing Chair
   
   v. 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 Candidacy 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.

1. 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.

B. A Candidate or slate may dismiss one or more of their campaign staff members from their campaign for any reason at any point during the Campaigning Period.

1. Notification of such a dismissal shall be given to the Elections Committee within 24 hours of the action occurring.

2. This action shall not require approval by the Elections Committee.
Item 6. Volunteers

A. A Campaign Volunteer is any full-time undergraduate student who helps promote a candidate or slate’s campaign on the day before or on Election Day.

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

C. Volunteers do not need to be declared, but a record of volunteers shall be kept.

D. Volunteers are permitted to flier, chalk, and distribute campaign materials, within the boundaries outlined in the Elections Code, only on the day before and the day of the election.

Section 6. Bribery and Coercion

Item 1 Regulation

A. At no point shall any member of a campaign attempt to bribe, coerce, intimidate, or otherwise attempt to exert undue influence on:

1. Any member of the Standing Committees.
2. Any member of the Student Government Board.
3. Any candidate or member of their campaign staff.
4. Any student organization eligible to participate in endorsement.
5. Any eligible voter in the election.

B. 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.

Section 7. Campaigning Periods

Item 1. Campaigning Period and Campaigning

A. The Campaigning Period shall be a period of time, as established in the Elections Timetable, during which a campaign can solicit and receive endorsements, raise funds, hang banners, advertise electronically, distribute campaign items, excluding those distributed in the Targeted Campaigning Period, and place ads in The Pitt News.

B. Campaigning shall be the period of time within the Campaigning Period specific to a Campaign, beginning with the certification of a candidate by the Elections Committee and ending, uniformly, with the end of the Campaigning Period.

1. During this period, the actions of each individual candidate and the candidate’s campaign manager and campaign staff shall be considered a part of their campaign.

Item 2. Targeted Campaigning
A. Targeted Campaigning, or Targeted Campaigning Period, is a separate period of time, as established in the Elections Timetable and beginning no earlier than seven days before, but not including, Election day, during which only the following actions are permitted under a candidate or slate’s campaign:

1. Distribution of any printed materials used to promote the candidate or slate.

2. Chalking by candidates or any authorized endorsing organization.

B. Volunteers may not participate during the period of Targeted Campaigning, except the day before Election Day.

Section 8. Endorsement

Item 1. Definition

A. An endorsement is the active promotion of a candidate by any University of Pittsburgh student organization.

1. “Active promotion” means the organization must offer some benefit to a candidate or slate that is not available to all other candidates or slates.

B. An endorsing organization shall be any eligible student organization that has confirmed endorsement for a candidate through the process outlined in this section.

Item 2. Eligibility

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

Item 3. Endorsement Solicitation by a Campaign

A. Candidates and Campaign Managers may seek endorsements at any time from the start of Campaigning, as established in the Elections Timetable, until one day before the election.

B. The following shall restrict endorsement solicitation by a campaign:

1. Candidates may not seek out endorsements from academic departments.

2. Solicitation of endorsements for the benefit of a candidate or a slate may only be sought out by the candidate(s) or campaign manager.

3. A candidate or campaign manager may not knowingly seek out an endorsement from an organization that has already endorsed the maximum number of candidates.

Item 4. Endorsement Submission and Confirmation by a Student Organization

A. Eligible organizations are limited to endorsing, at maximum, three candidates for Board Member and one candidate for President.
1. Endorsing organizations may endorse candidates regardless of their affiliation by slate.

B. All eligible Student 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.

1. 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.

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

C. Eligible student organizations may not promote candidates without having submitted an Elections Committee Candidate Endorsement Form.

Item 5. Methods of Endorsement

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.

B. Endorsing student 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.

5. Make a contribution of funds no greater than $100 in support of any candidate or slate.

C. Endorsing organizations may not:

1. Post campaign materials not approved by a candidate or a slate and their campaign.

2. Attempt to or successfully participate in voter coercion.

   i. No endorsing organization may offer any monetary or material prize for voting for a specific candidate or slate.
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 6. Non-Registered Student Organizations**

A. Non-registered student organizations shall be groups, clubs, or organizations made up of students at the University of Pittsburgh that are not formally registered with Student Organization Resource Center (SORC).

B. Non-registered student organizations may not endorse candidates or slates for Student Government Board.

C. Should a non-registered organization endorse a candidate or slate, it is the candidate or slate’s responsibility to have the non-registered student organization remove the endorsement.

   1. Candidates or slates shall have 24 hours from notification by the Elections Committee to reach out to the endorsing organization and request that they remove their endorsement.

   2. The Elections Committee must be CC'd on all correspondence between a candidate or slate and a non-registered student organization regarding the removal of an endorsement.

**Section 9. Campaign Spending**

**Item 1. Limit to Campaign Spending**

A. Each slate or independent candidate may spend a maximum of $1,200 dollars on their campaign.

   1. This may come from endorsing organizations, individuals, and/or a candidate’s personal funds.

   2. Spending more than this cap may be grounds for disqualification of a candidate or slate, pursuant to the judicial procedures laid out in Section 5.1.3.2 “Judicial Procedure.”

**Item 2. Contributions**

A. Any organization or individual may make any contribution of funds no greater than $100 in support of any candidate or slate. This does not apply to candidates, campaign managers, or campaign staff.

**Item 3. In-kind Donations**

A. In-kind donations are goods provided to a candidate or slate for their campaign and include, but are not limited to, food and t-shirts.
B. In-kind donations will be judged at a fair market value by the Elections Committee and included towards the maximum spending limit for each slate or independent candidate.

C. All in-kind donations must be disclosed and reported in accordance with the same rules set for expenditures outlined below.

**Item 4. Disclosure**

A. All campaign contributions, contribution amounts, and expenditures must be disclosed to the Elections Chair by the candidate or a slate. Contributions and expenditures shall by posted on the SGB website.

**Item 5. Receipts**

A. All proof of purchases must be submitted to the Elections Committee in the form of receipts or invoices.

B. Funds spent on physical goods, including but not limited to T-shirts, banners, buttons, stickers, flyers, and food items must be reported to the Elections Chair within 2 business days of the goods being received.

C. Funds spent on online advertisements, including but not limited to promoting social media pages or posts, must be reported to the Elections Chair within 2 business days of the purchase being made.

D. Failure to submit proof of purchase within these guidelines may result in prohibition of campaign activities by a candidate or slate for a period of time, or any other sanctions as judged by the Elections Committee.

**Item 6. 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.

**Item 7. Violations**

A. Violation of campaign finance rules will be adjudicated per the policies set in Section 5.1.3.2 “Judicial Procedure.”

**Section 10 Methods of Campaigning**

**Item 1. Definitions**

A. For the purpose of this section,

1. A banner shall be defined as a larger physical sign that can be hung on or from a building.
2. A poster or sign shall be defined as any other printed or physical, flat material, including, but not limited to, the conventional definitions of a brochure, flier, poster, pamphlet, poster, sign, or similar.

3. A T-shirt is any article of clothing covering the upper-body and conventionally categorized as a t-shirt.

4. Chalking shall be defined as the practice of using sidewalk chalk or similar non-permanent drawing material to create a visual or message on a sidewalk.

5. Social media shall be defined as any public online resource that is used by a candidate or a slate during the Campaigning Period for the purpose of raising awareness of their campaign.
   i. A social media campaign account shall be any account, user, or page whose primary purpose is to campaign for a candidate or slate, or whose primary message, as interpreted by the average student, is an advertisement or endorsement for a candidate or slate.
   ii. A social media campaign post shall be any single published piece, visual, message, or similar, whose primary purpose is to campaign for a candidate or slate, or whose primary message, as interpreted by the average student, is an advertisement or endorsement for a candidate or slate.

**Item 2. Permitted Campaign Materials**

A. Any item less than $5.00 in value that has been approved by the Elections Committee may be distributed to voters in the campaign during the Campaigning Period established in the Elections Timetable.
   1. T-shirts are the only item that may have a value exceeding $5.00.

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

**Item 3. Posted Campaign Materials**

A. All electronic, printed, and physical materials used during Campaigning must be in accordance with all University rules and regulations, as well as local, state, and federal statutes.

B. The Elections Committee reserves the right to regulate the size, quantity, and content of all posted materials used in Campaigning, so long as the regulation does not unreasonably hinder candidates and is applied universally to all candidates.
C. All banners, posters, social media campaign accounts, and social media campaign posts must display the date and web address of the election.

D. Materials that may be distributed during the period of Targeted Campaigning are limited to printed materials, including banners and posters, and chalking.
   
   1. Any other items must first be approved by the Elections Committee prior to distribution.

**Item 4. Restrictions on Posting Campaign Materials**

A. 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 period of Targeted Campaigning, as established in the Elections Timetable.

B. Volunteers are permitted to flier and chalk only on the day before and the day of the election.

C. 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.

D. 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.
   
   1. The Elections Committee has no authority over the removal of campaign materials by the University of Pittsburgh.

E. The hanging of banners, as defined, shall be regulated as follows:
   
   1. Banners may not be hung from any university building.

   2. Any banners or signs may be placed on private property with the consent of the property owner or tenant.

F. The posting of posters, as defined, shall be regulated as follows:
   
   1. 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.

   2. Specifically, posters may not be:
      
      i. Hung in the Cathedral of Learning Nationality Rooms.

      ii. Hung in such a manner that they obstruct any other posted campaign material.
iii. 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.

iv. Posted inside the residence halls without the consent of the Elections Chair.

3. Door hangers, or any campaign materials that can be hung from the handle or knob of a door that promotes a candidate or slate are not permitted in the University buildings.

G. The practice of chalking, as defined, shall be regulated as follows:

1. Sidewalk chalk may only be used to campaign on areas that are susceptible to being washed away by environmental factors.

2. Candidates cannot chalk on walls, under covered areas (i.e. walkways), or any of the paved areas leading up to the Cathedral of Learning.

3. The sidewalks bordering Bigelow Boulevard outside the Cathedral of Learning are permitted to be chalked on during the targeted Campaigning Period.

Item 5. Social Media

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.

B. Social media campaign accounts shall be regulated as follows:

1. Social media campaign accounts must be:
   i. Managed by candidates and/or campaign staff.
   ii. Public.

2. Social media campaign accounts may not be used with the intention or have the result of:
   i. Defaming or promoting any candidate who is not a member of the campaign to which the social media campaign account belongs.

3. The Elections Committee has no authority over removal of information on a social media campaign account, but may request the removal of any information or post found to be in violation of the Elections Code or any other part of the SGB governing documents.

C. Social media campaign posts shall be regulated as follows:
1. Social media campaign posts must be:
   i. Approved by candidates and/or campaign managers.
   ii. Public.

2. Social media campaign posts may not be used with the intention or have the result of:

3. Defaming or promoting any candidate who is not a member of the campaign to which the social media campaign account belongs.

4. The Elections Committee has no authority over removal of a social media campaign post, but may request the removal of any information or post found to be in violation of the Elections Code or any other part of the SGB governing documents.

D. A member of a campaign 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.

Section 11. 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 the Elections Code.

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 Pitt IT policies concerning use of computing resources. Individuals are free to use those resources provided by Pitt IT 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 12. Election Day

Item 1. Definition

A. Election Day shall be the day of the at-large election on which the President and Board Members are elected.

   1. Election Day shall take place during the month of February or March.

Item 2. Public Disclosure
A. Voting times and the web address of the Election shall be established by the Elections Committee and publicized to the student body.

**Item 3. Campaigning**

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

**Item 4. Polling Stations**

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

**Item 5. Voting**

A. Voters may cast no more than one vote for President and no more than three votes for Board.

B. Votes cast for Board Members are not restricted to those who belong to the same slate.

**Item 6. Tabulation of Votes**

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

**Item 7. 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.

**Item 8. 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.

B. No candidate may take office until certified by the committee.

C. 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 9. 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 10. 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.

Section 13 Separation of the current Student Government Board for Board Elections

Item 1. Separation of the Student Government Board

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

Item 2. Separation of Officers of the 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, Committee Chairs, Conditional Committee Chairs, and Allocations Committee Members) may not show support for a candidate or a slate when conducting either official or unofficial Student Government Board business.

1. The President, Board Members, Standing Committee Chairs, Conditional Committee Chairs, and Standing Committee Members may not show support for a candidate or a slate at any time.

Item 3. Special Provisions for the Role of Vice President for Operations

A. The Student Government Board Vice President for Operations shall be completely impartial to any candidate and lack any bias or appearance thereof.

1. Should a conflict of interest arise, a new direct supervisor shall be assigned at the discretion of the Elections Committee Chair.

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.

Item 5. Campaign Materials

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.
1. This includes t-shirts, pins, and other campaign materials worn by any individual who is not a candidate.

**Article 4. Referendum**

**Section 1. Definition and Requirements**

*Item 1. Definition*

A. A referendum shall be a proposed public measure submitted by the Student Government Board to the Elections Committee for a direct popular vote by the undergraduate body at the University of Pittsburgh not solely enrolled in the College of General Studies.

B. The referendum may be set separate from the Student Government Board Election.

C. The referendum date, or referendum day, shall be the date, determined by the Elections Committee, on which the student body votes on the referendum.

*Item 2. Requirements*

A. For a referendum to be valid, a time-stamped SGB Referendum Application Request Form must be completed and returned no later than four weeks prior to the referendum date, as established in the Elections Timetable.

B. The Referendum Request must be approved by a simple majority of the Elections Committee and Judicial Committee no later than one week from the submission date, established in the Elections Timetable.

C. Once the referendum is approved by both Elections and Judicial Committees, the referendum question must be publicly announced by the Student Government Board no later than three weeks prior to the chosen Referendum date, as outlined in the Elections Timetable.

**Section 2. Bribery and Coercion**

*Item 1. Regulation*

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 Standing Committees.

2. Any member of the Student Government Board.

3. Any candidate or a member of their campaign staff.

4. Any eligible voter in the referendum.

B. 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.
Section 3. Regulation of Activities Leading Up to the Referendum

Item 1. Elections Committee Programming

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

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

Item 2. Referendum Finances

A. Any Student Organizations registered with the SORC, fraternity, or sorority may spend funds not exceeding $100.00 in support of a referendum.

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

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

Item 3. Misuse of University Resources

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 this code.

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

C. No one may violate Pitt IT policies concerning use of computing resources.
   1. Individuals are free to use those resources provided by Pitt IT for personal use, such as personal data storage and print quotas, in support of a referendum provided they do not infringe on this policy.

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

Item 4. Campaigning

A. Any SORC-Registered Student Organization or individual may campaign for or against the referendum.

Item 5. Posted Campaign Material

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.
1. 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.

   i. The Elections Committee has no authority over the removal of posters and banners by the University of Pittsburgh staff.

B. 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.

   1. Violations may result in the removal of said materials.

C. Banners on a referendum shall be regulated as follows:

   1. Banners must contain the referendum date.

   2. Banners may be hung only after permission has been granted by the appropriate University department or building.

   3. 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.

   4. Banners may not be hung from the Litchfield Towers or the William Pitt Union

   5. No banner may obstruct any other posted material.

D. Posters on a referendum shall be regulated as follows:

   1. Posters must contain the referendum date.

   2. 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.

   3. Specifically, posters may not be:

      i. Hung in the Cathedral of Learning Nationality Rooms.

      ii. Hung in such a manner that they obstruct any other posted material.

      iii. 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.
E. 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 4. Regulations on the Referendum Day

Item 1. Campaigning

A. There will be no active campaigning within University computer labs on the day of the referendum.

B. 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 2. 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.

Item 3. Disclosure of Results

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

B. 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.