



SOUTHERN ILLINOIS UNIVERSITY

**UNDERGRADUATE  
STUDENT GOVERNMENT**

**Southern Illinois University Carbondale**  
Undergraduate Student Government

**EXECUTIVE OFFICE ELECTION  
PACKET  
2023**

# USG Executive Office Election Process

## Section .01 Nomination Procedure

- a) Students wishing to be considered a candidate for executive office must submit a petition containing the signatures, printed names (legible) and SIU Dawg Tag number of 200 current undergraduate students enrolled at the SIU Carbondale campus in the semester during which the election is held. SIU Dawg Tag numbers shall be used for verification purposes only, and will not be used by the committee or the candidates. Annually, the petitions will be updated reflecting the deadline for submission along with other relevant information for that year's election.
- b) Only one petition is required per ticket.
- c) Each candidate to be listed on the ballot must sign a waiver (to be included in the petition packet) allowing the committee to access a candidate's GPA, judicial standing, and enrollment status.
- d) Each executive candidate must provide a digital 3 x 3 photo and short bio limited to 250 words for the election platform.

## Section .02 Candidate Eligibility

- a) All candidates for President, executive office, or otherwise listed on the ballot must meet the following requirements:
  - 1) Be enrolled in at least 12 hours of coursework through SIU Carbondale.
  - 2) Have a cumulative GPA of at least 2.5.
  - 3) Be in good standing as a student through Student Rights & Responsibilities.

## Section .03 Candidate Responsibilities

- a) Candidates must attend, in person, a campaign meeting. Candidates not present at the meeting will forfeit their opportunity to be listed on the ballot but may still run as a write-in candidate. All candidates, including write-in candidates, are subject to all rules and regulations as established by the committee, University policy, and the Student Conduct Code.

## Section .04 Candidates Appearing on the Ballot

- a) Each presidential candidate may list candidates for additional positions but they will not be listed on the voting ballot.
- b) Should the candidate choose to list additional positions, those additional positions shall assume the respective positions if the ticket is successful.
- c) Should a candidate not choose to list additional positions, they shall select persons for any executive positions as outlines in the USG constitution after the conclusion of the election.

## Section .05 The Election

- a) A campus-wide election will be conducted to determine the successful candidate/ticket.
- b) A secure, web-based program will be used to administer the election, to ensure that all undergraduate students may participate. The Election Board will work with the USG advisor to ensure this process runs smoothly.
- c) The order of names on the ballot shall be selected by lottery at the campaign meeting.
- d) The ballot for USG shall be separate from any other election ballot.
- e) Write-in candidates shall be allowed, provided they meet the requirements set forth for all other candidates. The electronic ballot must have a space for a write-in candidate.
- f) The successful candidate/ticket shall be the one which receives the most votes during the election.

- g) At the conclusion of the last day of voting, the committee shall immediately meet and officially close on-line voting and tabulate the results of the election. The committee shall have the authority to discard spoiled ballots and disregard write-in candidates who do not meet eligibility. Following computation, the committee shall certify the results of the election and announce the winner. These results shall be considered final.

## Campaign Policies

### Section .01 Definition

- a) Campaigning includes but is not limited to the following: distributing printed material, including candidate endorsement lists; posting notices on authorized campus bulletin boards; placing paid advertisements in the campus newspaper(s); chalking, according to approved chalking guidelines; making speeches to groups, attending and/or speaking at rallies, parties or other gatherings sponsored for, or intended to promote one's candidacy for office; door-to-door solicitation; e-mail notifications; telephone solicitation; social media messaging (Facebook, Twitter, Instagram, etc.); and other forms of verbal and written expression of one's candidacy for office and qualifications/experience ambitions/platform for that office.

### Section .02 Campaign Conduct

- a) Campaign dates and times will be specified by the USG Election Committee.
- b) All campaign actions shall be in accordance with all University policies and procedures.
- c) Advertising and canvassing is allowed only during the campaign period. Advertising prior to the campaign period shall be considered a violation and subject to discipline procedures. All advertising on University property shall be displayed in accordance with University regulations. All canvassing on University property shall be done with prior permits in accordance with University regulations.
- d) Campaigning which is defamatory to other candidates shall not be permitted.
- e) Candidates or their workers shall not force voters to cast votes for a certain candidate.
- f) Candidates or their workers shall not open "polling places," and shall not campaign near computer labs, or anything to this effect.
- g) Total campaign expenditures shall not exceed \$400 per candidate/ticket. All donations must be recorded by name, address, and amount. All expenditures must be recorded in a detailed manner and should be supported with dated receipts. Said reports must be submitted no later than the close of the election to the Election Committee. Failure to submit the detailed disclosure reports on time – with receipts – will result in the disqualification of the candidate from the election.
- h) All actions detrimental to the election process, actions which give a candidate/ticket an unfair advantage, and actions which may be considered unethical are all not allowed. The Election Committee shall have the authority to determine which actions and conduct are unacceptable.

## Violations and Sanctions

### Section .01 Violations of the Election Policies and Procedures

- a) Candidates alleged to have violated an election rule or regulation may be subject to discipline procedures.
- b) The party filing the grievance must submit, to the Election Committee Chair, in writing a summary of the alleged violation including all pertinent details.
- c) All charges must be received by the Election Committee Chair within two school days following the alleged violation.
- d) Grievances may be submitted anonymously, but should include sufficient detail for the committee to find evidence of a violation.

Section .02 Procedures for Handling Violations

- a) The following procedure shall apply to handling alleged violations of these policies and procedures.
- b) The election committee shall conduct a preliminary investigation to determine the possibility of the violation.
- c) If the claims are unfounded, the investigation/review ceases.
- d) If the claims appear to have validity, the committee shall notify the involved candidate(s) of the allegation(s).
- e) The committee shall conduct a closed hearing to receive and contemplate evidence of any alleged violation. The candidate(s) involved shall be permitted to attend and speak on his/her behalf.
- f) The committee shall, by majority vote, determine whether or not a violation has occurred.
- g) If it is determined that a violation has occurred, the committee shall determine an appropriate sanction to fit the violation. In determining a sanction, the committee shall take into consideration the potential adverse effect on the election results, the gravity of the violation, and all other relevant circumstances.
- h) For violations considered severe, the committee may recommend to the USG Advisor and/or committee liaison that a candidate be removed from the election. The committee liaison will review the findings and make a final decision.
- i) The committee liaison maintains the final authority to approve or deny all proposed sanctions.

## Election Timeline

Section .01 Authority

- a) Dates included in this timeline shall be followed unless otherwise noted, as they are included in the policies and procedures.

Section .02 The Election Timeline

- a) Events shall take place no later than the dates listed.

Date	Event
February 20	Petitions become available at noon.
March 24 by Noon	Candidate petitions are due In the Student Services Building 486 by 12 p.m.
April 3 at 3:30 PM	Campaign meeting. (Date/time may change to accommodate candidates.) Student Center Old Main Room
April 3	Campaigning begins immediately following the Campaign Meeting.
April 5 at 5 pm	Candidate forum. Student Center Auditorium
April 11 at 6 am until April 12 at 4:00pm	Election occurs on mycourses.siu.edu
April 12 at 4:30pm	Election result announced. Student Center Mackinaw Room
April 18 at 6 pm	Election ratified at USG Meeting.
May 2	Swearing in of new officers at USG Banquet.

## USG EXECUTIVE Candidate Registration / Eligibility Check

**Must be submitted to the Student Service Building Office 486 by 12:00 noon, Friday, March 24, 2023, with petitions containing the resumes and signatures of each potential officer listed. Obtaining more than 200 signatures is encouraged in the event that some are ruled invalid. A resume of each potential officer must accompany the packet.**

**Release of information:** In order to have your eligibility verified, each individual must sign below to release your current and past class schedule, GPA, and disciplinary action from Student Rights and Responsibilities for as long as you hold the specific position listed below.

Name of Presidential candidate: \_\_\_\_\_ GPA: \_\_\_\_\_

Dawg Tag: \_\_\_\_\_ Email: \_\_\_\_\_

Class Standing: \_\_\_\_\_ Major: \_\_\_\_\_

Ticket to Include:

Position	Print Name	Signature	Cumulative GPA <i>must be above 2.5 to be eligible.</i>	Class Standing & Dawg Tag	Major
Vice President					
Chief Of Staff					
Vice President of Student Affairs					
Vice President of Finance					
Other					

**I certify that I and my ticket will abide by all policies, procedures, regulations, and deadlines governing the USG Executive Campaign. I certify that the above information in correct.**

\_\_\_\_\_  
Presidential Candidate's Signature

\_\_\_\_\_  
Date

**USG ELECTION PETITION**

USG EXECUTIVE CANDIDATE:

PAGE      OF

<b><u>PRINT NAME</u></b>	<b><u>SIGNATURE</u></b>	<b><u>SIU DAWG TAG</u></b>
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I do hereby acknowledge that I have reviewed the above names for accuracy and certify that they are legitimate.  
Candidate's Signature: \_\_\_\_\_