



SOUTHERN ILLINOIS UNIVERSITY

**UNDERGRADUATE
STUDENT GOVERNMENT**

Southern Illinois University Carbondale
Undergraduate Student Government

**EXECUTIVE OFFICE ELECTION
PACKET**

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.

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) The election shall take place to select the President of USG.
- b) Each presidential candidate may list candidates for additional positions.
- c) Should the candidate choose to list additional positions, those additional candidates shall assume the respective positions if the ticket is successful.
- d) Should a candidate not choose to list additional positions, they shall select persons for any other 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 should 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 positions 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. References to weeks indicate the first 7 days of the month, etc.

Date	Event
February 4	Selection of Election Committee members completed.
February 4	Dates announced for petition submission deadline, campaign meeting, election, and other relevant events.
February 24	Petitions become available at noon.
March 18 by Noon	Candidate petitions are due In the Student Center Administration Office by 12 p.m.
March 30 at 3 PM	Campaign meeting. (Date/time may change to accommodate candidates.) Student Center Mississippi Room
March 30	Campaigning begins immediately following the Campaign Meeting.
April 1 at 5 pm	Candidate forum. Student Center Auditorium
April 7 at 6 am until April 8 at 4:00pm	Election occurs on mycourses.siu.edu
April 8 at 4:30pm	Election result announced. Student Center Missouri Room
April 14 at 6 pm	Election ratified at USG Meeting. Student Center Ballroom B
April 28	Swearing in of new officers at USG Banquet.

USG EXECUTIVE Candidate Registration / Eligibility Check

Must be submitted to the Student Center Administration Office by 12:00 noon, Wednesday, March 18, 2020 with petitions containing the signatures, legible printed names, and SIU dawg tag numbers of at least 200 current students enrolled at the SIU Carbondale campus. Obtaining more than 200 signatures is encouraged in the event that some are ruled invalid.

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 to the Office of Student Rights and Responsibility for as long as you hold the specific position listed below.

Name of Presidential candidate: _____ GPA: _____

Dawg Tag: _____ Email: _____

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					
Executive Assistant					
Treasurer					
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

ELECTION PETITION

USG EXECUTIVE CANDIDATE: _____ **PAGE** _____ **OF** _____

<u>PRINT NAME</u>	<u>SIGNATURE</u>	<u>SIU DAWG TAG</u>
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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: _____