



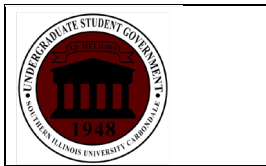
**SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ELECTION HANDBOOK~**

2024-2025

SIU Southern Illinois University
CARBONDALE



**SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ ELECTION & REMOVAL GUIDELINES ~**



**SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
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ARTICLE I – ELECTION PACKET

Article I – Election Packet, will be printed for each potential candidate and will otherwise be known as the Election Packet. Dates, Times and Locations are eligible to change at the discretion of the Judicial Board and the USG Advisor, without Senate Approval, and will be updated as needed by the Governing Documents Committee.

SECTION 1 – Candidate Eligibility for President, Executive Vice-President, and Vice-President of Finance

1. To qualify, all candidates must:
 - a. Be enrolled for at least 12 credit hours at SIU Carbondale as an undergraduate student.
 - b. Maintain a cumulative GPA of at least 2.5.
 - c. Be in good standing as verified by Student Rights & Responsibilities.
 - d. All candidates must attend dates and events listed in Article I: Election Packet, barring academic or emergency conflicts.
 - i. Academic conflicts should be emailed to the USG advisor 48 hours prior, and emergencies should be communicated at least 1 hour before the event.
 - ii. Unexcused absences will result in removal from the ballot, though candidates may still run as write-ins.
 - e. Candidates must have served in USG for at least one semester or RSO with over 50 members according to Saluki Connect, past or present.
 - i. Candidates that do not meet this requirement may seek approval from the USG Judicial Board and the USG Advisor.

SECTION 2 – Nomination Procedure

1. Presidential candidates must submit a petition with the printed names, signatures, and SIU Dawg Tag numbers of 200 current undergraduate students enrolled at SIU Carbondale.
 - a. Dawg Tags are used for verification purposes only.
2. Candidates must select their Executive Vice-President and Vice-President of Finance. who will be included on their ticket.
3. Only one petition is required per ticket. All candidates and appointees must sign a waiver (included in the packet) to authorize verification of GPA, judicial standing, and enrollment status.
4. A digital 3x3 photo and a 250-word bio must also be submitted.
5. The External Affairs Committee will create a social media post for USG that explains who the candidates are and how and when to vote on D2L.



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SECTION 3 – Write-In Candidates

1. A write-in candidate is a student who has not been officially nominated through the USG election process but can be written in as a candidate on the ballot.
 - a. Write-in candidates must be undergraduate students.
2. All write-in candidates must adhere to the following Sections in Article 1 – Election Packet: 1, 4, 6, 8, 9, 10, and 12

SECTION 4 – Ballot Appearance

1. The ballot will list each presidential candidate along with their chosen Executive Vice-President and Vice-President of Finance.
 - a. Presidential candidates may also name others for executive roles, though these names won't appear on the ballot.
2. If the ticket wins, any listed candidates will assume their designated roles.
 - a. If no additional candidates are listed, appointments will be made post-election in line with the USG constitution.
3. A write-in option will appear below the nominated candidates.

SECTION 5 – Election Process

1. A campus-wide election will be held on D2L, accessible to all undergraduate students.
2. Each undergraduate student is entitled to one vote during the election period.
3. Voting runs from 6 a.m. on the first day to 4 p.m. on the second day.
4. Ballot order is determined by lottery at the campaign meeting.
5. The ballot will be exclusive to USG, separate from other elections.
6. The Judicial Board and USG advisor will oversee and ensure a smooth election process.

SECTION 6 – Campaigning

1. Campaign Definition
 - a. Campaigning includes distributing printed materials, posting authorized notices, paid advertisements in campus newspapers, tabling, chalking (within guidelines), speeches to RSOs, creating endorsement lists, email notifications, phone calls, and social media outreach.

SECTION 7 – Campaigning Teams

1. Presidential candidates must assemble a team of undergraduate students to support their campaign.
 - a. Each team will include the Executive Vice-President, Vice-President of Finance, and up to 8 additional undergraduate students.



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- b. The presidential candidate will designate one team member as the campaign manager.
 - i. The campaign manager will handle infraction reports and act as the main contact for campaign matters.
- c. Team member names must be submitted to the Judicial Board as they are added.
 - i. Any team changes should be sent via email to the Judicial Board.

SECTION 8 – University Rules and Student Code of Conduct

- 1. Candidates and their teams must follow election rules and the Campus Code of Conduct while campaigning.
- 2. Candidates and supporters must avoid creating intimidating or uncomfortable environments for other candidates, students, or employees.
 - a. All candidates and teams must adhere to University rules, including the Student Conduct Code, available at:
 - i. <http://srr.siu.edu/common/documents/scc.pdf>
 - ii. <https://srr.siu.edu/common/documents/student-conduct-code.pdf>
- 3. Violations of the Student Conduct Code should be reported to the USG Advisor, who will work with the Internal Affairs Committee and Judicial Branch. If found guilty, violations will be reported to the Office of Student Rights and Responsibilities.

SECTION 9 – Campaigning Policies and Rules

- 1. Early Campaigning
 - a. Candidates, team members, and supporters must avoid all campaign activities before the official start of campaigning in February.
 - b. Examples of early campaigning include:
 - i. Distributing printed or electronic campaign materials to the public
 - ii. Advertising candidacy through chalking, posters, or other public displays
 - iii. Making speeches or statements to employee/student organizations or groups
 - iv. Additional activities may be restricted at the discretion of the USG Advisor and Judicial Board.
- 2. University Posting
 - a. Posters, signs, and similar materials may only be placed on designated bulletin boards or approved areas.
 - b. Certain areas, like the Student Center and University Housing, have specific posting regulations and require additional approvals.
 - i. If unsure about a location, candidates should seek permission from the building staff.
 - c. Posters and flyers must clearly display the name of the sponsoring student.



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- d. Materials should be hung and removed in a timely manner.
 - e. Posting on university buildings (interior or exterior), windows, doors, light posts, sidewalks, telephone poles, trees, trash bins, overpasses, bridges, or car windshields is prohibited.
3. Chalking
- a. Sidewalk Chalking is allowed on campus.
 - i. It shall be confined to open areas where rain and weather can wash old postings away.
 - ii. As with all areas of promotion, it is expected that good taste, judgment, and courtesy be used.
 - 1. Chalking is NOT ALLOWED on walls or buildings.
 - 2. Spray chalk is NOT ALLOWED.
 - b. Candidates may be responsible for charges incurred for clean-up by Plant Service Operations if there is damage to sidewalks, plant beds, and other cosmetic, sustainable, or educational areas of campus.
4. Distributing Materials
- a. Candidates or team members can distribute materials such as business cards, candy, posters, etc.
 - i. Distributed materials should focus on promoting the candidate's qualifications, vision, and ideas for office.
5. Tabling
- a. Tabling can be done on campus through the Office of Student Engagement (OSE).
 - i. On campus tabling must adhere to OSE rules and regulations.
 - b. The External Affairs Committee will set up times for candidates to table. From there, it is the candidates and teams' job to contact OSE to reserve a time and place.
6. Endorsements
- a. Candidates may secure as many endorsements as they would like within the bounds of Southern Illinois University.
 - i. Endorsements can be shown through distributed material or social media posts.
 - ii. All endorsements must adhere to the Election Packet rules.
 - iii. Endorsements can be made by the following:
 - 1. The schools, departments, or programs in which the Presidential, Executive Vice-President, and Vice-President of Finance are a part of.
 - a. If more than one set of candidates are a part of a school, department, or program they must select to endorse both or neither sets of candidates.



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2. Any RSO or Individual Greek Organization on campus that is in good standing.
 3. Umbrella Organizations and Greek Councils.
 4. Any Saluki Athletic Team of SIU.
 5. Any further endorsements are up to the discretion of the Judicial Board and must be asked for permission.
7. Campaign Spending
- a. The presidential candidate cannot exceed spending of over \$400.00 for their campaign.
 - b. All donations and spending must be recorded in a detailed manner and must present evidence in the form of receipts, names, address, and amount.
 - c. These records will be submitted to the Judicial Board by 5 p.m., the day that voting closes.
8. Forced Voting and Bribing
- a. Candidates or team members may not force or bribe students to vote for them in any way, depending on the seriousness of this infraction the Judicial Board may decide to disqualify a candidate from the election.
9. Harassment, Defamation, and Negative Campaigning
- a. Candidates and team members may not harass, bully, threaten, or intimidate other candidates through any form of communication.
 - b. Candidates and team members may not participate in defamation of other candidates through spreading rumors, making false statements, or presenting misleading information through any form of communication.
 - c. Candidates and team members must refrain from any communication that is intended to harm or attack the character of another candidate.
 - i. Depending on the seriousness of the listed infractions the Judicial Board may decide to disqualify a candidate from the election.

SECTION 10 – Infractions

1. Campaign Infractions
 - a. A campaign infraction occurs when a candidate or team violates Candidate Eligibility, Campaign Policies, University Rules, or the Student Code of Conduct.
 - b. Infractions must be reported by the affected campaign’s manager to the USG advisor. Reports will be reviewed and decided on by the Judicial Board.
 - c. Verified infractions lead to a vote reduction percentage or, in severe cases, disqualification from the election, based on Judicial Board judgment.
2. Reporting Campaign Infractions
 - a. Campaign managers have two school days to report infractions to the USG advisor.

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- b. Reports are submitted through a Microsoft Form, accessible to the Judicial Board and USG Advisor, with weekly form checks during the campaign period.

SECTION 11 – Election Timeline

02/19/2025	Campaign Packets Available At getinvolved.siu.edu and https://usg.rso.siu.edu/
03/21/2025	Mandatory Campaign Packets Due Student Service Building, Suite 486, 12:00 p.m.
03/31/2025	Mandatory USG Campaign Meeting Student Center Vermillion Room, 3:30 p.m.
04/02/2025	Mandatory Presidential Candidate Debate Student Center Mississippi Room, 5:00 p.m.
04/08/2025- 04/09/2025	USG Elections Online mycourses.siu.edu 04/05/2025 6:00 a.m. until 04/06/2025 4:00 p.m.
04/09/2025	Mandatory Election Announcements Student Center Mackinaw Room, 4:00 p.m.
04/15/2025	Election Ratified at USG meeting Student Health Center, 6:00 p.m.
04/29/2025	Mandatory for Elects Sworn in at USG Banquet TBD

SECTION 12 - Immediate Responsibilities if Elected

1. Relinquishing Titles
 - a. President, Executive Vice-President, and Vice-President of Finance Elects must relinquish their presidential seat in the following organizations.
 - i. Dawg Pound
 - ii. Four Greek Councils
 1. National Pan-Hellenic Council
 2. College Panhellenic Council
 3. Interfraternity Council
 4. Multi-Cultural Greek Council
 - iii. RSO that has over 50 members according to Saluki Connect
 - iv. Student Programming Council
 - v. Umbrella Organization
 - b. Failure to relinquish these seats will result in not being elected for office.
2. The executive board elects must send emails of appreciation for their endorsements updating them on their achievements.
3. Executive board elects will attend the Swearing-In of their positions at the last USG meeting unless there is an emergency or academic conflict.



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SECTION 13 – Signatures and Waivers for Candidates

Must be submitted to the Student Service Building Office 486 by **Friday, March 21, 12:00 p.m.** with petitions containing the resumes and signatures of each potential officer listed. Obtaining more than 200 signatures is encouraged if some are ruled invalid. A resume of each potential officer must accompany the packet.

Release of Information: To have your eligibility verified, each individual must sign below to release your current and past class schedule, GPA, if you have been in USG before with year, and disciplinary action from Student Rights and Responsibilities for as long as you hold the specific position listed below.

Name of Presidential Candidate: _____

Dawg Tag: _____ Email: _____

Class Standing & GPA: _____ Major: _____

Signature: _____ Date: _____

Name of Executive VP Candidate: _____

Dawg Tag: _____ Email: _____

Class Standing & GPA: _____ Major: _____

Signature: _____ Date: _____



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Name of VP of Finance Candidate: _____

Dawg Tag: _____ **Email:** _____

Class Standing & GPA: _____ **Major:** _____

Signature: _____ **Date:** _____

Ticket to Include:

Position	Printed Name	Dawg Tag	Class Standing & GPA	Major	Signature & Date
VP of Student Affairs					
Chief of Staff					
Administrative Assistant					
Other					



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USG Election Petition

USG Presidential Candidate: _____ **Pg 1 of 10**

Printed Name	Dawg Tag	Signature
1		
2		
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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: _____



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USG Election Petition

USG Presidential Candidate: _____ **Pg 2 of 10**

Printed Name	Dawg Tag	Signature
26		
27		
28		
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USG Election Petition

USG Presidential Candidate: _____ **Pg 3 of 10**

Printed Name	Dawg Tag	Signature
51		
52		
53		
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USG Election Petition

USG Presidential Candidate: _____ **Pg 4 of 10**

Printed Name	Dawg Tag	Signature
76		
77		
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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: _____



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USG Election Petition

USG Presidential Candidate: _____ **Pg 5 of 10**

Printed Name	Dawg Tag	Signature
101		
102		
103		
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USG Election Petition

USG Presidential Candidate: _____ **Pg 6 of 10**

Printed Name	Dawg Tag	Signature
126		
127		
128		
129		
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USG Election Petition

USG Presidential Candidate: _____ **Pg 7 of 10**

Printed Name	Dawg Tag	Signature
151		
152		
153		
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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: _____



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USG Election Petition

USG Presidential Candidate: _____ **Pg 8 of 10**

Printed Name	Dawg Tag	Signature
176		
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USG Election Petition

USG Presidential Candidate: _____ **Pg 9 of 10**

Printed Name	Dawg Tag	Signature
201		
202		
203		
204		
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USG Election Petition

USG Presidential Candidate: _____ **Pg 10 of 10**

Printed Name	Dawg Tag	Signature
226		
227		
228		
229		
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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: _____



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ARTICLE II – JUDICIAL BOARD ELECTION RESPONSIBILITIES

SECTION 1 – Election Oversight

1. If a Judicial Board member is a candidate or ticket member for executive office, they will relinquish their seat as a Justice.
 - a. A reserve Justice will be elected from the senate to replace their seat.
2. The Judicial Board will set the date for the next USG election in the first semester, with input from the faculty advisor, aiming for the second week of April, and will announce the voting dates to the senate.
3. The Judicial Board will supervise the External Affairs Committee, which is responsible for informing undergraduate students about voting details, including how, when, and where to vote.
4. Judicial Board members may not assist candidates with their campaigns unless responding to rule-based questions.
5. The Judicial Board will create a Microsoft Form at the beginning of the Spring Semester for reporting candidate infractions.

SECTION 2 – Violation of Election Rules and Policies

1. Election rule infractions must be submitted via the Microsoft Form to the faculty advisor, who will present the claims and evidence to the Judicial Board.
2. The Judicial Board will determine the validity of each claim and assign penalties, which may include vote reductions or disqualification, as outlined in Article I – Election Packet.
3. Penalties require unanimous Judicial Board approval.
4. Candidates will be notified of any penalties within 24 hours of the Judicial Board's decision and prior to the announcement of election results.
5. All spending reports must be analyzed by the judicial board before the
6. All reported infractions and Judicial Board findings must be finalized before election results are announced.

SECTION 3 – Judicial Board Attendance and Meetings

1. Attendance at Election Events
 - a. At least one Judicial Board member that is not being supported by a proxy must attend the following events:
 - i. Announcement of USG Election Dates
 - ii. USG Candidate Meeting
 - iii. Announcement of Election Results
 - iv. Senate Election Ratification
 - v. Swearing in of Elects
2. Judicial Board Meetings



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- a. All Judicial Board meetings during campaign and election periods are mandatory, scheduled as needed.
- b. These meetings are closed to everyone except Judicial Board members and the faculty advisor.
- c. There will be a scheduled meeting the night the polls close this meeting will entail the following business.
 - i. Analysis of Spending Reports
 - ii. Last-Minute Infractions
 - iii. Review of the election process and results.
 - iv. A vote that signifies that all election guidelines were followed and the election results as they know are true.
- d. The Judicial board must announce election results within 24 hours of the polls closing.

SECTION 4 – Presidential Candidate Debate

1. Presidential Candidate Debate will be hosted by the External Affairs Committee and moderated by the Judicial Board and the USG Advisor.
 - a. Format of Debate
 - i. The presidential debate will consist of an introduction of each candidate, a closing statement, and at least six questions that the USG advisor and Judicial Board feel are appropriate.
 1. Introductions will be no more than two minutes.
 - ii. Each candidate will have the opportunity to answer every question.
 - iii. The candidates will have four minutes to answer.
 - iv. The debate will not exceed over one hour and thirty minutes for two candidates no matter how many questions are left. For every additional candidate the time may be adjusted by the vote of the Judicial Board.
 - v. If the time reaches one hour and thirty minutes the moderators will transition to candidates closing statements.
 - b. Debate Rules
 - i. Candidates may not verbally attack each other they may only discuss their policies and plans for office.
 - ii. Candidates may not exceed time limits and will be cut off by the moderators if they do.
 - iii. Candidates will have access to a live timer.
 - c. Viewing of Debate
 - i. Debate is open to a live audience of SIU students, faculty, and staff.
 - ii. The External Affairs Committee will oversee promotion and airing the debate through social media.



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SECTION 5 – Records and Ratification of Elects

1. The Judicial Board must create a report that highlights the election.
 - a. The report must include the following:
 - i. Final Results
 - ii. Vote Counts
 - iii. Infractions and Percent Penalties to Vote Counts
 - iv. Signatures of the Judicial Board that signify that all election guidelines were followed and the election results as they know are true
 - b. The report will be put on file for the advisor, Judicial Board, and the candidates that ran.
2. The Judicial Board will present at the meeting following the announcement of election results.
 - a. The presentation must review the election highlights and explain any possible instances where the election results may be false.
3. The Chief Justice will chair the ratification of the election.
 - a. If the motion to ratify the election is defeated, an investigation will be conducted by the Judicial Board, the Internal Affairs Committee, and the USG Advisor to address any allegations or concerns that may have affected the election results.
 - i. The Judicial Board and Internal Affairs Committee will have one week to investigate and determine the legitimate winners of the election, taking into account all relevant evidence and testimonies.
 - ii. An emergency meeting will be held exactly one week after the ratification defeat to review the findings.
 - iii. During this meeting, the Judicial Board and Internal Affairs Committee will present their findings to the senate. Based on this investigation, they will identify the candidates who are deemed the official elects, ensuring that those declared have been thoroughly reviewed and meet all election criteria.

ARTICLE III – SENATE ELECTION RESPONSIBILITIES

SECTION 1 – Supporting Candidates

1. Senators may support candidates by being on their campaign team or being a general supporter.
2. Senators must refrain from discussing their support during USG Senate meetings. This creates an unfair advantage to their candidate and can disrupt current USG business. Instances of this are:
 - a. Bringing up discussion points that include the support of candidates.



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- b. Voting in a biased way that supports or disparages legislation based on a candidate that is presenting.
 - c. Putting specific candidates on the agenda to discuss support.
 - d. Other instances are up to the discretion of the Judicial Board.
3. Senators are bound to the same rules as campaigning teams are in Article 1 – Election Packet.
4. Breaking of these rules will be addressed by the Judicial Board and may lead to impeachment.

SECTION 2 – Ratification of Election Results

1. Senators will ratify the election results at the senate meeting following the election.
 - a. The chairing justice will open the floor for discussion to answer questions, raise concerns, and debate any processes.
 - b. Ratification will then require a majority vote from the senate.

ARTICLE IV – EXECUTIVE BOARD RESPONSIBILITIES

SECTION 1 – Swearing in of Presidential Candidate and Transition of Power

1. Swearing-In
 - a. The Presidential Elect will be sworn in by the current President of USG at the USG Banquet. If the current President has been reelected the USG Advisor will swear them in for a new term.
 - b. Swearing-In will be done by the USG Presidential Oath.
2. Transition of Power
 - a. The current President of USG will aid in giving access to official USG documents through the Governing Document Committee.
 - b. The current President will answer any questions that the Presidential Elect has regarding USG.

ARTICLE V – AMENDMENTS

Election and Removal Guidelines can be amended by an affirmative vote of two-thirds majority of the entire membership of the Senate upon being announced one meeting prior to consideration and the signature of the President.

	SOUTHERN ILLINOIS UNIVERSITY UNDERGRADUATE STUDENT GOVERNMENT ~ELECTION HANDBOOK~	2024-2025
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ARTICLE VI – OFFICIAL DOCUMENT STATUS

Election and Removal Guidelines stand as an official document of the Undergraduate Student Government and fall under the same jurisdictions as the constitution. It is official instated by the 2024-2025 USG Senate and Governing Documents Committee as of 01/21/2025.