

STUDENT GOVERNMENT ASSOCIATION

STANDARD STUDENT ELECTIONS OPERATING PROCEDURES

ARTICLE I Purpose

These Election Procedures shall apply to all elections and nominations that are to be held for the whole or any part of the Adelphi Student Body where authorized by the Constitution of the Student Body or under any Congressional statute. Where this Code shall apply, its provisions shall supersede those of any club or organization.

ARTICLE II Position Availability

- A. During the fall semester, elections shall be held for the following positions: Freshman Class Officers, Resident Hall Senators, and any other positions not filled in the previous election.
- B. During the spring semester, elections shall be held for Cabinet; Sophomore, Junior, and Senior Class Officers; Academic School Senators; and Commuter Senators.

ARTICLE III CANDIDACY

Section 1 Eligibility

- A. All candidates must adhere to the qualifications set forth in the Student Government Association Constitution, this Code, and the Adelphi University Student Handbook.
- B. The minimum cumulative Grade Point Average required for candidacy shall be 2.5. Grade point averages will not be rounded up.
- C. No student may at any time hold more than one office or run for more than one position in any given election.

Section 2 Procedure

- A. Persons desiring to be a candidate for any Student Government elected position must file a candidacy form with the Elections Committee available in the Center for Student Leadership and Activities before the deadline set by the Committee.
- B. Any candidate wishing to withdraw may do so by turning in a written request at least three (3) class days before the election.
- C. Once the filing deadline has been set by the Elections Committee, it may not be changed.

Section 3 Campaign Expenditures

- A. Campaign expenses shall be limited to \$150.00 for each candidate.

- B. All materials used in a candidate's campaign, whether donated or purchased at wholesale prices, shall be based on current, reasonable market prices. These prices may be determined by the Elections Committee and charged toward the candidate's expense limitation.

ARTICLE IV CAMPAIGN PERIOD

Section 1 "Meet the Candidates"

- A. All candidates will be required to attend "Meet the Candidates" for the minimum time specified by the Elections Committee.
- B. Any candidate that must miss this event must submit a written excuse to the Elections Committee prior to the meeting. Any candidate that fails to attend or fails to turn in a written excuse is automatically ineligible to run for office. Sudden emergencies are excusable.

Section 2 General Campaigning

- A. There shall be no campaigning that will mar the dignity of Adelphi University or its campus.
- B. There shall be no campaigning that shall disturb classes in session, regardless of the instructor's consent.
- C. No candidate shall make a statement in public which might injure the personal character or reputation of another candidate. Statements should be of a professional and willingly truthful nature.
- D. There are no time restrictions on securing a campaign manager, organizing a platform, and purchasing materials.
 - 1. The complete roster for the candidate's campaign team must be submitted no later than the day that "Meet the Candidates" has been scheduled for. Any additions must be submitted in writing to the Elections Committee.♦
- E. The act of intentionally removing, mutilating, or destroying another candidate's campaign materials is strictly prohibited. Candidates or campaign workers who violate this rule shall be held accountable before the Elections Committee. If a student, who is not a candidate, nor a campaign worker, violates this rule, the Elections Committee shall bring the incident before the Dean of Student Affairs for appropriate disciplinary action.
- F. One (1) copy of all handouts, buttons, posters, signs, etc., must be approved by the Center for Student Leadership and Activities prior to distribution.
- G. There shall be neither campaigning, nor campaign materials, inside or within 100 feet of the University Center, any residence hall entrance, or the library during the days when elections

♦ A campaign team shall be defined as any member of the Adelphi community who signals his or her willingness to support and assist a particular candidate by providing permission to that candidate's campaign manager to submit his or her name to the Elections Committee.

are taking place, since these will be the primary on-campus voting locations.

- H. The logo of the Center for Student Leadership and Activities may only be used with the expressed permission of the C.S.L.A. Director.

Section 3 Residence Hall Campaigning

- A. All candidates and campaign workers must follow the directions of the appropriate residence hall director (RHD) when campaigning in a residence hall. Any campaigning that violates building or RHD policy will be deemed a violation of these procedures.
- B. All campaign materials posted or distributed inside a residence hall must be first approved by the director of the Center for Student Leadership and Activities as well as the appropriate RHD.
- C. Campaign materials may not be placed on, or put under, a resident's door without the resident's express permission.

Section 4 On-Campus Campaigning

- A. Campaign materials placed outside must be made of cloth, wood, plastic, or laminated paper. Any other material must be approved by the Center for Student Leadership and Activities. All posts put in the ground may be no larger than 2"x 4" pieces of lumber. No post-hole diggers may be used to put posts in the ground.
- B. The following applies to both on and off campus:
 1. no campaign materials may be placed on light posts, telephones, monuments, sidewalks, steps, bike racks, trees, chain guards, or bushes;
 2. there shall be no marking of buildings, sidewalks, or other campus property;
 3. no campaign materials shall be distributed through mailboxes, unless addressed to specific persons and sent through the U. S. mail with postage;
 4. no campaign materials may be placed on automobiles unless permission is granted by the owner of the vehicle;
 5. email may be sent to campaign workers for the purpose of campaign business, but shall not be sent in mass form to unsolicited E-mail clients for the purpose of campaigning;
 6. campaigning through the medium of internet- based technology shall be restricted to standards set forth by this code and Adelphi University; and
 7. campaign materials must adhere to specific building policies.
- C. Each candidate will be held personally responsible for making certain that all campaign materials are removed from the campus and public display within 48 hours of the closing

of the polls, with the exception of candidates in a run-off race. Failure to do so will result in disciplinary action being taken by the Elections Committee and Center for Student Leadership and Activities.

- D. Candidates are permitted to use campus media resources, including AUTV, PAWS Radio, and the Delphian. All advertisements must first be approved for use by the Center for Student Leadership and Activities.
- E. Campaigning may take place anywhere on campus that allows it.
- F. Any appropriate language, pictures or caricatures are permissible pending the approval of the Center for Student Leadership and Activities.

ARTICLE V VOTING

Section 1 Polling Places

- A. At least one official polling place shall be designated by the Elections Committee.
- B. Only S.G.A. members not running for office or officially campaigning for another candidate, Elections Committee members, and any others specifically appointed by the Elections Committee Chairperson may staff the polls during an election. No one may work in the polls or count the ballots if they are a candidate in any race in the election.
- C. If an unforeseen abnormality occurs at the polls, the period of time lost to the abnormality shall be made up by extending the polling period to cover the lost time.
- D. No person serving at a poll while it is open shall give advice or instructions to a voter as to the candidate to be selected.
- E. Persons other than those staffing the polls may not enter or remain in the polling area unless they are casting a ballot.

Section 2 Returns

- A. Returns of all elections shall be verified by at least two (2) Elections Committee members and the Director of the Center for Student Leadership and Activities within 24 hours of the closing of the polls. Immediately following the final counting of the returns, the Elections Committee Chairperson and the Director of the Center for Student Leadership and Activities shall sign a Certificate of Election containing the results of the election. This list must be signed and publicly released within twenty-four (24) hours of the signing. All certificates shall be kept on file in the S.G.A. office and the Center for Student Leadership and Activities for a minimum ten (10) years.
- B. No results of the counting process shall be announced until all polls have been closed.
- C. The Elections Committee must hear and decide on all violations and complete all unfinished business determined to be of importance to the execution of a fair and expeditious election before the process of verifying the results can occur. No

announcement shall be made until all the Elections Committee members are satisfied with the counting of the votes.

ARTICLE VI VIOLATIONS

Section 1 Reporting Violations

- A. Any student who wishes to report an alleged violation of the Elections Code must do so by filing a written account of the occurrence of the alleged violation to Elections Committee Chairperson within one (1) class day of the occurrence of the alleged violation or before the closing of the election polls on Election Day, whichever comes first. All reports must be placed in the S.G.A. Mailbox in a sealed envelope within twenty-four (24) hours of the occurrence of the alleged violation.
- B. All complaints must be accompanied by the signature of the complaining party to assure the accused of the right to be confronted with their accusers, and they shall also receive written notice of the allegations.
- C. All complaints will be heard by a quorum of the Elections Committee.

Section 2 Penalties

- A. Any breach of the Electoral Code or additional rules which the Elections Committee deems necessary will subject the violator to disqualification. The Elections Committee will reserve the right to use its discretion in the interpretation of this Code.
- B. The Elections Committee, after hearing a violation, shall select the remedy or sanction appropriate to the violation. The Elections Committee shall give due consideration to the severity of the infraction and the intent of the violator. These remedies or sanctions may include but are not limited to: 1) limitation of expenses; 2) issuance of a cease and desist order enjoining the actions constituting the violations to remain in effect for the duration of the campaign period; 3) disqualification of the candidate; or 4) fashioning an appropriate remedy.
- C. Failure of a candidate to comply with the ruling of the Elections Committee may result in an additional violation hearing with the possibility of additional sanctions from the University.
- D. All candidates are responsible at all times for their conduct during the campaign.

Section 3 Appeals

- A. The S.G.A. Judicial Branch shall have appellate jurisdiction in all decisions made by the Elections Committee. The S.G.A. Judicial Branch shall be chosen prior to elections. The Elections Committee shall post all decisions on the window of the Student Government Office, and contact all involved persons. Any appeal to the S.G.A. Judicial Branch must be made within 24 hours, class days only, of the posting of the decision.

- B. Any candidate who is disqualified may make further appeals to the President of the University, who has the power to reverse the decision of the Judiciary Committee.

Section 4 Contested Elections

- A. Any candidate may contest the election results (counting of the ballots) within two (2) class days of posting by notifying the Elections Committee Chairperson in writing.
- B. The Elections Committee or the Judiciary Branch, when confronted with a contested election, may order a recount if deemed necessary or a new election if, in the opinion of the Elections Committee and the Director of the Center for Student Leadership and Activities, it is the only course of action which will result in a fair outcome. The procedure of the new election shall be established by the Elections Committee.

ARTICLE VII LEGALITIES

- A. The Elections Committee must abide by all rules and regulations as set by the Adelphi University Student Government Association Constitution.
- B. Any action taken by or ordered by the Elections Committee must come under these guidelines.

ARTICLE VIII POST-ELECTION VACANCIES IN STUDENT SENATE

- A. Any and all vacancies or anticipated vacancies occurring in Student Senate other than those created by the normal expiration of a term of office, shall be filled according to this article.
- B. Where such vacancies, as described above, shall exist or are anticipated to exist, the Elections Committee shall post, in the University Center notification of a selection process in such a manner whereby all students may have the opportunity to learn of the vacancy selection.
- C. Such notification shall also provide information regarding the initial steps or directions that a student who wishes to fill any vacancy must take in order to be considered, by the Student Senate, for the selection process.
- D. The selection process shall take place at the beginning of each semester by making registrations available in the Center for Student Leadership and Activities office until all positions are full. The final deadline for accepting registrations shall be left to the discretion of the Elections Committee.
- E. The process by which the Elections Committee selects students to fill a vacancy in Student Senate may not be by a campus wide or other special election outside those elections by which Student Senate members are normally selected and must only be conducted once a semester.
- F. The process by which the Student Senate selects students to fill any vacancy in Student Senate must not be arbitrary or partisan and the process must include, but is not limited

to, the following: a formal registration submitted by each prospective member of Student Senate; an interview by a quorum of the Student Senate of each prospective member of the Student Senate who submits a formal registration; and a majority vote of the entire Student Senate either approving or disapproving the prospective member of the Student Senate.

ARTICLE IX SUPREMACY CLAUSE

All previous Electoral Codes are hereby repealed. Provisions of other legislation in conflict with this Code, with the exception of the S.G.A. Constitution, are specifically repealed.