

**Eastern Kentucky University  
Student Government Association  
Combined Election Bylaws**

*Ratified by branches of SGA in Spring 2007  
Approved by the SGA Advisory Board on May 4<sup>th</sup>, 2007*

**Article I  
Elections – General**

Section A. Purpose

1. The Election Bylaws set forth in this document cover all aspect of the election process of the Eastern Kentucky University Student Government Association. Included are all phases of the election of members to the Senate, Student Activities Council (SAC) and Residence Life Council (RLC). These Election Bylaws do not encompass the election of Ethics Administrator position which may be found in Article IV of the Constitution.

Section B. Eligible Voters

1. All part-time and full-time undergraduates and graduate students enrolled at Eastern Kentucky University are eligible to vote in Student Government Association (SGA).
  - a. Only students currently residing in the residence halls are eligible to vote in RLC Elections.

**Article II**

Election Committee and Responsibilities of Election Officials

Section A. Election Committee

1. The Election Committee will consist of one (1) member from each of the four branches of the Student Government Association and a Chairperson.
  - a. Should there be no eligible members of any branch to participate, a substitution may be made from any of the other branches.
2. Members of the committee are not eligible to appear on the spring ballot or serve in elected positions the following academic year.
  - a. The representative from Student Court may continue to serve.
    1. The representative from the Student Court will excuse themselves from any Student Court Hearing pertaining to their personal misconduct as it pertains

to elections

- b. Committee members may not act as an agent for any campaign
- 1. The Elections Committee will conduct a campaign encouraging voter participation.
- 2. The members of the Elections Committee may vote but may not endorse any candidate publicly or privately.
- 3. The ECC must be present at all meeting of the Elections Committee. Three members in addition to the chair must be present to constitute a quorum.
- d. Any Election committee meeting may be closed to the public by a majority vote at any time.

## Section B. SGA Election Officials

- 1. Elections Committee Chair (ECC)
  - a. The Election Committee Chair (ECC) will be appointed by the Student Court Justice prior to the 10<sup>th</sup> week of classes.
  - e. The ECC shall be responsible for the following:
    - 1. Scheduling workers for the manual polls.
    - 2. Ensuring proper coverage for the manual polls.
    - 3. Ensuring that all candidates and agents of candidates follow the election rules outlined in Article III of the Elections Bylaws.
    - 4. Releasing the official roster of candidates within 24 hours of the mandatory candidate meeting.
    - 5. Releasing the official results within 24 hours of the closing of the polls.
    - 6. Communicating with the ECU Web-Administrator for updates on the security of the online elections system.
    - 7. Administering the voter participation campaign sponsored by SGA.
    - 8. Facilitating the creation and validation of Nominating petitions as defined in Article IX Section A. 2. of the Constitution.
    - 9. Reporting the findings of investigations to the Elections Committee.
    - 10. Represents the SGA in appeals to the Student Court
    - 11. Shall serve as the Ombudsman for the SGA Elections.
- 2. Election Committee Members
  - a. Members of the Election Committee will be appointed by the various heads of the branches prior to the 12<sup>th</sup> week of class of the Fall semester.

- b. Each member will perform the following tasks at the discretion of the ECC:
    - 1. Working the manual polls
    - 2. Monitoring online elections
    - 3. Assist in investigations of complaints.
  - d. Members of the committee will have authority over the polls where they work.
    - 1. Any breach in the elections rules as outlined in Article III must be reported to the ECC within four hours.
    - 2. In the event of a breach of elections rules, the Elections Committee can remove a candidate without a written petition.
3. Kappa Delta Tau Service Sorority
- a. Members of the KDT Service Sorority will assist in the running of elections polls. These members will have the same duties and authority as the members of the Elections Committee on election day. During the elections, they will report to the ECC.

### **Article III**

#### Election Process

#### Section A. Time-Frame of Elections

- 1. On-Line Elections shall take place on the last Tuesday in April. The on-line election system shall be active from 8:00 AM until 6:00 PM.
- 2. Extend campus elections shall take place in concert with On-Line elections on the appropriate Tuesday.

#### Section B. Campaigning

- 1. Executive Slate
  - a. Spending limits shall be one thousand dollars per slate.
  - b. All purchases and services must have a valid receipt confirming the cost. These receipts must be available at the request of the ECC.
    - 1. A service is defined as support of a non-material nature given to a candidate from a non-agent.
    - 2. A purchase is defined as any monetary expenditures used to further the candidates campaign.
    - 3. Expenditures such as but not limited to Mileage beyond Richmond and personal property should be estimated.

- c. Active Campaigning begin at the conclusion of the candidate informational meeting.
- d. There shall be no active campaigning on the main floor of the Powell Student Center while manual election polls are open for any elections.
  - 1. Active campaigning is defined as any written or verbal propaganda. Examples include, but are not limited to speeches, tee shirts, buttons, and other campaign material.
    - a. Active campaigning does not exclude non-agents from wearing campaign propaganda.
  - 2. Main floor is defined as the floor the SGA office is located on excluding Stairwells. Campaigning may be conducted in the Powell Cafeteria and Food Court.
- d. For fall elections there will be no active campaigning within 25 feet of any Manual election poll.
  - 1. Active campaigning is defined in Article III Section B. 1.C.1.
- d. There shall be no verbal or written campaigning at anytime within any computer lab. For the purpose of these rules, a computer lab shall be defined as any public area on university owned property with more than one computer in a ten-foot radius. Candidates and agents of candidates are encouraged to avoid such areas on Election Day. If a candidate must be in a computer lab on Election Day they are advised to contact the ECC prior to Election Day by written correspondence. Candidates should avoid discussing the subject of the SGA election in computer labs on Election Day.
- e. The Student Government Association office MAY NOT be used for any campaigning. No campaign materials may be hung within the office complex, nor may any property of the SGA Office be used in creating campaign propaganda.
- g. Both members of the Presidential slate and Vice Presidential candidates of RLC and SAC must attend and participate in a debate sponsored by the Elections Committee on the appropriate date and time as prescribed by the ECC. Failure to attend and participate in the debate may result in removal from the Ballot without a complaint being filed. This action requires a majority vote of the Election Committee. This removal can be appealed to the Student Court.
- g. All campaign materials **MUST** be removed from university property within 78 hours following the elections. A \$50.00 penalty will be imposed to candidates who fail to follow this rule. Penalties will be paid to SGA General Fund.

- h. Opponents' campaign material may not be defaced or removed by candidates or agents of any candidate.
  - i. All candidates must declare in writing the name and contact information of all agents of their campaign prior to the use of such agents in campaigning. Candidates are responsible for the conduct of their agents. This information will be kept confidential unless needed for complaint procedures
  - j. There shall be a limit of two banners endorsing each slate or candidate to be hung off the Powell Student Center.
  - k. There shall be a limit of up to 20 yard signs per slate.
  - l. All University regulations must be followed in campaigning. Failure to follow university regulations may constitute removal and will not preclude other University Sanctions.
    - 1. Specifically, Door to Door campaigning in residence halls is prohibited.
2. Vice Presidents Race
- a. Vice President for Student Activities and Vice President for Residence Life elections shall be conducted in the same manner as the Executive Slate election, as per Article III, Section B.1. with the following exception:
    - 1. Spending limits shall be four hundred dollars for each Vice Presidential candidate.
3. Senate Race
- a. Student Senate elections shall be conducted in the same manner as the Executive Slate election, as per Article III, Section B.1. with the following exception:
    - 1. Spending limits shall be one hundred dollars for each Senate candidate.
  - b. A number of freshmen as determined by Senate bylaws and SGA Constitution will be elected to the Senate during the first 4 weeks of the Fall Semester. This election will be administered by the Executive Vice-President under the supervision of the President. Complaints should be filed with the SGA Ethics Administrator and appealed under the same process as stated in Article IV of these Bylaws, to the President or their designee who will act as the elections committee. The Executive Vice-President cannot serve in this position. No run off election will take place, and ties will be decided by lots. If the required freshmen are not on the ballot and no freshman candidate receives 12 write in votes the Executive Vice-President will appoint them in concert with the Constitution and Senate Bylaws.
    - 1. A freshman is defined as a person registered at

Eastern with less than 12 credit hours completed at Eastern Kentucky University at the time of the election as per their official ECU transcript.

2. All freshman must be admitted to the University through clear admission and be able to attend all Senate Meetings.
  
4. Student Activity Council Race
  - a. This election shall be conducted in the same manner as the Executive Slate as per Article III Section B.1 of these Bylaws. with
    1. Spending limits shall be one hundred dollars for each Student Activity Council candidate.
  
5. Residence Life Council Race
  - a. This election shall be conducted in the same manner as the Executive Slate as per Article III Section B.1. Except it shall occur, when possible, in concert with the Fall Freshman Senator Elections and Hall council elections. The following exception will also apply:
    1. Spending limits shall be one hundred dollars for each Residence Life Council candidate.
  - b. RLC elections will be conducted by the Vice-President for RLC or their designee under the supervision of the President or their designee. Complaints should be filed with the SGA Ethics Administrator and appealed under the same process as stated in Article IV of these Bylaws, except the President or their designee will act as the Elections Committee. The Executive Vice-President cannot serve in this position. RLC elections should be conducted in the same manner as Senate Elections except they need not be conducted using an online system.
  
6. Extended Campus Council Race
  - a. This election shall be conducted in the same manner as the Executive Slate as per Article III Section B.1. with the following exception
    - a. Spending limits shall be one hundred dollars for each Extended Campus Council candidate.
  - b. For those positions not filled during the Spring Election it will be the responsibility of the Executive Vice president to fill those positions by a appointment as stated in the Constitution and SGA Bylaws.

#### Section C. Winter Vacancy Election

1. If required as per Article IX Section A. 1. B., elections will be

conducted by the end of January.

#### Section D. Candidates

1. All Candidates must meet the minimum qualifications of position sought outlined in the Constitution and respective branch Bylaws.
2. All candidates must sign an agreement for the ECC to check grades within the Nomination petition as defined in Article IX Section A 2. of the Constitution.
3. All candidates should attend a meeting held by the ECC for the explanation of Rules. All candidates will be required to sign a statement of understanding of Rules and Regulation governing SGA elections in the nomination petition. Questions concerning Rules and regulations should be directed to the ECC.
4. Candidate's pictures should be taken for any SGA sponsors advertisements at that time. Attendance at this meeting is solely the responsibility of the candidate.
5. Qualifying papers must be available at least two weeks prior to the Deadline for submission and should include all necessary paperwork and rules concerning elections.
6. The deadline of submitting the nomination packet will be the date designated by the ECC.
7. The ECC will distribute the Election Bylaws at the Candidate meeting and they will also be made available in the SGA office.

#### Section E. The Final Count and Election Results.

1. All results are recorded by the Information Technology department of the university. These results will be kept in confidence until such time that the ECC requests the results in the presence of at least one member of the elections committee. Non elections committee members may not be present. No person present for the tabulation or requesting of the votes may at anytime leave the presence of the ECC until after the validation and announcement of the results.
2. The results will be tabulated and validated by the Elections committee in the SGA President's office prior to any public announcement.
3. No candidate, agent of candidates or non-member of the election committee will be present for the tabulation and validation of election results.
4. Only those write in candidates with 12 or more votes will be counted in the final tally and be eligible for election.
5. All write in candidates must be an eligible member of the student body. Votes not adhering to this standard will not be counted. In the case of slated candidates, the vote must place the slate in the

- proper format, i.e. President's name first and last followed by the Executive Vice president's name first and last.
6. Within 24 hours of the closing of the polls the ECC will publicly announce the election results. The results will be posted immediately following the ECC's public announcement in the SGA Office.
  7. The ECC will make the election documents available for inspection by association members through the SGA Senior Office Associate.

## **Article IV**

### **Petitions and Appeals**

#### **Section A. Petition and Appeals Process**

1. The appeals process is intended to provide a means to petition a grievance against a candidate in the SGA elections.
  - a. Students enrolled at Eastern Kentucky University may file complaints
  - b. The Initial Petition is heard by the SGA Ethics Administrator.
    1. The petition must be submitted within 24 hours of closing of the polls.
    2. Appeals must be submitted as a typed report.
    3. The SGA Ethics Administrator will conduct an investigation of the complaint and make a ruling on the material presented.
    4. The SGA Ethics Administrator will publicly release their written decision (as outlined Article IV Section A.1.d.) within 72 hours of the appeal
  - c. The SGA Ethics Administrator's decision may be appealed by the affected candidate or the petitioner to the Election Committee.
    1. The appeal must be submitted to the ECC within 24 hours of the public release of the SGA Ethics Administrators decision.
    2. The appeal must include the Ethics Administrators report and a reason for appeal. The appeal must be submitted in a typed report.
    3. The Elections Committee must publicly release their written decision (as outlined Article IV Section A.1.d.) within 72 hours.
  - d. The Elections Committee's decision may be appealed by the affected candidate or the petitioner to the Student Court.
    1. The appeal must be submitted to the Chief Justice within 24 hours of the public release of the Election Committee's decision.

2. The appeal must include the Ethics Administrators report, the Election Committee Report and a reason for appeal. The appeal must be submitted in a typed report.
  3. The Student Court must publicly release their written decision (as outlined Article IV Section A.1.d.) within 72 hours.
- e. The Student Court's decision is final.
  - d. Decisions must include: the date and time of the complaint, facts found in the investigation, the rationale for the decision, and references to applicable sections of the Elections Bylaws.
  - e. All decisions of written complaints and investigative materials should be maintained by the SGA Office Associate after the elections are concluded.
  - f. All decisions to remove a candidate must be made prior to the swearing in of the Elected officials.
  - g. A candidate's name will not be removed from the ballot pending appeals.
  - k. If an executive candidate (as defined in Article III Section A of the Constitution) is removed after the election the candidate with the next highest total of votes assumes the position.
  - l. If there is no eligible candidate, the President-elect may appoint a temporary Vice President of RLC or SAC after their Inauguration. When no eligible candidate is found Elections for a permanent Vice-President of RLC or SAC will be held during fall elections.
  - m. If there is no eligible Executive Slate, a special election will be conducted prior to the last day of the Spring Term. No partial Executive Slate may be elected.

## **Article V**

### Amendments

1. Amendments to these bylaws may be made by the Elections Committee after ratification by the Senate, SAC and RLC as set forth in Article XVIII of the Constitution.
2. All Additional Rules should be enclosed in the Nomination Packet but must be made prior to the Release of Qualifying Papers.