**Student Elections Code**

**of**

**Illinois State University**

Student Elections Code at Illinois State University

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**Article I. General Provisions**

Section 1. Title

This document shall be titled the *Student Elections Code of Illinois State University*, hereinafter the *Student Elections Code*.

Section 2. Affiliation

The *Student Elections Code* is affiliated generally with Illinois State University and its student body. The *Student Elections Code* is more specifically affiliated with the Student Government Association and the Association of Residence Halls.

Section 3. Purpose

The *Student Elections Code* shall govern and regulate student elections. Effective and representative student participation constitutes an essential part of the shared governance system at Illinois State University. Only when student elections are conducted in an equitable and judicious manner can an atmosphere conducive to responsible representation exist.

Section 4. Relevance of Prior Election Regulations

This document shall supersede and overturn all previous rules governing and regulating the execution and participation in affiliated student elections at Illinois State University.

Section 5. Availability of *Student Elections Code*

The Student Elections Committee shall make available for examination in the Dean of Student’s Office the *Student Elections Code* upon request by any individual. The Student Elections Committee shall ensure that an accurate copy of the *Student Elections Code* shall be accessible to all persons via the World Wide Web.

Section 6. Responsibility to adhere to the *Student Elections Code*

It is the responsibility of all persons affiliated with student elections through candidacy or other involvement to understand and adhere to all provisions of the *Student Elections Code*. Any question about a provision of the *Student Elections Code* should be referred to the Student Elections Committee.

Section 7. Definitions

All of the following definitions shall be applicable to the text of this Student Elections Code:

1. “Accused party” shall be defined as any candidate or joint ticketorganization against which a valid grievance has been filed with the Student Elections Committee.

1. "Agent" and "Worker" shall refer to any person who contributes time, effort, or services for the purpose of supporting or furthering a candidacy, where that candidate or joint ticketorganization has personal knowledge of and accepts the time, effort, and services rendered.

1. “Aggrieved party” shall be defined as any University student, faculty, or staff member that has been negatively affected by an action of the accused party that is in violation of the *Student Elections Code*.

1. “Campaign headquarters” shall be defined as a facility used by an independent student candidate or a joint ticketorganization that shall serve as the official address of the candidate or joint ticketorganization for receiving official notices from the Student Elections Committee.
2. “Campaigning” shall be defined as any action conducted with the intent to influence a voter or a student election, including distributing or posting campaign literature and materials; soliciting votes verbally, through the mail, or by telephone; electronically by text, media, or any web-based form of communication; wearing campaign buttons; sponsoring campaign meetings, press conferences, or rallies; and other activities as determined by and subject to the approval of the Student Elections Committee.

1. “Canvassing” shall be defined as the door-to-door solicitation of votes within a residence hall or other University residential property. Forms of campaign literature include, but are not limited to buttons, handbills, flyers, banners, t-shirts, and business cards.
2. “Constructive Criticism” shall be defined as the act of providing well-reasoned and thoughtful feedback or commentary on individual policy stances, focusing on the issues and policies themselves rather than personal attacks or character defamation.

1. “Contributions” shall be defined as anything donated to an individual candidate or joint ticketorganization, including money, products, services, but excluding campaign volunteers.

1. “Dismissal for cause” shall be defined as the removal of Student Elections Committee member or other elections personnel for negligence or incompetence in the performance of their duties.

1. “Ex-officio” shall be defined as a voting advisory member or organization of the Student Government Association.
2. “Electioneering” shall be defined as wearing candidate or joint ticketorganization paraphernalia, campaigning for a candidate or office of any kind, using or having in your possession pens, pencils, flags, flyers, pins, etc. that represent a candidate or joint ticket organization.
3. "Influence-organization" shall be defined as any organization or any organization associated with, any 50l(c)(3) nonprofit, any local, statewide, or national political organization, or any other political advocacy group. This includes university RSO branches of such organizations, or any other university-recognized organizations engaging in political activity.
4. “Joint TicketOrganization**”** shall be defined as an organization of candidates for jointly elected positions that have been registered with the Student Elections Committee with the purpose of coordinating campaign efforts.
5. “Negative Campaigning” shall be defined as any campaign activity that seeks to discredit or defame an opposing candidate through false or malicious statements, personal attacks, or any form of character assassination.
6. “Speaking Event” shall be defined as any speaking engagement done by an individual student candidate or a joint ticketorganization with any university Registered Student Organization or with a group of five or more university students.

1. “Student election” shall be defined as the submission of all questions for vote of the student body at large or some subset thereof including candidacies and referenda.
2. “Social Media” shall be defined as forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos)**.**

1. “University equipment” shall be defined as University-owned items such as paper, typewriters, copy machines, computers, printers, copiers, vehicles, etc.

1. “Wallpapering” shall be defined as the misuse of a public bulletin board in an academic building by placing campaign materials on more than one-half of any non-reserved bulletin board.
2. “Write-in” shall be defined as the ability to be elected into a position based on a certain percentage of votes cast by the student body. A write-in candidate must receive fifteen percent (15%) of the total voting numbers and comply with candidate eligibility requirements to be considered a write-in for an elected position. The candidate may not have been formally recognized by the Student Elections Committee during the campaign period.

# Article II. Oversight and Administration of Student Elections

Section 1. Oversight

1. Oversight Organizations. The oversight organizations shall be the Student Government Association and the Association of Residence Halls.

1. Oversight Functions. The oversight organizations shall provide oversight to student elections by jointly performing the following functions:
	1. Annually constituting and commissioning the membership of the Student Elections Committee by December;
	2. Coordinating the financing of student elections;
	3. Removing for cause members of the Student Elections Committee;
	4. Suspending election rules upon recommendation by the Student Elections Committee; and
	5. Amending the *Student Elections Code* when necessary.

1. Limited Oversight. The oversight organizations shall refrain from interfering with the administration of student elections.

1. Exercise of Oversight Responsibility. Anyone who is on an oversight organization executive board or committee who is running for a position or is a part of the SEC may not exercise these rights.

1. Complete Concurrence. In the event that the oversight organizations must determine whether to exercise their collective oversight responsibilities, each organization shall have one (1) vote. A decision to execute an oversight function must be reached by concurrence of the oversight organizations.

1. Advisement. The primary SGA Advisor or their designee shall advise the oversight organizations in the performance of their responsibilities.

Section 2. Administration

Authority for administering the student elections process shall be vested in the Student Elections Committee.

Section 3. Student Elections Committee (SEC)

The Student Elections Committee, hereinafter the SEC, shall be responsible for administering student elections in a fair and impartial manner. Once constituted, the SEC shall have independent jurisdiction and authority in the administration of student elections, subject to review by the oversight organizations as specified in Article II, Section 1 of the *Student Elections Code*.

1. Membership. The SEC shall consist of five (5) students, the Secretary of Administrative Compliance, and at least one faculty/staff advisor, both of whom are non-voting members.

* 1. Student Membership. The student membership of the SEC shall consist of the following:
		+ 1. Two (2) members of the Student Government Association,

* + - 1. Two (2) members of the Association of Residence Halls;

* + - 1. One (1) student who is not a member of either of the oversight organizations.

* + 1. Membership Selection. The following requirements govern the selection of students. Members of the SEC cannot pursue office in any form, whether elected or appointed until the following school year. In the event neither of the oversight organizations have members to appoint, a student who is not a member of either organization may be appointed instead.
		2. Approval of Student Membership. Prior to taking seats, members of the SEC must be approved by the oversight organizations.

* + 1. Faculty/Staff Advisor Selection. An advisor shall be an ISU faculty or staff member designated by the Vice President for Student Affairs, subject to the concurrence of the oversight organizations. An advisor who does not receive the concurrence of the oversight organizations may not serve on the SEC.

1. Responsibilities. The SEC shall be responsible for executing the following functions:

* + 1. Approving the disbursement of financial resources made available to the SEC by the oversight organizations;

* + 1. Convening all student elections informational meetings;

* + 1. Hearing and deciding all student elections violations and grievances;

* + 1. Making the minutes of the SEC available to the public;

* + 1. Maintaining quorum at all SEC functions;

* + 1. Enforcing all sanctions imposed upon students for violations of the *Student Elections Code*;

* + 1. Promoting student candidacy and voting in student elections;
		2. Reviewing and approving all student elections registration forms, paperwork, petitions, and ballots;

* + 1. Determining the dates, times, online voting process and procedures for student elections not otherwise set forth in the *Student Elections Code*;

* + 1. Certifying and announcing the results of all student elections;

* + 1. Executing all other responsibilities delegated to the SEC by the oversight organizations; and

* + 1. Performing all other administrative functions that are necessary for the fair and impartial administration of student elections and that are not inconsistent with the *Student Elections Code*.

1. Impartiality. No member of the SEC shall pursue a candidacy or campaign in any student election over which the SEC has jurisdiction. Prior to commencing service on the SEC, all members shall sign a statement indicating their understanding that they may not pursue candidacy or involvement in a campaign in an election over which the SEC has jurisdiction while they are seated on the SEC and that they will perform their duties in a fair and impartial manner at all times.

1. Officers. The officers of the SEC shall be the Chairperson, the Vice Chairperson, and the Secretary. The officers of the SEC must be student members. Officers must attend as many SEC functions as possible.
	1. Selection of Officers. The SEC Chairperson shall be the Secretary of Administrative Compliance. A Vice Chairperson and a Secretary shall be elected from the SEC membership by a majority vote.
	2. Functions of Chairperson. The Chairperson of the SEC shall be responsible for executing the following functions:
		* 1. Presiding at all meetings of the SEC;
			2. Setting the agenda for all meetings of the SEC; and
			3. Convening special meetings of the SEC.
	3. Functions of Vice Chairperson. The Vice Chairperson of the SEC shall be responsible for executing the following functions:

* + - * 1. Presiding at all meetings of the SEC in the absence of the Chairperson; and
				2. Assisting the Chairperson with the coordination of activities of the SEC.
	1. Functions of Secretary. The Secretary of the SEC shall be responsible for executing the following functions:

* + - * 1. Presiding at all meetings of the SEC in the absence of the Chairperson and the Vice Chairperson;
				2. Recording detailed and accurate minutes of the proceedings of all meetings of the SEC; and

* + - * 1. Provide oversight organization with copies of the minutes for publication on the Student Government Association website.

1. Meetings. The SEC shall conduct its meetings according to the following rules:

* + 1. Notice: The Chairperson or Acting Chairperson of the SEC may convene a meeting of the SEC by notifying all members of the SEC of the date, time, location, and agenda of a meeting. Unless otherwise specified in the *Student Elections Code*, the Chairperson must provide at least twenty-four (24) hours’ notice of all meetings of the SEC.

* + 1. Quorum: A quorum for meetings of the SEC shall be at least a majority of the seated voting student membership of the Committee.
		2. Voting. In the event that the SEC cannot decide an issue by consensus, a majority vote of the student membership of the SEC shall decide the issue. Advisors and the Secretary of Administrative Compliance may not vote on any issues before the SEC.

* + 1. Parliamentary Procedure. All meetings of the SEC shall be conducted in accordance with standard parliamentary procedure.

1. Vacancies. In the event that a student member of the SEC resigns, is disqualified, or is otherwise unable to fulfill the responsibilities of their office, the vacancy shall be filled by the oversight organizations subject to the student membership requirements set forth in Article II, Section 3, Subsection A, Part 1 of the *Student Elections Code*.

1. Compensation. Other than the Secretary of Administrative Compliance, student members of the SEC may not receive financial compensation for their service.

# Article III. Student Candidacy and Joint Ticket Organizations

Section 1. Candidate Debates and Forums

1. Presidential and Student Trustee Debates. If there are two or more candidates for Student Body President, Student Trustee, and/or ARH President, there will be a debate held between the candidates on the same night for all the positions. In the event that the candidate or ticket runs unopposed for office, the SEC shall be responsible for planning an informational forum for the candidate or ticket to participate in. All candidates are required to attend these events in their entirety. The SEC shall approve absences for extenuating circumstances on a case-by-case basis.

1. Format. The format will be determined by the SEC, who will make the format available to the candidates at least one week before the debate. The SEC may decide to include Student Body Vice President and Student Body Chief of Staff with a week’s notice in the informational forums.

1. Forums. The SEC shall be responsible for the planning of an informational forum or forums in which senator candidates will be given the opportunity to explain their positions. All candidates are required to attend these events in their entirety. The SEC shall approve absences for extenuating circumstances on a case-by-case basis.

1. The Student Elections Committee is charged with publicizing the debate dates and times.

Section 2. Individual Student Candidacy

In order for a student’s name to appear on a student elections ballot, the student must establish their candidacy.

1. Eligibility. In order to qualify for candidacy for any office for which an election is held under the jurisdiction of the SEC, a student must be in good academic and disciplinary standing with the University. A student candidate also must satisfy the eligibility requirements established by the governing documents of the organization or office to which they seek election.

1. Certification of Eligibility and Qualification. The SEC shall ensure that all student candidates are eligible for candidacy and are qualified for the elected offices they seek prior to printing and/or publishing the ballots. All students interested in pursuing elected office must attend an informational session.

1. Registration. A student candidate must register their candidacy with the SEC prior to commencing any campaign activities.

1. Privileges. Once registered with the SEC, an independent student candidate shall enjoy the following privileges:

* 1. Temporary Student Organization Status. A registered independent student candidate shall be certified by Student Activities and Involvement as a temporary registered student organization, entitled to all of the rights and privileges associated with such status. The SEC shall work in conjunction with Student Activities and Involvement to verify to the University community the validity of an independent student candidate’s claim to privileges enjoyed as a temporary registered student organization. This shall be granted automatically upon approval of candidacy.
	2. Identification. An independent student candidate may create advertising materials reflecting the name, slogan, or image of themselves. An independent student candidate’s use of identification is subject to the following rules:
		1. Registration. Prior to using a name, slogan, or image affiliated with an independent student candidate, the candidate must register these items with the SEC.
			1. Prior to creating/publishing any social media page/account affiliated with the campaign, the candidate must register with the SEC.
			2. Prior to the commencement of the election, the candidate must register the names of any person other than the candidate who performs actions supporting their campaign, as well as the extent of those actions.

Section 3. Joint Ticket Organization

The purpose of a joint ticketorganization is to allow candidates seeking election to coordinate campaign efforts. Only candidates who have declared candidacy for a joint ticket organization may organize together.

1. Registration. In order for these student candidates to form a for the purpose of campaigning in a student election, the candidates must register as a joint ticketorganization with the SEC prior to commencing any campaign activities under the name or image of the political organization.

1. Privileges. Once registered with the SEC, a joint ticketorganization shall be granted the following privileges:

* 1. Temporary Student Organization Status. A registered joint ticket organization shall be certified by the Student Involvement Center as a temporary registered student organization, entitled to all of the rights and privileges associated with such status. The SEC shall work in conjunction with Student Activities and Involvement to verify to the University community the validity of the political organization’s status as a temporary registered student organization. This shall be granted automatically upon approval of the joint ticket organization.

* 1. Identification. A registered joint ticket organization may create advertising materials reflecting the name or image of the joint ticketorganization. Joint ticket organizations’ use of identification is subject to the following rules:

* + 1. Registration. Prior to using a name, slogan, or image affiliated with a registered joint ticket organization, the joint ticket organization must register these items with the SEC.
			1. Prior to creating/publishing any social media page/account affiliated with the campaign, the candidate must register it with the SEC**.**
			2. Prior to the commencement of the election, the candidate must registerthe names of any person other than the candidate who performs actions supporting their campaign, as well as the extent of those actions.

Section 4. Withdrawal

Any registered candidate may withdraw their candidacy by submitting a written request for withdrawal to the SEC.

Section 5. Elected Offices

The elected offices under the automatic jurisdiction of the *Student Elections Code* are affiliated with the oversight organizations and the Board of Trustees of Illinois State University.

1. Student Government Association. The elected offices of the Student Government Association that are under the automatic jurisdiction of the *Student Elections Code* are the Student Body President, the Student Body Vice President, Student Body Chief of Staff, and the Senators.

* 1. Qualifications. The qualifications for the Student Body President, the Student Body Vice President, Student Body Chief of Staff, and the Senators shall be determined by the governing documents of the Student Government Association.

* 1. Joint Election. The Student Body President, the Student Body Vice President, and the Student Body Chief of Staff must be elected jointly. Senators are not jointly elected. All Senator Candidates are independent student candidates.

1. Association of Residence Halls. The elected offices of the Association of Residence Halls that are under the automatic jurisdiction of the *Student Elections Code* are the President and the Vice President.

* 1. Qualifications. The qualifications for the President and the Vice President shall be determined by the governing documents of the Association of Residence Halls.

* 1. Joint Election. The President and the Vice President must be elected jointly. However, the Association of Residence Halls may not join a joint ticket organization with other jointly elected offices.

1. Board of Trustees. The elected office of the Board of Trustees that is under the automatic jurisdiction of the *Student Elections Code* is the Student Trustee.

* 1. Qualifications. The qualifications for the Student Trustee shall be determined by the law of the State of Illinois. The Student Trustee must reside in Illinois.

* 1. Supremacy of Law. In the event that the law of the State of Illinois conflicts with the *Student Elections Code*, the law of the State of Illinois shall prevail.

* 1. Joint Election. The Student Trustee is not jointly elected. All Student Trustee candidates are independent student candidates.

# Article IV. Campaigning

Section 1. Length of Campaign

1. Student candidates. A registered student candidate may commence campaigning activities once they are registered with the SEC. The candidate may commence campaigning activities 14 calendar days before the date of the first day of voting but may set up meetings to speak once it is registered with the SEC. The candidate must cease campaigning activities at the closing of election polls on the final day of student elections. Student candidates may not coordinate campaigns or endorse other candidates running for office, including joint ticket organizations.
	1. Influence organization. Student candidates are not permitted to accept endorsements from influence organizations as defined in Article I, Section 7, Subsection L.

1. Joint ticketorganizations. A registered joint ticket organization may commence campaigning activities 14 calendardays before the date of the first day of voting but may set up meetings to speak once it is registered with the SEC. Thejoint ticket organization must cease campaigning activities at the closing of election polls on the final day of student elections. Joint ticket organizations may not coordinate campaigns or endorse other candidates running for office.
	1. Influence organization. Joint ticket organizations are not permitted to accept endorsements from influence organizations as defined in Article I, Section 7, Subsection L.
2. Campaigning Events. All campaigning events put on by faculty or students must be open to all candidates running for a position.

 Section 2. Campaign Timeline.

The SEC has the authority to establish the exact dates of election stages but needs to follow these guidelines:

1. Candidate debates and forums must be held at least 7 calendar days before the first day of voting;
2. Campaigning may commence 14 calendar days before the first day of voting, and
3. Candidate Information Sessions must be held 14 calendar days before campaigning begins.

 Section 3. Campaign Headquarters

No candidate or joint ticket organization shall use public University facilities as campaign headquarters, including office facilities of student organizations. All University facilities, except individual residence hall rooms, shall be considered public University facilities.

 Section 4. Printed Campaign Materials and Literature

1. Student candidates. All campaign materials and literature for an individual student candidate must state the name of the candidate. Campaign materials and literature may not mention other candidates beyond the phrase “my opponent(s)” for the purpose of constructive criticism.
2. Joint ticket organizations. All campaign literature distributed by a joint ticket organization shall be labeled clearly with the phrase, “Distributed by (name of joint ticket organization).” This phrase may not be abbreviated**.**
3. SEC. Candidates and Joint Ticket Organizations shall submit their printed and social media materials to the SEC prior to posting publicly. These printed materials will be monitored throughout the campaigning period to ensure that the policies of the *Student Elections Code* are being adhered to.
	1. Documents can be posted when the student candidate or joint ticket organization notifies the committee.
4. Required Symbols and Text. All campaign literature produced by student candidates or political organizations must HAVE a recycling symbol, a statement that says “Printed on Recycled Paper,” and a statement for accommodations based upon disabilities that is approved by the SEC.

Section 5. Electronic Campaign Literature

1. Student candidates. All campaign materials and literature for an individual student candidate must bear the name of the candidate.

1. Joint ticket organizations. All campaign literature distributed by a joint ticket organization shall be labeled clearly with the phrase, “Distributed by (name of joint ticket organization).” This phrase may not be abbreviated and must appear in at least 10-point Times New Roman typeface.

1. All electronic materials shall be monitored by the SEC. Candidates are responsible for any material created by agents or workers.
2. Negative Campaigning. Negative campaigning against an opponent is subject to sanctions if the proper grievance is filed. Constructive criticism is permitted.
3. Social Media Accounts. Campaign social media accounts must be created for the purpose of elections; accounts created and used only for previous or current SGA positions cannot be suddenly wiped and made into campaign accounts. Personal accounts are allowed to be campaigned on.
4. Appropriate Use Policy. All electronic campaigning must abide by Illinois State University’s Appropriate Use Policy.

Section 6. Distribution of Campaign Materials and Literature

The delivery, distribution, and placement of campaign materials and literature on University property must conform to University and residence hall policies and regulations. There shall be no use of the University email system for the purposes of campaign literature, which violates the University’s mass email system policy.

Section 7. Removal of Campaign Materials and Literature

1. Restriction. No unauthorized person shall remove, deface, or destroy campaign materials or literature.
2. Authorized personnel. Members of the SEC and University officials shall be authorized to remove improperly printed and/or posted campaign materials and literature. Authorized personnel shall make a reasonable attempt to return all removed campaign materials and literature to the individual or joint ticket organization responsible for producing the item.
3. Removal. University officials shall be authorized to remove all campaign materials and literature beginning the day after the closing of voting for student elections.

Section 8. Residence Halls

1. Residence hall rooms. Individual residence hall rooms and doors shall be considered University property for the application of the *Student Elections Code*.

1. Dining centers. Student Candidates and joint ticket organizations that wish to canvass dining centers must register with Event Management, Dining & Hospitality (EMDH). Traditional canvassing will not be allowed within the dining centers. Instead, candidates and organizations may set up a single location, giving students the ability to approach.
2. Public address systems. No candidate or joint ticket organization may use the public address system for campaigning.

1. Registration for canvassing. Student candidates and joint ticket organizations that wish to canvass residence halls must register with the Office of Residential Life prior to soliciting votes in any residence hall lobby or on any residence hall floor. All registered canvassers shall be subject to residence hall escort policies, where applicable. Student candidates and joint ticket organizations that wish to canvass dining centers must register with Event Management, Dining & Hospitality (EMDH) to identify a location for passive canvassing.

Section 9. Off-Campus

Off-campus campaigning is permitted as long as receipts for expenditures are submitted to the Student Elections Committee.

Section 10. General University Facilities

1. Classrooms. No campaign literature may be displayed in any academic classroom, including blackboards, bulletin boards, projectors, document cameras, or any university property. Candidates may orally address individual classes with the permission of the instructor.

1. Class Sessions. Campaigning shall be at the discretion of the professorwhile an academic class is in session, including the distribution of materials. Clothing with campaign materials is permitted to be worn.

1. Bulletin Boards. Campaign literature may be posted only on campus non-reserved bulletin boards, with the exception of reserved tables or booths in the Bone Student Center that have been approved by the SEC.
2. Wallpapering is prohibited.

1. University Property. No campaign literature may be posted on outdoor University property, including buildings, and monuments, other than those places designated by the University as appropriate for posting information available to the public. Student candidates and joint ticket organizations may not use chalk on buildings or sidewalks not normally exposed to rain and must conform to Student Activities and Involvement’s RSO policies. The use of anything besides solid sidewalk chalk (i.e., spray chalk) is prohibited.

1. University Equipment. No University equipment shall be used for campaign purposes, with the exception of services that can be purchased from a vendor, unless otherwise approved by the SEC**.** Campaigning shall be prohibited in open computer labs on campus during the election voting window.

Section 11. Finance Restrictions

1. Institutional Offices, Departments, or Units. No University office, department, or unit may contribute financially in any way to an individual student candidate or a joint ticket organization. No University-affiliated office, department, or unit may advocate the campaign of any specific candidate or joint ticket organization.

1. Registered Student Organizations. With the exception of joint ticket organizations that are formed for the purpose of campaigning, no registered student organization may contribute organization funds to campaign of any specific candidate or joint ticket organization without approval from the SEC.

1. Contributions. Student candidates or joint ticket organizations may accept contributions. However, this excludes contributions from influence-organizations, or representatives of any influence-organization, as defined in the Election Code, to student candidates for elected offices covered by this code. All contributions must be documented in a financial disclosure statement in accordance with this code.

Section 12. Financial Disclosure

1. Financial Disclosure Report. Each student candidate or joint ticket organization must keep accurate and up-to-date records of all campaign receipts and expenditures. Receipts must be provided for all campaign expenditures. All expenses in excess of one dollar shall be included in the candidate disclosure statements. Each financial disclosure report must have all expenditure receipts attached.

1. Financial Records. Each student candidate or joint ticket organization must list identifying information (name, item, etc.) and amounts of each contribution and expenditure. Contributions and expenditures of non-monetary assets or in-kind efforts must be listed and valued at their fair Market value, as determined by the SEC. All campaign materials distributed by and/or paid for by a supporter for a student candidate or joint ticket organization must be included in the candidate’s campaign expenditures.

1. Financial Disclosure Form. The SEC shall provide standardized forms for the purposes of this Code by the filing deadline.

1. Financial Disclosure Statement Timeline. The financial disclosure statement shall be filed with the SEC at the following times:

* 1. by 4:30 p.m., on the first day of campaigning;
	2. by 4:30 p.m., on the first day of the second week of campaigning;

* 1. by 4:30 p.m., on the last day of voting in the General Election or Special Election.

1. Public Inspection. Each student candidate or joint ticket organization’s financial records shall be available for public inspection. They must be submitted in a spreadsheet in digital and paper format summarizing their campaign expenditures to the SEC for each disclosure required by Article IV, Section 11, Subsection A. This summary of records shall be placed online by the SEC within 24 hours after records are submitted if submitted on a business day, excluding Friday. If the records are submitted on Friday or a non-business day, the SEC shall place the records online within 72 hours after records are submitted.
2. Purchasing votes. Any evidence of favors for votes (e.g., buying food, drink) by a candidate is subject to disqualification by the SEC. Handing out of items is permitted if it is not conditional to voting and properly part of financial reporting. Campaign items (e.g., flyers, buttons, T-shirts) are excluded from this.

1. Failure to file accurate financial disclosure statements by the deadlines listed in this section, or falsification of financial statements, shall qualify the candidate for disqualification by the SEC.

1. Audit. The SEC has the power and reserves the right to audit any student candidate or joint ticket organization’s expenditures at any time during or after the elections. Any discrepancy of more than five percent (5%) between receipts provided and expenditures listed, as shown in the Financial Disclosure statement, shall be considered a violation of this section.

Section 13. Financial Expenses and Limits

1. Limits for Candidates and joint ticket organizations. Candidates and joint ticket organizations shall be required to adhere to the following limitations on campaign expenditures in any general election or special election:
	1. SGA On-Campus, Off-Campus, and Graduate Senator Candidates: $250
	2. SGA Academic and Student Life Senator Candidates: $300
	3. Student Trustee Candidates: $500
	4. ARH Presidential and Vice Presidential Candidates: $500
	5. SGA Presidential, Vice Presidential, and Chief of Staff Executive Ticket: $1,000
2. Contribution Limits. Individual student candidates or joint ticket organizations shall be required to adhere to the limits set in Article IV, Section 12, Subsection A and B and are allowed to accept contributions as long as the individual candidate or joint ticket organization does not go above their limitations.

Section 14. Agents and Workers

All candidates are responsible for all actions and conduct of their registered campaign team. All candidates shall refrain from knowingly deceptive or misleading campaign activities, including any act or statement reasonably calculated to injure or compromise the rights or interests of any student, faculty or administration.

# Article V. Student Voters

Section 1. Eligibility

A person shall be eligible to vote in student elections if they are enrolled in at least one academic class at the University and not simultaneously employed full-time by the University as a faculty member, administrative/professional staff member, or civil service staff member.

Section 2. Constituencies

An eligible voter may only vote for candidates seeking elected office that is representative of a student constituency to which the voter belongs. The registered student organization or office with which an elected office is affiliated shall determine the student constituency represented by the elected office.

# Article VI. Election Scheduling and Procedures

Section 1. Scheduling Elections

1. Date and Time. The SEC shall set the specific date(s) and time(s) for the student elections at least 21 calendar days prior to the elections, unless the Student Government Association has set these dates prior to the appointment of the SEC membership.
2. Multiple Elections. The SEC may schedule more than one student election for the offices under the automatic jurisdiction of the *Student Elections Code*, provided the oversight organizations concur.
3. Non-Standard Elections. The SEC may change the week in which the student elections are conducted, provided that the oversight organizations concur with the Committee.
4. Special Elections. Any Registered Student Organization may request the services of the SEC in conducting an election not specifically outlined in the *Student Elections Code*. The SEC has the sole discretion to accept or decline the request. If the SEC agrees to conduct a special election, the registered student organization for which the election is conducted must provide the necessary financing for the election to take place.
5. New election. If necessary, the SEC will organize a second election for any race within a week of the results being voided.
6. Referenda. The SEC is responsible for submitting to the student body all referenda questions approved by the SGA.
	1. Approved Referenda. In the event that the SGA approves a referendum to be posed to the student body, the SEC shall publish and conduct the student referendum at the direction of the SGA.
	2. Notice. The SGA must provide at least thirty (30) calendar days’ notice to the SEC of any approved referendum to be posed to the student body.
	3. Financial Obligations. If the SGA directs the SEC to publish and conduct a student referendum on a date other than that on which student elections occur, the SGA must provide the necessary funding for executing the referendum.

Section 2. Verifying Candidate Qualification and Commitment

The SEC shall be responsible for verifying the qualifications and commitment of all candidates pursuing an elected office under the jurisdiction of the SEC.

1. Candidate Information Sessions. The SEC shall verify the qualifications and commitment of all candidates during Candidate Information Sessions.

* + - 1. Number of Sessions. The SEC must conduct at least three (3) Candidate Information Sessions for students interested in pursuing elected office.

* + - 1. Procedures. Each Candidate Information Session shall consist of an overview of the *Student Elections Code* and relevant election guidelines, presentations from representatives of the oversight organizations about eligibility requirements and responsibilities of elected office, and a question**-**and**-**answer period.
				1. Registration. All students that attend a Candidate Information Session in its entirety and must verify completion of this requirement for candidacy by registering their attendance with the SEC.

* + - * 1. Coordination. The SEC shall secure the assistance of representatives from the oversight organizations to ensure that all information presented during informational sessions is accurate. The SEC also shall solicit from each oversight organization all appropriate eligibility requirements for each elected office.

* + - * 1. Presentations. During each Candidate Information Session, representatives from the SEC shall discuss with interested students the job descriptions of the elected offices in their respective organizations, relevant weekly office hour**s** and meeting requirements, pertinent monthly or annual event or meeting requirements, duration of term in office, compensation options (if applicable), and other applicable eligibility requirements specified by the oversight organizations or state law, including, but not limited to, the following: residency, grade point average, academic standing, disciplinary standing, and citizenship.

* + - * 1. Documentation. The SEC must make available all relevant documentation and forms to students interested in pursuing elected office in a student election over which the SEC has jurisdiction, including the *Student Elections Code*, relevant University policies related to student elections or campaigning, the governing documents of the oversight organizations, etc.

1. Candidate Responsibilities. All candidates pursuing elected office have the following responsibilities at informational sessions:

* + 1. Attendance. All students interested in pursuing elected office must attend one Candidate Information Session and the Candidate Informational Forum/Debate. Failure to attend either the Candidate Information Session or the Candidate Informational Forum/Debate may result in disqualification of candidacy.

* + 1. Verification of Academic and Disciplinary Standing. Any student interested in pursuing elected office must sign a waiver form authorizing the SEC to verify that said student is in good academic and/or disciplinary standing with the University.

* + 1. Provision of Information. All students are required to provide truthful information on any forms submitted to the SEC, including waiver forms, and any other document. Any student who knowingly provides false information on any document submitted to the SEC shall be disqualified from candidacy by the SEC.

1. Special Accommodations. In the event that a student interested in pursuing elected office is unable to attend an informational session scheduled by the SEC, the SEC may grant special accommodations to the interested student so that they may meet separately with the Student Elections Committee. In the event that a student pursuing elected office is unable to attend the Candidate Informational Forum/Debate scheduled by the SEC, the SEC shall grant a special exemption from the event for an academic conflict or family emergency. It shall be up to the committee to decide if a given excuse for not attending the Candidate Informational Forum/Debate is valid. A written form of evidence needs to be provided explaining the candidate’s reason for missing the event and a statement may be read by the SEC on their behalf. If the SEC grants special accommodation to a student, then said student shall be considered to have met the requirement set forth in Article VI, Section 2, Subsection B, Part 1 of the *Student Elections Code*.

1. Restrictions. The following restrictions apply to student candidates and joint ticket organizations:

* + 1. Student Candidates. No student candidate may commence any campaigning activities promoting the candidacy of the student or joint ticket organization, or bearing the name of the student until the student has complied with Article VI, Section 2, Subsection B, Part 1 of the *Student Elections Code*.

* + 1. Joint Ticket Organizations. No joint ticket organization may conduct campaigning activities bearing the name of any individual candidate until the candidate has complied with Article VI, Section 2, Subsection B, Part 1 of the *Student Elections Code*.

Section 3. Balloting Methods

* 1. Online Voting. The SEC shall ensure that the primary method for voting in student elections shall be via an online voting mechanism, such as the my.Illinois.State portal.

* + - 1. Accessibility. The online voting mechanism and timeframes for utilization approved by the SEC must provide for substantial accessibility to student election ballots by all affected members of the student body.
			2. Availability of Campaign Information. The SEC shall make available candidate platform statements on the Student Elections website and through the my.Illinois.State portal.

* + - 1. Security. The SEC must ensure that the online voting mechanism to be used for student elections is secure and not reasonably subject to tampering.

Improper Solicitation of Votes. No candidate or joint ticket organization may misuse the online voting mechanism in any way for improper solicitation of votes.

Appropriate Use. All members of the student body are subject to University policies governing the appropriate use of technology. The SEC shall pursue University sanctions through the appropriate channels (i.e., Student Conduct) against any student who violates University policies governing the appropriate use of technology while utilizing the online voting mechanism for student elections.

* 1. Special Accommodations. The SEC shall make reasonable accommodations to maximize voter turnout and access to student elections.

* + - 1. Absentee Balloting. The SEC shall establish a mechanism by which a student may obtain and complete an absentee ballot in the event that the student will be unable to access the my.Illinois.State portal.

* + - 1. Assistance to Voters with Disabilities. Upon request by a student with a disability, an elections staff member and an individual of the student’s choice may assist the student in casting their vote.

* + - 1. Write-In Balloting. The SEC shall establish a mechanism by which a student may cast a write-in vote that shall be counted as a legal vote in the final tabulation. Write-in balloting must be available through the online voting process.

Section 4. Ballot Structure

* 1. Voting will take place through the my.Illinois.State portal, which can randomize the ballot order automatically. The SEC will ensure that all candidates appear on the ballot.

* 1. In the event that a candidate’s name does not appear on the ballot for the election for the respective office(s). The SEC may consider voiding and terminating the election and have the authority to choose to do a new election as soon as possible.

Section 5. Tabulation of Votes

* 1. Initial Tabulation. After the closing of polls for student elections, the SEC shall provide the tabulation of all votes cast through all authorized voting mechanisms. The SEC shall implement appropriate measures to ensure that vote counts are valid.

* 1. Retention of Ballots. At the conclusion of a tabulation of the votes, the Student Elections Office Manager shall maintain the election ballots for 30 days and then destroy the ballot records, unless instructed by the SEC to maintain the ballot records for more than 30 days.

Section 6. Determination of Winners

* 1. Plurality. Unless otherwise specified in the governing documents of the organization with which an elected office is affiliated, the winner of an election shall be the candidate in receipt of the plurality of votes cast.

* 1. Tie Votes. In the event that a tie vote occurs, the SEC may conduct a runoff election at the expense of the affected organization.

* 1. Announcement of Results. The SEC shall compile the election results and submit them to the SEC. At a time designated by the SEC, a representative of the SEC will announce the results in the presence of all student candidates and the public. The SEC also will make available the official election results to the appropriate media and through the Student Government Association website.

Section 7. Recounts

Any candidate may request a recount by submitting a written request with a valid reason subject to the discretion of the SEC, no more than five (5) business days when classes are in session after the election results have been announced. Recounts shall be conducted within five (5) business days when classes are in session of the written request, and the recount results shall be announced publicly.

# Article VII. Election Violations and Grievances

Section 1. Violations.

Any candidate or joint ticket organization that fails to comply with any portion of the *Student Elections Code* or a ruling of the SEC may be found to be in violation of the *Student Elections Code*.

Section 2. Grievances

1. Filing a Grievance. An aggrieved party may file a grievance with the SEC against any individual student candidate or joint ticket organization for violation of the *Student Elections Code*.

* 1. Requirements for Validity.

* + 1. Time Limit. A valid grievance must be filed within two business days of the alleged violation of the *Student Elections Code*.

* + 1. Content. A valid grievance must contain the name of the aggrieved party, the name of the accused party, a description of the complaint of the aggrieved party, the date and time that the alleged violation occurred, the specific portions of the *Student Elections Code* that have been alleged to be violated, the names of any witnesses, and all supporting materials.
	1. Grievance Form. The aggrieved party may file their grievance by completing a grievance form with the SEC. The form may be found on the SEC website.

* 1. Transmittal. Upon receipt of a grievance, the SEC shall transmit copies of the grievance form and all supporting materials to the SEC.

* 1. Post-Election Grievances. Any grievance filed after the conclusion of an election shall only be considered valid if filed within five (5) business days when classes are in session of the conclusion of the election, and if it might reasonably have adversely affected the results of the election.

1. Internal Grievances. In the event that an SEC member should file a grievance or be named as a witness by an aggrieved party, said SEC member(s) shall be prohibited from determining and deliberating on said grievance.

Section 3. Hearings

1. Procedures. The SEC shall determine procedures for hearings and may refer hearings to appropriate ISU departments. Procedures will be made available to the aggrieved and accused before the hearings. All grievance hearings shall include the following:
	1. Opening statements from both aggrieved and accused parties;
	2. Presentation of evidence and witnesses from both aggrieved and accused parties;
	3. Cross examination from both accused and aggrieve parties;
	4. Questioning of both parties by the SEC;
	5. Closing statements from both accused and aggrieved parties.
2. Hearing Protocol. The SEC may establish by majority vote any rules necessary to ensure that hearings are fairly and expeditiously conducted.
3. Deliberations. At the conclusion of each grievance hearing, the SEC shall convene in closed session to deliberate and rule upon the grievance.

1. Ruling. The SEC must reach one of the following rulings at the conclusion of its deliberations:

* 1. In Violation. The SEC may find that an accused party is in violation of the *Student Elections Code*. If found in violation of the *Student Elections Code*, the accused party may be subject to sanctions.
	2. Not in Violation. The SEC may find that an accused party is not in violation of the *Student Elections Code*. If found not in violation of the *Student Elections Code*, the accused party shall not be subject to sanctions.

1. Notice of Ruling. The SEC shall notify the aggrieved and accused parties of the SEC’s decision and any assigned sanctions in open session immediately after the deliberations have concluded. The Student Elections Chair must notify within 2 business days of the decision the appropriate campus media, all registered candidates, and all registered joint ticket organizations of any scheduled grievance hearings and sanction decisions.

Section 4. Sanctions

1. Available Sanctions. The following sanctions may be imposed by the SEC upon any candidate or joint ticket organization found to have violated the Code. Sanctions for misconduct will be determined on a case-by-case basis, based on the severity of the violation, number of previous violations, and precedent of the SEC:

* 1. Censure. A censure is an official statement that the student has violated a University regulation, and serves as a formal reprimand. A censure also indicates that future violations will likely result in a more serious level of sanctioning.

* 1. Campaigning Restrictions. Campaign restrictions can be placed on a candidate or joint ticket organization that has violated the code by the SEC. Restrictions disallow a candidate or political party to partake in a specific campaign activity, such as chalking, distributing literature, electronic campaigning, speaking to student groups, etc., for a duration determined by the SEC based on the severity of the violation.
	2. Suspension of Campaign Activity. Suspension of Campaign Activity is a serious sanction that requires candidates or a joint ticket organization to cease all campaign activity for a duration determined by the SEC based on the severity of the violation.

* 1. Disqualification of Candidacy. Disqualification of Candidacy is the most serious consequence that shall be reserved for violations that directly undermine the integrity of the student election process and compromises the equity that all candidates and joint ticket organizations are entitled to.

* 1. New Election. The SEC may invalidate the results of an election and order that a new election be conducted in the event that a party’s violation of the *Student Elections Code* may have adversely affected the results of a student election. This sanction may only be assigned for postelection grievances.
1. Failure to Comply. In the event that a party found in violation of the *Student Elections Code* fails to comply with a sanction assigned by the SEC, the sanction shall immediately be moved to the nextlevel of sanction.

Section 5. Appeals

Unless otherwise stated in the *Student Elections Code*, grievance rulings and sanctioning decisions of the SEC may be reviewed on appeal.

1. Appeals of Grievance Rulings. Grievance rulings by the SEC may be appealed in writing by an aggrieved party or an accused party as follows:

1. Vice President for Student Affairs. Grievance rulings that are given by the SEC may be appealed in writing to the Vice President for Student Affairs or designee within 1 business day of the announcement of the appellate decision of the SEC.

* + - 1. Aggrieved Party. An aggrieved party may appeal a grievance ruling that finds an accused party not in violation of the *Student Elections Code* only on the grounds that an SEC member participating in the hearing and deliberations allegedly acted in violation of the *Student Elections Code* during the performance of their duties in the hearing and/or deliberations.

* + - 1. Accused Party. An accused party may appeal a grievance ruling that finds that they were in violation of the *Student Elections Code* on the grounds that a major procedural error occurred during the hearing or that a SEC member participating in the hearing and deliberations allegedly acted in violation of the *Student Elections Code* in the performance of their duties in the hearing and/or deliberations.

1. Appeals of Sanctioning Decisions. Serious sanctioning decisions by the SEC, including disqualification, revocation of joint ticket organization status, referral to the University Hearing Panel, and ordering a new election, may be appealed in writing to the Vice President for Student Affairs or designee on the grounds that one or more assigned sanctions were excessive.

1. Available Rulings. The following rulings are available to the SEC or the Vice President for Student Affairs or designee when considering an appealed grievance ruling or sanctioning decision:

* 1. Affirmation. The Vice President for Student Affairs or designee may affirm the decision being appealed.

* 1. Reversal. The Vice President for Student Affairs or designee may reverse and/or invalidate the decision being appealed.

* 1. Reduction of Sanction. The Vice President for Student Affairs or designee may reduce an appealed sanction held to be excessive.

# Article VIII. Suspension and Amendments

Section 1. Suspension

The SEC may recommend to the oversight organizations that some portions of the *Student Elections Code* be suspended in special or emergency situations. The oversight organizations may jointly suspend any portion of the *Student Elections Code*. In the event that the oversight organizations suspend a portion of the *Student Elections Code*, the SEC must immediately notify all candidates of the suspension.

Section 2. Amendments

1. Amendment Authority. The oversight organizations jointly may amend any portion of the *Student Elections Code*. No amendment shall become effective until each oversight organization verifies in writing its affirmation of an amendment. An oversight organization’s failure to respond within one month of receipt of proposed amendments in writing constitutes tacit agreement with the proposed amendments.

1. Consultation with Student Trustee. In the event that amendments to the *Student Elections Code* affect rules governing the election of the Student Trustee, the oversight organizations shall consult with the Student Trustee on the amendments.

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