

The purpose of the Student Government Association Election Process is to provide guidelines by which to ensure honest elections, which are fair to all involved in order to hold candidates to high levels of accountability for their actions or actions on their behalf.

Article 1: General Provisions

Section 1: Election Process; Copies; Persons Held Responsible

Every person who files for an office elected under the authority of the Student Government Association shall receive a copy of the Constitution and Bylaws. All candidates and their volunteers shall be responsible for knowing its contents.

Section 2: Election Process; Amendments, Effective Dates

Proposed amendments to the Election Process and their effective dates must be made prior to the first candidate meeting.

Section 3: Multiple Candidacy; Prohibition

No person may be a candidate for more than one (1) office established under or elected under the authority of, excluding university committee appointments, of the SGA Constitution.

Article II: Election Timetable

Section 1: General Election Dates

- A. The Fall election for the New Student representatives elected in the Fall shall be held between September 15 and October 7.
- B. The Spring election for Executive and Legislative branches shall be held between March 1 and April 30.

The elections will be held during these days with the exception of an emergency university closure. In case of closure, the elections will take place within ten (10) class days of the university reopening.

Section 2: Selection of Election-related Dates and Deadlines

The Commissioner of Elections shall be in charge of setting and submitting all election-related dates and deadlines for approval:

- 1. Mandatory meetings (3)
- 2. Required form(s) deadline for candidates
- 3. Active Campaigning

4. Debates
5. Election – General
6. Run – Off Debates
7. Election - Run-Offs

All dates and deadlines relative to elections for the SGA Fall Elections shall be determined no later than May 1. The Commissioner of Elections shall declare the Spring SGA Elections no later than February 1. All deadlines and dates will be subject to approval by a 2/3 vote from Congress.

Section 3: Announcement of Elections

- A. The Commissioner of Elections shall advertise at least one week prior to the opening of the election process for the Fall and Spring elections. The advertisement shall list the following:
 1. Positions to be filled in the election
 2. Dates for the mandatory meetings
 3. Dates of the election and any run-off
 4. Contact information of the Commissioner of Elections

Section 4: Candidate Qualifications

- A. To qualify as a candidate, a person shall:
 1. Attend one of the mandatory meetings.
 2. Meet requirements as stated in the Constitution
 3. Complete a Grade Release Form
 4. Complete an Intention of Candidacy Form
 5. Complete an Expenditure Form
 6. Complete an Endorsement Form

Section 5: Mandatory Informational Meetings

The Commissioner of Elections shall conduct at least three (3) informational meetings at various times, scheduled in such a way to allow for all candidates to easily attend one (1) meeting, preferably, Monday at 5:00 pm, Tuesday at 12:30 pm, and Wednesday at 8:00 am. The purpose of these meetings shall be to clarify the provisions of the Constitution and Bylaws as well as the election deadlines and topics listed in Article II, Section 2 and to answer any general questions regarding the election process.

Section 6: Posting of Candidates

The official list of qualified candidates will be posted on the bulletin board outside the SGA office.

Section 7: Withdrawal

If a candidate wishes to withdraw from an election, he/she must do so by giving the Commissioner the written, signed statement of his/her withdrawal.

Article III. Active Campaigning

Section 1: Definition of Active Campaigning

- A. Campaigning is any activity by a person that is intended or is likely to encourage or discourage a voter to cast a ballot or affect how he/she votes.
- B. Active campaigning is any action done publicly which common sense identifies as attempting to make a person's name known to others as a candidate or prospective candidate for election. Active campaigning includes, but is not limited to:
 - 1. Distributing campaign materials other than private distribution to immediate campaign staff.
 - 2. Posting any campaign materials;
 - 3. Announcing or discussing candidacy or prospective candidacy in any public electronic media.
 - 4. Announcing or discussing candidacy or prospective candidacy in any public forum, including gatherings of recognized campus organizations.
- C. Prior to Active Campaigning; only acceptable methods are:
 - 1. Designing, ordering, or receiving campaign materials and private distribution to immediate campaign staff; or
 - 2. Private discussions concerning candidacy or prospective candidacy.

Section 2: Active Campaigning; Spending Limits; Valuation

All expenses will be listed on the expenditure form at fair market value, including donated and discounted items. Receipts for listed campaign material should be submitted by a date and time, set by the Commissioner of Elections. Candidates shall sign their reports and certify that they are accurate and complete under penalty of sanction. The expenditure form will be due at the date and time set by the Commissioner. These reports shall be public record once all candidates have turned theirs in. The Commissioner reserves the right to revalue a good or service at its fair market value. If the Commissioner revalues any expense, the candidate will be notified immediately about the change.

No more than the following amounts may be spent in campaign expenses:

- 1. President – (500) dollars
- 2. Vice President – (400) dollars
- 3. Senator At Large – (300) dollars
- 4. College Presidents – (200) dollars
- 5. Senators – (100) dollars

Section 3: Active Campaigning; Spending Limits – Run Off, Valuation

Any remaining money not spent from the general election may also be used in the run off. An additional one hundred (100) dollars may be added to finance a run off campaign with campaign finance forms due at the date and time set by the Commissioner. These reports shall be public record. The Commissioner reserves the right to revalue a good or service at its fair market value. If the Commissioner revalues any expense, the candidate will be notified immediately about the change. The candidate may then provide proof of value of the questioned item(s).

Section 4: Active Campaigning; Endorsements

The Student Government Association (Executive, Legislative, and Judicial branches) is prohibited from endorsing any candidate.

Any student organization that is recognized by the University may publicly endorse a candidate for office providing that it is not on any type of probationary or provisional status with the University. An organization wanting to endorse a candidate must fill out the endorsement form with their candidate due at the date and time set by the Commissioner. An endorsing organization shall have the right to spend an additional amount of no more than twenty-five (25) dollars on the candidate. This expense is not required. The endorsement form must contain two signatures from the executive board of the endorsing organization. A candidate who is on the executive board of an endorsing organization cannot sign the endorsement form and must find another executive board officer to sign the endorsement form. The endorsement must be from a formal account.

Any additional printed material provided by an endorsing organization must state that it was paid for by the organization. If no additional materials are provided for by an endorsing organization, the candidate shall have the right to state that the organization is endorsing them on his/her campaign materials previously listed on his/her expenditure form. These reports shall be public record. The Commissioner once again reserves the right to revalue a good or service at its fair market value. If the Commissioner revalues any expense, the candidate and organization will be notified immediately about the change.

Section 5: Active Campaigning; Prohibited Locations

1. Any material visible from St. Charles Avenue, Broadway, or Calhoun.
2. In the SGA Office
3. Within twenty (20) feet of the SGA office, unless posted on an organizations' boards.
4. Within fifty (50) feet of the official polling booths

Section 6: Active Campaigning; Acceptable Methods

1. Posting 8 ½ x 11-inch flyers, 7' x 4'-foot banners in the Danna Center, and 6' x 3'-foot banners in all other buildings
2. Clothing, which only includes printed t-shirts, hats and pants.
3. Sandwich boards
4. Handbills distributed to individuals
5. Stickers, buttons, ribbons, removable tattoos, jewelry, flip flops, and pins

6. Balloons – only on Election day
7. Metal wire stakes
8. Sidewalk chalk (not paint chalk)
9. Electronic media (including Danna Center TV advertisements but excluding campus-wide emails)
10. Announcing in class with the consent of the teacher
11. Attending organizational meetings with the consent of the organization's president or vice president.
12. Advertisement in the Maroon (print and media).
13. Glass paint on vehicles with the consent of the owner
14. Posted material on residence hall windows
15. Food and non-alcoholic drink not exceeding 25% of allotted spending limit.

All flyering in the Danna Center must comply with the Danna Center Advertising Policies. No candidate may use the SGA logo on any of their campaign materials.

Section 7: Active campaigning; on campus – rules and regulations

Campaigning on campus must uphold the Jesuit ideals and must be conducted in compliance with all University rules. The only legal place to post campaign flyers on campus is on bulletin boards and a candidate's name may appear on only one sign per bulletin board. Only two flyers (not including those posted on an endorsing organization's bulletin board) per candidate will be allowed in the Danna Center and each must be approved by Student Activities. Banners may not be larger than 6' by 3' and are permitted in Monroe Hall and other buildings, with the approval by the building authority. Freestanding banners or signs using metal wire are permitted only with the approval from Physical Plant and should not be placed on landscaping (shrubbery, trees, light poles, and benches). Sidewalk chalk is not permitted on any buildings or covered walkways. Wooden stakes may not be used.

Section 8: Active Campaigning; Complaints

A complaint reports any irregularities in the conduct of a candidate, which may be brought by any Loyola student, faculty member, or administrator. All complaints must be filed using the complaint form provided by the Commissioner. These forms will be available in the SGA office. The complaint must be filed no later than one (1) class day after the alleged violation.

Section 9: Active Campaigning; Penalties for Violations

A. Penalty; Violation of Campaign Qualifications

Any candidate failing to file the forms required shall be disqualified. Any candidate exceeding the limit on the campaign expenditure form shall be disqualified. Any candidate failing to attend at least one (1) of the mandatory informational meetings shall be disqualified, unless the candidate has made special provisions to meet personally with the Commissioner and the Commissioner has approved his/her absence due to extraordinary circumstances.

B. Penalty for Candidates and other persons involved

If a candidate or any of his/her campaign staff or organization(s) violate any of the above stated provisions, the candidate shall be penalized. Depending on the nature and the severity of the violation and the extent to which it harms the integrity of the election process, then the Commissioner, in consultation with the appointed Election Board, will enforce the following sanctions:

1. Private censure
2. Public censure
3. Removal of campaign materials for a fixed period of time;
4. Prohibition of active campaigning by the candidate and his/her staff in stated on-campus areas (e.g. Peace Quad, Res. Quad, etc.) for a fixed period of time;
5. Disqualification;
6. Failure to comply with an order from the Commissioner is in violation of the Process. The Commissioner of Elections will then submit a complaint to the Court of Review against the candidate

C. If in the opinion of the Election Board, the violation warrants it, the Election Board shall conduct a hearing with the maximum sanction of candidate culpability being disqualification within 24 hours.

D. Additional penalties; are reported to the SGA Advisor and Vice-President of Student Affairs.

Section 10: Removal of Campaign Materials

Unless in a run off all candidates must remove campaign materials within the forty-eight (48) hours following the posting of the general election results. Campaign materials must be removed by candidates involved in run off elections within forty-eight (48) hours following the posting of the election results.

Article IV: Voting

Section 1: Voting Locations

One polling location will be utilized at the Danna center for the colleges of Business, Humanities and Natural Sciences, Music and Fine Arts, and Social Sciences.

Section 2: Voting Times

The voting times on election days shall be from 9:30 am to 6:30 pm during two consecutive class days for the Fall and Spring elections. An additional two consecutive class days for run offs will be set the week following the general election.

Section 3: Poll Workers

A poll worker is any member of the Student Government Association (Executive, Legislative, and Judicial) and/or a Student Activity work study that is not a candidate for the present election.

No poll worker may wear campaign materials while working within fifty (50) feet of a poll. While working, no poll official may give advice or instructions to a voter as to the candidate to be selected.

Section 4: Voting Ballot; Order of Candidates

Candidates shall appear on the general election ballot in alphabetical order, spelled exactly as the candidate submits on the intent for candidacy form. This order shall be reversed in the run-off election.

Section 5: Voting; Identification and Verification Procedure at Polls

1. Voter must present valid picture identification to poll worker.
2. Poll worker verifies name on ID against registrar's student enrollment list.
3. Poll worker highlights voter's name.
4. Voter initials next to his/her name.
5. Poll worker allows voter to enter the booth.

An un-marked student enrollment list shall be used in the run off election.

Section 6: Ballot Boxes

If used rather than electronic polls, ballot boxes shall be locked. After the first Election Day, ballot boxes shall be unlocked in the presence of the Commissioner of Elections, two justices, and the Court of Review Chief Justice. Ballots shall be transferred in a responsible manner to the Student Activities safe, to be kept until tabulation begins. Ballot boxes placed at voting polls should be staffed at all times.

Article V: Results

The SGA Court of Review will count the ballots.

Section 1: Margin of Error

Upon closing the polls, the tally shall be printed in the presence of the Commissioner of Elections and a quorum of the court. The Court of Review must then verify the number of signatures against total ballots cast:

- A. Signatures are counted (in groups of two (2)) to arrive at the total number of signatures. A group's count of signatures must be verified by another group until the same count is achieved.
- B. The counts of signatures are compared against the total number of ballots cast at the polls to determine the margin of error. If the margin of error is high enough to cast doubt on the validity of the outcome, then the court shall declare that race invalid.
- C. If the race is declared invalid, then a second round of campus-wide voting will commence.

Section 2: General Election Winners

- 1. Campus wide elections: President, Vice-President, and Congressperson At-Large
 - a. $\text{Majority} = (\text{Total votes cast}/2) + 1$
- 2. College President
 - a. $\text{Majority} = (\text{Total votes cast}/2) + 1$
- 3. College Representatives
 - a. $T = \text{Total number of votes cast for each candidate}/$
 $\text{number of seats available}$
 - b. $\text{Majority} = (T/2) + 1$
 - c. If more candidates receive majority than are seats, then plurality wins until all seats are filled.
 - d. In the event that the total number of candidates receiving majority is less than the number of open seats, then a run off is needed.

Section 3: Declaring Candidates

The Commissioner of Elections will then declare candidates as either a winner or place them in a run off election. The court of review will verify the commissioner's declarations for the elections. Upon such verification, the Commissioner of Elections, by his/her signature, shall certify and announce the results.

Section 4: Post Results

The Commissioner of Election shall post the official results of the general election after all the ballots have been counted on the last night of the general election. A copy of the electronic printout tally will be posted, with the SGA advisor safeguarding the original; it will be considered public record and made available for review.

Section 5: Run offs

- 1. If only two candidates are running and they tie, then they must run off.

2. In the event that the total number of candidates receiving majority is less than the number of open seats, those positions are filled in the following manner:
 1. President and Vice President– Top two (2) vote getters (plurality) go to run off
 2. College President – Top two vote getters plurality) go to run off.
 3. College Representatives and Congress Person at Large
 - i. T = number of remaining seats to be filled.
 - ii. $T \times 2$ = number of candidates
 - iii. Candidates are top vote getters (plurality) under majority $[(T/2) + 1]$.

Run off winners:

4. Winner = highest vote getter (plurality).
5. If a tie occurs, consult the Election Code, Section 6.

Section 6: Run Off Election

If a run off election results in a tie, then the tied candidate who received the most votes in the general elections shall be the winner. If a run off election results in a tie, and the tied candidates received the same number of votes in the general election, then a second run off election between the tied candidates. The run off election(s) shall be held within three (3) to six (6) class days after the general election.

Section 7: Post Run Off Results

The Commissioner of Elections shall post the official run off results after all the ballots have been counted on the last night of the run off election.

Article VI: Contesting an Election

Section 1: Contesting Procedure

A written complaint concerning irregularities in the conduct of an election may be brought by any Loyola student, faculty member, or administrator within forty-eight (48) hours of posting. The complaint must be submitted to the Court of Review. The Court of Review will then decide what action shall be taken as a result of the complaint, within 24 hours.

Section 2: Burden of Proof

The person making the appeal shall have the burden of proving the alleged violation. If that person or their representative is not present at the hearing, the appeal shall be dismissed.

Section 3: New Election

If the Court determines that the action(s) of itself, any person, or any organization have cast reasonable doubt on the fair outcome of an election, it may order that particular election to be rerun. If the Court determines that the results of that particular election are a true expression of the desires of the constituents of the office involved, it shall deny the appeal and declare the results of that election official.

Article VII: Transmission of Final Results

If no complaints are registered within two (2) class days of the announcement of the run-off election results, all election results shall be deemed final and shall then be transmitted to the Vice-President of the SGA.