



**UNIVERSITY OF NORTH ALABAMA  
STUDENT GOVERNMENT ASSOCIATION  
2021 – 2022 ELECTIONS MANUAL**

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The Student Government Association (SGA) Senate has the authority to approve the written statement of procedures by a simple majority vote of members present. Any changes to this manual will go into effect three (3) weeks after passed in the Senate but must be passed four (4) weeks before the start of any election for the changes to be in effect in that election. The approved statements of procedure will be kept on file by the SGA Secretary and will be the only authorized procedure until it is replaced by a new procedure. All SGA sponsored elections will be done online unless extenuating circumstances arise in which case it shall be required that polling places will be in the Guillot University Center.

## **TITLE I. ELECTIONS AND RECRUITMENT COMMITTEE**

### **Chapter 1. Committee Purpose**

- 1.1 The SGA Elections and Recruitment Committee shall ensure honest, fair, open elections for all who are involved. In upholding its responsibility to the Student Body, the committee will endeavor to hold candidates to the highest level of accountability for their actions or actions on their behalf, using the Elections Manual as a guide. All candidates and their volunteers shall be responsible for knowing its contents. Any questions concerning this code shall be addressed directly to a member of the committee or the committee chair.
- 1.2 The committee shall post-election results in the designated polling places after each election. The Flor-Ala shall as expeditiously as possible be informed by the Committee Chair of the election results.
- 1.3 The committee oversees publicizing the opening of positions that the SGA President will fill by appointment and approval by two-thirds (2/3) vote of the members present of the Senate.

### **Chapter 2. Committee Jurisdiction**

- 2.1 The committee will oversee its members and potential candidates following rules established in the Elections Manual and amending the manual yearly. A simple majority of the Senate must approve all changes made to this manual by the committee.
- 2.2 The committee will oversee Homecoming Elections, SGA Officer Elections, Senator Elections, Referendums, Special Elections and recommend appointees to the SGA President.
- 2.3 The committee shall also establish election procedures for validating the qualifications of a candidate, conducting the elections, and enforcing the election laws shown in the Elections Manual.
- 2.4 It is the responsibility of the Committee to supply the election rules to the candidates who will sign up for receipt of such rules. Any candidate who does not sign acknowledging receipt of these rules will be ineligible to run in the election.

### **Chapter 3. Committee Composition**

- 3.1 The Elections and Recruitment Committee shall be composed of no less than four (4) members including the Chair.

- 3.2 The President of SGA shall serve as an ex-officio member of the committee.
- 3.3 The Elections and Recruitment Committee shall designate committee members to oversee each election: Homecoming, SGA Officers, SGA Senators, and, if necessary, Referendums and Special Elections.
- 3.4 No committee member overseeing the election can be a candidate for that respective election. In the event the committee member becomes a candidate, the Elections Chair may designate a proxy to oversee the respective election.

#### **Chapter 4. Committee Member Rules**

- 4.1 Committee members not running in an election shall be prohibited from campaigning for any candidates during the respective election. Campaigning includes, but is not limited to, verbal endorsements, posting campaign images on social media, wearing a candidate's apparel, or passing out flyers/media related to a specific candidate.
- 4.2 No member of the Elections Committee, including the President, may be involved in any work of that committee for or during any election in which they are running for office.
- 4.3 With regards to enforcing the election regulations, the committee will: Assess campaign violations and keep specific, written reports of all violations. These include who committed the violation, what the violation was, where the violation occurred, who assessed the violation, and the date of violation.
- 4.4 Notify the candidates in writing concerning the specific violation(s), which they committed, and turning the list into the Judicial Branch to be ruled upon.

### **TITLE II. HOMECOMING RULES AND ELECTIONS**

#### **Chapter 5. Eligibility**

- 5.1 Students who are enrolled full-time, who are currently enrolled at the University of North Alabama, and are considered a Junior or Senior, may be eligible for nomination.
- 5.2 To be nominated for Homecoming Court, a nominee must have a cumulative institutional grade point average of 2.5.
- 5.3 No previously elected Queen or King, or student serving on the Homecoming Committee shall be eligible.

#### **Chapter 6. Nominations**

- 6.1 All student organizations in good standing with Student Engagement shall be eligible to nominate one (1) candidate for Homecoming Queen and/or one (1) candidate for Homecoming King.

- 6.2 Students that are not nominated by an organization may qualify as a nominee by submitting a petition of fifty (50) signatures and L Numbers of currently enrolled University students to the Office of Student Engagement. The deadline for petitioned nominees to be submitted shall be the same as the deadline for organizations nominees to be submitted.
- 6.3 If a student is nominated by more than one (1) organization, the student will be able to select which nomination to accept. An organization has the option to submit another nomination if a student accepts another organization's nomination.
- 6.4 The nomination form shall be completed online. The form will shall be available three (3) weeks before the Monday of Homecoming until the Monday two (2) weeks before the Monday of Homecoming. In extenuating circumstances, paper nomination forms shall be present in the Student Engagement Office.

## **Chapter 7. Election Process**

- 7.1 Elections for Homecoming King and Queen shall be a two-vote process. All nominees will be on the first ballot to determine who shall make it on homecoming court. After the first round of voting, the top five (5) in each category will make it on the homecoming court for the next ballot. The second round of voting will determine who on the homecoming court will be the Homecoming King and Queen. The person receiving the highest number of votes in each category will become the Homecoming King/Queen.
- 7.2 The first round of voting will take place one week before homecoming. The second round of voting will be during the week of Homecoming.
- 7.3 Each ballot will open at 8:00 a.m. and close at 5:00 p.m.
- 7.4 The polls will open for a three (3) day period beginning at 8:00 a.m. on the first day and ending at 5:00 p.m. on the third day.
- 7.5 The designated Elections Committee member shall be responsible for publishing the ballot. Should he/she be nominated for the Homecoming Court, then a member of the Elections and Recruitment Committee, appointed by the Chair, is responsible for publishing the ballot.
- 7.6 The SGA President, Senate Pro-Tempore, Elections and Recruitment Chair, and SGA Advisor must be present at a vote tabulation at the end of the election to confirm the election results.

## **Chapter 8. Rules**

- 8.1 Campaigning
  - 8.1.1 The selected Homecoming Court shall be allowed to campaign starting the day that the initial court is announced.
  - 8.1.2 Candidates are expected to run a fair, truthful, and respectable campaign.
  - 8.1.3 Untruthful or misleading statements, and offensive or obscene images are not permitted during campaigning.

- 8.1.4 SGA is not liable or responsible for any untruthful or offensive statements made about candidates by other candidates, students, or employees of the University.
- 8.1.5 Candidates are not allowed to remove, cover, or deface other candidates' campaign materials.
- 8.1.6 Campaigning may not occur in any way that disrupts classes.
- 8.1.7 No campaigning of any type will be allowed in the Student Government Association Chambers.
- 8.2 Campaign Material
  - 8.2.1 A candidate's campaign material must comply with Residence Hall and all University policies.
  - 8.2.2 All campaign material must be free of any untruthful, misleading, discriminative, or obscene statements or images.
  - 8.2.3 No campaign material shall be distributed among or placed on, utility poles, statues, monuments, sidewalks, steps, bike racks, trees, chain guards, or bushes.
  - 8.2.4 Any chalking of the campus used in campaigning must be approved through the University.
  - 8.2.5 No adhesive-backed campaign material will be allowed except for the sole purpose of attaching candidate posters to glass windows by using clear tape.
  - 8.2.6 Campaign materials must be removed by the deadlines posted for the current campaign period.

### **TITLE III. SGA ELECTIONS RULES AND PROCEDURE**

#### **Chapter 9. Qualifications**

- 9.1 SGA Officer Candidates must qualify per Chapter 100 of the Student Government Association Code of Laws.
- 9.2 SGA Senate Candidates must qualify per Chapter 101 of the Student Government Association Code of Laws.

#### **Chapter 10. Election Timeline**

- 10.1 Elections for both SGA Executive Officers and SGA Senators shall occur simultaneously.
- 10.2 Elections shall occur two (2) weeks prior to Spring Break every year.
- 10.3 An application and declaration of candidacy statement for SGA Executive Officers and SGA Senators shall be available at least five (5) weeks prior to the election and must be submitted at least four (4) weeks prior to the election. Failure to submit the application and declaration of candidacy statement will disqualify a candidate from participating in the election.

- 10.4 Candidates for SGA Senate must submit verification of their enrollment in a specific college and/or verification of intent to enter into a specific college along with their declaration of candidacy before being placed on the ballot. The transcript data section of a student's unofficial transcript shall serve as verification.
- 10.5 If only one (1) candidate is declared for an executive office, no election for that office will be necessary.
- 10.6 Those newly elected officers and Senators shall assume office on the last Monday prior to final examinations.

## **Chapter 11. Apportioning**

- 11.1 There will be one (1) elected Senate seat for every five hundred (500) students enrolled per degree granting college at the University of North Alabama. A college will be granted an additional Senate seat when they have reached enrollment of at least three hundred (300) of the five-hundred (500) students.
- 11.2 Apportionment is to be approved by a two-thirds (2/3) vote of the Senate at least four (4) weeks prior to the election based on enrollment numbers from the previous spring semester.
- 11.3 Any Collegiate Senator that changes their major during their term shall remain qualified for their seat so long as they do not change academic colleges. If a Collegiate Senator does not retain their enrollment in the academic college that they represent, they shall fill any open seat as a General Senator, leaving their previous seat open to a presidential appointment.

## **Chapter 12. Rules for Candidates**

- 12.1 Campaigning
- 12.1.1 Campaigning may begin four (4) weeks prior to the beginning of the election.
- 12.1.2 A candidate may not begin campaigning until they have attended a pre-campaign meeting, which shall occur the Friday before campaigning starts on the following Monday.
- 12.1.3 Candidates are expected to run a fair, truthful, and respectable campaign.
- 12.1.4 Untruthful or misleading statements, and offensive or obscene images are not permitted during campaigning.
- 12.1.5 SGA is not liable or responsible for any untruthful or offensive statements made about candidates by other candidates, students, or employees of the University.
- 12.2 Candidates are not allowed to remove, cover, or deface other candidates' campaign materials.
- 12.3 Campaigning may not occur in any way that disrupts classes.
- 12.4 No campaigning of any type will be allowed in the Student Government Association Chambers.

### **Chapter 13. Campaign Material**

- 13.1 A candidate's campaign material must comply with Residence Hall and all University policies.
- 13.2 All campaign material must be free of any untruthful, misleading, discriminative, or obscene statements or images.
- 13.3 No campaign material shall be distributed among or placed on, utility poles, statues, monuments, sidewalks, steps, bike racks, trees, chain guards, or bushes.
- 13.4 Any chalking of the campus used in campaigning must be approved through the University.
- 13.5 No adhesive-backed campaign material will be allowed except for the sole purpose of attaching candidate posters to glass windows by using clear tape.
- 13.6 Campaign materials must be removed one (1) week after the election ends.

### **Chapter 14. Endorsements**

- 14.1 No facility on the University campus may be used in support for any one candidate without making the same facility available to all candidates. Permission cannot be granted exclusively to any one candidate for the distribution of material.
- 14.2 No candidate can ask for the support of any employee of the University (faculty, staff, or administration) in any capacity of their campaign.
- 14.3 No candidate may accept any exclusive assistance ("exclusive assistance" is defined as "any service or contribution which is provided to a candidate which is not equally made available to all other candidates") from any type of off-campus place of business. Candidates found in violation will be referred to the Judicial Branch for action.
- 14.4 No current or past SGA Officer may endorse or promote a specific candidate, with the exception being if a past SGA Officer is a current candidate.

### **Chapter 15. Ballot and Voting**

- 15.1 Candidates' names will appear on the ballot in alphabetical order by last name.
- 15.2 The polls will open for a three (3) day period beginning at 8:00 a.m. on the first day and ending at 5:00 p.m. on the third day.
- 15.3 Officer and Senator Elections shall be done online unless extenuating circumstances arise in which case polls will open in the Guillot University Center.
  - 15.3.1 The poll workers must be approved by the Elections Committee in advance.
  - 15.3.2 Polling places must be designated by a large sign declaring "SGA Elections" and ballots must not be taken from polling places.



- 15.3.3 There shall be no campaigning within twenty-five (25) feet of the entrance(s) to the polling area or within the polling area. Campaigning under these circumstances shall be defined as any advertising poster, handout, banner or verbal persuasion. Tee shirts, stickers, and buttons that are affixed to an individual shall be permitted within the designated area for allowing that individual to vote. Individuals working the election shall not be allowed to display any candidate's campaign material. No loitering (defined, as moving slowly through or lingering of any non-working individual will be allowed within the designated area.
- 15.3.4 No candidate within twenty-five feet of the polling places on the day of the election except to go directly to the polls and vote.
- 15.4 The SGA President, Senate Pro-Tempore, Elections Chair, and SGA Advisor must be present at a vote tabulation at the end of the election to confirm the election results.
- 15.5 A simple majority (which is to be defined as 50% plus one (1) vote) of the total votes cast is necessary to win any of the elected SGA Executive Offices.
- 15.6 Collegiate Senate Candidates shall be ranked in order of votes received from highest to lowest. Based upon this ranking, candidates for Senate receiving the most votes shall be elected to represent their college.
- 15.6.1 Students shall have the same number of votes as they have Senate seats in their academic college. The number chosen shall be equal to the apportioned senate seats for each college.
- 15.6.2 In the event of a tie in the number of votes received by candidates for Senate seat that results in a college surpassing the apportioned seats for that college, a tie will be broken by a run-off election.
- 15.7 Withdrawal from Campaign
- 15.7.1 If a candidate wishes to withdraw from an election, they must do so by meeting with a member of the Elections Committee, in person, presenting a valid picture ID, and giving a written signed statement of their withdrawal. No person may withdraw from an election less than five (5) class days prior to an election. Should a withdrawn candidate's name be inadvertently placed on the ballot, they shall be considered to still have withdrawn and to be thus ineligible to win the election. Votes for this candidate will not be counted.
- 15.8 Runoffs
- 15.8.1 In case no candidate receives the majority necessary to win, a runoff election will be held one (1) week after the initial election began.

## **Chapter 16. Special Elections**

- 16.1 A Special Election will be held if an office or position is not filled because all the candidates seeking that office are disqualified or because there are no candidates running for that office.

- 16.2 Applications for this special election will be taken by the Elections and Recruitment Committee for two (2) weeks preceding the campaigning start date for a special election date set by the Elections and Recruitment Committee.
- 16.3 The special election shall not be more than four (4) weeks after the first day of application acceptance.
- 16.4 Campaigning for the special election can begin after the mandatory campaign meeting.
- 16.5 A Special Election will also be held if the Vice-President of Student Affairs determines that the said election(s) is/are sufficiently tainted.
- 16.6 If there is only one qualified candidate for a Special Election, the SGA President may appoint the candidate with two-thirds (2/3) vote of the members present of the Student Senate.

#### **TITLE IV. RULES VIOLATIONS**

##### **Chapter 17. Protocol**

- 17.1 The candidate's campaign must comply with the rules of the most recent updated Elections Manual.
- 17.2 Violations will be filed with the SGA Judicial Branch.
- 17.3 The Judicial Branch will not hear a violation if any part of the form is incomplete, marked "anonymous," or contains false information.
- 17.4 An extended investigation into violations may be necessary if the candidate violates local, state, or federal law.
- 17.5 If a violation is filed on a candidate, that candidate will be notified by e-mail.
- 17.6 Any violation may result in (but not limited to): removal of campaign material; disqualification of the candidate from the election; all actions deemed appropriate by the Judicial Branch committee and approved by the director of Student Conduct.
- 17.7 Failure to comply with the decisions of the Judicial Branch or Student Conduct may result in further penalties and/ or disqualification.

#### **TITLE V. DOCUMENTS**

All required documents and forms are available online at [una.edu/sga](http://una.edu/sga).

**Passed and approved by the Student Government Association this 13<sup>th</sup> day of January 2022.**

Signed:

\_\_\_\_\_  
(President Jake Statom)

Signed:

\_\_\_\_\_  
(Vice President Kayla Walton)