



UNIVERSITY OF NORTH ALABAMA

**Student Government Elections
Manual**

The Student Senate has the authority to approve the written statement of procedures by a simple majority vote of member's present. Any changes to this manual will go into effect three weeks after passed in the Student Senate, but must be passed four 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.

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TITLE I – HOMECOMING ELECTIONS

CHAPTER 1 Eligibility

- 1.1 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.
- 1.2 To be nominated for Homecoming Court, a nominee must have a cumulative institutional GPA of 2.5.
- 1.3 No previously elected queen or king, or the current Homecoming Chair shall be eligible.

CHAPTER 2 Nominations

- 2.1 All organizations recognized by Student Engagement shall be eligible to nominate one candidate for Homecoming Queen and/or one candidate for Homecoming King.
- 2.2 Students that are not nominated by an organization may qualify as a nominee by submitting a petition of fifty (50) signatures and Student ID number 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.
- 2.3 If a student is nominated by more than one organization, the student will be able to select which nomination they would accept. An organization has the option to submit another nomination.
- 2.4 The nomination form shall be filled out online on Presence. In extenuating circumstances, paper nomination forms shall be present in the student engagement office.

CHAPTER 3 Election Process

- 3.1 Elections for Homecoming King and Queen will 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.
- 3.2 The first round of voting will take place one week before homecoming. The second vote will be during the week of Homecoming and the polls will be open for a (4) day span for each round of voting.

- 3.3 The Elections and Recruitment Chairperson 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.
- 3.4 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.

TITLE II - RULES OF THE HOMECOMING ELECTIONS

CHAPTER 4 Campaigning

- 4.1 The selected Homecoming Court shall be allowed to campaign starting the day that the initial court is announced.
- 4.2 Candidates are expected to run a fair, truthful, and respectable campaign.
- 4.3 Untruthful or misleading statements, and offensive or obscene images are not permitted during campaigning.
- Note: SGA is not liable or responsible for any untruthful or offensive statements made about candidates by other candidates, students, or employees of the University.*
- 4.4 Candidates are not allowed to remove, cover, or deface other candidates' campaign materials.
- 4.5 Campaigning may not occur in any way that disrupts classes.
- 4.6 No campaigning of any type will be allowed in the Student Government Association office.

CHAPTER 5 Campaign Material

- 5.1 A candidate's campaign material must comply with Residence Hall and all University policies.
- 5.2 All campaign material must be free of any untruthful, misleading, discriminative, or obscene statements or images.
- 5.3 No campaign material shall be distributed among or placed on, utility poles, statues, monuments, sidewalks, steps, bike racks, trees, chain guards, or bushes.

- 5.4 Any chalking of the campus used in campaigning must be approved through the University.
- 5.5 No adhesive-backed campaign material will be allowed except for the sole purpose of attaching candidate posters to glass windows by using clear tape.
- 5.6 Campaign materials must be removed by the deadlines posted for the current campaign period.

CHAPTER 6 Electronic Campaigning

- 6.1 Electronic campaigning is defined as any campaigning involving electronic devices such as but not limited to: cell phones, tablets, computers, email, etc.
- 6.2 No candidate should solicit votes by carrying around any phone, tablet or computer that may influence or pressure student voters during the week of voting.
- 6.3 No candidate should be standing near any known polling station or areas of voting.
- 6.4 A campaign may not utilize spam e-mails to solicit votes.

CHAPTER 7 Violations of the Election Rules

- 7.1 The candidate's campaign must comply with the rules of the most recent updated Elections Manual.
- 7.2 Violations will be filed with the Rules and Regulation committee on the SGA
- 7.3 The Rules Committee will not hear a violation if any part of the form is incomplete, marked "anonymous," or contains false information.
- 7.4 An extended investigation into violations may be necessary if the candidate violates local, state, or federal law.
- 7.5 If a violation is filed on a candidate, that candidate will be notified by e-mail.
- 7.6 Any violation may result in (but not limited to):
- Removal of campaign material
 - Disqualify the candidate from the election;
 - All actions deemed appropriate by the Rules and Regulation committee and approved by the director of Student Conduct.
- 7.7 Failure to comply with the decisions of the Rules Committee or Student Conduct may result in further penalties and/ or disqualification.

TITLE III - SGA EXECUTIVE OFFICER ELECTIONS

CHAPTER 8 - SGA Executive Officer Elections

- 8.1 Application for SGA Executive Officers shall be received for four (4) weeks prior to election and up until two (2) weeks prior to election. Candidates must qualify per Chapter 100 of the student government association Code of Laws.
- 8.2 A Declaration of Candidacy statement must be filed with the Office of Student Engagement no later than three (3) weeks prior to the election. Anyone not filling out a Declaration of Candidacy Statement will be ineligible to run for the said SGA office.
- 8.3 If only one candidate is declared for an executive office, no election for that office will be necessary.
- 8.4 Elections will be held no later than the second Wednesday of March each year.
- 8.5 Those newly elected officers shall assume office on the last Monday prior to final examinations.

CHAPTER 9 - Special Elections

- 9.1 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.
- 9.2 Applications for this special election will be taken by the Office of Student Engagement for a designated three (3) week period preceding a special election date set by the Elections Committee.
- 9.3 The special election shall not be more than three (3) weeks after the first day of application acceptance.
- 9.4 A Special Election will also be held if the Vice-President of Student Affairs determines that the said election(s) is/are sufficiently tainted.
- 9.5 In the event that 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.

CHAPTER 10 Officer Election Procedure

- 10.1 Candidates' names will appear on the ballot in alphabetical order.

- 10.2 The polls will open for a three-day period beginning at 8:00am on the first day and ending at 6:00pm on the third day.
- 10.3 Officer elections and Senate applications shall be done online unless extenuating circumstances arise in which case the polls will be in the Guillot University Center.
- 10.4 The poll workers must be approved by the Elections Committee in advance.
- 10.5 Polling places must be designated by a large sign declaring "SGA Elections" and ballots must not be taken from polling places.
- 10.6 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.
- 10.7 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.
- 10.8 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.

CHAPTER 11 Run-offs

- 11.1 A majority (which is to be defined as 50% plus one vote) of the total votes cast is necessary to win any of the elected SGA offices.
- 11.2 In case no candidate receives the majority necessary to win, a run-off will be held no less than three (3) and no more than ten (10) class days following the election except for when University classes are not in session. The exact date will be set by the Election Committee.

TITLE IV RULES OF THE OFFICER ELECTIONS

CHAPTER 12 Campaigning

- 12.1 The candidates for the SGA Officer elections shall adhere to these rules when running in a campaign.
- 12.2 Candidates are expected to run a fair, truthful, and respectable campaign.

- 12.3 Untruthful or misleading statements, and offensive or obscene images are not permitted during campaigning.
- Note: SGA is not liable or responsible for any untruthful or offensive statements made about candidates by other candidates, students, or employees of the University.*
- 12.4 Candidates are not allowed to remove, cover, or deface other candidates' campaign materials.
- 12.5 Campaigning may not occur in any way that disrupts classes.
- 12.6 No campaigning of any type will be allowed in the Student Government Association office.

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 by the deadlines posted for the current campaign period.

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 Student Court for action.

CHAPTER 15 Electronic Campaigning

- 15.1 Electronic campaigning is defined as any campaigning involving electronic devices such as but not limited to: cell phones, tablets, computers, email, etc.
- 15.2 No candidate, nor anyone affiliated with their campaign, should solicit votes by carrying around any phone, tablet or computer that may influence or pressure student voters during the week of voting.
- 15.3 No candidate should be standing near any known polling station or areas of voting.
- 15.4 A campaign may not utilize spam e-mails to solicit votes.

CHAPTER 16 Violations of the Rules

- 16.1 The candidate's campaign must comply with the rules of the most recent updated Elections Manual.
- 16.2 Violations will be filed with the Rules and Regulation committee on the SGA
- 16.3 The Rules Committee will not hear a violation if any part of the form is incomplete, marked "anonymous," or contains false information.
- 16.4 An extended investigation into violations may be necessary if the candidate violates local, state, or federal law.
- 16.5 If a violation is filed on a candidate, that candidate will be notified by e-mail.
- 16.6 Any violation may result in (but not limited to):
 - Removal of campaign material
 - Levy a monetary fine on the campaign budget of offender
 - Disqualify the candidate from the election;
 - All actions deemed appropriate by the Rules and Regulation committee and approved by the director of Student Conduct.
- 16.7 Failure to comply with the decisions of the Rules Committee or Student Conduct may result in further penalties and/ or disqualification.

TITLE V - SENATE AND UPC SELECTION PROCESS

Chapter 17 Student Senate Selection Process Spring

- 17.1 The Office of Student Engagement will begin taking applications for the office of SGA Senate three (3) weeks prior and continue up until five (5) class days prior to the selection process.
- 17.2 Candidates must submit their applications along with the required signatures.
- 17.3 The selection process shall be held two weeks following the SGA Officer elections but not later than the second Wednesday in April.
- 17.4 An application requesting prior achievements, general information, and essay answers shall be required of all Senate applications.
- 17.5 All applicants shall be judged by a selection committee consisting of the former VP of Senate, newly elected VP of Senate, newly elected President, SGA Advisor, and a former Senator who is not seeking another term.
- 17.6 If a seat on the selection committee becomes vacant, it shall be filled by an appointed member by the SGA President and needs to be ratified by a 2/3 vote of the SGA Senate.
- 17.7 The applicants with the highest score from the interview may be selected to be a part of Senate.
- 17.8 The newly selected Student Senate shall assume office on the last Thursday prior to final examinations, alongside the current Senate.

Chapter 18 Student Senate Selection Process Fall

- 18.1 The Office of Student Engagement will begin taking applications for the office of SGA Senate three (3) weeks prior and continue up until five (5) class days prior to the selection process.
- 18.2 Candidates must submit their applications along with the required signatures.
- 18.3 Applications will be due no later than the third week in September.
- 18.4 An application requesting prior achievements, general information, and essay answers shall be required of all Senate applications.
- 18.5 All applicants shall be judged by a selection committee consisting of the VP of Senate, SGA Advisor, and the elections and recruitment chair and the SGA president.
- 18.6 If a seat on the selection committee becomes vacant, it shall be filled by an appointed member by the SGA President.

- 18.7 The newly selected Student Senate shall assume office on the next senate meeting a week after the selections have been made.

