



STUDENT GOVERNMENT ASSOCIATION

ELECTION RULES AND PROCEDURES

2019 Election Timeline

January

Friday, January 25th, 2019

(6:00 PM) The Election Packet is emailed to Senators for review

Tuesday, January 29th, 2019

(6:00 PM) SU 169 - The Election packet is presented to the Senate for approval.

February

Tuesday, February 5th, 2019

(6:00 PM) SU 169 - Special Senate Session to approve the Election Packet.

Friday, February 8th, 2019

(5:00 PM) Packet published on the SGA website (<https://sga.utk.edu/elections>) pending Senate approval. It is at this time that Candidates may begin filling out appendices A, B, C, and D.

Tuesday, February 12, 2019

(5:00 PM) Haslam Business Building 402 - General Interest Meeting with all interested students to learn more about SGA and explain how to get involved in the election process. Attendance is not mandatory to be considered for candidacy. Interested candidates are invited to speak at the next First-Year Council Meeting. One (1) member from each Party and any independent candidates are invited to speak to the First Year Council about their campaign and provide contact information.

Thursday, February 14th, 2019

(5:00 PM) Deadline for candidates to submit names and contact information for inclusion in the presentation at the optional First Year Council Meet and Greet.

(6:00 PM) SU 169 - Optional Candidate Meet and Greet with First Year Council. One (1) member from each Party and any independent candidates are invited to speak to the First Year Council about their campaign and provide contact information. No campaign materials or any other items may be distributed at this time.

Wednesday, February 27, 2019

(12:00 PM) It is AT THIS TIME and NO SOONER that prospective candidates may begin acquiring the required number signatures for their petitions. All Appendices can be found on the Vote SGA website (<http://votesga.utk.edu>).

(7:00 PM) Valid excuses for missing the Mandatory Meeting due to votesga@utk.edu.

(8:00 PM) SU 262 B - **Mandatory Candidates Meeting** for all Student Body President, Student Body Vice President, Student Services Director, and Independent Candidates, as well as all Executive Committee members. This mandatory meeting will explain and review the election rules and procedures. Each Party and independent candidates must provide the Election Commission with a complete list (including names, phone numbers, email addresses, and positions) of all Executive Committee members. This list should be submitted to votesga@utk.edu.

(8:00 PM) Candidates and Executive Committee Members may begin holding speaking engagements if they have

submitted Appendix A and/or B, either to the votesga@utk.edu email or at the SGA Offices in SU Suite 174, and have received approval by the Election Commission, which will occur within forty-eight (48) hours of submission.

(8:00 PM) Parties and Independent candidates may submit a campaign mission statement and a list of members to votesga@utk.edu so that information about the candidates may be posted on the Student Government Association website. The campaign mission statement and list of members are not mandatory but encouraged for voter education.

March

Wednesday, March 6th, 2019

(5:00 PM) Qualifying Statements, Petitions, Statement of Financial Agreement, Clean-Up Bond Agreement and Referendum Form (Appendices A, B, D, E, F, K, and L) are due by candidates in SGA Offices in SU Suite 174 or should be submitted to votesga@utk.edu. SIGNATURES ARE DUE AT THIS TIME.

(10:00 PM) Candidate and Party information posted on the SGA website. Candidates may send updates of this information to the Election Commission throughout their campaign.

Friday, March 8th, 2019

(6:00 PM) Candidates will be notified of signature discrepancies via email after verification is complete.

Monday, March 11th, 2019

(11:00 PM) Deadline for candidate and Party information submitted to votesga@utk.edu.

Monday, March 25th, 2019

(12:00 PM) Campaign websites and social media sites may go public.

(5:00 PM) Appendix C is due by all general campaign members to SGA Offices in SU Suite 174 or should be submitted to votesga@utk.edu. General campaign members cannot participate in campaigning, including until Appendix C is submitted.

Thursday, March 28th, 2019

(7:00 PM) TBD - Candidate Debate.

April

Monday, April 8, 2019

(8:00 AM) Valid referenda posted at the SGA Offices in SU Suite 174 and on the SGA Election website (<http://votesga.utk.edu>).

(12:00 PM) First Campaign Value Report (CVR) due in the SGA Offices in SU Suite 174 or submitted to votesga@utk.edu. (Appendices G, H, and I)

(5:00 PM) Ballot posted on 2019 SGA Election website (<http://votesga.utk.edu>) and in the SGA Offices in SU Suite 174 or submitted to votesga@utk.edu.

(5:00 PM) Candidates may begin to notify the Commission of ballot discrepancies via email at votesga@utk.edu after verification is complete.

Friday, April 12th, 2019

(5:00 PM) Second Campaign Value Report (CVR) due in the SGA Offices in SU Suite 174 or submitted to votesga@utk.edu. (Appendices G, H, and I)

(5:00 PM) Deadline for submission of any changes to the ballot or withdrawal of candidacy (Appendix M).

(5:00 PM) Deadline for registering complaints with the wording of referenda.

Monday, April 15, 2019

(7:00 AM) Election Week begins and the Ballot opens

(7:00 AM) Candidates and parties may distribute campaign material.

(7:00 AM) Campaign t-shirts may be worn.

Wednesday, April 17, 2019

(12:00 PM) Final Campaign Value Report (CVR) due in the SGA Offices in SU Suite 174 or submitted to votesga@utk.edu. (Appendices G, H, and I)

(5:00 PM) The Ballot closes

(5:15 PM) Campus Clean-Up on Pedestrian Walkway.

(6:00 PM) Results are certified in the SGA Offices in SU Suite 174 in the Student Union.

(6:30 PM) Results are announced in SGA Offices in SU Suite 174.

Wednesday, April 24, 2019

(12:00 PM) Deadline for contesting the validity of the election. Formal challenges should be submitted electronically via the votesga@utk.edu account.

(12:00 PM) Deadline for Clean-Up Bond return.

(12:00 PM) The Election Commission is dissolved if there are no other issues pertaining to the election.

Table of Contents

2019 Election Timeline	2
A. General Information	6
I. Date/Times	6
II. General Interest Meeting and Mandatory Candidates Meeting	6
III. Eligible Voters	6
IV. Candidate Certification	7
B. Student Body President, Student Body Vice President, and Student Services Director	8
I. Representation	8
II. Qualifications	8
C. Student Senate Elections	8
I. Representation	8
II. Qualification	10
D. Referenda	11
I. Eligible Participants	11
II. Procedures	11
E. General Rules and Procedures	12
I. The Election Commission	12
II. Judicial Branch - Ethics Committee	13
III. Pre-Election Procedures	14
IV. Residence Hall Guidelines	16
V. Election Procedures	17
VI. Voting Procedures	19
VII. Campaign Finances	20
VIII. Write-In Process	22
IX. Voter Credentials	22
X. Results and Certification of the Election	22
XI. Special Elections and Election Runoffs	23
XII. University Policy	23
XIII. Clean-Up	23
F. 2019 APPENDICES	24

A. General Information

I. Date/Times

- A. The Student Government Association (SGA) Election voting will be conducted from Monday, April 15, 2019, at 8:00 AM and will last through Wednesday, April 17, 2019, at 5:00 PM. The 2019 SGA Election will be conducted using an online ballot. No absentee ballots will be utilized.

II. General Interest Meeting and Mandatory Candidates Meeting

- A. An optional General Interest Meeting will be held from 5:00-6:00 PM on Tuesday, February 12, 2019, in Haslam Business Building, 402 to explain election procedures for all potential candidates and interested parties.
- B. An optional Candidate Meet and Greet with First Year Council will be conducted on Thursday, February 14th, 2019, in Student Union 169.
1. One (1) member from each Party and any independent candidates are invited to speak to the First Year Council about their campaign and provide contact information.
 2. No campaign materials or any other items may be distributed at this time.
- C. A Mandatory Candidates Meeting for all for all Student Body President, Student Body Vice President, and Student Services Director, and Independent Candidates, as well as Executive Committee Members, will be held at 8:00 PM on Wednesday, February 27, 2019, in the Student Union 262 B. Attendance is mandatory to qualify to run for office.
1. Individuals not able to attend the Mandatory Candidates Meeting must submit a notification of a valid excuse by 7:00 PM Wednesday, February 27th, 2019, to votesga@utk.edu and will then be contacted on an individual basis to set up a meeting.
 2. Each Party must provide the Election Commission with a complete list (including names, phone numbers, email addresses, and positions) of all Executive Committee Members. This list should be submitted electronically by 8:00 PM Thursday, February 27th, 2019, to votesga@utk.edu.

III. Eligible Voters

- A. For purposes of the Student Body President, Student Body Vice President, and Student Services Director any graduate or undergraduate student currently enrolled at the University of Tennessee, Knoxville who is taking one (1) or more hours and any student enrolled in the Volunteer Bridge Program taking one (1) or more hours at Pellissippi Community College is eligible to vote.
- B. For purposes of the Student Residential Senate Seat election, any undergraduate student currently enrolled in one (1) or more hours at the University of Tennessee, Knoxville and any student enrolled in the Volunteer Bridge Program taking one (1) or more hours at Pellissippi Community College is eligible to vote.
- C. For purposes of the Student Academic Senate Seat elections, any undergraduate student currently enrolled in one (1) or more hours at the University of Tennessee, Knoxville is eligible to vote.
- D. For purposes of Referenda, any undergraduate or graduate student currently enrolled in one (1) or more hours at the University of Tennessee, Knoxville and any student enrolled in the Volunteer Bridge Program taking one (1) or more hours at Pellissippi Community College is eligible to vote.

IV. Candidate Certification

- A. A student cannot be a candidate for more than one (1) Student Government Association elected office in any one (1) election.
- B. Candidates who held positions in the Student Government Association during the immediately preceding SGA term must be in Good Standing in accordance with SGA's policies to be eligible to run.
 - 1. Student Senate - Good standing for Senators shall be defined as no more than three (3) absences and the completion of eight (8) constituency hours by the submission of Appendix E.
 - i. If a senator is going on a leave-of-absence, it must be approved by the Senate to remain in Good Standing. If a Senator goes on a leave-of-absence without receiving approval by the Senate, the senator will not remain in Good Standing.
 - ii. If a Senator does not complete their twelve (12) constituency hours by the end of their term, they will not be considered in Good Standing.
 - 2. Student Services - Good standing for Student Services members shall be defined as meeting the attendance requirements of their respective committees, cited on the committee roster, and at the discretion of the Student Services Director.
 - 3. First-Year Council - Good Standing for First Year Council members shall be defined as no more than two (2) unexcused absences and the completion of six (6) constituency hours by the submission of Appendix E.
 - i. If a First-Year Council member does not complete their six (6) constituency hours by the end of their term, they will not be considered in Good Standing.
- C. Verification that candidates for each position satisfy the requirements for their respective position, Appendix A, shall be turned into the Student Government Association office by 5:00 PM, Wednesday, March 6, 2019.
- D. The Election Commission shall certify all candidates by Friday, March 8, 2019.
 - 1. Forms must be organized by the candidate seeking each office (e.g. Senator A's Appendices A, D, F, E, and B or C are all together).
 - 2. Failure to submit all of the necessary forms and/or petitions will result in the candidate's disqualification. Illegible or inaccurate information on petitions will be considered invalid.
- E. If a candidate wishes for their name to not be placed on the ballot, a withdrawal form, Appendix M, must be turned in to the SGA Office by 5:00 PM Monday, April 8, 2019. Once a withdrawal form has been submitted, the candidate will not be able to re-enter the race. A candidate's name will not be removed from the ballot unless Appendix M has been submitted to the Election Commission.
- F. If a candidate wishes to change Party affiliation or name presentation, the candidate must notify the Election Commission in writing by 5:00 PM Monday, April 8, 2019. An email sent from the candidate to votesga@utk.edu is acceptable.
- G. Once the Election Commission certifies a candidate, the decision is final.
- H. The Election Commission shall have discretionary power in changing any and all dates, times, and locations as deemed necessary.

B. Student Body President, Student Body Vice President, and Student Services Director

I. Representation

- A. Voting shall be for Student Body President, Student Body Vice President, and Student Services Director.

II. Qualifications

- A. Candidates for Student Body President, Student Body Vice President, and Student Services Director must be currently enrolled as full-time students at the University of Tennessee, Knoxville. All candidates, including write-in candidates, must be in good standing at the time of the election.
- B. Candidates for Student Body President, Student Body Vice President, and Student Services Director must evidence that they will:
1. Be enrolled as a full-time student at the University of Tennessee, Knoxville for no less than two (2) consecutive semesters, either on-campus or abroad, following the Student Government Association elections, excluding the summer semester; and
 2. Schedule no other activity (class, work, internship, study abroad program, etc.) that would conflict with regularly scheduled meetings or obligations for the two (2) semesters following the Student Government Association elections, excluding the summer semester.
- D. To have their name placed on the official ballot, candidates must submit petitions (Appendix E) to the Election Commission with at least 250 eligible student signatures by 5:00 PM, Wednesday, March 6, 2019. Signatures for Appendix E cannot be obtained by passing the form around during class or student organization/chapter meetings.
1. As definitive verification of student information is not always possible, the Election Commission recommends that each candidate for these positions solicit additional signatures so as to provide the candidate with a better chance of obtaining the requisite number of signatures required to appear on the ballot.
- E. A completed Qualifying Statement (Appendix A) must accompany each petition for each candidate. All executive candidates (Student Body President, Student Body Vice President, Student Services Director) that are affiliated with a Party and all Executive Committee members of a Party must fill out Appendix B.
- F. Appendices A, B, D, E, F, and I must be submitted to the Student Government Association office by 5:00 PM, Wednesday, March 6th, 2019.

C. Student Senate Elections

I. Representation

- A. The Student Senate shall be composed of Student Residential Senators, Student Academic Senators, and at-large members in a single body. A Student Academic Senator is defined as a voting member who represents the academic college in which they are enrolled. A Student Residential Senator is defined as a voting member who represents the residency at which they locally reside during each academic semester. West Area, Central Area, and East Area campus housing are defined by the residence halls as represented in the UT Housing Department.
1. West Area: Magnolia Hall, Dogwood Hall, Orange Hall, White Hall, Reese Hall, South Carrick Hall, and North Carrick Hall
 2. Central Area: Massey Hall, Hess Hall, and Stokely Residence Hall
 3. East Area: Clement Hall, Laurel Hall, Brown Hall, and Volunteer Hall

- B. Voting shall be for fifty-two (52) Senate seats. Representation and apportionment are determined using the following formula with numbers being obtained via official reports from the Office of Institutional Research and Assessment: Population within academic college over the total undergraduate population equal the number of Senators per academic college over the total number of academic seats.
- C. Formula: Percentage of students in the constituency, rounded to the nearest whole number.
- D. Student Academic Senators (32 seats)

Academic Constituency	Number of Senators Elected
Architecture & Design	1
Arts & Sciences	10
Communication & Information	2
Education, Health & Human Sciences	3
Haslam College of Business	7
Herbert College of Agriculture	2
Nursing	1
Social Work	1
Tickle College of Engineering	5
Total	32

- E. Student Residential Senators (20 seats)

Residential Constituency	Number of Senators Elected
West Area	2
Central Area	2
East Area	2
Off-Campus	12
Fraternity Park	1
Sorority Village	1
Total	20

F. At Large Members (8 seats)

1. At-Large Members are voting members appointed to the Senate by the incoming Student Body Vice-President to represent a campus constituency that may lie outside of academic colleges or residence halls. At-Large Members will be appointed before the first meeting of the new Senate.

II. **Qualification**

- A. Candidates for the Student Senate shall be currently enrolled as full-time students at the University of Tennessee, Knoxville. All candidates, including write-in candidates, must be in good standing at the time of the election.
- B. Candidates must be able to evidence that they will:
 1. Be enrolled as a full-time student at the University of Tennessee, Knoxville for no less than two (2) consecutive semesters following the Student Government Association elections, excluding the summer semester; and
 2. Schedule no other activity (class, work, internship, study abroad programs, etc.) that would conflict with the Student Senate's regularly scheduled meetings for the two (2) semesters following the Student Government Association elections, excluding the summer semester.
 - i. If a conflict arises, a Leave-of-Absence may be granted with the Student Senate's approval.
- C. Candidates for a Student Residential Senate seat must be able to provide evidence that they will reside in the district for which they are seeking to represent. A candidate may run in a district in which they are not currently residing; however, the candidate must reside in the district for which they are elected to represent beginning the following Fall Semester. A senator **cannot** move out of the district for which they were elected during their term without forfeiting their Senate seat.
- D. Candidates for a Student Academic Senate seat must be currently enrolled upon submission of appendices in the college for which they are seeking to represent. A senator cannot change college enrollment for which they were elected during their term without forfeiting their Senate seat.
- E. In the case a candidate is enrolled in two colleges, a candidate is required to run for their primary college.
- F. To have their name placed on the official ballot, Senate candidates must submit petitions (Appendix E) to the Election Commission with at least fifty (50) signatures from their respective districts. However, candidates running for positions in the Colleges of Architecture, Nursing, and Social Work must obtain at least twenty-five (25) signatures from their respective districts.
 1. All candidates must turn their petitions into the Election Commission by 5:00 PM, Wednesday, March 6, 2019. Signatures for Appendix E **cannot** be obtained by passing the form around during class or student organization/chapter meetings. Each signature must be obtained individually.
 2. As definitive verification of student information is not always possible, the Election Commission recommends that each candidate acquire additional signatures so as to provide the candidate with a better chance of obtaining the requisite number of signatures required to appear on the ballot.
- G. Appendices A, B, D, E, and F must be submitted to the Student Government Association office (SU Suite 174) by 5:00 PM, Wednesday, March 6th, 2019.

D. Referenda

I. Eligible Participants

- A. Any student or registered student organization, as recognized by the Office of the Dean of Students, may petition that a referendum is placed on the ballot of the Student Government Association elections.

II. Procedures

- A. For a referendum (Appendix K) to be placed on the ballot, a petition (Appendix E) must be signed by at least 250 eligible student voters.
- B. The sponsor of the referendum must schedule a meeting with the Dean of Students and the Election Commissioner prior to Wednesday, March 6th, 2019, which is the submission date for the Referendum Petition.
- C. The referendum petitions (Appendices K and E) shall be due in the Student Government Association office by 5:00 PM, Wednesday, March 6th, 2019.
- D. The Election Commission shall verify all petitions for referenda. The Election Commission will not allow referenda to be placed on the ballot if:
 - 1. Appendix K is found to be deficient;
 - 2. Insufficient signatures included in Appendix E;
 - 3. Appendix E is invalid for another reason, such as fraud;
 - 4. The sponsor failed to schedule a meeting with the Dean of Students and the Election Commission; or
 - 5. The Election Commission rejects the referendum.
 - i. A written reason for rejection must be provided to the sponsor.
- E. Valid referenda shall be posted at the Student Government Association office by 8:00 AM, Monday, April 8, 2019. Objections to the language of referenda must be addressed in writing, via votesga@utk.edu, to the Election Commission by 5:00 PM, Friday, April 12, 2019.
- F. The Election Commission shall evaluate all referenda. The Election Commission may reject any referendum that is offensive or frivolous, or that violates federal or state law, and/or University Policy. If a referendum is rejected on any of these grounds, the Election Commission shall provide a written statement detailing the decision to the sponsor of the referendum within forty-eight (48) hours of the rejection.
- G. The Student Senate may override any referendum rejection made by the Election Commission by means of a majority vote. Any referendum must also be presented to the Graduate Student Senate.
- H. Any referendum must receive a majority of the votes cast in the Student Government Association election to pass.
- I. The implementation of any passed referenda is the responsibility of the new Student Government Association administration and other relevant campus groups and administrators. The Election Commission shall hold no responsibility in regard to referenda other than the administration of the vote.

E. General Rules and Procedures

I. The Election Commission

- A. All executive and regulatory authority pertaining to student elections shall rest with an Election Commission composed of qualified members duly chosen by the Student Body President with the advice and consent of the Student Senate. The Student Body President shall designate one (1) nominee to be the Chairperson.
- B. Members of the Commission shall be prohibited from maintaining affiliation with candidates and Parties and shall be required to certify neutrality upon their designation.
- C. The standing membership of the Commission shall be terminated following official certification of the election results and the absence of substantive challenges as to the validity of those results.
- D. The Student Body President shall determine the numeric composition of the Election Commission; however, the following individuals shall serve as ex-officio members of the Commission, unless choosing to decline their right to do so: the Student Body President, the Student Body Vice President, and the Student Services Director.

E. The Election Commission shall be charged with:

- 1. Subject to approval by the Student Senate, codifying the Rules and Procedures governing student elections, including the date of elections, which shall occur during the Spring semester of each academic year.
- 2. Facilitating disclosure of campaign finance materials and other documents for inspection and public release while protecting sensitive, confidential, and/or proprietary materials and information of candidates and Party committees.
- 3. Clarifying the Rules and Procedures governing student elections to all interested parties.
- 4. Issuing official warnings to candidates and parties.
- 5. Verifying all necessary petitions and forms for the Student Government Association elections, including signatures submitted electronically on <https://sga.utk.edu/elections> by students studying abroad and/or on co-op. Such signatures will be verified by the Election Commission in conjunction with the Programs Abroad Office and any other respective offices.
- 6. Marketing and promoting the election.
- 7. Advising the Judicial Branch on matters of statutory enforcement and complaint resolution during the campaign period, and monitoring compliance of rulings by the Judicial Branch.
- 8. Certifying, announcing, and publishing the official election results within twenty-four (24) hours upon the close of voting.

F. The Chairperson shall be empowered to:

- 1. Bring complaints before the Judicial Branch on behalf of the Election Commission, seeking redress of actions they deem to be:
 - a. In violation of the Election Rules and Procedures, or;
 - b. Generally harmful to the integrity, efficiency, or transparency of the campaign process.
- 2. Serve as the complainants in all such cases and shall exempt themselves from the Judicial Branch's consideration of the facts in these instances.

3. Close online voting if they decide the program can no longer operate in a fair and proper manner.
4. Extend online voting operating hours in extraordinary circumstances.
5. Change any and all dates, times, and locations when deemed fit.

II. Judicial Branch - Ethics Committee

- A. All original judicial authority pertaining to student elections shall rest in the Student Government Association Judicial Branch composed of qualified members duly chosen by the Student Government Association President with the advice and explicit approval by the majority of the number present at a Student Senate meeting. Members of the Judicial Branch shall be prohibited from maintaining any affiliation with candidates and Parties.
- B. The Judicial Branch shall have the authority to adjudicate all controversies arising from or pertaining to campaign activities and any resulting violation of the election rules and procedures.
- C. Neither the Judicial Branch nor members thereof, except the Chairperson of the Election Commission, shall have the standing to act as a complainant in disputes arising from a violation of the election rules and procedures.
- D. In determining sanctions against campaigns and individuals for violations of the election packet, the Judicial Branch will consider both the spirit and the letter of the statutes presented in the Election Packet. The severity of sanctions pronounced by the Judicial Branch against offending Parties will be proportional to the relative advantage gained by the violation, the level of damage from the violation to the integrity of the election process and repeatability of instances. Level of damage to the integrity of the election process will be subject to the judgment of the Judicial Branch upon finding an individual or Party guilty of a specific violation, the Judicial Branch shall recommend an appropriate sanction.
- E. Sanctions issued by the Judicial Branch may include, but is not limited to:
 1. Restricting when, where, and how campaigning can occur
 2. Proportional Vote Deductions
 3. Disqualification
- F. Judicial Branch decisions may be appealed to the Student Conduct Board pursuant to guidelines outlined in the Student Code of Conduct.
- G. Complaints that challenge the results of the Student Government Association elections shall be filed online through the [Judicial Hearing Request Form](#). The complainant or respondent may then appeal the Judicial Branch decisions to the Student Conduct Board. Judicial Branch decisions regarding matters and/or circumstances not specifically addressed in these Election Rules and Procedures shall be binding.
- H. While charges may be filed with the Judicial Branch during the course of the campaign, all charges must be registered with the Judicial Branch no later than 5:00 PM, Wednesday, April 17th, 2019. All charges must be filed online at votesga.utk.edu. Charges may be registered by anyone observing an irregularity. Regarding complaints filed prior to the election, the Judicial Branch will meet within twenty-four (24) hours of the time that the complaint was registered and promptly render judgment.
- I. In the case of an alleged violation by the Election Commission, the Judicial Branch or the Student Conduct Board shall determine the following:
 1. Whether or not there was a substantial irregularity and if so;
 2. Whether or not said irregularity could have materially changed the outcome of the election;
 3. If both criteria are true, the election shall be invalidated and a new election ordered for the affected candidate(s) and position(s).

III. Pre-Election Procedures

- A. Packet Expiration - All Election Packet rules and procedures shall be enforced up to the passage of the new election packet the subsequent year.
- B. Jurisdiction of the Packet - This packet can be applied to all events relating to campaigning, as defined by the packet whether on campus or off campus.
 - 1. Campaign Period - The period from the General Interest Meeting (Tuesday, February 12, 2019) until the results are announced (Wednesday, April 17, 2019).
- C. Candidate - Any student that has submitted Appendix A.
- D. Party - Any group of at least ten (10) students with at least two (2) executive candidates and one (1) full-time faculty or staff member meeting the requirements set forth by the Center for Student Engagement. A Party's purpose is to promote candidates for the Student Government Association elections. All Parties must register with the Center for Student Engagement before commencing or engaging in any activity. (For more information on registering a Party, please visit: go.utk.edu/student-organizations/student-organization-registration/)
 - 1. Executive Committee Member - For the purposes of SGA elections, an Executive Committee member may be defined as a member of a Party with control, in part or in full, over the financial and ideological directions and decisions of the Party. Executive Committee members must submit Appendix B to declare their standing and affiliation with a particular Party. Each campaign may turn in no more than ten (10) Appendix B forms. Appendix B forms are due to the SGA office by 5:00 PM Wednesday, March 6th, 2019.
 - a. All Parties must have a student sponsor (typically the Presidential candidate or the Campaign Manager) for registering the Party as a student organization, as well as a Treasurer.
 - b. Other Executive Committee Member roles are commonly Campaign Manager, Advisor, Counsel, Outreach Director, Communications Director, Event Planner, or Secretary, for example.
 - c. Candidates running for President, Vice-President, and Student Services Director as a member of a Party are considered Executive Committee Members and should file Appendix B.
 - 2. General Campaign Member - For the purposes of SGA elections, a general campaign member shall be defined as a member of a campaign who is affiliated with and has an influence of the campaign direction. General Campaign Members must submit Appendix C to declare their standing and affiliation with a particular Party. There is no limit to Appendix C forms that may be submitted. Appendix C forms are due to the SGA office by 5:00 PM Monday, March 25th, 2019.
 - 3. Independent Candidate - A single person seeking to run without affiliation to a Party. An independent candidate may have campaign volunteers as long as they sign an Appendix C. Appendix C forms are due to the SGA office by 5:00 PM Monday, March 25th, 2019.
- E. Campaign Material - Campaign materials for the purposes of the SGA elections shall be defined as any paraphernalia bearing the name of a candidate/Party or the colors of that candidate/Party, including but not limited to flyers, literature, pamphlets, buttons, clothing, table-tent advertisements, and electronic communication as defined in the 2019 Election Packet.
 - 1. The logo/design must be specific to the candidate.
 - 2. No candidate shall model a campaign design off of a trademarked or copyrighted design or logo held by a public or private company or organization regardless of the campaign receiving permission.
 - 3. Campaign material shall not be distributed among or placed on items or in certain areas, which include but are not limited to automobiles utility poles, statues, monuments, steps, bike racks, trees, chain guards, bushes, or newspaper/magazine stands.

4. Campaign materials may not be placed under doors, on the door, or at the doorstep of individual residents.
 5. Campaign materials may not be placed in classrooms.
 6. Campaign materials may not be placed on private property without explicit permission from the owner(s).
 7. There shall be no marking on any buildings, sidewalks, or other property. No chalking is allowed.
 8. No painting business windows on the Cumberland Strip or nearby locations.
 9. No campaign materials are to be taped to the campus grounds, including but not limited to doors, utility poles, sidewalks, windows, etc. This includes any type of self-adhesive material.
 10. Campaign websites and social media sites are excluded from campaign material.
 11. Students may begin distributing campaign materials and wearing t-shirts at 7:00 AM on Monday, April 15, 2019.
- F. Electronic Communication - Any communication by a candidate/Party with potential voters through electronic means. Electronic Communication does not include any intra-party communications or platforms.
- G. Mass Communications - Contacting more than one (1) individual through an electronic message. Group messages through any platform meant to contact potential voters are not allowed.
1. Candidates or members of a Party may not use UT Knoxville listserv(s) or blanket message(s) (blanket messages being Mass Communications going out to non-Party members) to contact potential voters.
 - a. Only UT administrators of UT Knoxville listserv(s) may send out emails. An administrator is defined as the current president, director, chair (i.e. the highest-ranking student), or advisor of a student organization. These emails must be non-partisan. When sending out non-partisan information, signature lines or any other identification of a specific Party or candidate must be deleted.
 2. Obtaining and using contact information such as, but not limited to, phone numbers and email addresses from directories is a direct violation of State and Federal Law per the Acceptable Use of Information and Technology Resources (General Policy, User Responsibility #4).
 3. Individual partisan messages may be sent out after 7:00 AM April 15th until 5:00 PM Wednesday, April 17, 2019, to consenting individuals, having freely provided their contact information.
 - a. Individuals may freely provide their contact information as a part of a Speaking Engagement.
 4. Campaign websites and partisan posts on the campaign and candidate social media sites can be made public at 12:00 PM on Monday, March 25th, 2019. Prior to this, no announcements or partisan messages may be public.
 5. Candidates or members of a Party are strictly prohibited from utilizing official SGA listservs for partisan related communications.
 - a. Official SGA listservs can include but are not limited to any mode of aforementioned communication.
 - b. A listserv is considered an official SGA listserv if it was set up by SGA members for the purposes of communicating about SGA related business.
- H. Speaking Engagements - A Speaking Engagement shall be defined as an occurrence in which one (1) or more candidates or representatives of a Party or independent candidate speaks to a group on behalf of the candidate or Party about campaign issues. Candidates may begin holding Speaking Engagements at 8:00 PM, Wednesday, February 27th, 2019, provided they have submitted Qualifying Statements (Appendix A).
1. Campaigns and representatives thereof are prohibited to hold speaking engagements with students gathered for the

purposes of an academic class session.

2. Obtaining petition signatures is not classified as a speaking engagement.
 3. Cannot pass the petition (Appendix E) around the room or collect signatures during the Speaking Engagement.
 4. Campaign materials may not be passed out at Speaking Engagement outside of the Election Week.
- I. Campaign Interest Meetings - A Party/individual candidate may host their own public interest meetings beginning at 5:00 PM on Wednesday, March 6th, 2019. These meetings may be advertised through the approved avenues of mass media campaigning, email, and word of mouth following the below invite format.
1. (Insert Party/Candidate name) would like to invite you to participate in the upcoming SGA Election process as a part of (Insert Party/Candidate name). An interest meeting will be held at (insert time) on (insert date) at (insert location). Please contact (insert contact info) for more information.
 2. Campaign material may not be distributed at interest meetings.
- J. Campaign Meeting - A Party/individual candidate may host campaign meetings to discuss campaign ideology and finances. These meetings cannot be open to the public or advertised.
1. Prospective Executive Committee Members may not hold public meetings on or off-campus prior to submission of Appendix A and/or B.
- K. SGA Neutral Space Provision – Candidates or members of a Party may not engage in partisan communications at any SGA event, function, meeting, or the like. Nor may a candidate or member of a Party wear partisan clothing or display partisan material on their personal property at an SGA event, function, meeting, or the like. Official election events are subject to these rules unless otherwise explicitly stated.

IV. Residence Hall Guidelines

- A. The involvement of residence halls in the Student Government Association elections shall proceed with the goal of providing opportunities for residents to involve themselves in campaign activities while preserving the rights to privacy of those who choose not to participate.
- B. Residence Hall areas are available for group rallies and/or demonstrations at the discretion of the Hall Director. However, specific guidelines and regulations apply pursuant to Hilltopics and any University Housing policy.
- C. Contacts for speaking engagements must be made through the Hall Director. Guest speakers may enter the living areas of a residence hall only at the invitation of all residents of that particular living unit and only for speaking purposes.
- D. Door-to-door solicitation for business, political, or other purposes is strictly prohibited in residence halls pursuant to University Housing policy.
- E. Candidates living in residence halls must observe the privacy of their roommates and suitemates by following the prescribed noise, visitation, and escort policies.
- F. All campaign material and/or other literature distribution must comply with residence hall rules as outlined in University Housing policy and other provisions of the Election Rules and Procedures.
- G. No campaigning shall take place in any residence hall until the candidate has spoken to the Hall Director of that residence hall. Residence hall meeting rooms may be reserved by contacting the Hall Director. Hall Directors reserve the right to stop inappropriate campaigning in their respective halls. This includes, but will not be limited to, the removal of improperly placed campaign material.
- H. The Hall Director may approve the placement of campaign tables in the hall lobby for the purpose of distributing literature

and answering questions about candidates, subject to the following guidelines:

1. Candidates should contact the Hall Director of each hall in which they wish to set up a table. (NOTE: In some cases, tables are not available in the hall and will need to be provided by the candidate.)
2. The Hall Director will indicate the location of the table in the lobby and discuss the hours and days of use. Candidates must be willing to remove their tables if the staff feels that there will be interference with a planned hall activity or the normal operations of the hall.
3. Campaigners must clean their areas before leaving each day.
4. Campaigners will be asked to leave if they harass residents, force a resident to take literature, and/or interfere with normal hall operations.

V. Election Procedures

- A. **Campaigning** - Campaigning for the purposes of the Student Government Association elections is defined as, but not limited to, any statement, display, or distribution of any campaign material to one or more people. Campaigning is not permissible before 8:00 AM on Monday, April 15th, 2019, except in certain areas where the packet explicitly states that it is permissible such as Speaking Engagements or the Candidate Debate.
1. **Campaign Stop** - A campaign stop shall be defined as a form of campaigning on the part of candidates and/or Parties that occurs in public spaces and is freely accessible to the general public. Campaign stops demonstrate involvement in the election process, disseminate the views and platforms of a particular candidate and/or Party, and/or actively solicit votes or support from members of the student body. Campaign stops will only occur after 8:00 AM on Monday, April 15, 2019, when campaigns are allowed to begin distributing campaign material to the general public. A campaign stop may feature the use of campaign material so long as it conforms to guidelines pertaining to the content and location of said materials as outlined elsewhere in the Election Rules and Procedures. Each campaign must have the date, time, and location of any campaign stops pre-approved by the appropriate university officials. Each campaign must also inform the Election Commission of date, time, and locations of campaign stops.
 - a. Candidate tabling on Ped Walkway during Election Week is an example of a Campaign Stop.
 2. The UT Acceptable Use of Information Technology Resources will be strictly enforced. Any violation of the Acceptable Use Policy will be considered a violation of Election 2019 Rules and Procedures and/or University Policy.
 3. No campaigning is permitted in any computer lab. This includes, but is not limited to bringing campaign material into computer labs, setting the computer desktops to campaign information, etc.
 4. Campaigning includes, but is not limited to, Speaking Engagements, or distribution of campaign material, is prohibited to students gathered for the purpose of an academic class session.
 5. For the purposes of voting, campaigns and individual candidates are only permitted to link to the Vote SGA website (<http://votesga.utk.edu>). All other URLs are prohibited.
 6. This packet will not be provided in a printed format. It will be accessible via the SGA Election 2019 web page (<http://votesga.utk.edu>) and SGA website (<http://sga.utk.edu>).
 7. No campaign material may be affixed to the exterior of university/campus buildings, nor shall any campaign materials be displayed in any setting out of doors except in appropriately designated areas. These areas shall include:
 - a. Campaign stop locations during approved times and with the accompaniment of campaign stop workers.
 - b. Exterior locations in which the candidate or Party has received documented consent of the building/area

operator to post signs.

8. Posting or distributing campaign material is prohibited in the following locations:
 - a. The Student Union, except in direct proximity to attended campaign stops and public demonstrations and appropriate areas that the building Administrator may designate.
 - b. Any University Dining area.
 - c. Any light post, doors, and/or ground.
9. The hanging or posting of appropriate campaign material must be in compliance with University Policy and Hilltopics provides, in part, that any material to be distributed should be in accordance with the applicable local, state, and federal laws. Special racks and bulletin boards are provided at numerous places on the campus and may be used by members of the university community. Litter produced by an individual and/or group as a result of leaf lettering is the responsibility of the individual and/or group. Continued littering will result in appropriate judicial action. Traffic and specialized usage of certain facilities dictate the following specialized guidelines:
 - a. Academic Buildings - Requests should be presented to the academic officer in charge of the facility.
 - b. Student Union - Bulletin boards and literature distribution racks are numerous. Traffic usually precludes wholesale distribution in other areas. Consult the Director of the Student Union in special cases.
 - c. RecSports Facilities - Requests should be presented to the Administrative Office (upper level) in the TRECS facility for approval by RecSports administration. Requests for the TRECS, Student Aquatic Center, Intramural Field, HPER Building, and surrounding grounds must be submitted to this location for approval.
 - d. Residence Halls - Distribution is limited to the main bulletin board and/or literature distribution racks in the main lobby. Distribution may not take place in the living areas of the residence hall. Postal boxes may not be used unless the material is considered U.S. Mail. For special pamphlet/leaflet distribution in lobby areas, approval of the Hall Director is required.
 - e. Campus Outdoor Areas - Requests necessitating special facilities should be brought to the attention of the Dean of Students for approval.
10. Campus demonstrations may be conducted in areas that are generally available to the public provided such demonstrations:
 - a. Have specific prior approval from the Office of the Dean of Students through an approved solicitation request found at <http://go.utk.edu/solicitationevent-requests/>;
 - b. Do not impede vehicular or pedestrian traffic;
 - c. Do not interfere with classes, scheduled meetings, events, and ceremonies, or with other educational processes of the University; and
 - d. Are conducted in an orderly manner.
11. Each Party or independent candidate shall not draft contracts with a business or other organizations.
12. SGA Neutral Space Provision - Candidates or members of a Party may not engage in partisan communications at any SGA event, function, meeting, or the like. Nor may a candidate or member of a Party wear partisan clothing or display partisan material on their personal property at an SGA event, function, meeting, or the like. A general rule for an appropriate distance from the neutral space is fifty (50) feet.
13. Negative Campaigning - The Election Commission discourages negative campaigning and personal attacks. Excessively malicious personal attacks or statements misrepresenting or slandering other candidates are prohibited

and will result in penalties.

B. **Ballot** - Election ballots will state the Party affiliation, if any, of candidates. The ballot shall be drawn in the following manner:

1. Candidates who attended the mandatory meeting or provided a valid excuse to the Election Commission via votesga@utk.edu and turned in all required forms shall be placed on the official ballot in alphabetical order in each candidate's respective section of the ballot following verification of the filed petition.
2. A candidate who was absent from the mandatory meeting or did not provide a valid excuse to the Election Commission via votesga@utk.edu shall be placed on the ballot only if there is a vacant seat in the respective section of the ballot. If such a vacancy exists, then the candidate's name will be placed on the ballot in alphabetical order in the candidate's respective section of the ballot following verification of the filed petition.
3. If such a stated vacancy is made known to the Election Commission, then a statement will be posted on the SGA website concerning the specifics for that vacancy. All procedures explained in this packet concerning the respective section of the ballot will apply to any candidate that wishes to fill the vacancy. The filling of the vacant seat will be on a first-come, first-serve basis for those that have completed the requirements. The first-come, first serve policy is generally applicable, meaning that the first candidate turning in the required paperwork will be placed on the ballot following verification of the filed petition, not the first candidate from each Party.
4. Any disputes regarding the placement of the candidates' names on the official ballot shall be under the jurisdiction of the Judicial Branch.

C. For any Party to be recognized as such it must be a registered student organization, as determined by the Center for Student Engagement.

D. An eligible student voter may vote only once.

VI. Voting Procedures

A. The computer will generate a screen providing the voter with the voting parameters.

B. The voter may scroll through the ballot screens and change their original selections prior to submitting their vote.

C. When the voter finishes candidate selection, they will choose the VOTE button on the final ballot screen. The vote will not be cast until this button is selected. Once the vote has been submitted, the vote cannot be reversed or changed, regardless of the situation.

D. Any irregularities or difficulties should be promptly reported to the Election Commission via email (votesga@utk.edu).

E. In order for the 2019 SGA Election to be considered complete, the web page server must be online and functioning properly for a minimum of twenty-four (24) hours total.

F. Any individual or group may not set up personal computers as an "ad hoc" polling station.

1. The Election Commission shall be in charge of staffing publicity and voting stations in on-campus facilities during election week. These may include but are not limited to: all library facilities, the Student Union, Residence Halls, TRECS, etc. Election Commission will staff the stations.
2. There shall be no campaigning within fifty (50) feet of a polling station.
3. The setup of a computer, mobile phone, tablet, or another internet accessible device in a public or private location by a Campaign for the express purpose of soliciting voters to vote on the said device shall be considered vote tampering and will result in a penalty.

G. The collecting of NetIDs and passwords or any other fraudulent activity for use in voting is strictly prohibited and will result in

immediate disqualification.

- H. The Election Commission reserves the right to include optional surveys in the ballot.

VII. Campaign Finances

A. Finance Definitions

1. Monetary Donations - Any money, including cash, checks, gift cards, or money orders from candidates, Parties, campaign members, or other contributors intended to promote a particular candidate or party shall be designated as "Monetary Donations" and shall be listed on the financial statement of deposits and expenditures. Monetary Donations must be recorded on the deposit CVR (Appendix H).
2. Non-Monetary Donations - Donations goods or services from a Business or individual intended to promote a particular candidate or party shall be designated as "Non-Monetary Donations". Non-Monetary Donations must be recorded in Appendix I.
3. Total Operating Budget - The combined value of monetary and non-monetary donations.
4. Business - A legally recognized organization designed to provide goods and/or services to consumers and/or other Businesses.

- B. Compliance with the spending limit is mandatory, and it is the responsibility of every candidate on the ballot. The Election Commission is responsible for validating and approving the records of all Parties and independent candidates. All financial information of the Parties and independent candidates are public records, and the Election Commission will take caution that all reasonable confidentiality is protected.

- C. Failure by a Party and/or candidate, whether affiliated with a Party or not, to submit a complete Campaign Value Report (CVR) by the specified deadlines or failure to adhere to the spending limits will result in a violation of the Election Rules and Procedures. Intentionally falsifying the nature of a donation may result in disqualification from the campaign.

D. Limits on Donations and Expenditures:

1. Total Operating Budget for a Party may not exceed \$3,000.
2. An independent candidate for the office of Student Body President, Student Body Vice President, or Student Services Director, shall not exceed the amount of \$1,000 for Total Operating Budget.
3. An independent candidate for the office of Student Senator shall not exceed the amount of \$300 for Total Operating Budget.
4. Campaigns or independent candidates may not utilize student-funded university, staff, or departmental resources in order to freely produce campaign materials that might otherwise be of monetary value. This includes, but is not limited to: printers, screen-printers, dining supplies, etc.
5. Sources for monetary or non-monetary donations may include but are not limited to, personal funds, family, friends, membership dues, student contributions, and contributions from registered student organizations.
6. Campaigns or independent candidates may not accept monetary or non-monetary donations from Businesses.
7. Student discounts are not considered Non-Monetary Donations.
8. Anonymous Donations are prohibited.

E. Proper Reporting of all Donations and Expenditures:

1. All independent candidates and Parties shall submit a complete series of formal documents known as Campaign Value Reports (CVR) in which they shall declare their sources and amounts of current revenues, and report current expenditures. All receipts of expenditures, all bank statements, deposit slips, and other documentation recording expenses and Non-Monetary Donations received should be recorded in chronological order and assigned an item number that corresponds with the appropriate CVR. Every candidate for office must commit to the spending limit by signing Appendix F that is due by Wednesday, March 6, 2019
2. In addition to applicable receipts and/or invoices for each Non-Monetary Donation, all independent candidates and Parties must submit a completed version of the Non-Monetary Donation form (Appendix J).
3. Each donation will be thoroughly checked and verified by the Election Commission with appropriate measures taken to maintain the integrity of the financial reporting process.
4. All independent candidates and Parties shall record all expenditures at the price paid for that good or service.
5. Parties need only submit one (1) breakdown of spending and donations per CVR cycle. The Presidential candidate must sign the CVR reports on behalf of their Party as well as indicate which Party they represent.
6. All financial statements of the CVR shall be due to the Student Government Association Office or to votesga@utk.edu at 5:00 PM the following dates:
 - a. CVR 1 must be submitted on Monday, April 8, 2019. (Appendices G, H, I, and J).
 - b. CVR 2 must be submitted on Friday, April 12th, 2019. (Appendices G, H, I, and J)
 - c. CVR 3 must be submitted on Wednesday, April 17, 2019. (Appendices G, H, I, and J)
7. Any involvement (monetarily or non monetarily) with political interest groups by any candidates and/or Parties are will result in disqualification from the election.

F. Relevant Definitions and Accounting Procedures for Contributions and Expenditures:

1. For the purposes of the Student Government Association elections, an independent candidate can only include a student running for Student Body President, Student Body Vice President, Student Services Director, or Student Senator not in conjunction with a Party or any other candidate for office.
2. Total expenditures shall not exceed the above-mentioned limits and shall be reported as follows:
 - a. All expenditures shall be counted in full toward the final Total Operating Budget.
 1. The Clean-Up Bond shall not be counted toward the final Total Operating Budget.
 - b. Independent candidates and Parties must complete Appendix I for all Non-Monetary Donations and attach to the pertinent CVR. This form is to list the contact information for all discounts and Non-Monetary Donations. Independent candidates and Parties must list the contact information for all vendors used.
 - c. The Election Commission will inspect and verify all CVRs and accompanying Statements of Donations. Any suspect forms will be submitted to the Judicial Branch for further review and possible sanctions as outlined above (Appendix G, H, and I will be reviewed).
 - d. Services must be reported based on the rate charged by the provider of the service. Candidates and campaigns must provide all receipts and estimates, in addition to, all contact information for all services provided.
 - e. Basic office supplies, such as pens and notebooks, do not have to be listed in the Campaign Value Reports. CVRs should, however, include items bought in bulk such as reams of paper, tape (of all kinds), etc.

- f. Borrowed or previously owned portable stereo system, personal grills, personal tents, and similar large and/or expensive objects do not have to be reported in the Campaign Value Reports as long as they are used exclusively for the set-up or activities of a campaign stop and are not distributed to potential voters.
- g. In an effort to protect the confidentiality of the candidates and Parties, all account numbers should be marked off all documents submitted. This includes, but is not limited to credit card numbers of receipts and account numbers on bank statements.

VIII. Write-In Process

- A. In cases where voters wish to cast write-in votes, they will type the name of the candidate into the electronic system. No write-in candidate for a particular Senate office shall win with fewer than fifteen (15) votes, one-hundred and fifty (150) for Student Body President, Student Body Vice President, and Student Services Director. Write-in candidates must comply with all candidate qualifications set forth in this packet.
- B. Any write-in vote cast for a candidate whose name is listed on the official ballot will not count towards that candidate's vote total. Only votes cast for the candidate through normal voting procedures will be valid.

IX. Voter Credentials

- A. The student voter data used for the 2019 Election is based on information from the Student Record Master. This will be used to determine the district and college races for which a student may vote. This information will be based on information downloaded from the University Student Record Master on Monday, April 15, 2019.

X. Results and Certification of the Election

- A. The candidate receiving the highest number of all votes tabulated for each Student Government Association position will be declared the winner of that election.
 - 1. Tabulation may include the removal of votes, per sanctions issued by the Judicial Branch.
- B. After unofficial certification of the election, the Election Commission shall announce the unofficial results upon completing a tally of the votes and shall make a release of the results available in the Student Government Association Office and publish the results and official proceedings in the Daily Beacon.
- C. Election results shall be printed and reviewed in the presence of the Election Commission and a representative of the Office of the Dean of Students. Each Party and an independent candidate may have one (1) representative present to observe the proceedings.
 - 1. Observers may witness any changes to the vote tallies during tabulation, per sanctions issued by the Judicial Branch.
- D. Upon completion of tabulation, the Election Commission shall unofficially certify the election results as being final and valid by an affirmative vote of at least a majority of members present. The University and the Election Commission reserve the right to preserve the electronic record of the election until such time as the election has been certified. Certification of the election must be made before the Student Conduct Board hears any challenge.
- E. During the election process and after unofficial certification of the election, a student wishing to contest the validity of said election and/or file a charge(s) regarding violations or improprieties relative to the Election Rules and Procedures has until 5:00 PM, Wednesday, April 24, 2019 to appeal to the Judicial Branch. Failure to appeal within the prescribed time will void any claim or challenge. If a violation of the election packet is witnessed first-hand (e.g., student passes by illegal signage, witnesses an illegal interest meeting, is directly sent an illegal email, etc.) proof must be obtained and submitted to the Election Commission by the witness or a representative of that witness as part of a formal report. If evidence of a violation of the election packet is seen through second-hand means (e.g., in a Facebook photo, in an email forwarded by another person, etc.) then proof must be obtained that includes evidence of when the infraction was mailed, posted, submitted, and/or sent through a means of communication accessible to the second-hand witness. This proof must be submitted by the witness or representative of the witness as part of a formal report to the Election Commission within one week of the first possible date of access to the evidence by the witness. For

instance, if a student sees a Facebook photo of an illegal interest meeting online, the student has exactly one week from the time the photo was posted to submit a report to the Election Commission, regardless of when the event actually occurred or when the witness first saw the photo. If the witness sees said photo but it was posted over a week prior, a report cannot be submitted to the Election Commission. All charges must be filed through a formal online complaint form found at <http://votesga.utk.edu>.

- F. The Judicial Branch shall investigate and make decisions on alleged violations or improprieties in relation to their substantive impact on the outcome of the election. Upon finding an individual or Party guilty of a specific violation, the Judicial Branch shall recommend an appropriate sanction that may include disqualification from the election and/or disciplinary action by the University as outlined in Hilltopics. Judicial Branch decisions may be appealed to the Student Conduct Board pursuant to the Student Code of Conduct.
- G. Upon appeal, the Student Conduct Board may recommend an appropriate sanction that may include disqualification from the election and/or disciplinary action by the University as outlined in Hilltopics.
- H. Charges filed contesting the validity of said election shall be reviewed by Judicial Branch to decide whether or not there is a substantial irregularity, and if so, Judicial Branch shall send those charges to the Student Conduct Board for review. If the Judicial Branch finds that a substantial irregularity does not exist, then the complainant may appeal to the Student Conduct Board pursuant to the Student Code of Conduct.
- I. Upon receiving charges contesting the validity of said election from the Judicial Branch, the Student Conduct Board shall decide:
 - 1. Whether or not there is a substantial irregularity, and if so;
 - 2. Whether or not said irregularity could have materially altered the outcome of the election.
- J. A majority vote of the Student Conduct Board is necessary to invalidate the election in total or in part. Student Conduct Board's decision will be limited to those candidates affected by the original question of validity. Any candidate not involved in the original question of validity, but affected by the decision, shall have the right to appeal to the Student Conduct Board by means of the previously outlined procedure.

XI. Special Elections and Election Runoffs

- A. In the event of a tie for any position, a runoff will be held on Thursday, April 18, 2019, from 8:00 AM - 5:00 PM.
- B. The placement of each candidate's name on the ballot will be identical to the original ballot; however, the names of candidates not involved in the runoff will be deleted.
- C. In the event of an election discrepancy, a Special Election for affected candidates shall be held by Friday, April 26th, 2019.
- D. All Special Elections or runoff elections shall be publicized through Student Governments social media and other available means.

XII. University Policy

- A. All candidates and Parties must adhere to University policy as stipulated in Hilltopics and/or as promulgated by University officials.
- B. The hanging or posting of campaign material must be in compliance with University Policy.

XIII. Clean-Up

- A. Each Party shall post a bond of \$250 and each independent candidate shall post a bond of \$25, in the form of a check, to the University of Tennessee. The bond and Appendix I shall be due to the SGA office by 5:00 PM, Wednesday, March 6, 2019.
- B. Bonds shall not be counted toward the final Total Operating Budget.

- C. Bonds shall only be returned upon the participation of ten (10) members of each Party and each independent candidate in the official clean-up effort and after approval from individuals overseeing the clean-up effort.
- D. The official clean-up effort shall be at 5:15 PM, Wednesday, April 17, 2019, on the Pedestrian Walkway. Participants must check-in to be counted as present. Failure to check in by 5:15 PM will result in forfeiture of the bond. If the above stipulations are not met, the bond will be forfeited, and the money shall be given to the SGA Campus Beautification Account.
 - 1. If a candidate or Party does not participate in the clean-up, a student conduct violation will be filed against the Party or candidate in accordance with Hilltopics.

F. 2019 APPENDICES

- A. Student Body President, Student Body Vice President, and Student Services Director and Student Senate Qualifying Statement
- B. Executive Committee Members Qualifying Statement
- C. General Campaign Member Qualifying Statement
- D. Student Body President, Student Body Vice President, Student Services Director, and Student Senate Petition
- E. Election Petition Form
- F. Statement of Financial Agreement
- G. Statement of Transactions
- H. Statement of Deposits
- I. Statement of Non-Monetary Donations
- J. Non-Monetary Donation Form
- K. Referendum Proposal and Petition
- L. Clean-Up Bond Agreement
- M. Candidate Withdrawal Form

APPENDIX A

Student Body President, Student Body Vice President, Student Services Director, and Student Senate Qualifying Statement

Due: Wednesday, March 6, 2019, by 5:00 PM

I, _____, INTEND TO BE IN SCHOOL AS A FULL-TIME STUDENT (Undergraduate taking twelve (12) hours or more), will remain in good standing if running for Student Body President, Student Body Vice President, Student Services Director, or Student Senate; agree to schedule no other activity that would conflict with the regularly scheduled meeting time of the position for which I am running; am currently enrolled at the University of Tennessee (Knoxville campus); and am enrolled in my particular college (if applicable) and will reside in my particular Senate area (if applicable).

I fully understand that University Policy as defined in Hilltopics is applicable to my conduct and that removal of opponent's campaign materials and/or defacing University Property is grounds for disqualification from this election and/or forfeiture of office.

I have read and thoroughly understand all of the Election Rules and Procedures. Furthermore, I fully understand that ignorance of the Election Rules and Procedures shall not be an acceptable defense in response to any offense committed in any election under these Election Rules and Procedures; in addition, my responsibility for the adherence to all of the Election Rules and Procedures shall encompass my own actions and also the actions of any agents or workers campaigning on my behalf.

SIGNED _____

DATE _____

Print Candidate's Full Legal Name (Candidate's names as it will appear on the ballot, print clearly, limit to 25 characters)

Campus Address

Phone Number: _____

Party Affiliation (if any): _____

Student I.D. Number: _____

CANDIDATE FOR (CHECK ONE):

☐ RESIDENTIAL SEAT _____ (District)

☐ ACADEMIC SEAT _____ (College)

☐ STUDENT BODY PRESIDENT

☐ STUDENT BODY VICE PRESIDENT

☐ STUDENT SERVICES DIRECTOR

APPENDIX B
Executive Committee Members Qualifying Statement
Due: Wednesday, March 6, 2019, by 5:00 PM

I, _____, an executive committee member of my respective Party or independent candidate, fully understand that University Policy as defined in *Hilltopics* is applicable to my conduct, and that removal of opponent's campaign materials and/or defacing University Property is grounds for disqualification from this election and/or forfeiture of office on the part of candidates I assist.

I have read and thoroughly understand all of the Election Rules and Procedures. Furthermore, I fully understand that ignorance of the Election Rules and Procedures shall not be an acceptable defense in response to any offense committed in any election under these Election Rules and Procedures.

SIGNED _____

DATE _____

Please print the following information:

Committee Member's Full Legal Name and Position on Party Executive Committee

Campus Address

Phone Number: _____

Party Affiliation: _____

Party Position: _____

Student I.D. Number: _____

APPENDIX C
General Campaign Members Qualifying Statement
Due: Monday, March 25, 2019

I, _____, a general campaign member of my respective Party, fully understand that University Policy as defined in Hilltopics is applicable to my conduct, and that removal of opponent's campaign materials and/or defacing University Property are grounds for disqualification from this election and/or forfeiture of office on the part of candidates I assist.

I have read and thoroughly understand all of the Election Rules and Procedures. Furthermore, I fully understand that ignorance of the Election Rules and Procedures shall not be an acceptable defense in response to any offense committed in any election under these Election Rules and Procedures.

SIGNED _____ DATE _____

Please print the following information:

Campaign Member's Full Legal Name

Campus Address

Phone Number: _____

Party Affiliation: _____

Party Position: _____

Student I.D. Number: _____

APPENDIX E
Election Petition Form
Due: Wednesday, March 6, 2019, by 5:00 PM

Candidate's Full Legal Name _____ Office _____

	Print Full Legal Name	Last 4 digits of ID Number	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

I, _____ (print full legal name), do hereby acknowledge that I have reviewed the above listed names for accuracy and clarity (ease of review). In addition, I certify that these signatures are legitimate.

_____ Signature of candidate

DUPLICATION OF THIS BLANK FORM IS PERMITTED

APPENDIX F
Statement of Financial Agreement
Must be submitted by all candidates
Due: Wednesday, March 6, 2019, by 5:00 PM.

I, _____, hereby acknowledge that the spending limits outlined in the Election Rules and Procedures are as follows:

- | | |
|-------------------------------------------------------|---------|
| 1.) Parties: | \$3,000 |
| 2.) Independent candidates for the following offices: | \$1,000 |
| a.) SGA President | |
| b.) SGA Vice President | |
| c.) Student Services Director | |
| 3.) Independent candidates for the following offices: | \$300 |
| a.) Senator | |

I further acknowledge that adherence to these prescribed spending limits is mandatory and that all financial records will become public record after their submission to the Election Commission. Furthermore, I realize that all expenditures and non-monetary and monetary donations shall be included in the above figures and that all receipts of expenditures, all bank statements, deposit slips, and other documentation recording expenses and donations received with the CVRs are to be included.

I further acknowledge that failure to comply, either individually or on the part of my Party, with the financial guidelines as established by the Election Rules and Procedures will result in official action by the Election Commission and may lead to the disqualification of my candidacy for office and my dismissal from the campaign process by the Judicial Branch.

Signature of Candidate

Date

Certified: _____
Election Commissioner

Date

Statement of Transactions #1

necessary, provided each page is signed.

TOTAL

- For proper reporting of all donations and expenditures consult Section VII, Subsection E on page 17.

Print Full Legal Name: _____

Signature of Presidential/Independent Candidate: _____

Party (if applicable): _____

Statement of Deposits #1

Attach duplicates of this form if necessary, provided each page is signed.

- This Campaign Value Report must be submitted with Appendices G, I and all receipts, statements, etc.
- All receipts of expenditures, bank statements, deposit slips, and other documentation recording expenses and donations received must be included for this CVR to be considered completed.
- For proper reporting of all donations and expenditures consult Section VII, Subsection E on page 17.

Party (if applicable): _____

APPENDIX I

Statement of Non-Monetary Donations #1

Due: Due: Monday, April 8; Friday, April 12th; Thursday, April 17, 2019, by 5:00 PM

Attach duplicates of this form if necessary, provided each page is signed.

Item Number	Date	Description	Donating Company	Contact Name	Contact Phone Number

Print Full Legal Name: _____

Signature of Presidential/Independent Candidate: _____

Party (if applicable): _____

This form must be turned in for each donation listed on the Statement of Non-Monetary Donations.

Contact Signature: _____

APPENDIX K
Referendum Proposal and Petition
Due: Wednesday, March 6, 2019, by 5:00 PM

This form must be returned to the Student Government Association Office by Wednesday, March 6, 2019, by 5:00 PM. At least 250 signatures are required for this referendum to be placed on the ballot.

Each sponsor must schedule a meeting with the Dean of Students prior to Wednesday, March 6, 2019, by 5:00 PM.

Sponsor: _____

Legal First Name	Middle Name, Initial, or Nickname	Legal Last Name
------------------	-----------------------------------	-----------------

I, _____, do affirm that the below named students are eligible to vote on referenda.
Full Legal Name

Signature(s) of Sponsor	Date
-------------------------	------

Referendum Title:

[illegible]

We, the undersigned, petition that the above referendum is placed on the 2019 SGA Election Ballot.

Signature(s) of Sponsor	Date
-------------------------	------

ATTACH COMPLETED PETITION FORM(S) TO THIS PAGE PRIOR TO SUBMISSION.
ONLY THE PETITION FORM PROVIDED IN THIS PACKET AND/OR COPIES THEREOF ARE PERMITTED

APPENDIX L
Clean-Up Bond Agreement
Due: Wednesday, March 6, 2019, by 5:00 PM

I, _____, speaking on behalf of my Party (if applicable) or myself, understand the Election 2019 clean-up rules and I am posting this bond on behalf of my Party or myself.

The bond will be for (check one):

___ \$250 for Parties

Name of Party: _____

___ \$250 for Independent Candidates

I understand that this bond will be returned to me when I participate in the official clean-up, but I will forfeit this bond to the SGA Campus Beautification Committee if clean-up stipulations are not met.

Signature of Presidential or Independent Candidate

Date

This form and the accompanying bond are due in the Student Government Association office by 5:00 PM, Wednesday, March 6, 2019.
Please make checks payable to the University of Tennessee.

APPENDIX M
Candidate Withdrawal Form
Due: Monday, March 25, 2019

I, _____, a candidate running for Office in the Student Government Association, withdrawal my candidacy for consideration and ask that my name be removed from the Election Ballot.

I have read and thoroughly understand all of the Election Rules and Procedures. Furthermore, I fully understand that ignorance of the Election Rules and Procedures shall not be an acceptable defense in response to any offense committed in any election under these Election Rules and Procedures.

SIGNED _____ DATE _____

Please print the following information:

Campaign Member's Full Legal Name

Phone Number: _____

Party Affiliation: _____

Party Position: _____

Student I.D. Number: _____