

# STUDENT GOVERNMENT ASSOCIATION ELECTION RULES AND PROCEDURES



Prepared by the 2021 Election Commission, [votesga@utk.edu](mailto:votesga@utk.edu)

# 2021 Election Timeline

## January

### Tuesday, January 26, 2021:

(6:15 PM) Senate appoints Election Commission Members

## February

### Wednesday, February 3, 2021:

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

### Tuesday, February 9, 2021\*:

(6:15 PM) Election Packet is presented to Senate. Tabled for further debate

### Tuesday, February 23, 2021:

(6:15 PM) Election Packet is presented a second time to Senate.

(11:59 PM) Election Packet 2021 is posted to SGA website (sga.utk.edu), provided it passes at the February 23 Senate Session

### Thursday, February 25, 2021

(6:30 PM-7:00 PM) **Zoom Meeting** - General Interest Meeting with all interested students to learn more about SGA and explain how to get involved in the election process. This meeting will explain and review the election rules and procedures.

(7:00 PM-7:30 PM) **Zoom Meeting** - Undergraduate Student Senate Interest Meeting with all students interested in running for an Undergraduate Student Senate Seat in the upcoming election.

(8:00 PM) Campaigns may hold public campaign interest meetings. These shall only occur after an independent candidate or party has submitted Appendix A to the Election Commissioner.

### Friday, February 26, 2021:

(8:00 AM) It is **AT THIS TIME** and **NO SOONER** that prospective candidates may begin acquiring the required number of signatures for their petitions. All appendices can be found on the Vote SGA website ([votesga.utk.edu](http://votesga.utk.edu))

## March

### Friday, March 12, 2021:

(11:59 PM) All required appendices for party's, independent candidates, executive committee members, and general campaign members are due by candidates to [votesga@utk.edu](mailto:votesga@utk.edu)

a.) Appendix A must be submitted before a party or independent candidate holds any kind of general campaign interest meeting.

Wednesday, March 17, 2021:

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

Friday, March 19, 2021\*:

(6:00 PM) Candidate and party information posted on the SGA website. Candidates may send updates of this information to the Election Commissioner throughout their campaign.

Monday, March 22, 2021:

(8:00 AM) Campaign websites and social media sites may go public  
(11:59 PM) Appendix C is due by all general campaign members to [votesga@utk.edu](mailto:votesga@utk.edu)

Monday, March 29, 2021:

(8:00 AM) Candidates may begin holding speaking engagements if they have submitted Appendix A to [votesga@utk.edu](mailto:votesga@utk.edu), and have received approval by the Election Commissioner, which will occur within forty-eight (48) hours of submission.  
(11:59 PM) Campaign Value Report (CVR) #1 submitted to [votesga@utk.edu](mailto:votesga@utk.edu)

## **April**

Wednesday, April 7, 2021:

(6:00 PM) **Hybrid Live/In-Person SU Auditorium** - Candidate Debate

Friday, April 9, 2021:

(11:59 PM) Referenda petitions and proposals due to [votesga@utk.edu](mailto:votesga@utk.edu)

Monday, April 12, 2021:

(8:00 AM) Valid referenda posted on the SGA Election website ([votesga.utk.edu](http://votesga.utk.edu))  
(5:00 PM) Ballot posted on SGA Election website [votesga.utk.edu](http://votesga.utk.edu)  
(5:00 PM) Candidates may begin to notify the Election Commissioner of ballot discrepancies via email [votesga@utk.edu](mailto:votesga@utk.edu) after certification is complete.

Friday, April 16, 2021:

(5:00 PM) Campaign Value Report (CVR) #2 submitted to [votesga@utk.edu](mailto:votesga@utk.edu)  
(5:00 PM) Deadline for submission of any changes to the ballot or withdrawal of candidacy (Appendix J)

Wednesday, April 21, 2021:

(5:00 AM) Campaigns may begin setting up locations on campus, if applicable.

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

*(7:00 AM)* Campaigns may begin forms of mass communication within the parameters outlined below.

*(7:00 AM)* Campaign apparel may be worn.

*(8:00 AM)* Election week begins and the ballot opens.

**Thursday, April 22, 2021:**

*(11:30 PM)* Campaign Value Report (CVR) #3 submitted to [votesga@utk.edu](mailto:votesga@utk.edu)

**Friday, April 23, 2021:**

*(5:00 PM)* Ballot closes

*(5:30 PM)* Campaign Value Report (CVR) #4 submitted to [votesga@utk.edu](mailto:votesga@utk.edu)

*(5:30 PM)* Campus Clean-Up on Pedestrian Walkway, if applicable.

*(6:30 PM)* Results are certified in the SGA offices in SU Suite 174/Zoom

*(7:00 PM)* Results are announced in SGA offices in SU Suite 174/Zoom

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*The Student Government Association's Election Rules and Procedures of 2021 exist to enable and encourage the involvement of the student body in the SGA election process as candidates or voters. Our role in Student Government is the passionate pursuit of students. That passionate pursuit must be at the core of our election process and each candidate's and party's own run for office. Your competitors could one day be either your constituent or your representative; this Election Commission implores all involved to treat each other with the respect and care that those relationships demand, for the sake of the integrity of this Student Government Association at the University of Tennessee, Knoxville.*

## **A. General Information**

### **I. Date/Times**

- A.** The Student Government Association (SGA) Elections voting will be conducted from *Wednesday, April 21, 2021, at 8:00 AM EST* and will last through *Friday, April 23, 2021, at 5:00 PM EST*. The 2021 SGA Elections will be conducted using an online ballot. No absentee ballots will be utilized.

### **II. Candidates**

- A.** Candidates for these elections will be
  1. Undergraduate Student Senators
  2. Student Body President
  3. Student Body Vice President
  4. Executive Treasurer
  5. Student Services Director

### **III. Eligible Voters**

- A.** For the purposes of the Student Body President, Student Body Vice President, Executive Treasurer, 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, any student enrolled in the Volunteer Bridge Program taking one (1) or more hours at Pellissippi State Community College, and any student who is currently enrolled in one (1) or more hours in the FUTURE Program is eligible to vote.
- B.** For purposes of the Undergraduate Student Residential Senate Seat election, any undergraduate student currently enrolled in one (1) or more hours at the University of Tennessee, Knoxville, any student enrolled in the Volunteer Bridge Program taking one (1) or more hours at Pellissippi State Community College, and any student currently enrolled in one (1) or more hours in the FUTURE Program is eligible to vote. Students must also currently reside in the area they are voting for.
- C.** For purposes of the Undergraduate 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. Any student currently enrolled in one (1) or more hours in the FUTURE Program is eligible to vote in the College of Education Health and Human Sciences. Students must also currently reside in the area they are voting for. Students must also be enrolled in the college they are voting for; in the case a student has two or more majors in different colleges, the student must vote for the college of their primary major.
- D.** For the purposes of Referenda, any undergraduate or graduate students currently enrolled in one (1) or more hours at the University of Tennessee, Knoxville, any student

enrolled in the Volunteer Bridge Program and taking one (1) or more hours at Pellissippi State Community College, and any student currently enrolled in one (1) or more hours in the FUTURE Program is eligible to vote.

## **B. Candidate Certification**

### **I. General Requirements**

- A.** All candidates shall be currently enrolled as full-time students at The University of Tennessee, Knoxville. All candidates, including write-in candidates, must also be in good academic standing with the university at the time of the election. Candidates must also submit all applicable appendices on time.
- B.** All candidates must commit to being enrolled at the University of Tennessee, Knoxville as full-time students for no less than two (2) consecutive semesters following their election, either on campus or abroad, excluding the summer semesters.
  - 1.** All candidates running for Student Body President, Vice President, Executive Treasurer, and Student Services Director must complete their two (2) consecutive semesters on the University of Tennessee, Knoxville campus.
- C.** For current SGA members, good standing is defined by their branch's respective bylaws, as listed below.
  - 1. Undergraduate Student Senate** - Good standing for Senators shall be defined as no more than three (3) absences and the completion of twelve (12) constituency points by the creation of the ballot.
    - a)** 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 Senate, the senator will not remain 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 Leadership Council** - Good standing for First-Year Leadership Council members shall be defined as no more than five (5) unexcused absences by the registration of the ballot.
- D.** Candidates' agreement to satisfy the requirements for their respective positions, ***Appendix A***, shall be submitted to the Election Commissioner ([votesga@utk.edu](mailto:votesga@utk.edu)) by *11:59 PM Friday, March 12, 2021*.
- E.** The Election Commission shall verify the good standing of all candidates by *6:00 PM, Friday, March 12, 2021*. Any discrepancies found shall be communicated from the Election Commissioner to involved parties by *Friday, March 12, 2021*.



- F. If a candidate wishes to withdraw their name from the ballot, a withdrawal form, **Appendix J**, must be submitted to [votesga@utk.edu](mailto:votesga@utk.edu) by 5:00 PM EST, Friday, April 16, 2021. 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 J** has been submitted to the Election Commissioner.
- G. If a candidate wishes to change Party affiliation or name presentation, the candidate must notify the Election Commissioner by email ([votesga@utk.edu](mailto:votesga@utk.edu)) by 5:00 PM EST, Friday, April 16, 2021.
- H. Candidacy decisions will be made by the Election Commissioner. Any questions about the candidate certification decision may be submitted to the commission ([votesga@utk.edu](mailto:votesga@utk.edu)) for review within twenty-four (24) hours of the Election Commissioner's notification.

## II. Representation

- A. The Undergraduate Student Senate shall be composed of Undergraduate Student Residential Senators, Undergraduate Student Academic Senators, and at-large members in a single body. Undergraduate Student Residential Senators are categorized by the following residential areas: West Area, Central Area, and East Area. These areas are defined by the residence halls as represented in the UT Housing Department.
  - West Area:** Magnolia Hall, Dogwood Hall, Orange Hall, White Hall, Reese Hall, South Carrick Hall, and North Carrick Hall
  - Central Area:** Massey Hall, Hess Hall, and Stokely Residence Hall
  - East Area:** Clement Hall, Laurel Hall, Fred D. Brown Hall, and Volunteer Hall
- B. Candidates for Undergraduate Student Residential Senate seats 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.
- C. Candidates for Undergraduate Student Academic Senate seats must be currently enrolled upon submission of appendices in the college for which they are seeking to represent. In the case that a candidate is enrolled in two colleges, a candidate is required to run for their primary college. A senator cannot change college enrollment for which they were elected during their term without forfeiting their Senate seat.
- D. 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 equals the number of Senators per

academic college over the total number of academic seats.

**E. Student Academic Senators (32 Senators)**

<b>Academic Constituency</b>	<b>Number of Senators Elected</b>
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
<b>Total</b>	<b>32</b>

**F. Student Residential Senators**

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

## C. Referenda

### I. Eligible Participants

- A. Any student may petition that a referendum is placed on the ballot of the Student Government Association elections.

### II. Procedures

- A. For a referendum (**Appendix I**) to be placed on the ballot, a petition (**Appendix E**) must be signed by at least two hundred and fifty (250) eligible (undergraduate or graduate) student voters and submitted to the Election Commissioner by Friday, April 9, 2021, at 11:59 PM EST.
- B. The sponsor of the referendum must schedule a meeting with the Election Commissioner before *Monday, March 29, 2021, at 8:00 AM EST*.
- C. The Election Commissioner shall verify all petitions for referenda. The Election Commissioner will not allow referenda to be placed on the ballot if:
  - 1. **Appendix I** 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 referenda are offensive or frivolous, or that violates state or federal law, and/or University Policy, or
  - 5. The sponsor failed to schedule a meeting with the Election Commissioner; or
  - 6. For any other reason deemed relevant by the Election Commissioner
- D. A written reason detailing the decision for rejection must be provided to the Sponsor within forty-eight (48) hours of the rejection.
  - 1. These decisions are eligible for appeal to the judicial branch online at [votesga.utk.edu](https://votesga.utk.edu)
- E. Valid referenda shall be posted online at [votesga.utk.edu](https://votesga.utk.edu) by *Monday, April 12, 2021, by 8:00 AM EST*. Objections to the language of referenda must be addressed in writing to the Election Commissioner at [votesga@utk.edu](mailto:votesga@utk.edu) by *Friday, April 16, 2021, at 5:00 PM EST*.
- F. Any referendum must receive a majority of the votes cast in the Student Government Association election to pass.
- G. The implementation of any passed referenda is the responsibility of the new Student Government Association administration and other relevant groups on campus and administrators. The Election Commission shall hold no responsibility regarding referenda other than the administration of the vote.

## D. 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 Undergraduate 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. Members shall be required to certify neutrality upon their designation.
- C.** The membership of the commission shall be terminated following official certification of the election results and the absence of irregularities as to the validity of the results.
- D.** The Student Body President shall determine the numeric composition of the Election Commission; however, the following positions 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, Executive Treasurer, and Student Services Director.
- E.** The Election Commission shall have the standing to act as a complainant in disputes arising from a violation of the election rules and procedures per Article V, Section 2 of the Judicial Bylaws.
  - 1.** If the Election Commission is witness to a violation:
    - a.** Election Commission sees a violation (first-hand) and documents the infraction made and the involved parties.
    - b.** Election Commission will inform the parties violating the clause, and if there is an ongoing infraction, offer a writ of injunction.
    - c.** The case then will be filed with Judicial to hear.
    - d.** If Judicial decides that a hearing is needed, the Election Commission will act as the prosecution or complainant in the case, the accused parties being the defendants in the case.
    - e.** Therefore, the complainant must prove that there was an infraction.
- F.** 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.** Clarifying the Rules and Procedures governing student elections to all interested parties.
  - 3.** Issuing official warnings to candidates and parties
  - 4.** Issuing non-binding, official recommendations that determine violations and sanctions of candidates and parties to the Judicial Branch.
  - 5.** Verifying all necessary petitions and forms for the Student Government Association elections.
  - 6.** Marketing and promoting the elections.

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.
- G. The Chairperson shall be empowered to:
1. Issue official warnings and recommendations to judicial
  2. Close online voting if they decide the program can no longer operate fairly and properly.
  3. Extend online voting operating hours in extraordinary circumstances.
  4. Change any and all dates, times, and locations when deemed fit.

## II. **The Judicial Branch**

- A. Members of the Judicial Branch shall be prohibited from maintaining any political affiliation with candidates and Parties.
- B. The Judicial Branch shall determine violations and give sanctions to candidates and parties.
- C. The Judicial Branch shall directly hear complaints regarding the Election Commission after the complaint has been filed with the Judicial Branch.
- D. Neither the Judicial Branch nor members thereof shall have the standing to act as a complainant in disputes arising from a violation of the election rules and procedures.

## 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. The election packet may only be written and presented by the Election Commissioner, and no changes can be made after its passage.
- B. **Jurisdiction of the Packet** - This packet will be applied to all events relating to campaigning, as defined by the packet whether on or off campus.
  1. **Campaign Period** - The period from the General Interest Meeting, *Thursday, February 25, 2021*, until the results are announced *Friday, April 23, 2021*. Any form of campaigning for the upcoming Spring 2022 Election, prior to the passage of the Election Packet will be considered a violation of the 2021-2022 Election Packet.
- C. **Party** - A Party's purpose is to promote candidates for the Student Government Association elections. All parties must register with the Election Commission. Registration occurs once an executive candidate has submitted ***Appendix A***.
  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 or ideological directions and decisions of the Party.

- a. Candidates running for President, Vice-President and Executive Treasurer, and Student Services Director as 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 formally affiliated and supporting said campaign. General campaign members must submit **Appendix C** to declare their standing and affiliation with a particular party. All general campaign members must be currently enrolled students at the University of Tennessee, Knoxville. There is no limit to Appendix C forms that may be submitted.

**D. 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 **Appendix C** and submit it on time.

**E. Campaign Material** - Campaign materials for the purposes of SGA elections shall be defined as any paraphernalia bearing the name of a candidate/party, including but not limited to: flyers, literature, pamphlets, buttons, apparel, table-tents, advertisements, and electronic communication as defined in the 2021 Election Packet.

1. No candidate shall model a campaign design off of a trademarked or copyrighted design or logo held by a public or private company without the campaign receiving permission.
2. Campaign material shall not be placed in or distributed 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.
3. Campaign materials may not be placed under doors, on the door, or at the doorstep of individual residents.
4. Campaign materials may not be placed in classrooms.
5. Campaign materials may not be placed on private property without explicit permission from the owner(s).
6. There shall be no marking on any buildings, sidewalks, or other property. No chalking is allowed.
7. 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.
  - a. These rules do not apply to the Election Commission.
8. Campaign websites and social media sites
9. Students may begin distributing campaign materials and wearing t-shirts

at 7:00 AM EST, Wednesday, April 21, 2021.

**F. Electronic Communications** - 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. Non-partisan mass communication occurring after Thursday, February 25, 2021, at 8:00 PM EST is allowed with any individuals who have specifically given you their contact information for any purpose i.e. phone number, GroupMe or social media, etc. Partisan mass communication i.e. group messages, GroupMe, etc. may only occur while voting is open and only with those who have specifically given you their contact information for any purpose. Listservs may never be used.

1. Non-partisan communication refers to communication that is general and about the election process, not referring to a particular candidate or Party.
2. Partisan communication refers to communication that endorses or mentions a particular candidate or Party, with the exception of gathering electronic signatures through the Candidate Signature Form.
  - a. Partisan Mass-Communication is prohibited during the time period of gathering Electronic Signatures beginning on *Friday, February 26, 2021, at 8:00 AM EST to Friday, March 12, 2021, at 11:59 PM EST.*
3. 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).
4. Campaign websites and partisan social media posts on the campaign and candidate social media sites can be made public at *8:00 AM EST on Monday, March 22, 2021.* Prior to this date and time, no announcements or partisan messages may be public.
5. Social media posts and accounts that exist, even if only on “private” (Private means that the account/post is active and able to be seen--not followed--by anyone on the site.), before *8:00 AM EST on Monday, March 22, 2021,* will be a direct violation of the Election Packet.
6. Mass communication through any platform of SGA will always be considered a direct violation of the Election Packet, in violation of the neutral space provision.

**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

*AM EST on Monday, March 29, 2021*, provided they have submitted all appendices.

1. Campaigns and representatives thereof are always 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. Campaign materials may not be passed out at speaking engagements outside of the election week.

#### **IV. Required Appendices**

##### **A. Candidates**

1. To have their name placed on the official ballot, candidates, by position, must submit the following paperwork to the Election Commissioner at [votesga@utk.edu](mailto:votesga@utk.edu) by *Friday, March 12, 2021, at 11:59 PM EST*.
  - a. Student Body President, Student Body Vice President, Executive Treasurer, and Student Services Director candidates must submit petitions (**Appendix E**) with at least two hundred and fifty (250) signatures. These candidates must also submit **Appendices A, B, D, and F**.
  - b. Student Senate candidates must submit petitions (**Appendix E**) with at least fifty (50) signatures from their respective districts. However, candidates running for positions in the Colleges of Architecture and Design, Nursing, and Social Work must obtain at least twenty-five (25) signatures from their respective districts. These candidates must also submit **Appendices A, D, and F**.

##### **B. General Campaign Members**

1. To be considered a general campaign member with a Party or a volunteer for an independent candidate, all general campaign members must submit **Appendix C** to the Election Commissioner ([votesga@utk.edu](mailto:votesga@utk.edu)) by *Monday, March 22, 2021, by 11:59 PM EST*.

##### **C. Campaign Finances**

1. All forms regarding campaign finances must be completed by the Executive Treasurer by the specified dates. All rules and procedures for campaign finances are outlined in further sections.
2. The Campaign Value Reports must be submitted to the Election Commissioner ([votesga@utk.edu](mailto:votesga@utk.edu)) by:
  - a. CVR 1: Monday, March 29, 2021, by 11:59 EST PM
  - b. CVR 2: Friday, April 16, 2021, by 5:00 EST PM
  - c. CVR 3: Thursday, April 22, 2021, by 11:30 EST PM
  - d. CVR 4: Friday, April 23, 2021, by 5:30 EST PM



3. **Appendix H** should be submitted with the appropriate Campaign Value Report when a non-monetary donation is given.

**D. Campaign Interest Meetings** - A party/individual candidate may host their own public interest meetings. These meetings may be advertised through the approved avenues of mass media campaigning, email, and word of mouth. Campaign interest meetings may only occur after *Thursday, February 18, 2021, at 8:00 PM EST* and after an independent candidate or party has submitted **Appendix A** to the Election Commissioner.

**E. Campaign Meeting** - A party/individual candidate may host campaign meetings to discuss campaign plans. These meetings cannot be open to the public. Only campaign members can attend. To be considered a campaign member, the person must have completed **Appendix A or C**. These meetings may only occur after *February 18, 2021, at 8:00 PM EST*.

**F. SGA Neutral Space Provision** - There may be no partisan communications at any SGA event, function, meeting, or the like. Nor may anyone wear 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. A general rule for an appropriate distance from the neutral space is fifty (50) feet.

1. Partisan materials refer to campaign materials for the current year. Past campaign materials are not subject to these rules.
2. For purposes of SGA elections, the Student Engagement Suite is considered an SGA space that must remain neutral.

## 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 campaign material to one or more people. Campaigning is not permissible before *8:00 AM EST, Wednesday, April 21, 2021, and after 5:00 PM EST, Friday, April 23, 2021*, except in certain spaces where the Election Packet explicitly states that it is permissible, such as speaking engagements, candidate debate or in private campaign meetings.

1. Campaigning is NEVER permissible in residence halls, the student union, academic buildings, computer labs, or dining halls.
  - a. This includes the hanging or posting of any partisan campaign material.
    - (1) T-Shirts may be worn in academic buildings and during class time, but no other material may be distributed or displayed.
    - (2) No campaigning in computer labs includes, but is not limited to, bringing campaign material into computer labs, setting up

the computer desktops to campaign information, no virtual backgrounds, etc.

- b.** Candidates are only permitted to obtain signatures in residence halls by people they already know, and solicitation is not allowed.
- 2.** No campaign material may be affixed to the exterior of university/campus buildings. No campaign materials may be displayed in any setting outdoors except in appropriately designated areas.
- 3.** The 2021 SGA Elections are subject to adhere to CDC/health department guidelines and the State of Tennessee large event guidelines at all times for meetings/events unless an exception has been made by UT administration. These guidelines are subject to change.

**B. 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 EST Wednesday, April 21, 2021*, when campaigns are allowed to begin distributing 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 stated in the election rules and procedures. Each campaign must have the time, date, and location of any campaign stops pre-approved by the appropriate university officials, if needed (i.e. Facility Services).

- 1.** The hanging or posting of appropriate campaign material must comply with what the University Policy and Hilltopics provide, in part, that any material to be distributed should be in accordance with applicable local, state, and federal laws. Litter produced by an individual and/or group as a result of leafleting is the responsibility of the individual and/or group. Deliberate littering will result in appropriate election commission action.

**C. Negative Campaigning** - The Election Commission strongly discourages negative campaigning and personal attacks. Excessively malicious personal attacks on other candidates are prohibited and will result in penalties.

**D. Voting Procedures**

- 1.** The computer will generate a screen that provides the voter with voting parameters.
- 2.** The voter may scroll through the ballot screens and change their original selections before submitting their final vote.
- 3.** Any voting irregularities or difficulties should be promptly reported to the Election Commissioner via email ([votesga@utk.edu](mailto:votesga@utk.edu)).

4. For the 2021 SGA Elections to be considered complete, the web page server must be online and functioning the entire duration of the voting timeline this packet and the Election Commissioner has set.
5. No candidates, campaign members, or campaign volunteers (in the case of independent candidates) may touch another potential voter's voting device.
6. Any individual group may not set up personal computers as "ad hoc" polling stations.
  - a. The Election Commission shall be in charge of staffing and publicizing 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.
  - b. There shall be no campaigning within fifty (50) feet of an Election Commission polling station.
  - c. The set up of a computer, mobile phone, tablet, or other internet-accessible devices in a public or private location by a campaign to solicit voters to vote on the said device shall be considered vote tampering and will result in a penalty.
7. The collecting of NetIDs and passwords or any other fraudulent activity for use in voting is strictly prohibited and will result in immediate disqualification.
8. The Election Commission reserves the right to include optional surveys in the ballot.

#### **E. Write-in Process**

1. In cases where voters wish to cast write-in votes, they will type the name of the candidate into the electronic system. Write-in candidates must comply with all candidate qualifications outlined in this packet.

### **VI. Campaign Finances**

#### **A. Definitions**

1. **Monetary Donations** - Any money, including cash, checks, gift cards, or personal money orders from candidates, parties, campaign members, or other contributors intended to promote a particular candidate or party shall be designated as "Monetary Donations."
  - a. Monetary donations can never be accepted from any of the following, although not limited to these: an outside organization, special interest group, student organization outside of SGA, etc.
    - (1) Special interest group is defined as a group of people or an organization seeking or receiving special advantages, typically through political lobbying.

- b. Accepting monetary donations from an outside special interest group or student organizations other than the Student Government Association may result in disqualification.
- 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 G*** and ***H***.
  - a. Non-monetary donations can never be accepted from any special interest group.
    - (1) Accepting non-monetary donations from a special interest group may result in disqualification.
    - (2) Any use of the SGA supplemental fund is considered a non-monetary donation.
    - (a) Non-monetary donations must still be recorded towards a campaign’s total budget, just as purchases would be.
      - (1) This includes *any* materials given to a candidate or party that they did not purchase.
      - (2) Any discount that amounts to over an 80% reduction of an item’s retail price are considered non-monetary donations. As such, they should be recorded with the value of the original retail price.
      - (3) Any discount that amounts to less than an 80% reduction of an item’s retail price is considered a monetary expense. As such, they should be recorded with the money the candidate paid for the item, strictly.
      - (4) Any materials previously owned by a campaign member is not a donation; so long as it is not distributed to potential voters, it does not need to be reported (ie., grills, tents, tables, etc.).
  - b. The Election Commission strongly encourages the use of non-monetary donations, to relieve the financial burden of candidates to use money to obtain materials for their campaign, such as food, shirts, etc. Hope for increased use of non-monetary donations can account for the Election Commission’s decision to raise the total budget in this election packet.
- 3. **Campaign Expenditures** - Any monetary expense or non-monetary donation accepted and used to promote a campaign or independent candidate.
  - a. All campaign expenditures must be reported on Campaign Value

Reports.

- b. All Campaign Value Reports must be published on the SGA website by the Election Commission within 12 hours of receipt.

- 4. **Total Operating Budget** - All monetary expenses and non-monetary donations count towards the total budget. Monetary expenses plus the amount of non-monetary donations shall not exceed the spending limit outlined below.

- a. Compliance with the spending limit is mandatory, and it is the responsibility of the Student Body President, Student Body Vice President, Executive Treasurer, and Student Services Director. The Election Commission is responsible for validating and approving the records of all parties and independent candidates.
- b. Failure by a party or independent candidate 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 or expenditure may result in disqualification from the campaign.

#### **B. Limits on Donations and Expenditures:**

- 1. Total Operating Budget for a Party may not exceed \$1,500, with a cap of \$1,000 for monetary donations.
  - a. In the event campaigns are in an in-person format, the Total Operating Budget will be raised to \$2,000, with a cap of \$1,250 for monetary donations.
- 2. An independent candidate for the office of the Student Body President, Vice President, Executive Treasurer, or Student Services Director shall not exceed the amount of \$1,200, with a cap of \$800 for monetary donations for their Total Operating Budget.
- 3. An independent candidate for the office of a Student Senator shall not exceed the amount of \$450, with a cap of \$300 for monetary donations for their Total Operating Budget.
  - a. All parties and independent candidates are allowed to submit purchase requests to the Election Commission to supplement up to 50% or \$500, whichever is less, of their monetary portion of their total budget, which excludes the amount for non-monetary expenditures and donations.
    - 1. To receive supplemental funds, parties and independent candidates must complete a purchase request that includes the name of the party or independent candidate, first and

last name of the executive treasurer and student body president candidates names, item(s) for purchase, estimated cost, and applicable vendors.

2. Supplemented purchases must be reported on a party or candidate's appropriate Campaign Value Report (CVR) within the time period purchased.
  - a. Items that are available to purchase through supplemental funds include, but are not limited to stickers, buttons, individually packed snacks, print material, etc.

### **C. Proper Reporting of all Non-Monetary Donations and Expenditures:**

1. All independent candidates and parties shall submit a complete series of formal documents known as the Campaign Value Reports (CVR) in which parties and independent candidates report current expenditures-- this includes monetary expenses and non-monetary donations. All receipts of expenses, statements for non-monetary donations, and other documentation 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 11:59 PM EST on Friday, March 12, 2021.
2. Already reported expenditures do not need to be repeated on subsequent CVR's. See example CVR.
3. Each CVR will be thoroughly checked and verified by the Election Commission with appropriate measures to maintain the integrity of the financial reporting process.
4. Basic office supplies, such as pens and notebooks, do not have to be listed in the CVRs. CVRs should, however, include items bought in bulk such as reams of paper, tape (of all kinds), etc.

## **VII. The Filing of Election Complaints**

### **A. General Information**

1. Any student at the University of Tennessee, Knoxville shall be able to file a complaint that alleges a violation of these rules and procedures against a party or individual candidate.
2. All complaints will face a preliminary hearing with the Election Commission.
  - a. After the hearing, the Election Commissioner will issue a non-binding, official recommendation regarding the violation and proposed sanction to the Judicial Branch.
  - b. The Judicial Branch will determine final violations and issue final

sanctions.

- c. Once an official opinion has been issued by the Judicial Branch, an aggrieved party may file an appeal to request an *en banc* hearing before the Election Council.
  - 1. Cases regarding Election Rules and Procedures may only be appealed once to the Election Council.
  - 2. The Election Council shall be composed of the Judicial Branch and the Election Commission.
  - 3. The Election Council shall have complete discretion on whether to grant an appeal and may dismiss any appeal with or without further disposition.
  - 4. The formats for filing an appeal and all subsequent hearing shall follow procedures substantially similar to those outlined in Article IV, Section 2-6 of the Judicial Branch Bylaws.
  
- d. All complaints will follow the same process.
  - 1. This only excludes complaints filed against the Election Commission, which can be filed directly with Judicial.
  - 2. Judicial's decisions in these cases may be appealed to the Judicial branch as outlined in their Bylaws appeals process.
  - 3. As the Election Packet is in effect year-round, complaints regarding elections may be filed at any time.
    - (a) Any substantive complaints about violations of the election rules and procedures must be filed before *5:00 PM EST on Friday, April 23, 2021.*
    - (1) Substantive complaints refer to those that regard the rules and procedures outlined in this packet.
    - (b) Any complaints filed after *5:00 PM EST on Friday, April 23, 2021,* must be regarding mechanical or electronic irregularities of the election, i.e. graduate students voting in Undergraduate Student Senate Off-Campus elections, OR must be able to provide direct and substantial evidence that a substantive violation occurred and would have changed the outcome of the election.
  - 4. All complaints must be filed before *Sunday, April 25, 2021, at 5:00 PM EST.*
    - (a) After the complaint is filed, the Election Commission will review the complaint and all evidence provided.
    - (b) The Election Commissioner will issue a non-binding, official recommendation to the Judicial branch within twenty-four (24) hours of receiving the complaint.
    - (c) Within twenty-four (24) hours of receiving the Election Commissioner's recommendation, the Judicial Branch has

twenty-four (24) hours to decide if they will hear the complaint.

**(d)** If Judicial decides to hear the case, a closed-door hearing will be held within seventy-two (72) hours of their notification to the parties that a hearing has been granted.

**(e)** After the hearing, Judicial will issue an official decision within seventy-two (72) hours.

**(f)** An appeal of this decision may be filed with the Election Council in an *en banc* hearing that follows the same process as outlined previously.

**(i)** That decision is final.

## **B. The Election Commission**

- 1.** All initial complaints shall be filed with the Election Commissioner through the complaint submission form found on the SGA Election website ([votesga.utk.edu](http://votesga.utk.edu)).
  - a.** When filing complaints, evidence must be provided to demonstrate the alleged violation.
    - (1)** Evidence must be clear, obtained in ethical ways, and determined relevant by the Election Commission.
  - b.** When filing complaints, the rule of the alleged violation must also be cited.
  - c.** Filings that do not include this information will not be considered.
- 2.** Once a complaint is filed, the Election Commission will review the submission and if it meets the above requirements referring to evidence and citing of the rule, the Election Commission will schedule a meeting with the filer and the accused.
  - a.** If a meeting is not scheduled, the Election Commission will provide a written response to the filer and the accused.
  - b.** This communication and decision will occur within 24 hours of the filing.
  - c.** The meeting should occur between all parties as quickly as possible.
- 3.** In a meeting, the Election Commission will ask the filer to explain the violation, consider the accused's defense or explanation, and determine if a violation has occurred.
- 4.** Following the meeting (and in the case there is not a meeting), the Election Commissioner will issue a non-binding, official recommendation to the Judicial Branch, so they may hear the case within twenty-four (24) hours of their meeting.
  - a.** This recommendation shall regard violations and sanctions.
- 5.** Once the Judicial Branch has reviewed the Election Commission's recommendation, they will determine if a hearing will be scheduled and follow their judicial processes as outlined in the Judicial Branch bylaws and appeals process outlined in this Election Packet.

## **C. Sanctions**



1. All sanctions issued by the Judicial Branch may include but are not limited to:
  - a. Restricting when, where and how campaigning can occur
  - b. Disqualification
  - c. Fines in the case of violation of the Clean-Up Agreement
2. All sanctions should be proportionate to the severity of the violation found.
  - a. The only case in which votes may be taken away from a candidate is in the case of a mechanical or electronic irregularity with the voting procedures.
3. When considering disqualification from the election process, these bodies must determine:
  - a. Whether or not there was a substantial violation with evidence that is demonstrative and convincing, and if so;
  - b. Whether or not said violation could have materially changed the outcome of the election;
  - c. If both criteria are true, disqualification may be applied

### **VIII. 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.
- B. After the certification of the election, the Election Commission shall announce the official results upon completing a tally of the votes and shall make a release of the results available on the Student Government Association social media and website, as well as make the results available to the Editor-in-Chief of the Daily Beacon.
- C. Election results shall be printed and reviewed in the presence of the Election Commission. Each party and independent candidate may have one (1) representative present to observe the proceedings.
- D. Upon completion of tabulation, the Election Commission shall certify the election results as being final and valid by an affirmative vote of at least a majority of the members present.
- E. In addition to hearing disputes concerning violations of the Standards of Conduct, the Student Conduct Board shall also be the University body that hears disputes concerning the interpretation of the Student Government Constitution and disputes concerning the results of Student Government elections as stated in Section 8.7 of the Student Code of Conduct.
- F. Any student wishing to contest the validation of the election results of the 2021 SGA Elections must file an appeal to the Judicial Branch within seven (7) days of the announced results.
  - a. 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 Tribunal 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.
- b. A majority vote of the Student Conduct Board is necessary to invalidate the election in total or in part. The Student Tribunal'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 Student Tribunal's decision, shall have the right to appeal to the Student Conduct Board by means of the previously outlined procedure.
- c. Failure to appeal within prescribed time will void any claim or challenge.

#### **IX. Special Elections and Election Runoffs**

- A. In the event of a tie for any position, a runoff will be held on *Monday, April 26, 2021, from 8:00 AM - 5:00 PM EST.*
- 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 *Tuesday, April 27, 2021, from 8:00 AM - 5:00 PM EST.*
- D. All Special Elections or runoff elections shall be publicized through SGA's social media and other available means.

#### **X. Clean-Up**

- A. The official clean-up effort shall be at *5:30 PM EST, Friday, April 23, 2021*, on the Pedestrian Walkway, if applicable. Participants must check-in with the Election Commissioner to be counted as present. Failure to check-in by *5:30 PM EST* and participate in clean-up will result in a Student Code of Conduct Violation.

#### **XI. Amendments**

- A. Any amendments made to this document may only occur during the approval of this document during an Undergraduate Student Senate Session.



## E. 2021 Appendices

Appendix:	Who needs to complete it:	Due by:
<b>A</b> - Candidates Qualifying Statement	All Student Body President, Student Body Vice President, Executive Treasurer, Student Services Director, and Student Senate Candidates	Friday, March 12, 2021, by 11:59 PM
<b>B</b> - Executive Committee Members Qualifying Statement	All executive committee members	Friday, March 12, 2021, by 11:59 PM
<b>C</b> - General Campaign Members Qualifying Statement	All general campaign members or volunteers	Monday, March 22, 2021, by 11:59 PM
<b>D</b> - Student Body President, Student Body Vice President, Executive Treasurer, Student Services Director, and Student Senate Petition	Student Body President, Student Body Vice President, Executive Treasurer, Student Services Director, and Student Senate Candidates	Friday, March 12, 2021, by 11:59 PM
<b>E</b> - Petition Form	All Student Body President, Student Body Vice President, Executive Treasurer, Student Services Director, and Student Senate Candidates	Friday, March 12, 2021, by 11:59 PM
<b>F</b> - Statement of Financial Agreement	Student Body President, Student Body Vice President, Executive Treasurer, Student Services Director, and Student Senate Candidates	Friday, March 12, 2021, by 11:59 PM
<b>G</b> - Campaign Value Report	Executive Treasurer	<b>#1:</b> Monday, March 29, 2021, by 11:59 PM <b>#2:</b> Friday, April 16, 2021, by 5:00 PM <b>#3:</b> Thursday, April 22, 2021, by 11:30 PM <b>#4:</b> Friday, April 23, 2021, by 5:30 PM
<b>H</b> - Non-Monetary Donation Statement	Executive Treasurer	With CVRs
<b>I</b> - Referendum Proposal and Petition	Any student wishing to place a referendum on the ballot	Friday, April 9, 2021, by 11:59 PM
<b>J</b> - Candidate Withdrawal Form	Any candidate wishing to remove their name from the official ballot	Friday, April 16, 2021, by 5:00 PM

**APPENDIX A**

Student Body President, Student Body Vice President, Executive Treasurer, Student Services Director, and Undergraduate Student Senate Candidates Qualifying Statement Due: Friday, March 12, 2021, by 11:59 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, Executive Treasurer, 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 applies 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 adherence to all of the Election Rules and Procedures shall encompass my own actions and the actions of any agents or workers campaigning on my behalf.

\_\_\_\_\_ Candidate Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Print Candidate's Full Legal Name (as it will appear on the ballot, limit 25 characters)

\_\_\_\_\_ Campus Address

\_\_\_\_\_ Phone number

\_\_\_\_\_ Student ID Number

\_\_\_\_\_ Candidate Party, if one

Candidate For:

\_\_\_\_ Student Body President \_\_\_\_ Student Body Vice President \_\_\_\_ Executive Treasurer \_\_\_\_

Student Services Director

\_\_\_\_ Undergraduate Academic Senator, \_\_\_\_\_, college

\_\_\_\_ Undergraduate Residential Senator, \_\_\_\_\_, district

**APPENDIX B**

Executive Committee Members Qualifying Statement

Due: Friday, March 12, 2021, by 11:59 PM

I, \_\_\_\_\_, an executive committee member of my respective Party or independent candidate, fully understand that University Policy as defined in Hilltopics applies 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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please print the following information:

\_\_\_\_\_  
Committee Member's Full Legal Name

\_\_\_\_\_  
Position on Executive Committee

\_\_\_\_\_  
Party Affiliation

\_\_\_\_\_  
Campus Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Student ID Number

**APPENDIX C**

General Campaign Members Qualifying Statement

Due: Monday, March 22, 2021, by 11:59 PM

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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please print the following information:

\_\_\_\_\_  
Committee Member's Full Legal Name

\_\_\_\_\_  
Position on Executive Committee

\_\_\_\_\_  
Party Affiliation

\_\_\_\_\_  
Campus Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Student ID Number

**APPENDIX D**

Student Body President, Student Body Vice President, Executive Treasurer, Student Services Director, and Student Senate Petition

Due: Friday, March 12, 2021, by 5:00 PM

We, the undersigned, petition that

\_\_\_\_\_  
*(Legal First Name, Middle Name, Initial, or Nickname, and Legal Last Name)*

of the \_\_\_\_\_, be placed on the ballot for the Election of:  
*(Name of Party or Independent Candidate)*

(check one)

Student Body President  Student Services Director  Student Body Vice President  
 Executive Treasurer  Undergraduate Student Senate

I, \_\_\_\_\_ of the \_\_\_\_\_ do  
*(Legal Name) (Name of Party or Independent)*

affirm that the below-named students are students (one or more credit hours) of the constituency I wish to represent.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Address

\_\_\_\_\_  
Campus Address for the next year (if known)

Petitions must be returned to the Student Government Association Office by 5:00 PM, Wednesday, March 6, 2019. Two-hundred-fifty (250) signatures are required for this petition if the candidate is running for Student Body President, Student Body Vice President, Executive Treasurer, Student Services Director, or Student Services Director. Fifty (50) signatures are required for this petition if the candidate is running in the election for Student Senate (candidates running for positions in the College of Architecture, Nursing, and Social Work are only required to obtain 25 signatures).

**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 E** \*only electronic for 2021\*

Election Petition Form

Due: Friday, March 12, 2021, by 11:59 PM

Candidate's Full Legal Name			Office Running For
	Print First and Last Name	Last 4 Digits of ID #	Signature
1			
2			
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15			

I, \_\_\_\_\_, 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.

\_\_\_\_\_  
*Candidate Signature*

\_\_\_\_\_  
*Date*

**DUPLICATION OF THIS BLANK FORM IS PERMITTED.**

**Appendix F**

Statement of Financial Agreement

Student Body President, Student Body Vice President, Executive Treasurer, Student Services Director, and Undergraduate Student Senate Candidates

Due: Friday, March 12, 2021, by 11:59 PM

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

- 1) Parties: \$1,500
- 2) Independent Candidates for the following offices: \$1,200
  - a) Student Body President
  - b) Student Body Vice President
  - c) Executive Treasurer
  - d) Student Services Director
- 3) Independent candidates for the following offices: \$450
  - a) Senator

I further acknowledge that adherence to these prescribed spending limits is mandatory. Furthermore, I realize that all expenditures and non-monetary donations shall be included in the above figures and that all receipts of expenditures and other documentation recording campaign budgets should be submitted to the Election Commissioner with all Campaign Value Reports.

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

**Appendix G**

Campaign Value Report

Due dates:

**#1:** Monday, March 29, 2021, by 11:59 PM

**#2:** Friday, April 16, 2021, by 5:00 PM

**#3:** Thursday, April 22, 2021, by 11:30 PM

**#4:** Friday, April 23, 2021, by 5:30 PM

**CVR #:** \_\_\_\_\_

Item #	Description	Non-monetary donation or expenditure	Source	Amount	Balance After Transaction
<b>Total</b>					

This Campaign Value Report must be submitted with all corresponding receipts for expenditures and Appendix J statements supporting non-monetary donations.

\_\_\_\_\_  
*(Full Legal Name of Executive Treasurer Candidate Signature)*

\_\_\_\_\_  
*(Full Legal Name of Student Body President Candidate Signature)*

\_\_\_\_\_  
 Party or Independent Candidate

\_\_\_\_\_  
 Date submitted

**Appendix H**

Non-Monetary Donation Statement

This form must accompany each non-monetary donation listed in a Campaign Value Report.

**Item #** \_\_\_\_\_ **CVR #** \_\_\_\_\_

Donor name: \_\_\_\_\_

Donor address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Street) (City) (State) (Zip Code)

Products Donated	Quantity Donated	Total Value of Donation

The products listed on this form were donated to \_\_\_\_\_ at no cost to the party/independent candidates.

For questions, contact:

\_\_\_\_\_  
Name Phone Number

**Appendix I**

Referendum Proposal and Petition

Due: Friday, March 12, 2021, by 11:59 PM

Please see rules and procedures for referenda being placed on the ballot in Section D, Referenda.

Sponsor: \_\_\_\_\_

*(Legal First Name Middle Name, Initial, or Nickname, and Legal Last Name)*

Co-Sponsor(s): \_\_\_\_\_

We, the undersigned, petition that the above referendum is placed on the 2021 SGA Election Ballot.

I, the sponsor, do affirm that the below-named students are eligible to vote on referenda.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

Referendum Title:

\_\_\_\_\_  
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**ATTACH COMPLETED PETITION FORMS (APPENDIX E) TO THIS PAGE PRIOR TO SUBMISSION. ONLY THE PETITION FORM PROVIDED IN THIS PACKET AND/OR COPIES THEREOF ARE PERMITTED.**

**Appendix J**

Candidate Withdrawal Form

Due: Friday, April 16, 2021, by 5:00 PM

I, \_\_\_\_\_, a candidate running for Office in the Student Government Association, withdraw 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 to any offense committed in any election under these Election Rules and Procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please print the following information:

Candidate's Full Legal Name: \_\_\_\_\_

Party Affiliation: \_\_\_\_\_

Party Position: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_