

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

TABLE OF CONTENTS

TITLE I. ELECTIONS AND RECRUITMENT COMMITTEE..... 3

Chapter 1. Committee Purpose 3

Chapter 2. Committee Jurisdiction 3

Chapter 3. Committee Composition 3

Chapter 4. Committee Member Rules 4

TITLE II. HOMECOMING RULES AND ELECTIONS..... 4

Chapter 5. Eligibility..... 4

Chapter 6. Nominations 4

Chapter 7. Election Process 5

Chapter 8. Rules..... 5

TITLE III.SGA ELECTIONS RULES AND PROCEDURE..... 6

Chapter 9. Qualifications 6

Chapter 10. Election Timeline 6

Chapter 11. Apportioning..... 7

Chapter 12. Rules for Candidates..... 7

Chapter 13. Campaign Material 8

Chapter 14. Endorsements..... 8

Chapter 15. Ballot and Voting..... 8

Chapter 16. Special Elections..... 9

TITLE IV.RULES VIOLATIONS..... 10

Chapter 17. Protocol..... 10

TITLE V. DOCUMENTS 10

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

Chapter 4. Committee Member Rules

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

TITLE II. HOMECOMING RULES AND ELECTIONS

Chapter 5. Eligibility

- 5.1 Students who are enrolled full-time, who are currently enrolled at the University of North AlaSmo()JTJW*nBT/F7 12 Tf1 0 rsntlannsnqdq0.00004iveaoing tdior, ma0006Qpa, O

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

Chapter 7. Election Process

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

Chapter 8. Rules

- 8.1 Campaigning
- 8.1.1 The selected Homecoming Court shall be allowed to campaign starting the day that the initial court is announced.
- 8.1.2 Candidates are expected to run a fair, truthful, and respectable campaign.

8.1.4 SGA is not liable or responsible for any untruthful or offensive statements made

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

Chapter 11. Apportioning

- 11.1 There will be one (1) elected Senate seat for every five hundred (500) students enrolled per degree granting college at the University of North Alabama. A college will be granted an additional Senate seat when they have reached enrollment of at least three hundred (300) of the five-hundred (500) students.
- 11.2 Apportionment is to be approved by a two-thirds (2/3) vote of the Senate at least four (4) weeks prior to the election based on enrollment numbers from the previous spring semester.
- 11.3 Any Collegiate Senator that changes their major during their term shall remain qualified for their seat so long as they do not change academic colleges. If a Collegiate Senator does not retain their enrollment in the academic college that they represent, they shall fill any open seat as a General Senator, leaving their previous seat 0q07ma

Chapter 13. Campaign Material

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

Chapter 14. Endorsements

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

Chapter 15. Ballot and Voting

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

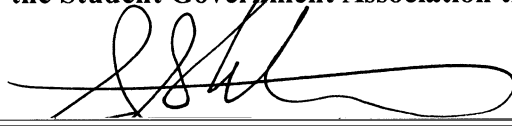
- 15.3.3 There shall be no campaigning within twenty-five (25) feet of the entrance(s) to the polling area or within the polling area. Campaigning under these circumstances shall be defined as any advertising poster, handout, banner or verbal persuasion. Tee shirts, stickers, and buttons that are affixed to an individual shall be permitted within the designated area for allowing that individual to vote. Individuals working the election shall not campaign material. No loitering (defined, as moving slowly through or lingering of any non-working individual will be allowed within the designated area.
- 15.3.4 No candidate within twenty-five feet of the polling places on the day of the election except to go directly to the polls and vote.
- 15.4 The SGA President, Senate Pro-Tempore, Elections Chair, and SGA Advisor must be present at a vote tabulation at the end of the election to confirm the election results.
- 15.5 A simple majority (which is to be defined as 50% plus one (1) vote) of the total

16.2 Applications for this special election will be taken by the Elections and Recruitment Committee for two (2) weeks preceding the campaigning start date for a special election date set by the Elections and Recruitment Committee.

16.3 The special election shall not be more than

Passed and approved by the Student Government Association this 13th day of January 2022.

Signed:

A handwritten signature in black ink, consisting of a series of loops and flourishes, positioned to the right of the word "Signed:".