

**Sul Ross State University
Student Government Association
Election Code/By-laws**

Article I. Election Committee and Chairperson

- Section 1. The Election Committee will consist of four (4) Sul Ross students appointed by the Vice-President of the Student Government Association and approved by a $\frac{2}{3}$ vote of Association members present at a meeting. The Parliamentarian of the Congress shall serve as Chairperson.
- Section 2. The Election Committee and the Dean of Student Life administrator shall be responsible for all student elections at Sul Ross State University, including, but not limited to, determining whether a candidate meets the qualifications.
- Section 3. The Election Committee and the Dean of Student Life administrator are responsible for the execution, enforcement, and interpretation of this Election Code.
- Section 4. The term of office of the Election committee shall begin on approval of appointment and shall end with the installation of new officers of the Student Government Association in the spring semester.
- Section 5. If, at any time, a member of the Election Committee should seek an office that is under the jurisdiction of the Committee, he/she shall resign from the Committee, or take a leave-of-absence during the time of the election. The vacancy of the Committee member's seat shall be filled permanently or temporarily by the appointment of another Committee member by the Vice-President of the Student Government Association, and approved by a $\frac{2}{3}$ vote of the Association members present at a meeting.
- Section 6. Those running for unopposed Executive Board positions will win office by default, contingent on their qualifications as outlined in the Constitution.

Article II. Polling Officials

- Section 1. Polling officials shall be appointed by the Election Committee Chairperson to serve as assistants at the polling places (optional).
- Section 2. Polling officials shall be aware of the election procedures (optional).
- Section 3. At least one polling official shall be at the polls at all times during the election (optional).
- Section 4. Polling officials shall wear appropriate identification (optional).

Article III. Publicity

- Section 1. The Election Committee Chairperson shall notify the campus media and/or place notices in the main on-campus buildings. The following information shall be posted two weeks (one week in the case of Senator Elections) prior to the filing deadline:
- A. Office to be filed for
 - B. How and where to file
 - C. Qualifications
 - D. Filing Deadline
- Section 2. Announcement of qualified candidates shall be made by the Election committee at least one week prior to elections.

Article IV. Validation Forms

- Section 1. To determine eligibility to run in an election, the student shall complete the validation section provided on the application. Eligibility requirements in all elections conducted by the Student Government Association will be set by the Student Government Association.
- Section 2. Candidates shall be notified of their eligibility within five class days after filing validation forms (see Article X in regard to protesting a decision of ineligibility).
- Section 3. All validation forms shall be the property of the Election Committee and shall be kept in the Student Government Association file in the Student Life Office until the time allowed for official protest has elapsed.

Article V. Campaigning

- Section 1. Campaigning shall be defined as any public soliciting of votes for a particular candidate, slate of candidates, or issues involved in the election concerned.
- Section 2. There shall be no campaigning within thirty (30) feet of the polls.
- Section 3. It shall be in direct violation of the Code for any candidate, or agent thereof, to willfully destroy, deface, or remove signs or campaign literature of any other candidate.

Article VI. Ballots

- Section 1. Balloting will be on-line, using blackboard for voting prepared and executed by the Dean of Student Life Office.
- Section 2. On-line ballots shall contain the following information:
- A. The designation of "Student Government Association Official Ballot."
 - B. Title of office or Homecoming Court Position.
 - C. Date of Election
 - D. Balloting instructions.

- Section 3. On-line voting procedures to be followed (optional):
- A. Students should use their Sul Ross State University web-based e-mail and password to access the on-line web page.
 - B. Student must follow the directions provided on the web page and vote.
 - C. Students must log off and leave the voting area as soon as possible after voting.
- Section 4. Paper ballot voting procedures to be followed:
- A. Student must present polling official an official Sul Ross State University Student ID when voting (optional).
 - B. Polling official marks student's name on printout (optional).
 - C. Student is given a paper ballot by the polling official.
 - D. Student places paper ballot in ballot box.
 - E. Student should leave the voting area as soon as possible after voting.

Article VII. Polls

- Section 1. The location of the polls for all University elections shall be determined by the Election Committee
- Section 2. The polling house shall be from 11:00 p.m. to 1:00 p.m. on the days of paper ballot elections.
- Section 3. Online voting will be accessible for two consecutive days from 1:01 a.m. to 12:59 p.m. on the last day.
- Section 2. Electronic elections and voting results are deemed official.

Article IX. Announcement of Results

- Section 1. Results of the election or ballot is downloaded by the Student Life Office administrator and printed for the Election Committee. The candidate(s) receiving the most votes will be the winner(s).
- Section 2. The winning candidate(s) will be announced to the student body through the campus media, in accordance with the specific election guidelines drawn up for each election. These guidelines shall be on file in the Student Government Association Office.
- Section 3. A complete report of the results shall be made at the next regularly scheduled Student Government Association meeting following the election.

Article X. Protest

- Section 1. All protests shall be submitted in writing to the Election Committee through the Chair or the Dean of Student Life. All protests must be in accordance with the guidelines set forth below for each type of protest.
- Section 2. Eligibility protests shall be handled as follows:
- A. Protest deadline shall be one class day following notification, by letter, of ineligibility.
 - B. The administrative office indicating ineligibility shall be consulted and all areas covered by that office shall be rechecked.
 - C. If an error was made by any administrative office regarding an individual's eligibility, the individual shall be allowed to run.
 - D. If no error was made by any administrative office regarding an individual's eligibility the ruling shall stand. The individual's final recourse shall be to appeal to the Student Court for its decision.
 - E. The Student Court must rule on an eligibility protest within two class days. The court may:
 - 1. Refuse to hear the protest, effectively denying it.
 - 2. Rule in favor of the individual, thus allowing him/her to run.
- Section 3. Election Protests shall be handled as follows:
- A. Protest deadline shall be one class day following final closing of the polls for a scheduled election.
 - B. In individual races where a protest has been filed, the Student Court will determine the official results. All results of protested races are unofficial until the Court has made a ruling.
 - C. The Student Court must rule on a protest within two class days of its filing. The court may:
 - 1. Refuse to hear the protest, effectively denying it.
 - 2. Call for a recount.
 - 3. Disqualify a candidate.
 - 4. Call for a new election.
 - D. The Student Court is the final body of appeal in an election protest. The decision of the Student Court is final.

Article XI. Amendments and Ratification

- Section 1. Amendments shall be ratified by $\frac{2}{3}$ approval of Student Government Association members present and voting.
- Section 2. All amendments shall be submitted to the Associate Vice President of Advancement and University Relations, or designee, and the President of Sul Ross State University for approval following ratification by the Student Government Association.
- Section 3. The President of The Student Government Association will initiate the scheduling of each regular session of Congress at the beginning of each fall semester with the advice and consent of the Congress. A regular session will consist of a reading of the minutes from the

previous regular or special session, executive reports, old business, new business, and time allotted for an open forum at the end of each meeting.

Section 4. A special session will be called outside of those meeting dates originally established by the President at the beginning of the fall semester. Such a session may or may not include those characteristics described in Article XI, Section 3 of these bylaws.

VIOLATION COMPLAINT FORM

ALL ITEMS ON THIS FORM MUST BE COMPLETED FULLY AND SUBMITTED TO THE STUDENT LIFE OFFICE, UC211 NO LATER THAN 5:00 PM ON THE LAST DAY OF VOTING.

Name of Person Filing: _____ Phone# () _____

Address: _____

E-mail address: _____ Cell Phone: _____

Date and Location of alleged violation: _____ Time: _____

This violation grievance is filed against (Name of candidate or party):

Details of alleged violation: _____

The person filing this allegation must be present at the hearing and shall be responsible for the appearance of any witness(s) at the hearing. The Election Committee shall conduct the hearing within 72 hours after the filing of this form.

I hereby certify that all the statements on this report are true and complete to the best of my knowledge.

Signature of Person Filing

Date of Filing

DO NOT WRITE BELOW THIS LINE

ELECTION HEARING

Date Received: _____

Date Form Sent to

Complainant and Defendant: _____

Complainant: _____

Defendant(s): _____

Date of hearing: _____

Time of hearing: _____

Received by: _____

Time: _____ Date: _____

Signature: _____

ADJUCATION: