This Code implements and responds to the requirements of the Association Constitution adopted February 1994 and all current amendments. A copy of this Code shall be maintained in the Association historical record.

Elections Code

Written By: 2012-2013 Board Of Elections

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Effective Date: November 26, 2012
Revised and Approved: November 10, 2014

Elections Code

*Note: Per the passage of the revisions to the code, elections will be held in spring 2015. The first of the fall cycle elections will be held in fall 2015.

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Chapter 1    General Provisions

Para 1.1 Effective Date: This Elections Code, hereinafter “Code”, will be effective immediately upon approval by a three-fourths (3/4) vote of the Student Senate and ratification by the Association President and will govern all Student Government Association elections.

Para 1.2 Amendment Criteria: This Code may be amended by a simple majority of the Board of Elections, hereinafter “B of E”, in coordination with a two-thirds (2/3) vote of the Student Senate and ratification by the Association President. Amendments to this Code may not occur within thirty (30) days of the start of any Student Government Association election.

Para 1.3 The McMorran Clause: Any issue that arises, that is not stated in this Code, will be decided by simple majority vote of the B of E.

Para 1.4 University Policy: This code does not supersede the Student Handbook or any Xavier policies/procedures. It is expected that all candidates will adhere to Xavier policies and procedures throughout the campaign and election process or could face disciplinary action with the University.

Chapter 2    Board of Elections

Para 2.1 Board of Elections:

a. Definition: There will be a B of E to conduct all Student Government Association elections. The B of E will be a Subordinate Body under the provisions stated and defined in the Association Constitution and will consist of five members:
   i. One (1) Chairperson and
   ii. Four (4) members; one (1) from each class

b. Appointment: Following an application and interview process, the newly elected Association President will appoint all members of the B of E, including the Chairperson, with ratification by the Student Senate.
   i. The Chairperson and upper-class members will be appointed by the end of the current spring semester and will serve a term of one calendar year.
   ii. The first year member will be appointed within three weeks of the start of the academic year and will serve a term ending with all other members.

c. Role of the Chairperson: The Chairperson shall:
   i. Ensure that the requirements of this Code are met by all members and candidates
   ii. Serve as the official spokesperson for the B of E
   iii. Determine the dates on which the required meetings, filings, permitted campaigning, events, and polling will occur
   iv. Coordinate Informational Meetings
   v. Confirm all relevant policies, B of E procedures, and specific canvassing times with Residence Life
   vi. Select volunteers who are not candidates in the current election to assist in election-related activities
   vii. Maintain an accurate record of the B of E’s decisions
   viii. Set up the process for online voting on xavier.edu/elections
   ix. Approve Ticket-Hosted Events in the Executive Election
   x. Monitor voting throughout each election with the Advisor
   xi. Inform campus on how to submit rules violations
   xii. Present a summary of each election to the Student Senate within two (2) weeks of the close of each election
d. **Role of the Members:** Members shall:
   i. Assist the Chairperson in conducting all official election tasks.
   ii. Be present at all meetings and functions as required by their duties and as delegated by the Chairperson.

e. **Vacancies:** Should a vacancy arise on the B of E within thirty (30) days of the start of any campaign period, the seat will remain unfilled until after the election period. In the event of a vacant Chairperson position, the B of E and B of E advisor will jointly appoint a Chairperson from the remaining members. All other vacancies will be filled in accordance with Para 2.1 Section B.

f. **Removal from Office:** Any member of the B of E may be removed from office by a three-fourths (3/4) vote of the Student Senate and approval by the Association President for negligence, dereliction of duty, gross incompetence in the performance of office, or actions that tend to discredit or reflect poorly on the Association.

Chapter 3  
**Voter and Candidate Eligibility**

Para 3.1 **Voter Eligibility:** All members of the Association, as defined by the Association Constitution, are entitled to vote in all Elections. The records of the Office of the Registrar shall determine the eligibility status of all voters.

Para 3.2 **Candidate Eligibility:** All candidates must be enrolled Xavier students and must be in good academic and social standing as defined by the University’s Student Handbook. No person shall be a candidate for more than one office in any one Election. Eligibility will be determined and verified by the Board of Elections Advisor.

a. **Student Senate:** Candidates for Student Senate must be available for mandatory Monday meetings from 3:00 p.m. to 5:00 p.m. for the entirety of their term except for the any meetings held after April 1.

b. **Executive:** Candidates for Association President must have completed three (3) semesters at the University. Candidates for Legislative Vice President and Administrative Vice President must have completed one (1) semester at the University.

Chapter 4  
**Requirements of Candidacy**

Para 4.1 **Requirements of Candidacy:** To be eligible for candidacy the following requirements must be met. All documents and forms are included as addendums to this Code.

a. **Student Senate Requirements:**
   i. Informational Meetings: All candidates must attend one (1) of three (3) Informational Meetings offered the week following fall break.

   ii. Senate Meeting: All candidates for Student Senate must attend one (1) Student Senate meeting prior to the Election and complete the Senate Meeting Verification Form. Any candidate needing special consideration to complete this requirement must contact the B of E Chairperson immediately.

   iii. Candidate Questionnaire and Headshot: All candidates must complete the Candidate Questionnaire and submit a recent headshot.

   iv. Nominating Petition: All candidates must complete a Nominating Petition with the names and signatures of 100 eligible voters.
v. Code Assessment: All candidates must complete a Code Assessment outlining important points in the Elections Code.

vi. The Senate Meeting Verification Form, Candidate Questionnaire, Headshot, Nominating Petition, and Code Assessment are due to the B of E by 12:00 p.m. (Noon) the Tuesday prior to the start of the election. Failure to comply with these requirements will result in ineligibility.

b. Executive Requirements:
   i. Informational Meetings: All tickets must schedule and attend a meeting with the B of E by 12:00 p.m. (Noon) on the last Friday of September, but not to take place prior to Labor Day.

   ii. Ticket Questionnaire and Ticket Photo: All tickets must complete the Ticket Questionnaire and submit a recent Ticket Photo.

   iii. Nominating Petition: All tickets must complete a Nominating Petition with the names and signatures of 300 eligible voters.


   v. The Ticket Questionnaire, Ticket Photo, Nominating Petition, and Code Assessment are due to the B of E by 12:00 p.m. (Noon) on the last Friday of September. Failure to comply with these requirements will result in ineligibility.

Para 4.2. Candidates Studying Abroad: Candidates still enrolled in the University, but who are studying abroad, must have a student on campus that will fulfill their eligibility and candidacy requirements.

Chapter 5 General Senate Elections Guidelines

Para 5.1 Election Schedule: There will be one General Senate Election held each fall to elect four (4) first-year Senators and sixteen (16) at-large Senators. This election will take place the Wednesday and Thursday of the second week of November.

   a. First-year candidates will be designated by credit hour status.

Para 5.2 Announcement of Candidacy: Any person may announce their candidacy at any time but will not be considered an official candidate by the B of E until all eligibility requirements are met. Announcements of candidacy are limited to private conversations until the beginning of the campaign period.

Para 5.3 Campaigning: Public campaigning will begin on the Sunday prior to the Election and will continue daily, during the hours of 10:00 a.m. and 4:00 p.m., until the polls close. Campaign material must be appropriate, cannot violate copyright law, and cannot be posted until the campaign period begins. Candidates must be respectful of the campaign materials of other candidates. Campaign materials are the responsibility of the candidate and should not be found littering campus in an egregious way. Campaigning may only include:

   a. Canvassing: Canvassing will be held between 3:00 p.m. and 6:00 p.m. on the Sunday prior to the Election in all Residence Halls and Apartments. Canvassing guidelines are as follows:
      i. Candidates and any supporters must sign in and out with the B of E at each location. If possible, canvassers should be wearing something to signify they are supporting a particular candidate.
      ii. The number of supporters canvassing is limited by building: Four (4) in Fenwick, four (4) in Kuhlman, two (2) in Buenger, three (3) in Brockman, two (2) in Husman, and four (4) in the apartments (Commons/Village/Manor Hours/University Apartments/1019).
iii. Canvassers may go door to door to distribute materials but materials may only be handed to a resident. Materials may not be put under doors or posted to doors/door decs/walls/etc.

b. **Social Media and Websites:**
   i. Updates may be made outside of stated campaign hours, but only after campaigning has begun.

c. **Indoor Signs (residence halls and campus apartments only):**
   i. One (1) sign in each lobby that may not exceed 2’ x 3’, with prior permission from each Hall Director.
   ii. Window signs are not permitted.

d. **Outdoor Signs:**
   i. One (1) sign, front-and-back, on the Academic Mall, not exceeding 3’ x 5’
   ii. One (1) sign, front-and-back, on the Xavier Yard, not exceeding 3’ x 5’
   iii. Sign Approval Form on OrgSync must be completed

e. **Chalking:**
   i. Chalking may be done in accordance with University Policy.
   ii. Chalking Advertisement Request Form on OrgSync must be completed

f. **Flyers, Handouts, and Giveaways:**
   i. May include but are not limited to paper handouts, t-shirts, candy, and buttons.
      i. Stickers are not allowed.

**Para 5.4 Budget and Budget Reporting:** Each candidate is allowed a budget of $150.00 from personal expense and is required to submit a Final Campaign Budget to the B of E by 4:00 p.m. on the Thursday of the Election. The Final Campaign Budget will include documentation and receipts of all items purchased and donated.

a. **Value Assessment:** Materials without receipts must be assessed at fair market value.
   i. T-shirts will be assessed at $6.00 per shirt
   ii. Black and white prints will be assessed at $0.05 per copy
   iii. Color prints will be assessed at $0.35 per copy

b. **Reporting Penalties:** All monetary fines should be reported as an expense on the candidate’s budget and are subject to budget limitations. If a candidate neglects to include a monetary fine in their Final Campaign Budget, they will be immediately disqualified.

c. **Run-Off Election:** In the case of a run-off election candidates will be allowed an additional $100.00.

**Chapter 6 Executive Election Guidelines**

**Para 6.1 Election Schedule:** There will be one (1) Executive Election to elect the Association President, Legislative Vice President, and Administrative Vice President on the Wednesday and Thursday of the last week of October.

**Para 6.2 Announcement of Candidacy:** Any ticket may announce their candidacy at any time but will not be considered an official ticket by the B of E until all eligibility requirements are met. Announcements of candidacy are limited to private conversations until the beginning of the campaign period.

**Para 6.3 Campaigning:** Public campaigning will begin on the Sunday two (2) weeks prior to the Election and will include three (3) B of E sponsored events, canvassing, two (2) days of outdoor campaigning, and one (1) ticket-hosted event. Campaign material must be appropriate, cannot violate copyright law, and cannot be posted until the campaign period begins. Tickets must be respectful of the campaign materials of other tickets.
Campaign materials are the responsibility of the candidate and should not be found littering campus in an egregious way. Campaigning may only include:

a. **B of E Sponsored Events:**
   i. May include but is not limited to a debate, friendly competitions, and social events.

b. **Canvassing:** Canvassing will be held between 3:00 p.m. and 6:00 p.m. on the Sunday prior to the Election in all Residence Halls and Apartments. Canvassing guidelines are as follows:
   i. Candidates and any supporters must sign in and out with the B of E at each location. If possible, canvassers should be wearing something to signify they are supporting a particular candidate.
   ii. The number of supporters canvassing is limited by building: Four (4) in Fenwick, four (4) in Kuhlman, two (2) in Buenger, three (3) in Brockman, two (2) in Husman, and four (4) in the apartments (Commons/Village/Manor Hours/University Apartments/1019).
   iii. Canvassers may go door to door to distribute materials but materials may only be handed to a resident. Materials may not be slid under doors or posted to doors/door decs/walls/etc.

c. **Outdoor Campaigning:** There will be two (2) days designated by the B of E for outdoor campaigning; one at the beginning of the campaign period and one on the Wednesday of the Election.

d. **Ticket-Hosted Event:** Each ticket will have the opportunity to plan and execute one (1) two-hour campaign event, which must be submitted at least two weeks prior to the planned event and must be approved by the B of E by completing the Ticket-Hosted Event Proposal.

e. **Social Media and Websites:**
   i. Updates may be made outside of stated campaign hours, but only after campaigning has begun.

f. **Indoor Signs (residence halls and campus apartments only):**
   i. One (1) sign in each lobby that may not exceed 2’ x 3’, with prior permission from each Hall Director.
   ii. Window signs are not permitted.
   iii. One flyer (not to exceed 11X17) in each wing of each residence hall/apartment building. These flyers must be hung in the designated location (locations will be designated by RA staff). Tickets will be allowed to hang these flyers on the first Sunday of campaigning during RA duty hours (8pm-midnight) only. Tickets must check-in at the duty desk prior to hanging flyers. Flyers not hung during this time will not be allowed.

g. **Outdoor Signs:**
   i. One (1) sign, front-and-back, on the Academic Mall, not exceeding 3’ x 5’
   ii. One (1) sign, front-and-back, on the Xavier Yard, not exceeding 3’ x 5’
   iii. Sign Approval Form on OrgSync must be completed

h. **Chalking:**
   i. Chalking may be done in accordance with University Policy.
   ii. Chalking Advertisement Request Form on OrgSync must be completed

i. **Flyers, Handouts, and Giveaways:**
   i. May include but are not limited to paper handouts, t-shirts, candy, and buttons.
   i. Stickers are not allowed.

Para 6.4 **Budget and Budget Reporting:** Each ticket is allowed a budget of $600.00 from personal expense and is required to submit a Final Campaign Budget to the B of E by 4:00 p.m. on the Thursday of the Election. The Final Campaign Budget will include documentation and receipts of all items purchased and donated.

a. **Value Assessment:** Materials without receipts must be assessed at fair market value.
a. T-shirts will be assessed at $6.00 per shirt
b. Black and white prints will be assessed at $0.05 per copy
c. Color prints will be assessed at $0.35 per copy

b. Reporting Penalties: All monetary fines should be reported as an expense on the ticket’s budget and are subject to budget limitations. If a ticket neglects to include a monetary fine in their Final Campaign Budget, they will be immediately disqualified.

c. Run-Off Election: In the case of a run-off election, tickets will be allowed an additional $100.00.

Chapter 7  Rules Violations and Penalties

Para 7.1 Rules Violations: Any student may report, in writing, alleged violations to the Chair of the B of E. Candidates or tickets will be notified upon receipt of any complaint brought against them. All members of the B of E will meet to determine the validity of the claim by a simple majority vote. Complaints will be addressed within 24 hours; however, if the complaint is received after business hours (5pm – 8am), it will be addressed upon the start of the following day. If the claim is found to be valid, the decision, rationale, and penalty will be communicated, in writing, to all candidates or tickets.

Para 7.2 Penalties: The B of E is authorized to impose penalties for rules violations, based on a fifteen (15) point merit system. Each candidate or ticket is allotted fifteen (15) points. Points will be accumulated for rules violations, which will be determined based on severity by a simple majority vote by the B of E. Penalties are either in the form of monetary fines deducted from the candidate’s or ticket’s budget, revocation of privileges, or disqualification.

a. Immediate Disqualification: Candidates or tickets will be immediately disqualified for any of the following:
   i. Exceeding stated budget
   ii. Paying for votes
   iii. Preventing eligible voters from voting
   iv. Unsanctioned soliciting of votes
   v. Making false statements to the B of E

b. Five (5) Points: When a candidate or ticket has accumulated five (5) or more points, they will be assessed their first penalty.

c. Ten (10) Points: When a candidate or ticket has accumulated ten (10) or more points, they will be assessed their second penalty.

d. Fifteen (15) Points: Disqualification

Para 7.3 Appeals: Candidates or tickets may submit a written appeal within twenty-four (24) hours of the issued penalty. Appeals will be decided by a simple majority vote of the B of E. If the candidate deems further proceedings necessary, a hearing will be scheduled with the B of E and the Advisor. Decisions from this hearing are final.

Chapter 8  Voting

Para 8.1 Voting: All eligible voters will vote on xavier.edu/elections. Voters may vote for as many candidates as the election will allow and may vote once per election. Ballots may be accessed from 8:00 a.m. on the first day of voting until 4:00 p.m. on the following day. No person may vote on behalf of another person.
Chapter 9    Election Procedures (B of E)

Para 9.1 Official Ballots: The ballot will be located at xavier.edu/elections with instructions during the designated voting period. Names will appear in random order and will be hyperlinked to the Candidate Questionnaire and accompanying headshot. There will be one (1) space for a Write-in candidate below the list of candidates. All confirmed ballots are final and will be added to the total vote count.

a. Issue Questions: The Student Senate or the Student Activities Council with approval of the Association President may agree to place issue questions on the ballot for the general student body to answer. All questions must be concise and written to be answered “yes” or “no” and must be published campus-wide one week before the Election. If there is a tie on an issue question, it will not be approved. Issue ties will not be broken.

Para 9.2 Promotions: The B of E is responsible for promoting Informational Meetings and all elections. Promotional material will include pertinent dates, times, locations and any additional information as necessary.

a. Posting Guidelines: Promotional material must be posted at least one (1) week prior to the start of the promoted event and all University guidelines must be followed. Additional promotions may be posted at the discretion of the B of E.

Para 9.3 B of E Sponsored Events: The B of E is responsible for hosting three (3) events throughout the two (2) week Executive Election campaign period. These events may include, but are not limited to; debates, friendly competitions, and social events.

Para 9.4 Designated Polling Stations: The B of E will designate polling stations in the Gallagher Student Center and the Hoff Dining Commons. Each polling station must be active for a minimum of three (3) hours per election, must have devices with internet access, and must remain completely impartial.

Para 9.5 Determining the Winner(s): In Elections with multiple candidates or tickets, the candidate or ticket who receives the most votes will be elected until all available positions are filled. Election results will be confirmed by the B of E and the Advisor before results are posted.

a. Run-Off Elections: In the event of a tie, the B of E will host a run-off election within two (2) weeks of the initial results being published. The date of the run-off election will be set by the B of E and published with the initial results. Run-off elections will follow all policies that are outlined in this Code. Should another tie occur, this process will be repeated.

Para 9.6 Announcing Results: The results will be compiled and candidates or tickets will be contacted at the close of the election and settling of accompanying business. In addition, the results will be certified and posted to xaver.edu/elections. The posted results will only include those candidates or tickets elected to a position. Any candidate or ticket not listed on the website has not been elected to a position. All results will include total ballots cast, but individual vote counts will be excluded. Only the Advisor of the B of E, the Associate Provost of Student Affairs (or their designee) and the appropriate IT support personnel may see results. The Chairperson may see specific results as deemed appropriate by the Advisor.

a. Write-in Candidates: In the event that a write-in candidate is elected, they will be subject to a post-election evaluation by the B of E and must adhere to the requirements and guidelines in this Code.

b. Issue Questions: Issue question(s) will be posted along with election results and will include total votes cast for each response.
Board of Elections

Senate Meeting Verification Form
(Student Senate Election Only)

Candidate Name: ________________________________

Date of Meeting Attended: _____________________________

Candidate Signature: ________________________________ Date: ____________

Legislative Vice President Signature: __________________________ Date: ____________

B of E Chairperson Signature: __________________________ Date: ____________

Submit to the B of E by 12:00 p.m. (Noon) the Thursday prior to the start of the election. Failure to comply with this requirement will result in ineligibility.
Candidate or Ticket Name(s): ____________________________

Office(s) Sought: ____________________________

Please respond to the following three questions (200 words or less per question). Responses will hyperlinked to your name on the Official Ballot to better educate eligible voters.

1. Why are you interested in serving in the role of the office(s) sought?

2. What makes you qualified to serve in the office(s) sought?

3. If you could change one thing about Xavier, what would it be, and how would you accomplish it?

Submit to the B of E by 12:00 p.m. (Noon) the Thursday prior to the start of the election. Failure to comply with this requirement will result in ineligibility.
Candidate or Ticket Name(s): ________________________________

Office Sought: ________________________________

Signatures on this Nominating Petition indicate that the eligible voter feels that the candidate or ticket is qualified to run for the office sought. Eligible voters may sign as many Nominating Petitions as they wish, but may only sign each candidate’s or ticket’s once.

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Submit to the B of E by 12:00 p.m. (Noon) the Thursday prior to the start of the election.
Failure to comply with this requirement will result in ineligibility.
Board of Elections
Ticket-Hosted Event Proposal
(Executive Election Only)

Ticket: ______________________________________

The Tick-Hosted Event is meant to be an opportunity for tickets to engage eligible voters in a creative way. It is important to keep in mind that this event is not sponsored by the B of E and is the full responsibility of the ticket. Only one (1) event is allowed and cannot exceed two (2) hours.

Please note: All University guidelines and policies are applicable and all funds used must be reported in the Final Campaign Budget.

Event Title: ______________________________________

Date: ____________________________ Time: ____________________________

Location: ____________________________

Event Description: Please be as specific as possible as this is the main portion that the B of E will review.

Submit to the B of E at least two weeks prior to the start of the event. Event approval may take up to 48 hours.
Board of Elections

Code Assessment

Candidate or Ticket Name(s): ____________________________________________

Office(s) Sought: _____________________________________________________

Please complete the following questions and return to the B of E by 12:00 p.m. (Noon) the Thursday prior to the start of the election. Failure to comply with this requirement will result in ineligibility.

1) When does campaigning begin for candidates or tickets?

2) What types of materials are allowed to be distributed to students?

3) When are nomination materials due to the B of E?

4) When are the hours for public campaigning?

5) What are the thresholds for sanctions for rules violations?

6) Where can students vote?

7) What is the process for reporting violations?

8) What other rules does the Code not supersede?

9) What does a candidate or ticket need to hang a sign up around campus?

10) What is the “McMorran Clause”?