

ASSOCIATED STUDENT GOVERNMENT ELECTION REGULATIONS

< Updated January 2024 >

PREAMBLE

In order to provide a more efficient means of campaigning and to create an atmosphere of legitimacy in campus elections, the following regulations will govern the elections of Senators, the Vice President, and the President.

ARTICLE I

Candidate Requirements

- Section 1. Those persons running for President or Vice President must meet constitutional qualifications of candidacy.
- 1.1 Within the semester elections are held, candidates for Vice President or President must sign an “Intent to Run Agreement”, and submit a petition, per ticket, bearing the names and student identification numbers of ten percent (10%) of the Associated Students at Emporia State University.
 - 1.2 All candidates for the office of President or Vice President must:
 - 1.2.1 Be enrolled as a full-time student at Emporia State University and, if elected, maintain full-time enrollment status.
 - 1.2.2 Have and maintain a cumulative grade point average of 2.75 or higher.
 - 1.2.3 Submit a signed “Intent to Run Agreement” prior to submitting a petition.
 - 1.2.4 Submit a petition with signatures of ten percent (10%) of the Associated Students to the Senate.
 - 1.2.5 Submit a signed “Duties and Responsibility Agreement.”
 - 1.3 Petitions will be released only to the candidate or to the candidate’s authorized representative(s).
 - 1.3.1 The term “authorized representative” shall apply to all persons listed by the candidate as able to act on their behalf.
 - 1.3.2 No more than three (3) persons may be deemed authorized representatives.
 - 1.3.3 Additions to and/or deletions from the list of authorized representatives may be made; however, such changes will take effect only upon notifying the Election Commissioner (in writing) thereof.
 - 1.3.4 The petitions must be submitted in the Center for Student

Involvement office within fifteen (15) official school days of the release date, including the date petitions are released.

- 1.4 Petitions and regulations can only be released by the Election Commissioner, Deputy Election Commissioner, or ASG Advisor(s)
- 1.5 A candidate's name will appear on the ballot when their respective petitions have been certified. Certification of petitions shall occur when petitions have been received, verified, and signed by the Election Commissioner and/or ASG Advisor(s).
 - 1.5.1 The ballot will list the President and Vice President Candidate on each ticket together from left to right across the ballot.

Section 2. Those persons running for Senatorial positions must meet constitutional qualifications of candidacy.

- 2.1 All candidates for Senatorial positions must:
 - 2.1.1 Be a full-time student at Emporia State University
 - 2.1.2 Have and maintain a cumulative grade point average of 2.5 or higher.
- 2.2 In order to be a candidate for a senatorial position, the candidate must complete:
 - 2.2.1 Candidate must submit a petition of fifty (50) legible signatures with student identification numbers from students in the candidate's representative college.
 - 2.2.2 Any candidate wishing to bypass the petitions may pay a filing fee of \$30 to the Election Commissioner starting on the Wednesday following release of petitions.
 - 2.2.2.1 Any proceeds derived from the payment of a filing fee shall be deposited into the Associated Student Government administrative fund.
- 2.3 The petitions must be submitted to the Center for Student Involvement by 5 pm within fifteen (15) official school days of the release date, including the date petitions are released.
- 2.4 Petitions and regulations can only be released by the Election Commissioner, Deputy Election Commissioner, or ASG Advisor(s).
- 2.5 A candidate's name will appear on the ballot when their respective petitions have been certified. Certification of petitions occurs when petitions have been received, verified, and signed by the Election Commissioner and/or ASG Advisor(s).
- 2.6 In order to be a candidate for Senator, a person must submit a signed "Duties and Responsibilities Agreement."

Section 3. The candidates must attend one of the informational meeting(s) that will be

conducted no later than four (4) weeks before the first day of elections by the Election Commissioner, the Deputy Election Commissioner, the Senate Operations Committee Chair, and the ASG Advisor(s).

- 3.1 All ASG Election Regulations and petition forms will be distributed during this meeting.
- 3.2 In the event of special circumstances, candidates can meet with the Election Commissioner, the Deputy Election Commissioner, or the ASG Advisor(s) one-on-one to be eligible for candidacy.

ARTICLE II

Campaign and Materials

Section 1. There will be no official declarations for office, either written or oral, prior to the first day of classes of the spring semester.

Section 2. Candidates are directly responsible for their campaign materials.

- 2.1 Campaign materials shall not be used without approval from the Election Commissioner and/or ASG Advisor(s).
- 2.2 Candidates will be responsible for removing campaign materials from campus by the day following the last day of the elections.
- 2.3 Candidates will not be allowed to use the ASG logo on their campaign material.
- 2.4 No campaign material is allowed to be posted, uploaded, or made available to students until all petitions filed, by an individual candidate, have been certified by the Election Commissioner and/or ASG Advisor(s).
- 2.5 There shall be no campaigning material or oral campaigning within the ASG offices.

Section 3. Any amount of campaign materials within the Center for Student Involvement shall be within reasonable measures.

- 3.1 Candidates will not be allowed to use equipment and services of the Center for Student Involvement
- 3.2 Candidates and their authorized representatives shall not orally campaign in the Center for Student Involvement.
- 3.3 Candidates and their authorized representatives shall not wear any campaign paraphernalia within the Center for Student Involvement.
- 3.4 Supporters of a given set of candidates will be allowed to support them within reasonable measures.
 - 3.4.1 Examples of reasonable measures include wearing a t-shirt, a button, bracelet, or equivalent that has been approved by the Election Commissioner and/or the ASG

advisor(s).

- Section 4. Campaigning is prohibited in Residential Life Halls.
- 4.1 Candidates and their authorized representatives shall not orally campaign in the Residential Life Halls (i.e., Towers Complex, Abigail Morse Hall, or Schallenkamp Hall).
 - 4.1.1 Candidates and their authorized representatives shall not campaign inside the Residential Life facilities.
 - 4.2 Candidates and their authorized representatives shall not wear any campaign paraphernalia within the Residential Life facilities.
 - 4.3 Supporters of a given set of candidates will be allowed to support them within reasonable measures.
 - 4.3.1 Examples of reasonable measure include wearing a t-shirt, a button, bracelet, or equivalent that has been approved by the Election Commissioner and/or the ASG advisor(s).
 - 4.3.2 Anything outside of the reasonable measures within the Residential Life Halls will be addressed by the Election Commissioner and/or the ASG advisor(s).
- Section 5. No campaign materials will be allowed in or on any campus building without the consent of the head of the department, which occupies that area. Portable posters and banners may be brought into any approved area of campus during rallies but must be removed after the event is completed.
- 5.1 Candidates must provide official, written approval to the Election Commissioner and/or ASG advisor(s).
 - 5.2 All exterior posters must be made of cardboard, poster board, plastic, cloth, or any other sturdy materials and must be driven into the ground.
 - 5.3 Campaign materials in the above areas may not be placed on sidewalks or hand railings.
 - 5.3.1 Any materials on trees within these areas must be taped or tied in.
 - 5.3.2 No nails, tacks, staples, etc. may be used to affix campaign materials to trees
 - 5.4 There will be no etchings or markings upon any campus property, including sidewalks, walls, and all other buildings with the exception of space designated and approved by University Facilities under the direction of the Election Commissioner.
- Section 6. There will be no use of student voter information by candidates in any manner that would violate the privacy of the student voters.
- Section 7. There shall be no campaigning or campaign materials of any form in any campus computer lab or within ten (10) feet of the computer voting stations sponsored

by Associated Student Government, with the exception of buttons, t-shirts, bracelets, etc. worn by supporters during the act of voting or passage through the area.

Section 8. Websites and all social media may be used for campaign purposes and must comply with all previous stipulations outlined in this article.

8.1 There cannot be a link to any Associated Student Government website on any campaign social media sites.

8.2 Campaigning or campaign material is prohibited on Associated Student Government social media sites.

Section 9. Candidates are prohibited from encouraging supporters to perform actions which go against the election regulations or may be construed as unethical.

ARTICLE III

Campaign Budgets

Section 1. Candidates may not spend more than \$500.00 on campaigning.

1.1 Any money or materials donated to a candidate, if used by that candidate for campaign purposes, shall be counted as part of the limit above but must not exceed half the budget (\$250.00).

1.2 Prior to purchase, candidates must have campaign materials approved by the Election Commissioner and/or ASG advisor(s).

1.2.1 In order to be approved, candidates must submit an official quote from the business or website.

1.2.2 The candidates must also submit a final receipt after the approved item(s) has been purchased.

1.3 Each candidate shall be required to submit to the Election Commissioner an itemized account of all the candidate's expenditures, donations, and other pertinent financial information by 5 pm on the day following the election.

ARTICLE IV

Violations

Section 1. ASG Advisor(s) and Election Commissioner will hold candidates accountable for violations to election regulations.

1.1 Candidates shall be held directly liable for their own actions and those of their authorized representatives.

1.2 Any violation of any part of the election regulations will result in penalties to violator.

- Section 2. The candidate in question may be subjected to these penalties, fines and/or disqualification.
- 2.1 If the candidate is a part of a ticket, then the entire ticket will be disqualified.
 - 2.2 Violations may be brought forward during the elections process on the Monday following the completion of the voting process; violations have to be reported within five (5) school days of occurrence.
 - 2.3 The amount of fines will be left to the discretion of the Election Commissioner and ASG Advisor(s).
 - 2.3.1 The fines are determined by severity of the violation. Election Commissioner and ASG Advisor(s) will determine severity.
 - 2.3.2 Fines will not exceed \$15 per violation.
 - 2.3.3 If individual fines exceed \$50, per candidate, or \$75, per ticket, the candidate's name, or the ticket, will be disqualified from the election process.
 - 2.4 Fines collected will be used to help defray election costs for the Associated Student Government.
 - 2.4.1 If there are no election costs for the Associated Student Government, the Election Commissioner shall work with the Fiscal Affairs Committee to reallocate fines collected (i.e. place in the operating budget, donate to charity, etc).
 - 2.4.2 Any reallocations of fines collected shall be voted on by the Fiscal Affairs Committee and passed through the Senate.
- Section 3. The penalty to be applied to the violator will be decided by the Election Commissioner and ASG advisor(s).
- 3.1 Any violation and/or penalty may be appealed to the Student Senate.
 - 3.2 The appeal must be in writing, stating the grounds for the appeal, and be presented to the President of the Student Senate within five (5) days of Senate Operations Committee approval.
 - 3.3 The Election Commissioner or ASG advisor(s) will notify candidates immediately following the Senate Operations Committee approval.
- Section 4. Appealing a violation and/or penalty will be presented by the President of the Student Senate at the next senate meeting (or in certain circumstances a special meeting of the Senate) to approve or deny the appeal.
- 4.1 A majority vote of the Senate is needed to approve the violation.
 - 4.2 If the appeal is approved, the Student Senate will motion for dismissing the violation or reducing the penalty. The discussion will

occur within the Student Senate and a final vote with a majority vote will approve a dismissal or reduced penalty.

Section 5. All fines must be paid to Associated Student Government by the candidate within 48 hours of assessment.

- 5.1 If a fine is not paid within the time allotted, then an advisor of the Associated Student Government may place a hold on the candidate's transcript until the fine is paid.
- 5.2 Removal from office will happen if the President-, Vice President-, or Senator-elect do not pay their fines.

ARTICLE V

Election Commissioner

Section 1. The Election Commissioner will be the officer directly responsible for the administration of Associated Student Government elections.

- 1.1 The Election Commissioner will be chosen at least six (6) weeks prior to the first day of elections.
 - 1.1.1 The process of selecting the Election Commissioner shall be done through an application and interview process, with final recommendations for Election Commissioner coming from the President of Associated Student Government.
 - 1.2.1 The Election Commissioner may not be a candidate in the election, or authorized representative thereof.
- 1.2 The Election Commissioner may be removed and/or replaced by the Senate Operations Committee, subject to Student Senate approval.

Section 2. The President of Associated Student Government shall appoint a Deputy Election Commissioner, subject to majority approval by the Senate.

- 2.1 The Deputy Election Commissioner may be a Senator provided that the Senator will not hold a position within ASG listed on the election ballot.
- 2.2 The Deputy Election Commissioner shall assist the Election Commissioner in the performance of the Election Commissioners duties.
 - 2.1.1 In the event that the Election Commissioner is incapacitated or removed from office, the Deputy Election Commissioner shall become Acting Election Commissioner and may be approved by a two-thirds (2/3) vote of the Senate to become the Election Commissioner with all rights, privileges, and responsibilities as outlined in this policy.

2.3 The Deputy Election Commissioner is subject to the same requirements and procedures for his/her selection and removal as are outlined for the commissioner in Section 1.

Section 3. It shall be the responsibility of the Election Commissioner to:

3.1 Publicize information concerning the election prior to, during and after the election.

3.2 Enforce the election regulations in conjunction with the ASG Advisor(s).

3.3 Before the election:

3.3.1 A general informational meeting will be arranged with all candidates four (4) weeks prior to the first day of elections.

3.3.2 Check accuracy of the petitions submitted by the candidates.

3.3.3 Arrange a “meet the candidates,” a general informational meeting for the campus population to be held during the daytime prior to the election.

3.3.4 Arrange a mock town hall meeting or debate between the Presidential and Vice Presidential candidates to be held the week prior to the start of the election or at the discretion of the Election Commissioner, assuming there is more than one set of candidates running.

3.4 During the elections:

3.4.1 Determine the locations for and reserve area and equipment for the voting polls.

3.4.2 Determine the hours for voting.

3.4.3 Locate people to operate the voting polls.

3.5 Tabulate and publicize the results of the elections.

ARTICLE VI

Elections

Section 1. Spring elections shall be held on the Tuesday, Wednesday, and Thursday of the week prior to Spring Break.

Section 2. Election dates are subject to change by the Student Senate.

ARTICLE VII

Voting

Section 1. The locations of the official voting stations shall be determined by the Election Commissioner.

Section 2. Those persons running the polls will be appointed by the Election Commissioner. No such individual may be a candidate or authorized person thereof.

2.1 Those persons will be responsible to the Election Commissioner.

Section 3. Students will vote according to their majors and classifications at the time of the elections.

Section 4. Voting will be done by secret ballot through the chosen medium.

4.1 The ballot will contain information about the candidate, including the candidate's name, as listed on the candidate's petition, the office which the candidate is seeking and other biographical information.

4.1.1 The names listed on the ballot will be in the order of which the petitions are submitted.

4.1.2 The ballot shall have places for write-in votes equal in number to the number of positions for that election.

4.2 No one, except the Election Commissioner, in the presence of an ASG advisor, has the authority to open and/or view election results for any reason whatsoever until after the closing of the polls on the final day of the election.

ARTICLE VIII

Electronic Voting System

Section 1. After the polls have closed the Election Commissioner and ASG Advisor(s) shall obtain, review, validate, and write up the election results.

1.1 Write-in votes shall be counted if they contain both the first and last names of candidates, not necessarily spelled correctly and must be marked as indicated on the ballot.

1.1.1 Questionable spellings will be decided by the election commissioner.

1.1.2 Write-in candidates must receive ten percent (10%) or more of the total ballots cast for that position in order to be declared a winner.

Section 2. The candidate receiving a plurality of votes shall be declared the winner.

2.1 In constituencies with more than one representative, section 2 will be applied once for each position (i.e., for senate constituency with three seats, the top three candidates, ranked in descending order of votes received, shall be declared the winner).

2.2 In the case of a tie, the Election Commissioner shall devise a run-off election, subject to Senate Operations approval along with

ASG Advisor(s).

- Section 3. The following persons shall be the only persons allowed to review the electronic voting system:
- 3.1 One or both ASG advisor(s), administration, the Election Commissioner, the Deputy Election Commissioner, and any assistants specifically authorized by the Election Commissioner.
 - 3.2 The above (section 3.1) is subject to provision that none of the persons present be a candidate or any person who at any time during the campaign was authorized as a candidate's representative.

ARTICLE IX

Reporting of Election

- Section 1. The Election Commissioner will be responsible for notifying all candidates who have been elected
- Section 2. It will also be the responsibility of the Election Commissioner to promote the results of election.
- 2.1. Post on the outside of the Center for Student Involvement office
 - 2.2 Send out a campus-wide Hornet Announcement
- Section 3. Within one week (7 days) after the election, the Election Commissioner must submit a written summary of the election, separate from the election results, to the ASG President, to be kept on file in the Center for Student Involvement and placed in the legislative summary for future reference.
- 3.1 The summary must be approved by the ASG Advisor(s).

ARTICLE X

Certification of Election

- Section 1. The Student Senate shall certify the results of the election by next the senate meeting.
- Section 2. Anyone wishing to challenge the results of the election must present grounds for challenge, in writing, to the Election Commissioner within one academic week (5 school days) after the election.
- 2.1 It will be the responsibility of the Election Commissioner and Senate Operations to investigate the challenge.
 - 2.2 If the challenge is found to be valid and would deem the election invalid, the Election Commissioner and ASG Advisor(s) are responsible for devising the procedure for rectifying such invalidity,

subject to approval of the Senate Operations Committee and Student Senate and is subject to appeal Election Regulation policy.

ARTICLE XI
Revision of Regulation

Section 1. Any revision in the election regulations must be approved by a majority vote of the Student Senate.