

NORTHEASTERN ILLINOIS UNIVERSITY

# **ELECTION REGULATIONS**



**Leaders wanted.**

**Make a Difference. Be a Leader.**

STUDENT GOVERNMENT ASSOCIATION

# **Spring 2019**

## ELECTION CODE

All Student Government candidates shall be governed by the following rules. Each candidate (including write-in candidates) is totally and individually responsible for all campaign acts of his/her campaign organization.

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### I. DEFINITIONS

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1. "University" refers to Northeastern Illinois University.
  2. "Student Government (SGA)" refers to the representative organization of all students currently enrolled at Northeastern Illinois University.
  3. "The Commission" refers to the Election Commission established by Student Government Association.
  4. "The SLD" refers to the NEIU Student Leadership Development.
  5. "Student" means any person whose name appears on the current roster of the Registrar of Northeastern Illinois University.
  6. "Student Judiciary" means the Student Government Student Judiciary as empowered by Article IX of the Student Government Constitution.
  7. "Election Commission" means the Election Commission established by Title II Chapter 6 of the Student Government Constitution Bylaws.
  8. "General Election" means the annual election of Student Government officers as specified in Title VII of the Student Government Constitution Bylaws.
  9. "Special Election" means an election called by the Student Government President as specified in Title VII of the Student Government Constitution Bylaws.

10. "Run-off Election" refers to all secondary elections held to resolve races not determined by initial elections.
12. "Candidate" means any student consenting and/or endeavoring to be elected as a member of the Student Government.
13. "Campaign workers" means any person who contributes time, effort, or services for the purpose of supporting and furthering the candidacy where that candidate has personal knowledge of and accepts the time, effort, and services rendered.
14. "Campaign Materials" refers to all materials and literature concerning any candidate or ballot item. "Campaign Materials" shall include, but not be limited to signs, handbills, buttons, and other advertisements.
15. "Campaigning" means the solicitation of support for or against a candidate or ballot item.
16. "Team" means any coalition of students that have decided to seek office under a common official campaign title or name. The team names may include, but are not limited to acronyms and related phrases used as official campaign titles.
17. "Authorized Persons" means any Election Commission Member, any staff member of Student Leadership Development, or any representative thereof.
18. "Election Code" shall be defined as the Bylaws and Procedures.

## II. THE ELECTION COMMISSION

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1. The Election Commission is an impartial body formed to conduct SGA elections.
2. The Commission shall also sponsor events and programs to help educate students on issues and encourage voter turnout, including debates, candidate information days, and other special events. The Commission shall have the authority to issue notices of violations, enforce the election code, hold formal hearings, impose penalties, issue reprimands, and recommend disqualification to the Senate. The student members of the Commission shall be appointed by the senate and student organizations at least fifteen days (15) days prior to an election. The faculty/staff members shall be appointed by the SLD. It shall be comprised by the following:
  - (a) Two (2) faculty or staff members. The SGA advisor, the President of the University, Vice-President of Student Affairs, the University Provost and the Dean of Students are not eligible for these positions. The SGA advisor shall act as an ex-officio non-voting advisor to the Commission.
  - (b) One (1) members of Student Government. NO member of the Election Commission shall be running for office OR be a campaign staff member for any candidate running for office. No member of the Judicial Branch of the SGA is eligible for these positions.
  - (c) Two (2) students who are not in SGA, nominated by student organizations or by members of the student body. NO member of the Election Commission shall be running for office OR be a campaign staff member for any candidate running for office.
3. The Commission shall have the authority to issue notices of violations, enforce the election code, hold formal hearings, impose sanctions, issue reprimands, and recommend disqualification to the Senate.
4. The Senate shall appoint one (1) faculty/staff member who serves on the Commission to be Chair of the Commission.
5. The Senate shall appoint one (1) SGA member who serves on the Commission to the position of Vice-Chair of the Election Commission.

6. Quorum for the Election Commission shall be three (3) members of the commission, one of which must be the Chair or Acting Chair. SGA members who are not candidates and are not campaigning may fill vacant seats during Commission meetings and hearings only to fulfill quorum.
7. Alleged misconduct of an Election Commission member shall be reviewed by the Student Judiciary.

### **III. ELIGIBILITY FOR CANDIDACY**

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1. To hold any position within the Student Government Association a student must not be on probation or punishment for academic or criminal misconduct with the University.
2. To hold the position of Senator a student must have at least a cumulative grade point average of at least 2.00 and be enrolled for at least three (3) credit hours at the time of application and during their tenure in office or be in their first semester at the University with full academic admission.
3. To hold the position of IBHE-SAC Representative a student must have a cumulative grade point average of at least 2.50 and be enrolled for at least three (3) credit hours at the time of application and during their tenure in office or be in their first semester at the University with full academic admission.
4. The Student Trustee is required have and maintain at least a accumulative 2.50 grade point average during their tenure in office, be enrolled full time during their entire term in office; be a resident of the state of Illinois, and be student at Northeastern Illinois University.
5. To hold the office of President, Vice-President, Secretary, or Treasurer a student must be enrolled for at least six (6) hours and a 2.25 cumulative GPA at the time of application and during their entire term in office; and have attended the University for one (1) full semester or summer term, prior to the beginning of the Spring Semester of their election.
6. To hold the position of Council of Clubs Representative a student must have a cumulative grade point average of at least 2.00 and be enrolled for at least three (3) credit hours at the time of application and during their tenure in office or be in their first semester at the University with full academic admission.
7. The Student Leadership Development will verify qualifications of the candidates.

### **IV. REGISTRATION FOR CANDIDACY**

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1. Each candidate shall submit an official registration form online via CollegiateLink.
2. Each candidate shall sign the Candidate Certification form.
3. The candidate must sign a statement reaffirming the following:

My participation in the forthcoming election will be undertaken in accordance with and will be governed by: all applicable University policies and campus regulations; the Student Government Association Constitution and By-Laws; and the Student Government Association Election Code, as interpreted and implemented by the Election Commission. I acknowledge that I may receive sanctions, fines, and/or be disqualified upon infraction of the Election Code.
4. Persons wishing to run for office after the deadline for candidate orientation and registration may still file for candidacy as a **WRITE-IN CANDIDATE** in accordance with Write-In deadlines and requirements.

- a. Write-In Candidates are subject to all academic and eligibility requirements stated in SGA Bylaws Title VII Election Packet Section III.
  - b. Write-In Candidates must submit (along with the election packet) a petition bearing the candidate's name, position sought, and 25 verifiable *current* student signatures accompanied with those students' NEIU ID numbers.
  - c. Write-In Candidates must submit said petition to Student Leadership Development by deadline set by Student Leadership Development.
5. Candidates are able to change their candidacy for a different SGA position up until the Election Commission (EC) designated deadline in which the ballot will be locked.
  6. Once the election packets are approved, any subsequent changes to the SGA's constitution and bylaws will not affect the current candidate qualifications and/or election regulations.

## V. CANDIDATE ORIENTATION MEETINGS

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1. The Candidates Orientation Meeting is for the purpose of explaining the Election Regulations and answering any questions regarding the campaigning of candidates. All candidates MUST attend at least one (1) Orientation Meeting before the SLD Office will approve a registration packet/certification and allow that candidate to campaign.
2. It is the candidates' responsibility to attend the orientation meeting to ensure that they have a place on the ballot and receive all campaign information. Candidates are responsible for any and all information disseminated at the Orientation Meeting.

## VI. DEBATES AND CANDIDATE DAY

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1. The Election Commission shall sponsor at least one debate, moderated by the Chair of the Commission. While these debates are not mandatory, candidates are encouraged to participate and inform the student body of their agenda and platform
2. The Commission shall sponsor a "Candidate Day" in Village Square. Candidates will be provided with a table at which they can disseminate campaign materials and talk with voters.
3. Candidates must confirm their participation in Debate Day and Candidate Day by signing up for these events at the Candidate Orientation meetings. Candidates should bring their calendars of availability to the orientation so that their sign-up times and dates are accurate.

## VII. CAMPAIGNING

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1. General Rules Concerning Campaigning
  - a. A candidate may only begin campaigning during the campaigning period once he/she has submitted the signed Candidate Certification form and registration form to the SLD and has been approved.
  - b. Any candidates for office shall have the right, if they so choose, to campaign as a team. Campaign materials for the team may only be posted after the entire team has submitted via email (sgaelections2019@gmail.com) their certification and registration form to SLD.
  - c. Campaigning in class is left to the discretion of the instructor.

- d. On the day of an election, there shall be NO verbal campaigning, distribution of campaign literature, or posters of any kind within 50 feet of a polling location. For online elections, computer labs are defined as “polling locations”. No campaigning shall take place within these prescribed voting areas. With the exception of casting their votes or conducting business that does not involve campaigning, candidates are not allowed in the prescribed area during voting hours.
- e. Candidates may not supply students with personal computer/tablet/smart phone or the like. Candidates may direct students who have their own computer/tablet/smart phone or the like, to the voting website.
- f. Campaigning at public events is allowed so long as it is not disruptive.
- g. Groups and individuals campaigning regarding a referendum must register with the Election Commission and must follow all rules concerning campaigning, finances and rules violations.
- h. ELECTRONIC MEDIA STIPULATIONS - Please include this disclaimer in any social media or emails you send to individuals specifically or post for the sake of campaigning.
  - i. DISCLAIMER: *This electronic communication has been sent to you as a campaigning effort by a NEIU student who is a candidate for the Student Government Association Elections. If you have determined that this electronic communication is unwanted by you, offensive to you, and/or you do not know this person, please contact the Election Commission immediately. All electronic communications by candidates must be sent only to individuals the candidate is familiar with and must be appropriate in content. The tactic of mass emailing; especially to groups or individuals in which the person does not know is against election regulations. Election Commission contact information: [sgaelections2019@gmail.com](mailto:sgaelections2019@gmail.com) or call 773-442-4660*
  - ii. Group emails sent to listserves that other candidates do not have access to will be prohibited.
  - iii. For social media campaigning, if a picture is posted, the disclaimer should be part of the original post (as opposed to being in the comment section).
    - 1. Campaign supporters may not share a candidate’s original post. A supporter must create an original post and follow all election code policies.
- i. In cases where there is no election code policy in place, the election commission has the discrepancy to decide what is fair and just.

## 2. Campaign Materials

- a. Campaign signs, posters, flyers, etc., may be placed only on general posting bulletin boards. Campaign materials may not be posted in classrooms, library or in computers labs. No campaign materials may be placed on outside locations such as building exteriors, light poles, trees, and automobiles, or in bathrooms.
- c. Student Leadership Development will provide no more than 100 copies of campaign material for each candidate (includes write-in candidates). Team copies count towards individual candidate copy quota.
- d. Distribution of campaign materials must comply with the University Posting Policy.

- e. Any campaign material distributed or posted on campus must be registered by the Student Leadership Development. Registration consists of the following:
  - (i) A stamped copy, signed by each candidate whose name appears thereon will be kept on file with the Student Leadership Development after it has been signed and dated by a member of the Election Commission or a staff member of the Student Leadership Development. All candidate signatures do not have to appear on each copy posted/distributed. Only the SLD stamp is necessary.
  - (ii) Registration will be in the Student Leadership Development during posted office hours. All materials distributed or posted for campaigning must visibly contain the SLD stamp of approval.
- f. Campaign material (signs, posters, etc.) shall NOT exceed 11 x 17 inches in size, nor have adhesive backs. Double-sided campaign materials are acceptable as long as both sides have been approved. An individual's campaign items must be only one copy per 10 feet. No campaign materials may be posted in classrooms.
- g. Rules Governing Electronic Media
  - (i) The following media are PROHIBITED: all points E-mail message directed to individual e-mail accounts (NEIU list serv) (SPAMMING), use of TV/VCR with sound and/or electronic audio in any campus location, use of N-Vision, and any forum, chat room, guestbook, or message board on a candidate's website.
  - (ii) If a candidate chooses to use email to campaign, they must include in every email the EC approved disclaimer paragraph at the bottom of each page. The disclaimer will be provided for all candidates prior to the beginning of the campaigning period. The disclaimer instructs recipients of the email to contact the EC if they received a campaign email from a person they do not know, if they feel there are being harassed over email by the candidate, and/or if the email is unwanted.
  - (iii) Candidates are allowed to create websites as well as "Facebook" type pages. If a "Facebook" page is created or used for campaigning reasons, the candidate must "become friends" with the SGA Advisor.
  - (iv) Use of a "homepage" on the World Wide Web (WWW page) on one's own account is permitted if hard copy of campaign material on the page is submitted to the Student Activities. Any change on the website requires that the site be re-registered with the Student Leadership Development.
- f. Candidates are responsible for the information printed on all campaign materials promoting that candidate. Each candidate shall be responsible to ensure all campaign materials comply with this Election Code. If a candidate or his or her person campaigning on their behalf knowingly violates these rules, the candidate shall be held accountable. If the improper campaign materials were not knowingly prepared and placed by a candidate, this shall not be a violation provided that upon WRITTEN notification from the Election Commission, a candidate shall cause improper campaign materials to be properly removed.
- g. No one shall remove or deface the signs, posters, flyers, etc. of another candidate.
- h. Only the Election Commission, members of the Student Leadership Development, or their designated representatives shall remove illegal campaign materials.
- i. Candidates should remove all campaign materials from campus buildings etc. by 5:00pm of the second school weekday following the election.

- j. The Election Commission will be the exclusive user of the University-owned popcorn machine and the cotton-candy machine during the time of elections. No single candidate or group of candidates may use the machines for the purpose promoting their political stance.
  - k. The Election Commission's website contents will include all election information for the purpose of promoting voter participation and education. The determination of the contents of the website is to be solely determined by the Election Commission.
3. Campaigning as a team
- a. Any persons, who so wish, may campaign as a team
  - b. Teams may consist of as many, or as few, people as desired.
  - c. Teams may consist of people wishing to run for the executive and legislative branches or any combination thereof.
  - f. Any persons wishing to campaign as a team must adhere to all rules, regulations, policies and By-laws stated in this Election Code, the Student Government Elections By-laws and the Student Government Association Constitution as well as applicable University, State, and Federal laws and regulations.
  - g. Campaign literature may be designed with the entire team on it. If such literature is posted on University bulletin boards, any of the candidates on that literature may NOT post a personal poster for themselves on that same bulletin board unless the size of the bulletin board shall exceed 10 feet.
  - h. Teams lobbying for a ballot initiative shall also be held accountable to these rules.
  - i. Even though a team is campaigning together, each individual person of that team must register separately in order to be on the ballot.
  - j. The team campaigning will not be considered to be on the same ticket. Each office is determined individually and each position will be filled separately.
2. Endorsements
- a. NEIU Board of Trustees, departments, faculty, and/or staff members may not officially endorse candidates. Election Commission members cannot officially or unofficially endorse candidates at all.
  - b. If a student organization/club endorses a candidate/team (meaning that the organization officially decided/voted on this), the president of the organization/club must send a letter of endorsement to the Election Commission email.

## VIII. REPORTING VIOLATIONS

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1. Reporting a Violation
- a. Any alleged violation of campaign rules must be submitted via Google Form no later than **10:00 AM** the next school day. If the offense has been noted on a Friday, Saturday, or before an official University holiday or recess, the complaint must be filed by **10:00 AM the following Monday.**
  - b. A violation may be reported by anyone.
  - c. Once an official complaint form or notice of violation has been submitted, the Chair of the Election Commission will review and decide if there is enough evidence to take action.
  - d. If the Election Commission should hear the case the Election Commission will meet within 24 hours to review the complaint and decided whether a formal hearing (see IX & X of this document Title VII of the Student Government Constitution Bylaws) is warranted.

- e. Election Commission members may take direct remedial action if warranted in a case of minor violations.

## **IX. PENALTIES AND DISQUALIFICATION**

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1. The Commission shall have the authority to review all alleged violations and to determine whether or not the alleged violation is within the jurisdiction of the Commission. If the Commission determines that the alleged violation is outside of its jurisdiction, the Commission may refer the matter to the appropriate University bodies.
2. Upon determining that the alleged violation is within its jurisdiction, the Commission may then hold a hearing to review alleged violations. If at the conclusion of the hearing they determine a candidate has violated election policies or procedures they have the authority to carry out the following actions:
  - a. Issue formal letters of reprimand (see IX, Sec. 4)
  - b. Order a candidate to perform community/campus service through the University Volunteer Program (see IX, Sec. 6)
  - c. Order a candidate to submit a formal letter of apology to the SGA and/or the aggrieved parties (see IX, Sect. 5)
  - d. Recommend disqualification after a hearing (see X)

The Commission will make final decisions on sanctions on a case by case basis so that they may consider any mitigating circumstances. The following are general guidelines for the sanctions:

- a. Violations relating to Campaign Materials: Sanctions range from one to five hours of community serve per violation and include a letter of reprimand or letter of apology.
- b. Violations relating to campaigning and the Election Conduct Code: Sanctions may range from 2 to 30 hours of community service per violation, letter of reprimand, and/or letter of apology OR recommendation of disqualification to the student senate.
3. The taking of any of the actions described in Section 2 does not preclude a student from being found in violation of the University Student Conduct Code, or from any other applicable University, State, and Federal action.
4. Formal Letters of Reprimand: The Commission may author a letter of reprimand condemning the actions of a candidate. A copy of this letter shall be sent to the candidate, to the President of the SGA, to the Director of the Student Leadership Development, to the Dean of Students, and to the Vice-President of Student Affairs. This letter shall become a permanent part of the SGA record.
5. Formal Letters of Apology: The Commission has the authority to demand that a candidate author a letter of apology to the aggrieved parties and/or the SGA. A copy of this letter shall be sent to the candidate, to the President of the SGA, to the Director of the Student Leadership Development, to the Dean of Students, and to the Vice-President of Student Affairs. This letter shall become a permanent part of the SGA record.
6. Community/Campus Service: The Commission may order a candidate to perform a designated amount of community/campus service through the University Volunteer Program. Service must be completed within 90 days if the violation occurred during the Spring or Spring Elections. If a

candidate is ordered to perform community/campus service, and is elected to office, and fails to complete the hours within the aforementioned time period, then he/she will be subject to impeachment according to the SGA Constitution & its Bylaws.

7. The Election Commission must meet no more than one business day following the close of voting polls. During this time, the Commission shall review complaints or violations and shall decide if the alleged violations warrant sanctions, fines and/or a hearing.
8. The Commission, at any time during the campaigning process, may convene a hearing to determine if disqualification is to be recommended. However, hearings may not take place during prescribed voting times. A hearing must take place no more than three school days following the close of voting polls on the last day of election. No candidate may be disqualified without first having a formal hearing as delineated in Article X. Only after having such a hearing can the Commission recommend disqualification to the Senate.
9. No candidate may be disqualified without first having a formal hearing as delineated in Article X. Only after having such a hearing can the Election Commission recommend disqualification to the Senate.
10. The Senate shall meet one week after the close of polls on the last day of elections, to consider the Commission's report and to ratify the elections. If there have been no appeals filed with the Student Judiciary, then the Senate shall consider the Commission's report and ratify the elections. A simple majority of quorum at the Senate meeting is required to disqualify a candidate. Candidates shall be notified in writing of the time and location of this Senate meeting. Written appeals of decisions made by the Election Commission must be made to the Student Judiciary or the Northeastern Programming Board, whichever is appropriate, within 3 school week days of the candidate's and complainant's receiving the decision. The Student Judiciary will meet within three school weekdays after receiving an appeal. All parties involved shall be notified in writing of the time and location of the Supreme Court meeting.
11. If there have been appeals filed with the court, then the Senate shall postpone consideration of the Commission report and ratification of the results until its next meeting.
12. If appeals have been filed, the Student Judiciary shall meet on the second Friday following the close of voting polls to determine if any cases filed shall go to hearing. If the Court decided to hold hearings, notification must be sent to all parties involved by certified mail, telephone, and email. Supreme Court will hold hearings on the first Tuesday following its decision to hold a hearing.
13. Acts that may result in disqualification:
  - a. Knowingly submitting a false statement in the Certificate of Eligibility, registration form, or any written or verbal communication to the Student Government Election Commission, NEIU Student Judiciary, Student Leadership Development, the Public, or on any campaign literature, posters, signs, etc.
  - b. Tampering with the campaigning materials of another candidate, or ballots.
  - c. Using Student Government or any student organization resources to produce, disseminate, or copy campaign materials.
  - d. Offenses repeated after written notification by the Election Commission that may result in sanctions, fines and/or disqualification:
    - i. Misplacement of a poster.
    - ii. Failure to remove a poster.
    - iii. Using an adhesive-based poster or staples.
    - iv. Using unregistered campaign materials.

- v. Using posters that exceed the size limits.
  - e. Violations of the Election Code of Conduct (see attached)
14. Conviction by the Senate of a violation of the elections rules in the SGA Constitution or in these By-Laws may constitute complete disqualification of the candidate for all offices in the election and all votes received by the candidate for office.

#### **X. FORMAL HEARING PROCEDURES: ADJUDICATION AND AUTHORITY**

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1. After an official complaint or notice of violation has been designated for a hearing by the Election Commission, the Commission will notify in writing all those involved to appear at the hearing. Notice shall be by telephone, certified mail, and email at least 2-3 days in advance of the hearing. By attempting to make contact with the candidate, the Commission shall have fulfilled its obligation to notify the candidate, even if the candidate chooses not to receive the notification. Disqualification can only be recommended after a formal hearing has taken place.
  - a. All hearings shall be open to the press and public except the Election Commission deliberative sessions.
  - b. Election Commission members who feel they are prejudiced, pro or con, must disqualify themselves from the hearing.
  - c. The alleged violator is then brought into the hearing room. The Election Commission may also bring faculty members, staff, administrators, and/or witnesses.
  - d. The hearing is called to order by the Election Commission Chairperson. The hearing must be audio recorded or it shall not proceed.
  - e. The Chairperson of the Election Commission will make the introductions and briefly explain the purpose of the hearing. The elections rule, concerning false statements, will then be read.
  - f. The violation(s) against the accused will be read by the Chairperson of the Election Commission. Witnesses supporting the violations shall testify. The accused may question each witness after his or her testimony has ended.
  - g. The Election Commission Chair will then ask the accused to present his/her case, using any witnesses.
  - h. Election Commission members and the accused, after being recognized by the Election Commission Chairperson, may question the accused or any witnesses.
  - i. After questioning the accused and any witnesses, the Election Commission will enter into executive session by requesting non-Commission members to leave the room
  - j. The Election Commission then discusses the case and arrives at a decision in the executive session. The behavior of each person involved will be considered separately. All decisions must be based on the evidence presented in the open session, on a majority rules basis.
  - k. The alleged violator will be asked to return to the hearing room and is informed of the Election Commission's decision, including the reasons, and an explanation of what the action means. An opportunity will be given for the accused to make comments. The accused will also receive a written "Statement of Decision" within 2 school week days of the hearing, which will also be made available to the public, by the Election Commission Chairperson.
  - l. The alleged violator is then informed of the appeal procedures.

- i. Appeals of the Election Commission decision shall be filed with the Student Judiciary or the Northeastern Programming Board whichever is appropriate 12 p.m. after the close of polls on the last day of the election.
- ii. The Student Leadership Development may receive documents on behalf of the Senate and the Supreme Court.
- m. If there are no further comments, the hearing is adjourned.

## **XI. BALLOTING**

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1. Placement of names on the election ballots shall be determined by a random drawing by the Election Commission.
2. Balloting shall be done at designated voting stations; unless the elections will be online.
3. Ballots will be counted the night of the final day of elections.
4. The candidate receiving the most legitimate votes shall be considered the winner for the offices of President, Vice-President, Secretary, Treasurer, the Northeastern Illinois University Board of Trustees Student Representative, and the Illinois Board of Higher Education Student Advisory Commission Representative. If no candidate shall receive more votes than each of the other candidates for the same office, the Election Commission shall hold a run-off election for those candidates tied with the highest vote total. The candidate with the most votes shall be considered the winner.
5. The senators with the most votes shall be the winner. If a tie occurs then the Senate shall decide.
6. If a candidate is disqualified, the winners shall then be determined from the remaining candidates and votes.
7. If the candidate is running uncontested or for a position with multiple seats, the candidate must have garnered at least 5% of the total vote count or 5 votes (whichever number is lower)
8. The numerical results of the elections shall be released for publication and displayed by the Election Commission after the official tabulation has been made.
9. Election ballots shall be kept for six weeks after the Election and shall then be destroyed.
10. Formal requests for a re-count of ballots must be submitted in writing no later 10am the next business day following the official final count and posting of the election results. The request must be submitted to the Student Leadership Development in order to be reviewed by the Election Commission.
11. A re-count of ballots will be allowed if the margin between the nearest winner and the contester is less than 2% of the overall votes for that position.

## **XII. REFERENDA**

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1. No more than three (3) advisory referenda may be placed on the ballot in each regular election or one (1) in special elections. Referenda must be submitted in writing to the SLD by 3pm on the day of Candidate Registration and Certification forms are due.

2. The wording of the referendum is set by the sponsor(s) of the referendum or by Commission. The Senate may then approve, reject, or modify the proposed wording.
3. No referendum may attack, slander, or mention the name of any student.

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### **XIII. POLLING PLACE PROCEDURES**

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1. Hours of voting on election days are determined for each election and each location. Polls (virtual or physical) will remain open until the hours are complete.
2. In order to vote at a physical poll, students must provide a photo ID (either an NEIU ID or government issued). NEIU student IDs must be verified through use of a card reader or a current enrollment printout. Government IDs will also be verified through the current enrollment printout. Newly admitted students must show proof of current semester enrollment. In order to vote at a virtual poll, a login and password must be entered that is unique to each individual current student. Instructions for login and password entry will be on the virtual polling site.
3. Candidates and their supporters must remain at least 50 feet away from the election table while campaigning. If online elections are conducted, candidates and their supporters must remain at least 50 feet away from all computer labs.4. The voting station must be staffed at all times by authorized persons where physical polling areas have been established. Ballots and the ballot box must be removed from the voting area if the staff leaves. The voting terminal must be inactive if the staff leaves voting area.
5. Election staff must keep the election table free of candidate campaign literature.
6. Only a valid student voter may write on the ballot. Voters with physical limitations may receive assistance from election staff or Election Commission members.
7. Ballots must be accounted for at all times. Spoiled or voided ballots should be placed in the ballot box along with all other ballots. The ballot box must be sealed and signed by a member of the Election Commission or the SLD office upon conclusion of voting.

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### **XIV. SPECIAL ELECTIONS**

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1. Special Elections will be held when Senate vacancies exceed five (5) at any time.
2. Due to the need to maintain enough voting members so that the Senate may establish quorum, any Special Election will be held at the earliest time possible after the vacancies exceed five (5).
3. If there is still a standing Election Commission (minus any members who might have a conflict of interest), it is that Commission's responsibility to run the Special Election. Otherwise the Commission will be chosen in accordance with the Constitution.
4. All rules, policies, regulation and By-lays that apply to a normally scheduled election shall apply to Special Elections.

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### **XV. RATIFICATION OF ELECTION RESULTS**

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1. All elections for offices of Student Government must be ratified by the Senate.

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### **XVI. AMENDMENT PROCEDURES**

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1. These by-laws may be amended or replaced by a two-thirds majority vote of the current voting membership of SGA. The total number shall be all those present whether they vote or not or whether they abstain or not.

#### **ELECTION CONDUCT CODE**

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Candidates who are running for SGA positions are expected to conduct themselves in a professional and respectful manner becoming of student leaders. Violations of the Election Conduct Code result in an immediate recommendation of disqualification by the Commission. Violations include, but are not limited to, the following:

1. Furnishing false information to the Election Commission.
2. Forgery, alteration, misuse or misrepresentation of documents, records or ballots.
3. Physical abuse of another person or conduct which threatens or endangers another, or slander or libel.
4. Unauthorized entrance into or use of University facilities.
5. Violation of Election Commission regulations including, but not limited to, registration of candidate or team, manner and place of public expression.
6. Lewd, obscene, or disruptive conduct, or racial/ethnic or other legally prohibited harassment, or slander and libel.
7. Failure to comply with the direction of any authorized Election Commission representative, acting appropriately in the performance of his/her duties.
8. Violation of the terms of any disciplinary sanction imposed in accordance with this Policy and the Election Bylaws of the SGA.
9. Behavior which causes or threatens to cause harm to the student, other persons, or property, or creates a pattern of extreme disruption, or indicates an extreme inability of a student to cope with her/his own needs, and also suggests the possibility of mental disorder.
10. Misuse or unauthorized use of computer technologies, including hardware, software, computer interfaces, University databases, internet and electronic-mail.