SPRING 2019 ELECTION HANDBOOK

TRUMAN STATE UNIVERSITY STUDENT GOVERNMENT

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GREETING FROM THE ELECTIONS ADMINISTRATOR

Dear Candidate,

Congratulations on your decision to run for Student Government or Funds Allotment Counsel (FAC)! This handbook is intended to be your go-to guide for anything regarding spring 2019 elections. As such, I encourage all potential candidates to read through this handbook in its entirety. The Election Handbook is considered an official governing document of Truman State University's Student Government, and will be used and respected as such.

If elected Student Senator, you will have specific responsibilities and duties. The primary responsibilities of a Senator are to be a representative for the student body, to listen to student concerns, and to voice student opinion to the Senate. You are required to attend Sunday meetings, become a member of a standing committee with its own weekly meeting, and serve one hour a week in the Senate office. Finally, all Senators are required to maintain a 2.75 G.P.A. and be full-time students.

If you have any questions or concerns regarding Student Senate, the election, campaigning, or need clarification about something in this Election Handbook, please contact me; I will happily answer your questions! Thank you for taking the time to read through the Election Handbook, and I wish you the best in your campaign!

All the best,

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STUDENT GOVERNMENT SPRING 2019 ELECTION TIMELINE

Monday, April 1st	Petitions made available in the Student Senate office. Petitions will remain available until filing deadline
Tuesday, April 2nd	Information Session in the Student Senate Office at 8:00 P.M.
Wednesday, April 3rd	Information Session in the Student Senate office at 4:30 P.M.
Monday, April 8th	Active Campaigning begins
Wednesday, April 10th	Presidential Debate/Candidate Forum at 5:00 PM in the SUB Alumni Room
Friday, April 12th	Filing Deadline. Petitions are due to the Center for Student Involvement (CSI - Room SUB 2000) before 4:00 PM
Monday, April 15th	Elections begin. Online Election polls open at 8:00 AM at **vote.truman.edu**
Thursday, April 18th	Elections end. Online election polls close at 10:00 AM
Thursday, April 18th	Election results announced at 12:00 PM (noon) outside in front of the SUB, or in the SUB HUB if weather does not permit an outdoor announcement. Election results will also be announced via Student Government social media platforms.

AVAILABLE POSITIONS AND ELIGIBILITY REQUIREMENTS

Listed below are the available positions, the number of openings per position, and their associated eligibility requirements. In order to be considered eligible to run for a position you must fulfill all the eligibility requirements of the position you are seeking.

Student Government Positions:

3 (of 5) Senior Senators   (150 Signatures)
> Any full time student maintaining a minimum 2.75 GPA who has served on Student Senate for two terms or four semesters shall be eligible to run for Senior Senator.

12 (of 15) Senators   (150 Signatures)
> Any full time student maintaining a minimum 2.75 GPA shall be eligible to run for Senator.

1 (of 1) President/Vice President   (250 Signatures)
> Any student meeting the necessary requirements for office shall be eligible to run for President/Vice President. Each ticket must contain one student for President and one student for Vice President.

FAC Available Positions:

1 (of 1) Student Representative to the FAC   (75 Signatures)
> Any student meeting the necessary requirements is eligible to run for Student Representative to the FAC.

1 (of 1) FAC Treasurer   (75 Signatures)
> Any student meeting the necessary requirements is eligible to run for FAC Council Treasurer. A student must have served at least two semesters on the Council in order to run for Council Treasurer.

1 (of 1) FAC Chair   (75 Signatures)
> Any student meeting the necessary requirements for office who have served for two semesters shall be eligible to run for FAC Chair. Candidates for FAC Chair may not hold any other position that is voted upon during the fall or spring election.

ELECTION REQUIREMENTS CHECKLIST

In addition to fulfilling the eligibility requirements for the position you are running for, you will need to fulfill the below requirements before being allowed to be elected to that position.

_____ 1. <u>Student Government Candidate Signature Form</u>- All candidates are required to thoroughly read, fill out, and sign the Student Government Candidate Signature Form. These forms are due to the Center for Student Involvement by the filing deadline, April 12th at 4:00 pm. See Appendix I for the form.

_____ 2. <u>Campaign Staff Acknowledgement Form</u>- All candidates are required to fill out, sign, and have the members of their campaign staff (if any) sign the Campaign Staff Acknowledgement Form. These forms are due to the Center for Student Involvement by the filing deadline, April 12th at 4:00 pm. See Appendix II for the form.

_____ 3. <u>Student Government Candidate Nomination Petition-</u> In order to be placed on the ballot, all candidates must complete a Student Government Candidate Nomination Petition. Petitions are to be signed only by current students of Truman State University. The number of signatures a candidate is required to obtain for their petition depends on the position they are running for, exact numbers can be found in the Available Positions and Eligibility Requirements section. Completed petitions are due to the Center for Student Involvement by the filing deadline, April 12th at 4:00 pm. See Appendix III for the petition.

_____ 4. <u>Attend a General Body Meeting of the Student Senate-</u> In order to be placed on the ballot, all candidates must attend at least one meeting of the Student Senate prior to elections. Meetings are held Sundays at 5:00 PM in the Third Floor Conference Room (Room #3000) of the SUB. If you are incapable of meeting this requirement but still wish to run, please contact the Elections Administrator.

_____ 5. <u>Submit Ballot Statement and Picture-</u> In order to be placed on the ballot, all candidates must submit a paragraph two hundred words or less in length explaining their reasons for running for their position and which discusses any key issues they wish to address in their term. In addition, if you would like to have a picture to be displayed on the ballot include a .jpg file of one along with your statement. All statements and pictures are due to be emailed to the Elections Administrator at hew6677@truman.edu by the first day of voting.

CAMPAIGNING GUIDELINES

This section contains the guidelines for what types of campaigning are permitted and what practices are prohibited. All candidates and individuals campaigning on behalf of candidates will be required to adhere to these guidelines. Failure to do so will result in possible disciplinary action. As such, please review these guidelines carefully and direct any questions to the Elections Administrator.

Initial Campaigning Requirements
1. All those wishing to run for a position must sign the Student Senate Election Candidate Signature Form
2. After signing the statement, candidates may begin actively campaigning while wearing their campaign badge during the allowed time to campaign. Candidates must garner the required signatures before their badge will be made available. A set number of badges that a candidate may distribute to their campaign staff will be given to each candidate after they have been approved to run
3. When actively campaigning on campus, candidates and their staff must wear their campaign badge so that it is clearly visible. Failure to wear the badge will result in sanctions from the Election Hearing Board.

"Actively Campaigning"

Actively campaigning is defined as face-to-face solicitation for votes for a period of time lasting longer than ten minutes. Posting on the Internet or speaking with friends on a personal level are not included in this definition. An example of actively campaigning would be standing in the quad or in a building and asking those who pass by to vote for you or your candidate or speaking in front of organizations that the candidate is not involved in.

Posting and Advertising Guidelines

Candidates are to adhere to the following guidelines when distributing information concerning any Student Senate election. Many guidelines are taken from the Truman State University Advertising Policy; therefore, any violation of these rules may violate campus rules as well as jeopardizing your candidacy.

All flyers and posters must be submitted to CSI Office (per University rules) for approval prior to their posting. Please also submit them to the Elections Administrator Hannah Wissler as an email attachment at hew6677@truman.edu

Posting
1. *All postings on campus are subject to the Truman State University Advertising Policy produced and enforced by the CSI. In addition to the University policies, candidates must also follow the guidelines given below. The University rules can be found at:* **csi2.truman.edu/Truman_Posting_Policies_2013_for_web.pdf**
2. "Student Senate" or the name of a chartered student organization must appear as the designated sponsor on all posted material (You can download an image of our logo from http://senate.truman.edu/OfficialDocuments/). **It is required that you also include the dates and times of elections** as well as the website for the election: **vote.truman.edu**

3. Student candidates campaigning for an office or position on campus are limited to one poster per candidate/campaign per bulletin board.
4. Posters may not be obscene, display profanity or nudity, or be beyond the limits of good taste.
5. Defacing of others' election material is illegal.
6. **Posters should be attached with tacks. Staples and tape are not allowed.**
7. You must remove your own posters within 36 hours from the end of the election.
8. The University reserves the right to remove any form of posted material, and in particular, any material that does not comply with this policy.

Bulletin Boards

Only one poster per candidate or party is allowed per bulletin board. Candidates may not personally post in residence halls, but should deliver campaign posters to the ResLife office for posting (Missouri Hall 1100).

Banners

Candidates are allowed to put up banners, but they must follow the banner policy established by Student Senate, as well as that of the CSI. This policy is:
1. Every candidate pursuing Student Senate Office shall have the opportunity to create a banner and have that banner displayed on Pickler Library, subject to space limitations.
2. Banner Request forms (from the CSI) must be picked up in the CSI Office and turned in with the banner after being approved by the Election Administrator.
3. Presidential Tickets shall have first priority to have a banner.
4. Priority, after the Presidential candidates, shall be given to those banners that list more candidates for contested races for Senator, Senior Senator, and FAC representatives.

For a complete list of University rules regarding banners, visit:
csi2.truman.edu/Truman_Posting_Policies_2013_for_web.pdf

Snapchat Filters

Snapchat filters and other electronic public advertisement are subject to "Face-to-Face" campaign rules regarding appropriate locations and time. The filter must be approved by the Ethics Justice before it is posted to ensure that it abides by other posting guidelines. It must state that the filter has been sponsored by Student Government.

Chalking, Lawn Signs, and Other Campus Decorations

Chalking and Lawn signs are prohibited. Banner advertisement is available through the CSI (see above).

Classroom Chalkboards and Announcements

Writing on classroom chalkboards is not permitted. Campaigners are permitted to make announcements in class with instructor permission.

Distribution of Campaign Literature

Distribution of campaign literature may not impede the flow of traffic on campus or into entrances of buildings.

Mailing

Candidates may not send paper mail to student mailboxes. Mail for chartered student organizations may be placed in the mailboxes in the CSI, located in the Student Union.

Electronic Bulletin Boards and E-mail Lists

Candidates who post on public websites (including Facebook and other public message boards) should be sure that they are in compliance with the University Student Conduct Code. Candidates must be approved by the board's administrator before posting in the group. Candidates may send email and Facebook invitations to friends, personal acquaintances, and anyone else who has registered on a list to receive such information. However, candidates should be particularly sensitive to anyone who requests to be removed. Electronic spamming is prohibited.

Websites

Websites and Facebook groups with election-related content may be put up a maximum of 48 hours before the start of campaigning, but may not be advertised before the start of the campaign season.

Face-to-Face Campaigning Guidelines

Going door-to-door or standing in front of the SUB can be very effective ways to campaign. However, some stringent rules need to be followed. In particular, campaigning in the residence halls is strictly controlled.

Places to Campaign:
Around the Dining Halls (not in them)
Residence Halls
Outside of the SUB, Library, Baldwin Hall
Violette Atrium
Common areas of other classroom buildings (except as described below)
Residence Hall common areas and non-study lounges
Student organizations meetings

Places to NEVER Campaign:
Quiet Lounges
Computer Labs
Rooms with a "No Campaigning" sign on door
Rooms with door closed
Library
Restrooms
Computer Labs or immediate vicinity
Student Union Building (unless speaking to an organization that meets in the SUB, in which case candidates must stay in the room the meeting is being held in to campaign)

Rights of Residents, Student Advisors, and Hall Directors

Residents reserve the right to ask candidates to leave their room or apartment.
Additionally, Student Advisors, Hall Directors or other Residence Life officials reserve the right to ask disruptive campaigners to leave a public area of the residence hall or the residence hall itself. Not respecting the decisions of either residents or Residence Life staff will result in sanctions from the elections board.

Residence Hall Campaigning Times and Dates

Campaigning in permitted residence hall spaces is allowed during the following hours:
 Monday through Friday 5 PM to 10:30 PM
Saturday and Sunday Noon to 10:30 PM

Contacting Organizations

If you plan on visiting organizations during your campaign, you can set up appointments prior to the start of the campaigning season. **However, you cannot meet with these organizations until after you have been approved to actively campaign.**

Information Tables

You may reserve campaigning tables in McClain, Violette Hall, Ophelia Parrish, and anywhere outside. If you are not campaigning with a chartered student organization, Senate can reserve a table on your behalf. Requests for tables should be sent to the elections administrator (hew6677@truman.edu).

Public Speaking with Amplification

No candidate or ticket may utilize outdoor electronic amplification on campus.

General Courtesy Guidelines of Campaigners

Campaigners should at all times be respectful of residents and students.
Campaigners should use good judgment when it comes to lounges and should not bother residents that are in lounges to relax or study.
Campaigners should try to limit the time they speak to each person and be sensitive to the voters' time and level of social comfort .
Campaigners should be careful not to loiter or station themselves in one particular place for too long.
Campaigners should be respectful of the authority of Student Advisors and Hall Directors and leave public areas or buildings if asked.
Campaigners should be familiar with the rules and policies for campaigning and distribution of campaign literature and of all restrictions on campaigners.

Use of Electronic Devices

During the campaign season, it is prohibited for candidates or members of their staff to offer students the use of electronic devices (laptops, phones, tablets, etc.) belonging to a campaign member in order to allow students to cast their vote. For example, candidates and/or members of their staff may not campaign for any length of time on the quad or in the dorms with their own electronic device to let students vote. Candidates are encouraged to direct students to public polling locations available in the SUB.

THE ELECTION HEARING BOARD

The Student Senate Election Hearing Board is charged with the duty of addressing complaints and enforcing sanctions if necessary. This committee is made up of five to nine members who act as the court system for Student Senate. The chair of the committee is the Ethics Justice who also serves as the Election Administrator. The other members are full-time students not involved in the current elections. All elections ethics violations will be heard by and decided upon by the Election Hearing Board.

If at anytime during either the elections or prior to the elections you witness any action which you feel is a violation of the ethical guidelines you may report the action. It is up to the Ethics Justice (in consultation with the Faculty Advisor) as to whether the Election Hearing Board will be called to hear the complaint.

Procedure for Submission and Processing of Complaints

1. All complaints must be addressed to the Ethics Justice and submitted electronically to the Ethics Justice via email.
2. All complaints must include the name of the person or the group the complaint is being filed against.
3. All complaints must include the name of the complainant.
4. All complaints must describe in detail the nature and facts of the alleged violation.
5. All complaints and defendants have the opportunity to appear at the hearing to testify.
6. Complainants will be asked to share grievances and defendants will have an opportunity to respond.
7. Neither party is required to be present at the hearing. However, an accusation or defense will carry more weight if the respective person is physically present.

Sanctions

The Election Hearing Board will be responsible for deciding what sanctions/actions will need to be taken after a complaint has been filed and investigated. All individuals who are sanctioned during the election will be directed to write a letter of apology to the appropriate parties and will have their names posted outside the Senate Office in the SUB. Possible sanctions are as follows:

- Destruction or removal of another candidate's campaign posters will result in removal of 2 or more of the sanctioned individual's own posters.
- Individuals sanctioned for knocking on the doors of residences that the candidate does not know will no longer be allowed to verbally campaign on-campus.
- Individuals sanctioned for campaigning in "no campaign" areas will not be allowed to verbally campaign on campus, and may be forced to remove all campaign posters.
- Individuals who are sanctioned may also be required to appear before the University's Conduct Board if their actions violate the Student Code of Conduct.
- Extreme or multiple violations of election guidelines and the Code of Conduct can result in removal from the election.

APPENDIX I: STUDENT GOVERNMENT CANDIDATE SIGNATURE FORM

Please turn in this form with your petition to the CSI (located in the SUB HUB) by 5:00 PM on the day of the filing deadline (See Election Timeline). **You must also make sure that all members of your campaign staff have signed your staff acknowledgment form**.

_____   _____

Name   Position Sought

_____   _____

Running Mate (If Applicable)   Position Sought

_____   _____

Email Address   Telephone Number

_____   _____

Name of Campaign Manager (if applicable)   Email Address

By signing below, I:
1. Verify that I have read all the Campaign Packet, the Student Senate Code of Ethics, and relevant parts of the Student Senate Constitution and Standing Rules.
2. Affirm that I will abide by all these ethics, guidelines, and rules throughout my campaign.
3. Affirm that all members of my campaign staff and those who will be actively campaigning for me will abide by all these ethics, guidelines, and rules throughout my campaign.
4. Authorize the release of my academic information to the Student Senate Advisor for the purpose of validating my eligibility to run for Student Senate.

_____   _____   _____

Signature   Date   Banner ID#

Running Mate (if applicable):

_____   _____ _____

Signature   Banner ID#   Date

APPENDIX II: CAMPAIGN STAFF ACKNOWLEDGEMENT FORM

Candidate:

Please turn in this form with your petition to the CSI (located in the SUB HUB) by 5:00 PM on the day of the filing deadline (See Election Timeline)

_____ _____ _____ _____

Name   Signature   Banner ID#   Date

Staff:

By signing below, I:

1. Verify that I have read all the Campaign Packet, the Student Senate Code of Ethics, and relevant parts of the Student Senate Constitution and Standing Rules.
2. Affirm that I will abide by all these ethics, guidelines, and rules throughout the campaign.

Name	Email	Date	Signature

APPENDIX III: STUDENT GOVERNMENT CANDIDATE NOMINATION PETITION

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