

SPRING 2020 ELECTION HANDBOOK



**TRUMAN STATE UNIVERSITY STUDENT
GOVERNMENT**

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GREETING FROM THE ELECTIONS ADMINISTRATOR

Dear Candidate,

Due to COVID-19, this Election Handbook, which is considered, used, and respected as an official governing document of Truman State University's Student Government, has undergone serious revisions from past elections handbooks. Please read through the policies and procedures in this handbook in their entirety as this Elections Handbook is your guide to virtual campaigning for the Spring 2020 Student Government and Funds Allotment Council (FAC) elections. All elected offices require full-time student status and to hold and maintain a 2.75 G.P.A throughout the tenure of office.

If elected, you will have specific responsibilities and duties to the Student Government or FAC. Consult the governing documents and websites ([FAC](#) or [Student Government](#)) for more information and details relevant to the specific organization and position you are seeking.

If you have any questions or concerns regarding Student Government, elections, campaigning and campaigning rules, or need clarification on anything else within any of Student Government's governing documents please reach out to Jared Kolok. Thank you for your time and commitment to Truman State University. I wish you the best in your campaign!

Respectfully,

Jared Kolok
Ethics Justice & Elections Administrator
jtk7741@truman.edu

Dr. Meg Edwards
Student Government Faculty Advisor
megedwards@truman.edu

Laura Bates
Student Government Staff Advisor
lbates@truman.edu

Student Government
senate.truman.edu



Lower Level
Student Union
100 East Normal Avenue
Kirksville, MO 63501-4221

Ethical Code of Conduct of the Truman State University Student Government

As representatives of the Student Association, all members of the Student Government shall uphold these practices:

- Members of the Student Government shall act in the best interest of the University from the perspective of the Student Association, even when these conflict with a member's own interests, upholding the mission of the Student Government as outlined in the Preamble of the Constitution of the Truman State University Student Government.
- Members of the Student Government shall be cognizant of all University and organizational policy and shall not violate these policies.
- Members of the Student Government shall strive to be accessible to students, communicate students' concerns to the Student Government, and report Student Government discussions, decisions, and actions back to the Student Association.
- Members of the Student Government shall act ethically at all times, striving to demonstrate fairness, integrity, and conscientious behavior as they conduct Senate business within the University community.
- Members of the Student Government shall strive to be informed members of the campus community and a resource for the students, keeping informed of current University policies, procedures, and expectations affecting the interests of students and the functioning of the University from the perspective of the Student Association.
- Members of the Student Government shall not unlawfully influence the process of elections and shall follow all guidelines outlined in the elections handbook which shall, once approved by the Student Senate, be considered a governing document until the end of elections.
- Members of the Student Government shall maintain confidentiality when appropriate. This includes matters discussed during closed session of the Student Senate, its committees, or its leadership. Such matters can only be discussed at another closed session of the Student Senate, its committees, or its leadership, when no members previously excluded are present.

Each member of the Student Government has the right to:

- Speak their own opinions in public, including to the press, provided they clearly state that their opinions are their own and not those of the Student Senate.
- Voice their opinions and the opinions of the Student Association on any issue that is raised before the Student Government, excluding the Speaker of the Student Senate.
- Appeal any charges of ethical violations and any decisions of the Ethics Hearing Board.
- Act as a member of the Student Association in petition, recall, and referendum initiatives.

STUDENT GOVERNMENT SPRING 2020 ELECTION TIMELINE

*The Spring 2020 election will be conducted **solely** through electronic and virtual means from April 6th through April 24th. All times listed are Central Standard Time. **Contact jtk7741@truman.edu with any concerns or inability to attend required meetings.***

Monday, April 6th	Petitions made available digitally.
Monday, April 6th	Mandatory Zoom meeting (<i>attendance is required for either April 6th or 9th, not both</i>) at 7:00 PM for discussion and questions on the election, campaign restrictions, and the Election Handbook.
Thursday, April 9th	Mandatory Zoom meeting (<i>attendance is required for either April 6th or 9th, not both</i>) at 7:00 PM for discussion and questions on the election, campaign restrictions, and the Election Handbook.
Sunday, April 12th	Social Media posts (to be shared by the Student Government social media pages), including a picture and short blurb about a candidate, are due to jtk7741@truman.edu and dks6214@truman.edu no later than 5:00PM.
Monday, April 13th	Virtual active campaigning begins at 8:00 AM. In-person campaigning of any kind is not allowed
Thursday, April 16th	Zoom presidential debate from 6:00 PM to 8:00 PM.
Friday, April 17th	Filing deadline. Digital petitions must be submitted by <i>absolutely no later</i> than 5:00 PM. If submitting ballot language (a picture and short ballot statement), this is also due to jtk7741@truman.edu by 5:00PM. If submitting a short video to be shared on Student Government's social media, this is also due to dks6214@truman.edu by 5:00PM.
Monday, April 20th	Online voting opens at 8:00 AM at vote.truman.edu .
Friday, April 24th	Online voting closes at 4:00 PM.
Friday, April 24th	Election results announced at 5:00 PM digitally via Zoom . Once announced, results will be made public via social media.
Sunday, April 26th	Transitional meeting at 5PM via Zoom .

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 (25 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 (25 Signatures)
Any full time student maintaining a minimum 2.75 GPA shall be eligible to run for Senator.
- 1 (of 1) President and Vice President Ticket (100 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. A *combined* total of 100 signatures is needed for the President and Vice President ticket.

FAC Available Positions:

- 1 (of 1) Student Representative to the FAC (25 Signatures)
Any student meeting the necessary requirements is eligible to run for Student Representative to the FAC.
- 1 (of 1) FAC Treasurer (25 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 (25 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. All candidates are required to fulfill the requirements for all candidates prior to being cleared for active campaigning and placement on the ballot.

Requirements for All Candidates

- 1) Candidate Declaration Form- All candidates are required to thoroughly read, fill out, and submit the digital Student Government Candidate Signature Form. A form will become digitally available at 8:00 AM on Monday, April 6th available [here](#). This form should be submitted by 5:00 PM Friday, April 17th.
- 2) Candidate Nomination Petition- In order to be placed on the ballot, all candidates must obtain a minimum number of signatures. 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. Petitions are to be digitally signed only by current students of Truman State University. Petition forms will be made digitally available at 8:00 AM on Monday, April 6th available [here](#). The deadline to collect and receive signatures to be placed on the ballot is 5:00 PM Friday, April 17th.
- 3) Virtually Attend a General Body Meeting of the Student Government or FAC- 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 via Zoom at meeting ID: 389 920 958 or link: <https://zoom.us/j/389920958>. If you are incapable of meeting this requirement but still wish to run, please contact the Elections Administrator at jtk7741@truman.edu.

Optional for Candidates

- 1) Campaign Staff Acknowledgement Form- Candidates who choose to have a campaign staff are required to digitally fill out and sign the Campaign Staff Acknowledgement Form. This form will become digitally available at 8:00 AM on Monday, April 6th available [here](#). This form is due by 5:00 PM Friday, April 17th.
- 2) Submit Ballot Statement and Picture- Candidates are strongly encouraged to submit a paragraph of two hundred words or less explaining their reasons for running for their position and discussing 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 should be emailed to the Elections Administrator at jtk7741@truman.edu by April 17th.
- 3) Submit Social Media Post for Student Government Social Media -- Candidates may submit a picture and short paragraph to dks6214@truman.edu and jtk7741@truman.edu to be posted on Student Government social media the week of April 13-17th. The short paragraph may be two hundred words or less explaining their reasons for running for their position and discussing any key issues they wish to address in their term. These materials must be submitted by 5:00PM on April 12, and the candidate must have been approved to actively campaign, to be posted the following week on Student Government social media.
- 4) Submit Short Video Clip for Student Government Social Media -- If desired, candidates may submit a short video clip (**no longer than one minute**) introducing themselves and speaking briefly about their platform. All videos will be compiled into a longer video to be posted on Student Government's social media on Monday, April 20th. These videos are due to dks6214@truman.edu and jtk7741@truman.edu no later than Friday, April 17th at 5:00PM.

CAMPAIGNING RULES AND REGULATIONS

This section contains the rules and regulations 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 may result in disciplinary action. Many of these guidelines have changed since the last election due to the COVID-19 outbreak and in-person class suspension. As such, please make sure you read these rules in their entirety.

Initial Campaigning Requirements

1. All those wishing to run for a position must submit the Student Government Election Candidate Declaration Form prior to the filing deadline. Candidates with campaign staff must also announce and submit the Campaign Staff Acknowledgement Form prior to the filing deadline.
2. Candidates may receive signatures until the filing deadline on Friday, April 17th.
3. No candidate may begin actively campaigning until active campaigning begins on Monday, April 13th.
4. Campaign staff are required to submit their Campaign Staff Acknowledgement Form before being able to actively and publicly staff and campaign for their candidates.
5. Ensure all forms are correctly and fully submitted by their filing deadlines. If any concerns or questions arise, direct them to the Elections Administrator at jtk7741@truman.edu.

Virtual Active Campaigning

Face-to-face campaigning of any kind is prohibited throughout the spring 2020 election for all candidates. Active campaigning shall consist only of virtual efforts to reach potential voters and promote candidates or to solicit votes. **Active campaigning begins on Monday, April 13th.** Active campaigning prior to this point will be considered an election violation. Any in-person campaigning will be considered an election violation. There will be absolutely no:

- 1) in-person meetings of candidates, campaign staff, or supporters to strategize, plan, or create advertising materials;
- 2) campaign usage or taking of group pictures taken after March 6;
- 3) meeting with organizations in-person or virtually communicating with organizations that insist on in-person meetings or events with their own members;
- 4) in-person, face-to-face campaigning or solicitation for votes through active campaigning in physical locations or dissemination of physical campaign literature.

Student Government Campaign Activities

Given the current restrictions on face-to-face campaigning and election activities, the current Student Government will help to provide social media coverage of the election, along with fair presentation of candidate platforms and photos. Candidates are expected to send jtk7741@truman.edu and dks6214@truman.edu campaign pictures and campaign statements(e.g. [Kentucky Wesleyan University](https://www.kentuckywesleyan.edu)) **by April 12th at 5 PM**. Similarly, candidates may send campaign video clips to the aforementioned email addresses by April 17th at 5 PM. In order to post these in a fair manner, the Student Government will:

- 1) Post daily candidate ‘snapshots’ to social media using pictures and campaign statements emailed to jtk7741@truman.edu and dks6214@truman.edu. Posts will go public from April 13th to the 17th beginning with one day for Presidential candidates, the next day for Senior Senators, the next two days for Voting Senators, and the final day for FAC positions;
- 2) Compile a video of video clips from each candidates **no longer than one minute** highlighting individual candidate’s platforms to be posted April 20th;
- 3) Provide an election timeline, this handbook, actively campaigning candidates, and other information on senate.truman.edu, student body emails, and Student Government’s social media (Facebook: “Truman Student Government,” Instagram/Twitter: @tsustugov).

Private and Direct Messaging

Candidates may, every 24 hours, initiate private messages with an unlimited number of individuals. Candidates are allowed to respond to private messages or emails without daily limits. Candidates may send direct messages to groups (Facebook, Groupme, etc.) so long as they receive approval from the group’s administrator. Candidates may not send paper mail. All messaging must be in compliance with the University Student Conduct Code.

Virtually Contacting and Meeting with Organizations

If you plan on digitally 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. Organizations should *not* be meeting in person to run their meetings. Therefore, candidates may not meet with organizations that run in-person meetings.

Websites and Online Advertising

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.

Online Advertising

Candidates may purchase online advertising so long as the advertisement is in compliance with the University Student Code of Conduct. Any advertisements must have or redirect to other resources that have Student Government as a sponsor (the logo can be downloaded [here](#)) and the dates, time, and website (vote.truman.edu) for the Spring 2020 election.

Social Media Usage

All posts on social media sites must be in compliance with the University Student Code of Conduct.

Snapchat Filters

Candidates are not allowed to purchase or use Snapchat filters for the Spring 2020 election.

General Courtesy Guidelines of Campaigners

Campaigners should never engage in face-to-face campaigning and should not encourage organizations to meet in person.

Campaigners should be familiar with the rules and policies for campaigning and distribution of campaign literature and of all restrictions on campaigners.

Campaigners should be considerate and respectful of the virtual spaces they use and should respect the requests of administrators, group members, or individuals to cut back, stop, or remove campaign activities.

Campaigners should be flexible and understanding through the challenges and difficulties COVID-19 and virtual elections provide and should understand that things may change and candidates are bound by the rules of Student Government along with federal, state and local laws and this election is bound by the same.

Use of Electronic Devices

During the campaign season, **it is prohibited for candidates or members of their staff to coerce or induce voting, engage in voter intimidation, offer raffles, prizes, or benefits of any kind to students in exchange for voting, or campaign face-to-face.**

THE ELECTION HEARING BOARD

The Student Government Election Hearing Board is charged with the duty of addressing complaints, enforcing electoral sanctions if necessary, and recommending conduct concerns to the University's Conduct Board. This committee is made up of five to nine members who act as the court system for Student Government. 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 any time during either the elections or prior to the elections you witness any action which you feel is in violation of ethical rules and regulations 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 participate in a virtual 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 virtually attend the hearing. However, an accusation or defense will carry more weight if the respective person can participate.

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 at <https://senate.truman.edu/Elections/>. Possible sanctions are as follows:

- Publicly posting campaign material prior to receiving clearance to actively campaign will result in a removal order and an extended inability to actively campaign.
- Campaign advertisements and postings that are not consistent with the University Code of Conduct and the Websites and Online Advertising section must be removed within 4 hours of notice from the Hearing Board.
- Candidates who do not respect the requests of individuals, groups, or administrators will result in demands to remove campaign materials, posts, and are banned from private or direct messaging individuals or groups for the remainder of the election.
- Candidates that hold in-person meetings will not be allowed to continue campaigning and may be forced to remove all campaign materials and posts. Extreme violations or repeated infractions could result in a complete removal from the election.
- 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: CANDIDATE FORMS

- 1) **Candidate Declaration Form:** Available [here](#) beginning Monday, April 6th at 8 AM until filing deadline April 17th at 5 PM.
- 2) **Campaign Staff Acknowledgment Form:** Available [here](#) beginning Monday, April 6th at 8 AM until filing deadline April 17th at 5 PM.
- 3) **Candidate Nomination Petition:** Available [here](#) beginning Monday, April 6th at 8 AM until filing deadline April 17th at 5 PM.