ASSOCIATED STUDENT GOVERNMENT ELECTION REGULATIONS

Updated March 2016

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 Senator, Vice President, and President.

Section 1.

ARTICLE I

Candidate Requirements

Those persons running for President or Vice President must meet constitutional qualifications of candidacy.

1. 1.1  Within the semester elections are held, candidates for Vice President or

President must submit a petition, per ticket, bearing the names and student identification numbers of fifteen percent (15%) of the Associated Students at Emporia State University.

1. 1.2  All candidates for the office of President or Vice President must:
   1. 1.2.1  Be enrolled as a full-time student at Emporia State University and,

if elected, maintain full time enrollment status.

* 1. 1.2.2  Have and maintain a cumulative grade point average of 2.85 or

higher.

* 1. 1.2.3  Submit a petition with signatures of fifteen percent (15%) of the

Associated Students to the Senate.

1. 1.3  Petitions will be released only to candidate or to his/her authorized

representative(s).  
1.3.1 The term “authorized representative” shall apply to all

persons listed by candidate as able to act on their behalf. 1.3.2 No more than three (3) persons can 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. 1.4  Petitions and regulations can only be released by the Election Commissioner, Deputy Election Commissioner, or ASG Advisor(s)
2. 1.5  A candidate’s name will appear on the ballot when their respective petitions have been certified. Certification of petitions occurs when

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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.  
1.6 In order to be a candidate for President or Vice President a person must

submit a signed “Duties and Responsibilities Agreement.”

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

1. 2.1  All candidates for Senatorial positions must:
   1. 2.1.1  Be a degree seeking student at Emporia State University
   2. 2.1.2  Have and maintain a cumulative grade point average of 2.5or

higher.

1. 2.2  In order to be a candidate for a senatorial position, the candidate must

complete one of the following options:

* 1. 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.

* 1. 2.2.2  Any candidate wishing to bypass the petitions may pay a filing fee

of $30 to the elections 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.

1. 2.3  The petitions must be submitted to the Center for Student Involvement by

5pm within fifteen (15) official school days of the release date, including

the date petitions are released.

1. 2.4  Petitions and regulations can only be released by the Election

Commissioner, Deputy Election Commissioner, or ASG Advisor(s).

1. 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).

1. 2.6  In order to be a candidate for senator, a person must submit a signed “Duties and Responsibilities Agreement.”

The candidates must attend 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).

1. 3.1  All ASG Election Regulations and petition forms will be distributed during this meeting.
2. 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.

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ARTICLE II

Campaign and Materials

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

Candidates are directly responsible for their campaign materials.

1. 2.1  Campaign materials shall not be used without approval from the Election

Commissioner and/or ASG Advisor(s).

1. 2.2  Candidates will be responsible for removing campaign materials from

campus by the day following the last day of the elections.

1. 2.3  Candidates will not be allowed to use the ASG logo on their campaign

material.

1. 2.4  No campaign material is allowed to be posted, uploaded, or made

available to students until all petitions have been certified

1. 2.5  There shall be no campaigning material or oral campaigning within the

ASG offices.

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

1. 3.1  Candidates will not be allowed to use equipment and services of the

Center for Student Involvement

1. 3.2  Candidates and their authorized representatives shall not orally campaign

in the Center for Student Involvement.

1. 3.3  Candidates and their authorized representatives shall not wear any

campaign paraphernalia within the Center for Student Involvement.

1. 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). Campaigning is prohibited in Residential Life facilities.

1. 4.1  Candidates and their authorized representatives shall not orally campaign in the Residential Life facilities.  
   4.1.1 Candidates and their authorized representatives shall not campaign

inside the Residential Life facilities.

1. 4.2  Candidates and their authorized representatives shall not wear any

campaign paraphernalia within the Residential Life facilities.

1. 4.3  Supporters of a given set of candidates will be allowed to support them

within reasonable measures.

* 1. 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).

* 1. 4.3.2  Anything outside of the reasonable measures within the Residential

Life facilities will be addressed by the Election Commissioner and/or the ASG advisor(s).

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No campaign materials will be allowed in or on any campus building without the consent of the head of 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.

1. 5.1  Candidates must provide official, written approval to the Election Commissioner and/or ASG advisor(s).
2. 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.
3. 5.3  Campaign materials in the above areas may not be placed on sidewalks or hand railings.
   1. 5.3.1  Any materials on trees within these areas must be taped or tied in.
   2. 5.3.2  No nails, tacks, staples, etc. may be used to affix campaign

materials to trees

1. 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 the university under the direction of the Election Commissioner.

There will be no use of student voter information by candidates in any manner that would violate the privacy of the student voters.

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.

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

1. 8.1  There cannot be a link to any Associated Student Government website on

any campaign social media sites.

1. 8.2  Campaigning or campaign material is prohibited on Associated Student

Government social media sites.

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

Candidates may not spend more than $500.00 on campaigning.

1. 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. 1.2  Prior to purchase, candidates must have materials approved by the

Election Commissioner and/or ASG advisor(s).

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1. 1.2.1  In order to be approved, candidates must submit an official quote from the business or website.
2. 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 his/her expenditures, donations, and other pertinent financial information by 5pm on the day following the election.

ARTICLE IV

Violations

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

1. 1.1  Candidates shall be held directly liable for their own actions and those of

their authorized representatives.

1. 1.2  Any violation of any part of the election regulations will result in

penalties to violator.

The candidate in question may be subjected to these penalties, fines and/or disqualification.

1. 2.1  If the candidate is a part of a ticket then the entire ticket will

be disqualified.

1. 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.

1. 2.3  The amount of fines will be left to the discretion of the Election

Commissioner and ASG Advisor(s).

* 1. 2.3.1  The fines are determined by severity of the violation. Election

Commissioner and ASG Advisor(s) will determine severity.

* 1. 2.3.2  Fines will not exceed $15 per violation.
  2. 2.3.3  If individual fines exceed $50, per candidate, or $75, per ticket,

the candidate’s name will be disqualified from the election

process.

1. 2.4  Fines collected will be used to help defray election costs for the

Associated Student Government

The penalty to be applied to the violator will be decided by the Election Commissioner and ASG advisor(s).  
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Any violation and/or penalty may be appealed to the Student Senate.

1. 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.
2. 3.3  The Election Commissioner or ASG advisor(s) will notify candidates immediately following the Senate Operations Committee approval.

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

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

1. 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.

1. 5.2  Removal from office will happen if President-, Vice President-, or

Senator-elect do not pay their fines.

ARTICLE V

Election Commissioner

The Election Commissioner will be the person 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.

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 shall assist the commissioner in the

performance of his/her duties.  
2.1.1 In the event that the commissioner is incapacitated, Deputy

Election Commissioner shall act in his/her place.  
2.2 The Deputy Election Commissioner is subject to same requirements and

procedures for his/her selection and removal as are outlined for the commissioner in Section 1.

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).

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1. 3.3  Before the election:
   1. 3.3.1  A general informational meeting will be arranged with all

candidates four (4) weeks prior to the first day of elections.

* 1. 3.3.2  Check accuracy of the petitions submitted by the candidates.
  2. 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.

* 1. 3.3.4  Arrange a town hall style 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.

1. 3.4  During the elections:
   1. 3.4.1  Determine the locations for, and reserve area and equipment for

the voting polls.

* 1. 3.4.2  Determine the hours for voting.
  2. 3.4.3  Locate people to operate the voting polls.

1. 3.5  Tabulate and publicize the results of the elections.

ARTICLE VI

Elections

Spring elections shall be held on the Tuesday, Wednesday, and Thursday of the third (3rd) week following Spring Break.

Election dates are subject to change by the Student Senate.

ARTICLE VII

Voting

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

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.

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

Voting will be done by secret ballot through the chosen medium.  
4.1 The ballot will contain information about the candidate including his/her name, as listed on his/her petition, the office which he/she is seeking and

other biographical information.  
4.1.1 The order in which the names are to be listed shall be specified in

Article I, section 2.3 and Article I, section 3.4

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4.1.2 The ballot shall have places for write-in votes equal in number to 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

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. 1.1.1  Questionable spellings will be decided by the election commissioner.
2. 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.

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

1. 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).

1. 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).

The following persons shall be the only persons allowed to review the electronic voting system:

1. 3.1  One or more ASG advisor(s), administration, the Election Commissioner,

the Deputy Election Commissioner, and any assistants specifically

authorized by the Election Commissioner.

1. 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

The Election Commissioner will be responsible for notifying all candidates who have been elected.

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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 BuzzIn Announcement

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

The Student Senate shall certify the results of the election by next the senate meeting.

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.

1. 2.1  It will be the responsibility of the Election Commissioner and Senate

Operations to investigate the challenge.

1. 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

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

Section 1.