ARTICLE I. GENERAL PROVISIONS

Section 1. This Title shall be known, and may be cited, as the Student Government Association “Election Code.”

Section 2. The purpose of the Election Code is to define, regulate and clarify the election procedures and campaigning process of the Student Government Association.
   A. The campaigns for Student Government Association shall be ran according to the code.
   B. The Election Committee shall have the power to interpret and apply this code.

Section 3. All aspects of the Election Code including, the rules, regulations and procedures of campaigning apply to a candidate’s campaign efforts both on and off campus.
   A. All candidates seeking office and their volunteers shall be responsible for reading and adhering to the Election Processes and its guidelines prior to the start of campaigning.
   B. If a candidate has any questions or concerns regarding any aspect of the Processes or Code, then he or she shall seek clarification from the Election Committee.

Section 4. All aspects of the Election Processes apply to all materials with the candidate’s name on them whether or not they were produced by the candidate.

ARTICLE II. CANDIDATES

Section 1. The positions available for annual election are the SGA President, Vice President and 23 Senators.

Section 2. The term of office for the President, Vice President and Senators begins May 1 and continues until April 30, unless their office is disbanded during the member’s time in office.

Section 3. President, Vice President, all Academic Senators, all Student Organization Senators and Sophomore, Junior and Senior Class Senators will be elected in the Spring semester. The Freshman Class Senator and all At-Large Senators will be elected in the Fall semester.

Section 4. The qualifications for candidates seeking office in the election shall include:
   A. Must meet eligibility requirements as defined by the SGA Constitution and By-Laws;
   B. If a Senatorial candidate, one must present a nominating petition with twenty (20) signatures from currently enrolled undergraduate students and whom fall within their constituency. If a candidate switches the office that they are
running for after a vacancy is announced by the Director of Elections, the candidate will have 24 hours to complete a new nominating petition from the constituency of the office they are seeking and turn the form into the Director of Elections;

C. If a Presidential or Vice Presidential candidate, one must present a nominating petition with forty (40) signatures from currently enrolled undergraduate students. If running as a ticket, candidates need to submit their own packet and receive a total of eighty (80) signatures;

D. All petitions to run for office must be accepted by the Elections Committee;

E. Must be willing to campaign with a spirit of healthy and friendly competition without ever attacking another candidate or demeaning another candidate’s campaign.

Section 5. Individuals running for a Senate seat must declare what seat they want to run for with completion of the candidate packet. Qualifications for Senate seats are as follows:

A. Academic Senators (2 per college)
   i. Must have a declared major within the college to seek office or be pre-business for ASBE.

B. Class Senators (1 per class)
   i. For Spring general elections, class year will be determined by the expected number of credits completed at the end of spring semester for Sophomore, Junior and Senior representative.
   iii. In the case of a special election, class standing will be determined by the current number of completed credits.
   ii. Freshman class representative will be elected in the Fall semester and open to any student with freshman standing.

C. Student Organization Senators (3 total)
   i. Must be a member of a club or student organization that is recognized by Student and Campus Life.

D. At Large Senators (4 total)
   i. Open to any full-time, undergraduate student of Chapman University.
   ii. All four representatives will be elected in the Fall semester.

E. If no one has completed a candidate packet for a specific seat by the deadline, the Director of Elections will notify all candidates via email of available seats and give them an opportunity to change his/her candidacy to another seat for which he/she is eligible. The candidate will have twenty-four (24) hours after the email was sent to change the seat he/she is seeking. Each individual will only have one opportunity to change sought seat.

F. Write-in candidates are eligible for those positions not filled by a candidate during regular election.

G. If a Senate seat is not filled by election or write-in in the spring election, the position will remain open until the following election. During the following election, the empty position will be eligible for candidacy as an At-Large seat.

Section 6. For candidates or other students who wish to file an infraction of the Election Code by a candidate during either the campaigning or election day process, he or she needs to file an infraction form with the SGA Advisor by email within six (6)
hours after gaining knowledge of the alleged infraction in order for the case to be heard by the Election Committee.

**Article III. Official Declaration of Candidacy**

**Section 1.** Normal Candidacy  
A. Candidates must complete and submit a campaign packet by the specified date as determined by the Election Committee to have their names placed on the ballot.

**Section 2.** Ticket Campaign  
A. Those running for President and Vice President may choose to run as a ticket. This can be done with the completion of a Ticket Campaigning form and filed with the Director of Elections during the filing period.  
B. A ticket may pool together their resources. Therefore, the ticket is entitled to eight (8) posters and $200 of campaign finances. The ticket will only file one joint campaign finance form.  
C. They will not be listed together on the ballot.

**Section 3.** Write-in Candidacy  
A. Write-in candidates must complete and submit a campaign packet no later than three (3) academic days prior to the first day of voting. Write-in candidates will not have their names placed on the ballot. A space for the candidates’ names will be provided on the ballot.  
B. Write-in candidates are not required to attend the candidate meeting. If running for President or Vice President, they are not required to meet with outgoing officer as well. Any questions regarding elections or campaigning should be directed to the Director of Elections.  
C. If a student submitted a packet during the traditional filing period but were disqualified and wish to run as a write in candidate an entirely new packet must be submitted.

**Section 4.** Filing  
A. For filing processes, please refer to Election Processes Article VI, Section 4.

**Article IV. Campaign Rules, Regulations and Definitions**

**Section 1.** Campaigning is defined as:  
A. Utilizing any type of print, electronic, or social media and marketing strategies to promote a specific candidate or belief;  
B. Talking about your platform when gathering signatures for the petition is permitted.

**Section 2.** Campaigning Policies and Procedures:  
A. Candidates or the candidates’ representative must attend the Candidates Meeting and sign the candidate in.
B. Candidates running for President or Vice President must set up a one-on-one meeting time with the outgoing officer to discuss responsibilities, expectations and challenges of the position.

C. Candidates for Senate must campaign as an individual. A candidate may not advertise with any other person running for election in the same campaign cycle unless they apply to run as a ticket for the executive offices.

**Section 3.** Campaigning does not constitute creating or producing marketing material provided such material is not published or viewable to the public, and particularly any student eligible to vote.

A. Posters made in Argyros Forum 303 may be left to dry for one academic day in the poster making area. Posters left for more than one academic day may be discarded.

**Section 4.** The timeline for campaigning shall be as follows:

A. Campaigning shall begin five (5) academic days prior to the first day of elections;

B. The exact date and time campaigning begins shall be determined by the Director of Elections but shall conform to the following:
   i. Fall elections shall take place no later than the fourth week of classes of the fall semester.
   ii. Spring Senator elections shall take place no later than four (4) academic weeks before finals week.
   iii. Elections for the president and vice president shall take place no later than seven (7) academic weeks before finals.
   iv. Elections shall run from Monday at 12:01 am to Wednesday at 5:00pm, unless otherwise approved by the Election Committee.
   v. Early voting shall be acceptable for amendments.

C. All campaign materials must be removed from campus within twenty-four (24) hours of the posting of the election results. Failure to comply will be referred to the Election Committee.

**Section 5.** For campaign purposes, candidates are permitted to spend no more than fifty dollars ($50) if running for Senate and one-hundred dollars ($100) if running for President or Vice President. Any expenditures donations must be cited on the Campaign and Expense report for the value and deducted from the overall allotted budget.

A. Candidates must submit a complete and signed Campaign and Expense report to the Director of Elections no later than 5:00 pm on the last day of voting.

B. Candidates must submit the Campaign and Expense report even if the amount spent on the campaign was zero dollars ($0).

C. Candidates may not spend additional money after the Campaign and Expense report has been submitted to the Director of Elections.

D. Failure to submit the Campaign and Expense report by the deadline or spending money after submitting the form as defined above will result in immediate disqualification.

**Section 6.** The general guidelines for the means of campaigning shall be as follows:

A. Campaigns may not use any copyrighted materials, unless written permission was expressly given by the copyright holder;
B. At no time may a candidate bribe or threaten persons in order to procure votes, or require any individual commit beyond his/her own free will to vote or support a particular candidate or issue;
C. No one shall access the voting portal using another students’ log on information;
D. Candidates shall not behave in a manner that challenges the integrity of the election process, including providing inaccurate information about other candidates or the election process, or requesting others to do so.
E. At all times, the candidate must abide by the Student Conduct Code, Housing and Residence Life Policies, this Election Code, any Student Government Association governing documents, and specific policies within the Candidate Packet and will request others to do likewise.
F. In the event that information in the Candidate Packet conflicts with the regulations of the Election Code, the rules and regulations of the Election Code shall govern.
G. All activity on behalf of campaigns will be treated as if they were initiated and endorsed by the candidate.

**Section 7. Electronic Media**

A. Mass emails
   i. Mass e-mails, including e-mails sent through Chapman University listserv, Blackboard messages, are permitted to be sent by the candidate provided that a copy of the e-mail message is given to and approved by the Director of Elections prior to sending it to the intended recipients.

B. Facebook/Myspace/Social networking groups
   i. Facebook groups and events are all permitted for campaigning purposes. If a candidate chooses to utilize these methods, however, the candidate must notify the Director of Elections within ten (10) minutes of its creation by inviting the Director of Elections to the said group or event. Messages and updates may be sent to Facebook groups and events. Candidates may invite their Facebook friends to the event or to be a member of the group;
   ii. Facebook statuses and profile pictures are also acceptable forms of campaigning. The Director of Elections does not need to be notified of changes to these parts of Facebook.

C. Twitter or any other use of social media, including but not limited to Pinterest, Instagram, Foursquare, YouTube, Tumblr, WordPress and LinkedIn
   i. Messages from or the creation of any social media account is an acceptable form of campaigning during the election. If a candidate chooses to create a new account or utilize an existing Twitter account for the purposes of campaigning he or she must notify the Director of Elections prior to use for campaign purposes.

D. Websites
   i. The creation of a website promoting a candidates position, viewpoints, and opinions is an acceptable form of campaigning. If a candidate
chooses to create a website, however, he or she must notify the Director of Elections within ten (10) minutes of its publication via e-mail.

E. Podcasts
   i. The creation of a podcast station is an acceptable form of campaigning, but a candidate must inform the Director of Elections within ten (10) minutes of its creation via email of its existence.

**Section 8. Print Media**

A. Pamphlets, newsletters, fliers and bulletins are all acceptable formats of campaigning, but must be no larger than 8 ½ x 11”. Any of these materials are permitted to be hung/distributed according to University posting policy. Any print larger than 8½ x 11” will be considered a poster.

B. Posters are permitted but cannot exceed a 36” x 36” size and can be hung according to University Posting Policy. All posters must be approved by campus locations. Each senatorial candidate will be entitled to have three (3) posters hung at one time. President and Vice President are entitled to four (4) posters per candidate. Those running as a ticket are entitled to eight (8) posters total.

C. Individual pieces of print media cannot be combined together to create a larger message or poster.

D. No candidates may produce and/or distribute any stickers.

E. The use of chalk for campaigning is permitted as long as the proper procedures for using the chalk on campus property as states in the University Posting and Publicity Policies are followed.

F. All candidates who wish to utilize print media in the Residence Halls or Residence Life area must adhere to the Residence Life Posting Policy.

G. Guidelines for all print media:
   i. No materials may be placed over another candidate’s materials, in Argyros Forum 303, or in any other student organization office.
   ii. Any campaign materials that harm or destroy campus property will be considered a violation of the Election Code and the Student Conduct Code, and the candidate will be responsible for full restitution. The restitution fees will be considered campaign expenses and if the amount results in a candidate spending more than allowed, the candidate shall be disqualified.
   iii. No defacing opposing candidate’s materials will be permitted.
   iv. All postings and publicity materials must follow the Posting & Publicity Policy

**Section 9. Other forms of campaigning**

A. Candidates may hold meetings, town halls and otherwise (including meet and greets), in which they discuss their positions and promote their candidacy for office, as long as they follow the correct calendaring procedures for use of Chapman University facilities and have the SGA advisor approve the use of space.

B. Candidates may hold meetings, town hall and otherwise, including meet and greets in Residence Halls or Residence Life areas when approved by the Election Committee and Resident Director of the Residence Life facility in/around which they wish to hold the meeting. If a session is to be held
outdoors, the candidate must follow the correct calendaring procedures and have the SGA advisor approve the use of space.

C. No campaigning of any kind may be done through mass phone calls to the student body.

D. Other forms of campaigning shall be acceptable as permitted by the Posting & Publicity Policy and the Student Conduct Code.

**Section 10. Penalty for Violations**

A. Penalty for any of the above violations will be at the discretion of the Elections Committee. Violations may cause disqualification from an election and/or other sanctions as recommended by the SGA Elections Committee.

B. Repeated or gross violations of the above restrictions will lead to disqualification at the discretion of the Elections Committee.

C. For more information see Article II, Section 2, Part B of Election Processes.

**ARTICLE VIII. ELECTION DAY**

**Section 1. Definitions**

A. A private room includes, but is not limited to, residence hall rooms, suites or apartments, cubicles, offices, and any other room the voting student has ownership over or residence in.

B. A private polling place is defined as any personally owned computer or device capable of voting, including a Smartphone, that is being used or with intent to access the online voting system.

C. A public polling place is defined as any polling station set up by the Student Government Association or any university-owned computer logged onto the online voting system during the election period.

**Section 2. Rules and Regulations**

A. Candidates may not be present within the same private room while another student is utilizing the online voting system.

B. Candidates may not provide a computer or other device capable of voting to students with the intent of encouraging people to vote.

C. Campaigning is prohibited within ten (10) feet of any university-owned computer and is prohibited in any computer lab and in Leatherby Libraries.

D. Campaigning is prohibited within ten (10) feet of any public polling place.

E. In the event a student lives with another student who is eligible to vote, he or she cannot be present in his or her room when his or her roommate is voting.

F. Campaign materials may be stored in the candidate’s residence hall, apartment, or private room.

**ARTICLE IX. AMENDMENTS**

**Section 1.** In order to alter the Election Processes, the amendment must be approved by a majority (fifty percent plus one) vote of Senate.

A. Powers not specifically defined in the Election Processes are reserved by the Election Committee.