



ELECTION PROCESSES

ARTICLE I. GENERAL PROVISIONS

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

Section 2. The purpose of the Election Processes is to define and regulate the election procedures of the Student Government Association.

- A.** The Director of Elections shall administer election processes in a manner that allows for a fair and just electoral process which provides each qualified candidate with an equal opportunity to campaign for an elected office;
- B.** If a candidate has any questions or concerns regarding any aspect of the Processes, then they shall seek clarification from the Director of Elections.

ARTICLE II. THE ELECTIONS COMMITTEE

Section 1. The Elections Committee shall exist to enforce the Election Code and Processes policies and guidelines and work to resolve any election concerns while maintaining their position as fair and impartial arbitrators. It shall also serve as the first hearing and sanctioning body if an alleged violation of the Election Code by a candidate arises.

Section 2. Membership

- A.** The Elections Committee shall be composed of the Director of Elections and at least three (3) other members of the student body who do not hold a position in SGA. Members will be recommended by the Director of Elections and approved by a simple majority vote of the Senate;
- B.** The Elections Committee has the authority to;
 - i.** Interpret and apply the election operating documents to ensure the elections run as fair as possible.
 - ii.** Enforce the Election Code and regulations agreed to in the candidate packet.
 - iii.** Disqualify or sanction candidates who violate the Code from the current ongoing election as well as potential future elections, subject to individual review.
 - iv.** Lower the amount of funds a candidate is able to spend.
 - v.** Refer candidates to the Dean of Students if a violation of the Code may also be a violation of the Student Conduct Code.

- C. The Elections Committee has the following responsibilities;
- i. Maintain confidentiality before, during, and after each election hearing and meeting.
 - ii. Gather information and conduct a hearing within twenty-four (24) hours of receiving a formal written notice (in compliance with Article IV Section 9 A of the Election Code) of an alleged election violation as long as quorum can be met.
 - iii. Notify the parties involved via email of the results of any hearings within twelve (12) hours.
 - iv. Complete duties as assigned by the Director of Elections.
 - v. Conduct all of these actions with fairness and impartiality.
- D. Removal from Office, Suspension and Filling of Vacancies;
- i. The Senate shall have the sole power to remove from office on grounds of nonfeasance or malfeasance of any member of the Committee. A Senator, member of Executive Council, Director of Elections, or the SGA Advisor(s) may put the committee member on the agenda and lead the discussion and a Senator must make a motion to vote on the removal. Removal is passed with a majority vote of the Senate.
 - ii. If the Director of Elections is removed or unable to serve, then an existing member of the Elections Committee, appointed by the President and Vice President, shall become the Acting Director of Elections, unless one does not accept or is not approved.
 1. After the appointment has been filled, the President and Vice President will begin the Director of Elections appointment process.
- E. Oath of Office;
- i. The Student Government Association Director of Elections shall administer the following oath to each member of the Elections Committee. The oath must be taken before the commencement of each member's respective duties: *"I, (name), do solemnly swear that I will faithfully execute the duties and responsibilities entrusted to me by virtue of my office, and will, to the best of my ability, preserve, protect, and enforce the Constitution, By-Laws, the Election Processes, and the Election Code of the Student Government Association at Chapman University."*

ARTICLE III. DIRECTOR OF ELECTIONS

Section 1. The Director of Elections shall be selected following Executive Council elections. This individual will be selected by the incoming and outgoing President and Vice President and the SGA Advisor(s) and must meet the GPA requirement of a 2.90 cumulative GPA and a 2.75 semester GPA.

Section 2. The Director of Elections shall have the following duties and privileges:

- A.** Coordinate the elections, preside over the Elections Committee, and oversee Election Procedures under the direction of the SGA Advisor(s) or the Advisor's designee;
- B.** Announce and promote the election to the student body in a timely fashion with the assistance of the Director of Public Relations;
- C.** Recruit, nominate, and train all Elections Committee members in conjunction with the SGA Advisor(s) or the Advisor's designee;
- D.** Chair Elections Committee meetings at least once a week during the campaign and Election period;
- E.** Provide the agendas at all committee meetings or hearings and write and sign all meeting minutes;
- F.** Establish the General Elections Calendar for Fall and Spring elections within sixty (60) calendar days of being appointed and ensure that the calendar is posted on the SGA website;
- G.** During an election, return emails and phone calls within twenty-four (24) hours;
- H.** Assign and delegate responsibilities as well as coordinate and manage the activities of the Elections Committee members;
- I.** Call for a Special Election to be conducted upon receipt of a proper initiative, amendment, referendum or other special petition;
- J.** Release the Candidate Packets and the Campaign and Expense Report in accordance with the demands of the Election timeline;
- K.** Serve as the chairperson when interpreting the Election Code/Processes and decide upon appropriate sanctions if a candidate has violated the Election Code;
- L.** Serve as a mandatory reporter of election violations when any are observed firsthand or brought to their attention;
- M.** Ensure that the findings of the Elections Committee in cases where a candidate has been sanctioned are posted on the SGA website;
- N.** Hold a pre-election information meeting in which the precepts and rules of the Election Code and general campaigning procedures are reviewed with the approved candidates;
- O.** Ensure that publicity of the election and education on how to vote is provided and available to the students eligible to vote;
- P.** Promote the SGA elections through the use of the allocated budget;
- Q.** Powers not specifically defined in the Election Code are reserved by the Director of Elections and Elections Committee;
- R.** Additional duties are found in the SGA Job Description Papers.

ARTICLE IV. COMMITTEE ACTION

Section 1. Unless otherwise provided, the Elections Committee may take action only at a meeting with quorum and a simple majority vote. Should a decision need to be made in a more timely manner and the Committee is unable to find a time to meet, discussion and voting over email shall be permitted.

ARTICLE V. QUORUM AND VOTING

Section 1. Two-thirds of the entire Committee membership shall constitute a quorum.

Section 2. Decisions will be made by a simple majority vote. Each member shall cast one vote, excluding the Director, who shall vote only in the case of a tie.

Section 3. No candidates may serve on the Elections Committee. Any individual serving on the Elections Committee that decides to seek office must recuse themselves from the Committee for the duration of their candidacy.

ARTICLE VI. ELECTION TIMETABLE

Section 1. The order of events for any campus-wide election, not including the elections for the consideration of a referendum brought by petition or constitutional amendment, shall be as follows:

- A.** Selection of Election-related dates and deadlines
- B.** Announcement of Elections
- C.** Filing period
- D.** Qualifying
- E.** Posting of qualified candidates
- F.** Mandatory Candidate Meeting
- G.** Campaigning begins
- H.** Posting of Official Ballot
- I.** General Election
- J.** Expense Reports filed
- K.** Elections results posting
- L.** Appeals within one (1) academic day of posted results
- M.** Validation of General Election results

Section 2. Selection of Election-related dates and deadlines

- A.** The Elections Committee shall be in charge of setting all dates and times of the election-related event. All deadlines and dates that are relative to filing,

- campaigning, and Election Day for the Student Government Elections shall be declared by the Director of Elections;
- B.** The election time frame shall span at most thirty (30) days beginning with the first day of filing and ending one (1) academic day after the final election results have been announced;
 - i.** Fall senator 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.
 - C.** Once the dates have been set and approved by the SGA Advisor(s), the Director of Elections will immediately deliver this information to student media, the SGA President and Vice President, the Speaker of the Senate, and the Director of Public Relations.

Section 3. Announcement of Elections

- A.** The Director of Elections, in conjunction with the Director of Public Relations, shall issue appropriate widespread campus announcements, including but not limited to postings on the SGA website, broadcast emails, flyers, or advertisements at least ten (10) days prior to the opening of the filing period for the election, except in the case of a Special Election of at least three (3) days notice;
- B.** The announcements shall include the following;
 - i.** Positions to be filled in the election
 - ii.** Dates for the opening and closing of filing
 - iii.** Time and place that a person may file for office
 - iv.** Dates of the election
 - v.** Name and contact information of the Director of Elections

Section 4. Filing

- A.** A person shall file as a candidate by;
 - i.** Filing their intention for candidacy by completing the candidate packet and submitting it to the Director of Election during the filing period.
- B.** A minimum of a five (5) academic day period for filing shall be opened no less than fourteen (14) calendar days before the date of the general election. Any student may file a candidate packet for the office they seek by electronically submitting it via Engage with all required supporting documents by the filing deadline;
- C.** In the general election, each candidate can file for one position only. All subsequent filings must be considered void unless the second application

- amends the first application. An amendment to the filing must happen before the filing period ends to be considered valid;
- D.** For President/Vice President candidates running as a ticket, the following exception applies;
 - i.** If, after the closing of filing, a candidate for SGA President or Vice President has not qualified, has been disqualified, or has withdrawn, then the remaining candidate may run alone. The individual cannot re-file as a ticket after the filing deadline.
 - E.** The names and positions of the candidates who have filed for election shall be open to the public at all times;
 - F.** The candidate must sign or electronically submit the candidate packet; an official representative may not sign or electronically submit it on the candidate's behalf. No signatures by proxy will be allowed.

Section 5. Qualifying

- A.** Candidate Eligibility;
 - i.** All candidates must be able to serve the full Fall and Spring semesters, or the remainder of the term of office, after the election.
 - ii.** Candidates can either be full-time or part-time undergraduate students during their term of office.
- B.** After the closing of the filing period, the Director of Elections and SGA Advisor(s) shall verify each individual candidate's qualifications for running based on their academic and conduct standings;
- C.** The Director of Elections shall report to the Elections Committee with a listing of filed candidates, and whether or not each is qualified;
- D.** After any amendments and final approval by the Elections Committee, the official list of qualified candidates will be posted on the SGA website. Appeals to the qualifying candidates may be filed during this time.

Section 6. The Mandatory Candidate Meeting

- A.** The topics of the candidate meeting shall include but are not limited to, the following;
 - i.** The Election Code
 - ii.** University Posting Policy
 - iii.** Election Schedule
 - iv.** Structure and Functions of the Student Government Association
 - v.** Duties and responsibilities of the elected officers of SGA
 - vi.** Review of campaign strategies
- B.** The Director of Elections shall have the power to host additional informational sessions during the filing period if necessary.

Section 7. Campaigning

- A.** There shall be no campaigning prior to the qualifying of candidates and specified campaigning days. Further rules will be discussed in the Election Code.

ARTICLE VII. AMENDMENTS

Section 1. In order to alter the Election Processes, an amendment must be approved by a simple majority vote of the Senate.

Section 2. Once an election has begun, the Election Code and Processes cannot be amended until the election is over.



Student Government Association President
Rachel Berns