

Fall 8-1-2000

Senate Bill SB-00F-1364A Changes Title VI, the Elections Statute

Student Government Association
University of North Florida

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SENATE LEGISLATION

NUMBER SB-00F-1364A

SB-00F-1364 Changes Title VI, the elections statute.

Whereas: The Student Government of the University of North Florida was established to represent student concerns in all University wide matters, and;

Whereas: The Elections, Selection and Appointment Committee is responsible for maintaining Title VI, the elections statute, and;

Therefore: Let it be enacted that the following strikes and additions be applied to Title VI.

(see attached)

Respectfully Submitted, ESAC Committee.

Introduced by ESAC Chair John Sapp.

Senate Action: 20:05:01 _____

Date: September 22, 2000

Be it known that **SB-00F-1364A** is hereby

PASSED / VETOED

on this 27 day of Sept, 00.

Signed, **Ann L. Duskin**

TITLE VI: THE ELECTION STATUTE

Chapter 600 Definitions

The following words and phrases, when used in this title, shall be defined as the following:

- A. Campaign contribution- a gift of money, materials, supplies, professional services, or any in-kind contribution to any campaign in any form whatsoever.
- B. Campaign Expense- the fair market value of any goods or services paid for or received by the campaign, with the exception of discounted items. Campaign contributions shall be included in compilation of campaign expenses.
- C. Campaign Materials- any materials including, but not limited to posters, placards, signs, signboards, leaflets, folders, handbills, fliers, handwritten announcements and circulars of any size and consistency that publicize a candidate for an elected office of the Student Government Association, and/or call for the action of voting.
- D. Campaigning- the publicizing of a candidate for an elected office of the Student Government Association. This does not include verbal campaigning. The date on which campaigning shall begin will be set by ESAC.
- E. Candidacy- the process whereby one is proposed for an office or honor by election.
- F. Certificate of Election- A document certifying that a candidate has been properly elected. The SGA President and the Elections Supervisor must sign this document.
- G. Constitutional Referendum- a referendum held for the purpose of amending the Student Government Association Constitution.
- H. Debate- Two or more candidates/tickets discussing issues pertinent to the election or the elected office in a public forum/event.
- I. Elections Commission- The committee led by the Elections Supervisor and responsible for all decisions and commitments surrounding all University of North Florida General, Inter-College and Special elections.
- J. Electorate- The entire registered student body.
- K. General Election- Elections held once (1) during both fall and spring semester for the purpose of determining which candidates will assume all Student Government Elective Offices, with the exception of Senatorial apportioned seats forty-two (42) through forty-six (46), and any Special Election called pursuant to Section 4K of Article V of the Constitution.

- L. Installment- process by which an elected candidate assumes all abilities and responsibilities of the office to which (s)he was elected.
- M. Intercollegiate Election- Elections held (3) times during the fall semester and twice (2) during the spring semester for the purposes of determining which candidate will assume Senatorial apportioned seats forty-two (42) through forty-six (46).
- N. Official Ballot- The official medium used by which a vote is recorded.
- O. Poll- Machine used to cast votes.
- P. Polling Region- Area seventy-five feet (75') around polls.
- Q. Polling Station- Area containing polls and ballot box.
- R. Referendum- A senatorially approved question or legislative act which is placed on the official ballot during an election for majority vote by the electorate. The decision of the majority of votes that are cast is not a final decision but will stand as an extremely strong suggestion to the Student Government Association, with the exception of a Constitutional Referendum, which is binding upon validation of the election.
- S. Sample Ballot- A ballot posted to the public prior to printing of ballots for an election. Any errors must be reported to the Elections Supervisor who will make corrections at this time.
- T. Special Election- Any election other than a General election or an Inter-College election.
- U. Ticket- Two (2) candidates cooperatively engaged in a campaign for president and vice-president of SGA. A vote for that ticket will count equally for each candidate on the ticket. All Presidential/Vice-Presidential candidates must run as a ticket.
- V. Verbal Campaigning- campaigning with sign language and/or speech, which can commence at any time except those stated in Chapter 606.1 C4.

Chapter 601 Elections Supervisor and Elections Commission

601.1 The chair of the Elections, Selections and Appointment Committee will serve as the Elections Supervisor and shall have the following powers and duties:

- A. Call and set the agenda for meetings of the Elections, Selections and Appointment Committee and submit minutes following each meeting.
- B. Refer all alleged violations of the Student Government Association Statutes regarding the Election Statutes to the Student Government Association Attorney General.

- C. Interpret, with the advice of the Student Government Association Attorney General, any part of the Student Government Association Election Statutes.
- D. Invalidate votes cast contrary to the Student Government Association Statutes, pending approval of the Elections Commission.
- E. React appropriately to all violations of this statute by means stated in the statute Chapters 609 and 610.
- F. Issue Certificates of Election to each officer elected in accordance with this Statute, which must be signed by the SGA President and the Elections Supervisor.
- G. Publish adequate information concerning elections the official campus newspaper, and, beginning two (2) weeks prior to the election, publicize its date, time, location of the voting booths, candidates and appropriate procedures for voting. After the election, the Elections Supervisor will publish results in a paper of general campus circulation.
- H. Conduct at least one public debate or forum during the period of active campaigning where any and all candidates are invited to present their platforms verbally and to be seen by the electorate. Weather conditions permitting, this forum should be outdoors and in an area centrally located and accessible to students.
- I. Create a Candidate Portrait Board picturing all candidates wishing to appear. It is to be displayed at each polling station while they are open. These portraits shall be categorized by office and placed in alphabetical order. All portraits should be generally the same size. Each portrait must be accompanied by the candidate's name and may also include a paragraph of fifty (50) words or less written by the candidate and approved by the Elections Supervisor.
- J. Mark off the polling region with tape or other tangible items 48 hours prior to Election Day. The Elections Supervisor or a designee must then remove all posters and campaign literature from this designated area.
- K. Form and preside over the Elections Commission, assuming an unbiased role in all cases. The Elections commission must meet during the two weeks prior to the election and see all complaints on the days following the election.
- L. Report all campaign violations to the Attorney General or designated replacement (see Chapter 601.1 B) as soon as possible following receipt.
- M. Appoint a collection of nonpartisan poll workers and train these poll workers in their responsibilities and duties in the operation of the polls.
- N. Maintain the final results of all elections as permanent public record.

601.2 The elections commission shall be composed of the following people who will play the following roles in the EC:

- A. The Attorney General shall assume the role of prosecutor in all cases pertaining to specific campaign violations. The student will be responsible for his or her own defense. In disputes between two or more candidates, each candidate will represent themselves before the committee.
- B. The CSC Chairman or designee from the Judicial branch shall not be a member of the committee but may be present during hearings to act as an advisor to the Elections Supervisor in all procedural matters.
- C. The Assistant Vice-President of Student Affairs shall be unbiased and aware of all policies and procedures surrounding the election. He/she shall have one vote in all decisions made by the commission.
- D. The membership of the ESAC who are not candidates and any other senators not affiliated with campaigning who wish to participate actively with the commission shall be unbiased and aware of all policies and procedures surrounding the election. Each member shall have one vote in all decisions made by the commission.
- E. All members are responsible for enforcing all rules and procedures outlined herein and all other rules/laws applicable to the candidates. Violations must be reported to the Elections Supervisor immediately.
- F. All members of this committee shall oversee the General and Inter-College Elections. They may meet in regard to other Special Elections as well.
- G. The Elections Supervisor shall vote only in the case of a tie among the committee.

Chapter 602 Elective Offices

602.1 Senatorial Elective Offices

- A. Seats one (1) through twenty (20) shall be open for election during the fall General Election.
- B. Seats Twenty-one (21) through forty-one (41) shall be open for election during the spring General Election.
- C. With the exception of seat forty-one (41), Senatorial Seats offered during a General Election shall be at-large, with vacant seats being occupied by the candidates receiving the most votes.
- E. Seat forty-one (41) shall be occupied by the candidate receiving the most votes who also fulfills the requirements outlined in Section 3B of Article II. This seat take priority over the remaining at-large seats in that it, if possible, shall be allotted to the qualified candidate with the most votes prior to the allotment of at-large seats.

- F. Seat forty-two (42) shall be open for election during one of the fall Inter-College Election and shall be subject to the restrictions enumerated in Section 3B of Article II and Section 1 of Article V.
- G. Seat forty-three (43) shall be open for election during one of the fall Inter-College Elections and shall be subject to the restrictions enumerated in Section 3B of Article II and Section 1 of Article V.
- H. Seat forty-four (44) shall be open for election during one of the fall Inter-College Election and shall be subject to the restrictions enumerated in Section 3B of Article II and Section 1 of Article V.
- I. Seat forty-five (45) shall be open for election during one of the spring Inter-College Election and shall be subject to the restrictions enumerated in Section 3B of Article II and Section 1 of Article V.
- J. Seat forty-six (46) shall be open for election during one of the spring Inter-College Election and shall be subject to the restrictions enumerated in Section 3B of Article II and Section 1 of Article V.
- K. The Student body may, upon written petition presented to the Chief Justice bearing the names and signatures of at least ten percent (10%) of the student body, call a special election for one, several, or all of the seats occupied by appointed Senators or left vacant by elected ones. This Special Election shall be held within twenty (20) academic days from the date of presentation.

602.2 Executive Elective offices

The Presidential/Vice-Presidential Election shall be held during the spring General Election.

Chapter 603 Types of Elections

603.1 General Elections

- A. Fall elections shall take place no less than four weeks and no more than six weeks from the beginning of the Fall Semester.
- B. Spring Elections shall take place no less than four weeks and no more than six weeks prior to the end of the Spring Semester.
- C. Students of UNF will be allowed three weeks to collect published campaign information from the Student Government Association.
- D. Application deadlines for candidates wishing to appear on the ballot will be a minimum of two weeks before the set election date. Write-in candidates must submit appropriate forms at least 24 hours prior to the election.

- E. Campaigning will commence fourteen calendar days before the elections date, with the exception of verbal campaigning, which can commence at anytime.
- F. The Elections, Selection, and Appointment Committee shall set all dates and deadlines for the Fall and Spring Elections.
- G. The graduate student receiving the most votes in the Spring General Election shall receive seat forty-one (41). This will not effect other graduate students running in that election. If no graduate students become candidates in the election, the seat will remain open for appointment according to the SG Constitution.

603.2 Inter-College Elections

- A. Fall and Spring Inter-College Elections shall take place within each college at a date shortly before the Fall and Spring Open Elections. There shall be at least one polling station within each college for which a representative is being elected at that time.
- B. In the Fall, seat forty-two (42) will be elected from the College of Arts and Sciences; seat forty-three (43) from the College of Computing Sciences and Engineering; and seat forty-four (44) from the College of Health.
- C. In the Spring, seat forty-five (45) will be elected from the college of Business Administration; and seat forty-six (46) will be elected from the College of Education.
- D. Declared majors who are candidates for Senate shall run in the college in which they are enrolled.
- E. Students will vote at the college in which they are enrolled. Students who have not declared a major may not vote.
- F. All campaign rules and guidelines apply with the exception of the polling region, which will be the room or hallway immediately surrounding the polling station. No campaigning or campaign materials will be allowed in sight of the polls during the polling hours.
- G. Polls shall be open from 9 AM to 7 PM for at least one day during these elections. These hours may be extended to include more hours/days at the discretion of the Elections Commission, but may not be shortened.
- H. If no candidates submit a Declaration of Intent to run in an inter-college election by the deadline prescribed by the Elections Supervisor, the seat shall remain empty until a student who is enrolled in the given college is appointed to it.

603.3 Special Elections

The Elections Supervisor shall, at the request of the Student Government Association President or of the majority of the Student Senate, call for and supervise a special election

not otherwise covered in the Student Government Association Constitution or the Student Government Association Statutes. The rules and regulations of the Student Government Association Constitution and Statutes shall govern all Special Elections.

A. Referenda

1. The Elections Supervisor shall conduct referenda upon two-thirds (2/3) approval of the Student Senate or upon receipt of a Student Body petition (Article VI of the Student Government Association Constitution).
2. The official ballot for a referendum shall give a brief statement regarding the proposed changes. Voters shall be given the opportunity to vote "YES" or "NO" for the proposed changes. A non-vote will be counted as neither yes nor no.
3. If completed copies of all proposed referenda or revisions can not be printed on the Official Ballot itself, copies shall be available for inspection at the voting booths.
4. Referenda may be placed on the official ballot of a general election or a special election may be held. Discretion shall be left up to the majority of the Student Senate at the time of passage of the referendum.

B. Constitutional Referenda

Use of Constitutional Referenda shall coincide with regulations stated in 603.3.A.

Chapter 604 Candidacy

604.1 Qualifying for Candidacy

To qualify as a candidate for Student Government elective office, one must:

- A. Be an A&S fee paying student, enrolled in at least one (1) class at the University of North Florida.
- B. Have at least a 2.00 cumulative grade point average, unless one has attended the University of North Florida for less than one (1) semester.

604.2 Becoming a Candidate

To become a candidate for Student Government elective office, whose name appears on the ballot, one must submit by the close of filing as determined by the Elections Supervisor:

- A. Declaration of Intent to Run
 1. Written statement professing one's intent to run in an election.
 2. The close of filing shall be before the campaigning period begins.

3. Must be submitted on the form prescribed by the Elections Supervisor.
4. Must be officially dated upon submission by the machine located in the Student Government Office. Declarations of Intent without this official date stamp will not be accepted.
5. Failure to submit by the close of filing will result in the candidate's name not appearing on the official ballot. The Elections Supervisor will enforce this policy.
6. No one may declare candidacy for more than one office at a given time.
7. Declaration of Intent for Candidacy may be withdrawn up to the time the ballot is printed by presenting a statement of withdrawal to the Elections Supervisor.
8. No student may declare candidacy under an assumed name unless he/she has legally changed his/her name through the court system and has the proper documentation.
9. After the submission of the Declaration of Intent for Candidacy, no campaigning (except for verbal campaigning) shall take place until the date for campaigning to begin—fourteen days before the first day of the election.

B. Candidate Application

The Candidate Application must be submitted by 5:00 PM the academic day before the campaigning period begins. All Candidate Applications must be officially dated on the date of submission by the machine located in the Student Government Office. Declarations of Intent without this official date stamp will not be accepted.

The Candidate Application is comprised of:

1. Candidate Information
2. Statement of Understanding

Written statement signed by the candidate ensuring (s)he has read and understands the guidelines and consequences outlined herein, and pledges to adhere to those guidelines.

3. Student Endorsement
 - a. Each signature must be of a student of the University of North Florida and accompanied by the student's social security number or Osprey Card identification number (located directly beneath photo).

- b. Those seeking a presidential/vice-presidential ticket must submit two hundred (200) signatures per ticket.
- c. Those seeking senatorial seats must submit seventy-five (75) signatures.

4. Campaign Guidelines

604.3 Write-in Candidates

In the event a person fails to submit a Declaration of Intent and Candidate Application by the close of filing, Write-in Candidacy may be established.

- A. Write-in candidates must file a Declaration of Intent to Run by 5:00 p.m. seven (7) days preceding an election and must be approved by the Elections Supervisor in accordance with this Chapter.
- B. Write-in candidates must file a Candidate Application by 5:00 PM seven (7) days preceding an election and must be approved by the Elections Supervisor in accordance with this Chapter.
- C. Write-in Candidates' names do not appear on the official ballot.
 - 1. Votes for a write-in candidate may only be cast by handwriting his/her first and last name in ink in the designated area on the official ballot.
 - 2. No vote cast for a write-in candidate shall be disqualified if the voters' choice is clear, and the vote is cast according to the guidelines stated herein.
- D. Write-in candidates may campaign according to guidelines herein.
- E. Write-in candidates are bound by all provisions of this Statute not in conflict with this Section and must meet all eligibility requirements outlined herein.

604.4 Approval for Candidacy

- A. The Elections Supervisor shall investigate the qualifications of all candidates and may reject candidates unqualified according to requirements made in this Title, Chapter 605.1.
- B. The Elections Supervisor shall disqualify candidates who make false statements about their qualifications for office.
- C. The Elections Supervisor shall disqualify candidates who fail to submit all forms correctly by set deadlines.
- ~~D.~~ The Elections Supervisor shall notify unqualified candidates in writing. The notice of disqualification shall be delivered to the candidate(s) no later than three (3) academic days after the candidate's disqualification has been decided. Any disqualified candidate may appeal to the Judicial Council.

Chapter 605 Campaigning

The Campaigning Period begins fourteen (14) days before the first day of an election and ends the last day of an election.

605.1 Printed Material

- A. Printed material includes billboards, banners, posters, signs, flyers, handbills, cards, freestanding/road signs, printed advertisements, and apparel calling for support of a specific candidate(s)/ticket.
1. Billboards shall be defined as freestanding road signs wider than three (3) feet and taller than six (6) feet. They may be posted in areas approved by student development
 2. Banners shall be defined as any printed material greater than six (6) feet in length or six (6) feet in height. They may be hung from the railings of buildings across campus as allowed by University regulations. The Office of Student Development holds discretion as to number and size.
 3. Posters and signs shall be defined as any printed material ranging in size from eight and one half by eleven inches (8 1/2" by 11") to eleven by seventeen inches (11" by 17").
 4. Flyers shall be defined as any printed material equal to eight and one half by eleven inches (8 1/2" by 11").
 5. Each candidate may submit up to 49 copies of each flyer, poster, and sign to the Elections Supervisor who will forward them to OSD for dispersion across campus. No candidate may hang up his/her own flyers, poster, or signs on campus with the exception of departmental bulletin boards, which requires explicit permission of that department.
 6. Handbills/cards shall be defined as any printed material smaller than eight and one half by eleven inches (8 1/2" by 11"). Candidates and supporters may disperse these. However, each candidate/ticket is responsible for litter created by their campaign materials. The Elections Supervisor must also approve these.
 7. The *Spinnaker*, UNF's campus-wide newspaper, guarantees one full page dedicated to all official presidential and vice-presidential candidates. This space will be divided between all of these candidates equally, and no other candidates may appear on this page. The Elections Supervisor will supply the newspaper with information regarding these candidates. Any additional information that candidates wish to submit for this advertisement must be given to the Elections Supervisor before campaigning begins. Other advertisements in campus-wide newspapers will be permitted. Space will be sold to as many candidates as possible in a fair manner as designated by the Editor of that newspaper. If the Elections Supervisor sees that space is not being issued fairly, (s)he may forbid further campaigning with that

newspaper for the remainder of that election period. This applies only to UNF Activities and Service Fees funded newspapers.

8. Free-standing/road signs shall be defined as any printed material that is self-supporting. It may be up to eight feet in length by six feet in height (8' x 6'), but the top of the sign may be no more than six feet (6') from the ground. Each candidate is allowed up to eight (8) free-standing/road signs on campus. These signs may not present a danger to pedestrians or in direct pathways of travel.
 9. Apparel shall be defined as any printed material designed to be worn not limited to buttons, stickers, hats, and shirts. These items do not have to be approved by OSD, but do have to be submitted to the Elections Supervisor, who will approve or disapprove of their use based on appropriateness.
- B. Each candidate is liable for all printed materials relating to his/her campaign and shall see to the proper disposal of all materials.
 - C. Printed materials may not be placed on doors, columns, walls, floors, ceilings, windows, trees, light posts, chalk boards, dry-erase boards, cork strips above chalk boards, mirrors, or on vehicles located within campus grounds.
 - D. Prior to placement on a structure (bulletin boards, etc.) on campus, all materials, excluding apparel, must be approved by the OSD. The OSD will imprint the original with a stamp of approval. No material may be posted without this approval. Upon request, candidate must submit stamped original to the Elections Supervisor for verification of OSD approval.
 - E. No campaign material may be distributed or posted within a classroom during class time.
 - F. All printed materials must be removed from campus within 48 hours of the closing of elections. This is the responsibility of the candidate.

605.2 Other Regulations

1. Candidates may not stand over voters while they complete their ballot or inquire as to how a particular person cast their vote.
2. The Elections Commission may hold debates at any time. These debates shall include any candidates (and invite all) who have submitted a Declaration of Intent prior to the time of the debate. Other students and/or organizations can only hold debates after campaigning has begun. These debates should also be open to all candidates and to the public. The Elections Supervisor prior to the debate must approve any debates not directly sponsored by the Elections Commission. The approval will be of the date, time, place, format, and notification of candidates, but not the content.
3. No campaigning of any kind shall be allowed within the polling region beginning 48 hours prior to the election and continuing through election day(s),

4. Verbal Campaigning may occur at any time and at any place except within the polling region (See Chapter 604.3), within a classroom while class is in session, or in the Senate chambers during Senate or committee meetings. Common courtesy is expected in other settings such as the Library, the Academic Resource Center, the Learning Resource Center, or the Computer Labs.

605.3 Expenses

- A. Campaign expenses shall include but are not limited to:
 1. Cash expenditures on items used for the purpose of campaigning.
 2. Campaign contributions received for the purpose of campaigning including but not limited to campaign materials, professional services, or the donation of billboards, advertisements, or the equivalent. Donations received can total the campaign expenses.
- B. Campaign expenses of candidates shall be limited to the following:
 1. President and Vice President- Combined total of one thousand-five hundred dollars (\$1500.00). Candidates running individually will be allowed half of this amount.
 2. Senate Candidates- Two hundred- twenty-five dollars (\$225.00) per candidate.
- C. No student may use Activities and Service fees (unless it is monies collected from OPS wages) or things purchased with Activities and Service fees to further their campaign.
- D. A candidate/ticket may not accept monetary donations from any clubs, bodies, or organizations recognized by UNF and funded through Activities and Service fees.
- E. The Elections Supervisor shall rule on all questions of value regarding campaign expenses. At the request of any Activity and Service Fee-paying student, the Elections Commission must review this ruling.

605.4 Expense Statements

- A. Expense statements shall be submitted by all candidates to the Elections Supervisor no later than 5:00 p.m. on the first academic day following any election and shall include:
 1. Statement of the known cumulative campaign expenses based on the retail market value signed by the candidate(s) and/or party chairman.
 2. An itemized list of all campaign expenses.
 3. A statement attesting to the validity of the total campaign expenses and contributions.

4. An itemized list containing the full name and residence or business address of each person who has made one or more contributions to the campaign over the amount of thirty (\$30) dollars.
- B. Radio, television and newspaper advertisements shall not be considered a campaign expense if free, equal time is available for each candidate for a particular office. Should free, equal time not be made available, cost of broadcast time must be included in expense statements.
 - C. Campaign Expense Statements become public information upon submission.

605.5 Violations

A. Major and Minor Offenses

Violations of this Statute shall be designated as either a major or minor offense as follows:

1. Major Offenses- attempts to perpetrate a fraudulent election such as, but not limited to, tampering with elections machinery, casting more than one ballot, falsification of facts or information, intentionally causing another candidate to incur violations, involvement with effort to falsify the election in any way, and failure to submit a Candidate Expense Statement by the deadline.
2. Minor Offenses- All violations of this Statute not designated as major offenses.

B. Expense Violations

1. Candidates are responsible for all campaign expenses made on their behalf.
2. It is the responsibility of all candidates to inquire about expenses and services made by persons or organizations on their behalf. Failure to account for any of the contributions on one's expense statement is a major offense.
3. Cases of expenditures over the maximum amount allowed or expenditures unreported in the final expense statement will be termed a major offense.
4. Failure to submit an Expense Statement, as provided for in Chapter 606.3, shall be considered a major offense.

C. Procedure for Filing Charges for Campaign Violations

1. Any student who has a campaign complaint must file said complaint in writing with supporting evidence to the Student Government Attorney General and the Student Government Elections Supervisor in accordance with the Statute of Limitations.

2. The Elections Supervisor will call a meeting of the Elections Commission at the end of the Statute of Limitations. All rulings on complaints will be made at this meeting by majority vote of the committee, excluding any members directly involved in the complaint. The student filing the complaint will present to the committee, and all involved parties may be present to speak on their own behalf.
3. All decisions of the Elections Commission are subject to appeal to the University of North Florida's Judicial Council, whose decision shall be final.

D. Statute of Limitations

Complaints under this Chapter must be submitted to the Elections Supervisor and Attorney General in writing within six (6) academic days following the election or be forever barred.

E. Other Specifications

1. All positions filled by the election may be filled according to the procedure outlined in Chapter 608 of this Title and regardless of charges pending.
2. Guilty parties will be removed from office upon the return of a verdict from the Judicial Council.

605.6 Penalties

- A. Persons committing major violations must be disqualified from the election and/or removed from office, whichever is appropriate.
- B. Three minor violations shall constitute a major violation.

Chapter 606 Voting

606.1 Eligible Voter

- A. Every student currently registered and paying A&S fees to the University of North Florida shall be entitled to vote in all General and Special Elections.
- B. Only Students currently registered in the College of Arts and Sciences and paying A&S fees to the University of North Florida shall be eligible to vote in the fall Inter-College Election for Senatorial Seat forty-two (42).
- C. Only Students currently registered in the College of Computing Sciences and Engineering and paying A&S fees to the University of North Florida shall be eligible to vote in the fall Inter-College Election for Senatorial Seat forty-three (43).

- D. Only Students currently registered in the College of Health and paying A&S fees to the University of North Florida shall be eligible to vote in the fall Inter-College Election for Senatorial Seat forty-four (44).
- E. Only Students currently registered in the College of Business Administration and paying A&S fees to the University of North Florida shall be eligible to vote in the spring Inter-College Election for Senatorial Seat forty-five (45).
- F. Only Students currently registered in the College of Education and paying A&S fees to the University of North Florida shall be eligible to vote in the spring Inter-College Election for Senatorial Seat forty-six (46).

606.2 Polls

A. Placement- General and Special Elections

- 1. There must be at least one (1) poll for every four thousand (4000) registered UNF students.
- 3. A minimum of one (1) voting booth must be placed at the BookStore.
- 4. The Supervisor of Elections shall place additional voting booths at his/her discretion, pending approval of the Elections Commission.

B. Hours

- 1. Voting booths shall be open from 9:00 a.m. until 7:00 p.m.
- 2. The Elections Supervisor, upon approval by the Elections Commission, may extend or shorten the hours of the election.
- 3. All Senators not appearing on the ballot or running in the election are expected to supervise a polling station for at least two hours during the time of elections.

C. Polling Station Procedures

- 1. The Elections Supervisor must mark off the polling region with tape or other tangible items 48 hours prior to Election Day. The Elections Supervisor or a designee must then remove all posters and campaign literature from this designated area. From 48 hours prior to the election through election day(s), any campaign material or vote-soliciting within this polling region will be considered a violation of this statute and subject to the repercussions mentioned in Chapter 609.
- 2. Bands and loud speakers audibly promoting candidates or parties shall not be allowed within two hundred (200) feet of any voting booth, but a candidate may yell or project his/her voice outside the 75 foot perimeter.
- 3. Voters shall be entitled to vote in privacy, which will be provided by the sides of the voting booths.

4. No candidate shall serve as a polling station worker.
5. Authorized polling station workers will maintain the student registrar list or other means of preventing students from voting more than once.
6. The University of North Florida Student Identification card shall serve as a student voter registration card for campus elections. If necessary, a valid Drivers License or other valid identification card may be accepted, but must be cross-referenced immediately with a student registrar list.

606.3 The Ballot

A. Format

1. The official ballot must contain the list of all vacant offices to be filled by the election, referendum questions, and constitutional amendments. More specific regulations for special elections can be found in Chapter 603 of this statute.
3. Candidates shall be listed in alphabetical order by their last names and the name shall be printed in the same form as requested at the time of filing.
4. Space for write-in candidates shall be placed on the official ballot during General Elections.
5. For elections to office, the ballot shall only contain the names of the candidates who properly filed all appropriate paperwork by the deadline as set by the Elections Supervisor and are otherwise qualified to hold the office they seek.
6. Candidates omitted from the sample ballot may petition to be reinstated by an order of revision from the Judicial Council, provided such an order is filed no later than seventy-two (72) hours prior to any election.
7. The Official Ballot may not be changed or altered within the forty-eight (48) hours preceding any election.

B. Absentee Ballots

1. Students away from campus on Election Day may request absentee ballots from the Elections Supervisor no later than seven days preceding the election. This ballot must be returned to the Elections Supervisor no later than the last day of elections by 7:00 p.m. along with a photocopy of their UNF I.D. card. Absentee ballots shall consist of a copy of the official ballot and instructions for voting.
2. The Elections Supervisor must post in a newspaper of general campus circulation the accessibility of absentee ballots at least ten (10) days before the date of the election.

C. Collecting and Handling

1. Two SGA members not candidates in the election and/or the Elections Supervisor must attend the polling station at all times to ensure that this Statute is fairly enforced.
2. The Supervisor of Elections shall lock or seal the ballot boxes before the polling station opens, and no ballot box shall be opened or removed from the polling station except in the company of the University Police Department. Ballot boxes cannot be opened until votes are ready to be tabulated.
3. Following collection, ballots shall be locked and securely sealed in the presence of the Elections Supervisor. They are to be moved only in the presence of the Election Supervisor or a designee and any person from the University Police Department. Candidates are allowed to be present.
4. The Elections Supervisor shall ensure that the ballots are secure from damage, loss, theft, or alteration.
5. The Elections Supervisor and members of the Elections Commission shall ensure that no one attempts to use the library identification number or their social security number on voter affidavits to determine the names of voters.
6. The Elections Supervisor, under the direction of the Student Government Association Advisor, shall destroy the ballots thirty (30) days after the deadline for contesting the elections, or thirty (30) days after the conclusion of a court challenge to election, whichever comes later.

D. Tabulation

1. The method of counting shall be done as the Elections Supervisor deems proper; i.e. Duval County tabulation, computer tabulation or scantron in the presence of the Elections Supervisor, Chief of staff and an SG advisor.
2. If any ballots are hand-counted, which can occur only in unforeseen, emergency situations, counting shall be done in a public place designated by the Elections Supervisor. The Elections Supervisor, Chief of Staff and an SG advisor must be present.
3. The Elections Supervisor shall order an immediate recount if the difference between two or more candidates is five percent or less of the total votes cast. If the results of the recount reveal that a different candidate would be elected, then the Elections Supervisor shall immediately order a third count. If the Elections Supervisor does not order a recount, the Election Commission must convene and order one.
4. No ballot shall be disqualified if the voter's choice is clear. Any parts of a ballot that is marked correctly and legally shall be counted.

- A. Individual and small groups of ballots may not be invalidated for any reason except in the instance that an individual is caught in the action of voting multiple times and the votes of that person can be removed. Only the Elections Supervisor may invalidate the vote in this situation, subject to the approval of the Elections Commission.
- B. The Elections Supervisor may invalidate the election at any time prior to the release of election results with a two-thirds vote of the Senate, discounting members who are also candidates in that election.
- C. Other students may call for invalidation of the election any time prior to the publication of the results of that election. Such students must file their written complaint to the Elections Supervisor, the Attorney General, and the Chief Justice. It will then be investigated and brought before the Senate within three (3) school days from the end of the election for a decision. The Senate President must call a special session at the end of this time.
- D. The Senate must deny all invalidation complaints before the Senate can validate the election. Any students running in the election may be present for this decision but may not vote. They will not count for or against quorum at this time.
- E. Following posting of the results, official or unofficial, no more complaints calling for invalidation of the election will be accepted.
- F. Upon invalidation of the election, the Elections Supervisor must call another election within three weeks or before the end of the semester, whichever comes first. This election does not require Senatorial approval. The same ballot must be used for this election; exceptions are limited to candidates who wish to or are required to be removed from the ballot and any referenda the Student Senate chooses to add to the ballot.

Chapter 607 Assuming Office

607.1 Announcement of Election Results

- A. The Elections Supervisor may release “unofficial” results at 2 p.m. on the day following the election if no requests for invalidation of the election have been filed.
- B. Election results must be sealed from view until official publication. No person may view the results until publication. No election results can be posted until complaints or charges calling to invalidate the election have been resolved by Senate.
- C. At the next Senate meeting, the results will be validated by a majority vote, and then the Elections Supervisor shall post the official results.
- D. The Election Supervisor shall prepare and distribute a press release announcing the final results immediately following validation. All announcements of the final

results shall include a statement that the results may be challenged to the Judicial Council.

607.2 Certificates of Election

- A. No Certificate of Election shall be issued to a candidate whose election is being contested.
- B. Certificates of Election shall be of a form prescribed by the Elections Supervisor.

607.3 Installation

The Installation process shall begin within five (5) academic days of the last day of any election. Candidates with the most votes shall assume all abilities and responsibilities of office when and only when, in accordance with specifications of this title and in this order:

- A. a bill to validate the election is posted by the Election Supervisor,
- B. the legislation to validate the election is passed,
- C. and each Elected Candidate is sworn into office.
 - 1. Elected candidates shall be sworn into office by the Chief Justice, or another member of the Judicial Council as designated by the Chief Justice, using the following oath.

“I (name of Individual), do hereby swear to uphold the position of (title of office) and to abide by the Constitution of the University of North Florida and Statutes of the Student Government Association, and to strive to maintain a working and unified Student Government.”
 - 2. Elected candidates shall be sworn into office at the first Senate meeting following validation of the election.

Chapter 608 Appointment to the Senate

Vacancies within the Senate may be filled by appointment.

608.1 Qualifying for appointment

To qualify for appointment, one must:

- A. Fulfill every qualification specified in Chapter 605.1 of this statute.
- B. Attend at least one (1) Senate meeting and go on record stating their first and last names.

608.2 Applying for Appointment

To become an appointee, one must submit to the ESAC Chair an Appointment Application, which is comprised of:

- A. Appointee Information.
- B. Appointee Questionnaire, which discloses motivation to be a senator, goals if appointed and other relevant information, as stipulated by the ESAC Chair.
- C. Student Endorsement, including the endorsement of at least twenty-five (25) students, in accordance with the specifications of Chapter 605.2.B.3

608.3 Being Appointed

To be appointed, one must chronologically be granted the following actions.

- A. ESAC Recommendation
 - 1. An appointee is granted ESAC recommendation for appointment by a majority vote of ESAC, or in the case of multiple applications, by receiving the most votes.
 - 2. If more Appointment applications are submitted than senatorial seats are available, ESAC shall vote to fill the vacant seats at one time, after having been presented with all Appointment applications on the agenda.

- B. Appointment to the Senate

An appointee is granted appointment to the Senate by a two-thirds (2/3) vote of the Senate.

608.4 Installation

- A. After being appointed to the Senate, an appointee will assume office immediately following installation by the Chief Justice or another member of the Judicial Branch as designated by the Chief Justice. Installation will occur during the same Senate meeting where possible, or at the following Senate meeting.
- B. The oath stated in Chapter 608.3.B will be used to install those appointed, and will be administered by the Chief Justice or another member of the Judicial Branch as designated by the Chief Justice.