

Summer 5-1-2014

# Senate Resolution JR-14SB-2785 Establishment of Election Policies and Procedures

Student Government Association  
*University of North Florida*

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1 *JR-14SB-2785: Establishment of the Election Policies and Procedures*

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

4 Whereas: The Senate is the legislative body of the University of North Florida's Student Government  
5 given the responsibility of carrying out such legislative acts that are necessary and proper for the  
6 Student Body of the University of North Florida; and;

7 Whereas: Legislative approval concerning the establishment of necessary and proper revisions to the  
8 Elections Policies and Procedures shall be considered by the Government Oversight Committee  
9 of the Senate; and

10 Therefore: The following shall exist as the first Election Policies and Procedures established through joint  
11 resolution by Student Government in accordance with Title VI, Chapter 600.1 § D:

12

## The Office of Elections

13 "A Posse Ad Esse"  
14 {From Possibility to Actuality}  
15

16

## Election Policies and Procedures

17 2014 - 2015

18 -True Rains-

19 Commissioner  
20  
21  
22  
23  
24  
25



1 *JR-14SB-2785: Establishment of the Election Policies and Procedures*

2 **Table of Contents**

3

4

5

6

7

8 I. Mission: -3-

9 II. Purpose: -3-

10 III. Duties of the Elections Commissioner: -3-

11 IV. Elections Code of Ethics: -3-

12 V. Candidate Guidelines: -4-

13 VI. Financial Guidelines: -9-

14 VII. Operations of the Election System: -10-

15 VIII. Validation of an Election: -11-

16

17



1 *JR-14SB-2785: Establishment of the Election Policies and Procedures*

2 I. **Mission**

3 The mission of the Office of Elections shall be to efficiently and justly sustain a  
4 competitive election system for the student body of the University of North  
5 Florida.

6  
7 II. **Purpose**

8 The purpose the Office of Elections shall be to maintain a system of binding  
9 guidelines for the aforementioned office and all prospective candidates for  
10 election. This system shall be known as the Election Policies and Procedures and  
11 shall dictate the manner and scope in which this government applies restriction,  
12 resolution, and restitution in all election related matters.

13  
14 III. **Duties of the Elections Commissioner**

- 15 a. Be responsible for proposing changes to the Elections Policies and  
16 Procedures to the Government Oversight (GO) Committee, when necessary.
- 17 b. Be responsible for executing all provisions provided within the Elections  
18 Policies and Procedures.
- 19 c. Make public an election timeline, containing all important dates, deadlines,  
20 and statutes of limitations prior to the start of each semester as they pertain  
21 to the upcoming General Election.
- 22 d. File all witnessed and reported violations of the Election Code and Election  
23 Policies and Procedures, in conjunction with the Attorney General as Judicial  
24 Complaints against the accused candidate(s) within the constraints of the  
25 Election Policies and Procedures timeline.

26  
27 IV. **Elections Code of Ethics**

- 28 a. Purpose
- 29 i. The Elections Code of Ethics is established as an agreement between  
30 all persons involved with the elections process. As such, it serves to  
31 establish basic standards we hold valuable and essential to the  
32 preservation of democratic principles.
- 33 b. System of Ethical Standards
- 34 i. No person shall:



*JR-14SB-2785: Establishment of the Election Policies and Procedures*

1. Physically, emotionally, or mentally abuse any other candidate, student, or university employee.
  2. Misrepresent any material fact(s) through any campaign material(s) or action(s).
  3. Misrepresent any campaign material(s) or action(s) as being the property or undertaking of any other candidate or party organization.
  4. Condone or authorize the destruction or theft of any candidate(s) or party organization(s) campaign material(s).
  5. Commit written, printed, or verbal defamation.
- ii. Candidates and/or Political Party Organizations are responsible for the action(s) of other individual(s), and/or organization(s) acting on their behalf or at their direction beyond a reasonable doubt.
  - iii. Every candidate shall hold themselves to the highest level of ethical standards as they are a representative of the entire student body of the University of North Florida.

**V. Candidate Guidelines**

**a. Elections Timeline**

**i. Timeline Definitions**

1. Day, Business: All days Monday through Friday in which the University is open for business between the hours of 8:00 AM and 5:00 PM.
2. Day, Common: All calendar days between the hours of 12:00 AM and 11:59 PM.
3. Week: Seven (7) consecutive Common Days.

**ii. Format**

1. Attached to the Elections Policies and Procedures shall be a timeline that prescribes the chronological order of events within the elections system.
2. This timeline shall be in the form of a calendar but designed in such a fashion that all necessary dates are read in an unmistakable manner.



*JR-14SB-2785: Establishment of the Election Policies and Procedures*

3. Attached to this timeline shall be a description of the event(s) and list of necessary document(s), where applicable, for each deadline.

iii. Publication

1. The Elections Timeline shall be published and made available to the public prior to the start of the semester that the election will take place.

iv. Regulations

1. Ten (10) weeks prior to the nearest upcoming general election, the Elections Policies and Procedures shall be finalized and published.
2. Six (6) weeks prior to the nearest upcoming general election, all political party organizations shall have filed their Declarations of Intent.
3. Five (5) weeks prior to the nearest upcoming general elections, the Office of Elections shall hold a Party Fair.
4. Four (4) weeks prior to the nearest upcoming general election, all Candidate Declarations of Intent must be filed.
5. Disqualifications shall be finalized on the sixth (6) business day following the deadline for the Candidate Declaration of Intent.
6. In between three (3) and one (1) weeks preceding the nearest upcoming general election, three (3) candidate forums shall be held for the public to attend.
7. All fall general elections shall begin on the tenth (10) Tuesday of the fall semester at 9:00 AM and close at 7:00 PM on the next day.
8. All spring general elections shall begin on the tenth (10) Tuesday of the spring semester at 9:00 AM and close at 7:00 PM on the next day.
9. All financial statements shall be filed by the conclusion of the business day following the close of elections.
10. All Judicial Complaints related to a specific election shall be filed no later than the conclusion of the second (2) business



1 *JR-14SB-2785: Establishment of the Election Policies and Procedures*

2 day following the close of the election under which the  
3 matter(s) in question transpired.

4 b. Candidacy

5 i. Requirements

- 6 1. The requirements for candidacy shall in no way exceed those  
7 placed by the Constitution and every effort shall be made to  
8 ensure that no excessive barriers exist to candidacy.
- 9 2. The constitutional requirements for candidacy may be seen  
10 under Article V § 2 of the Student Government Constitution.
- 11 3. To become a candidate in any Student Government election,  
12 a student must only meet the constitutional requirements and  
13 complete a Candidate Declaration of Intent.
- 14 4. Presidential candidates are required to run on a two-person  
15 (2) ticket with a Vice-Presidential candidate. Presidential  
16 tickets shall file a joint Candidate Declaration of Intent.

17 ii. Candidate Declaration of Intent Form

- 18 1. The format for the Candidate Declaration of Intent form is at  
19 the discretion of the Commissioner but shall consist of, at a  
20 minimum, a single page for a perspective candidate to  
21 indicate acknowledgement and compliance with all required  
22 subsections.
- 23 2. Required information that must be provided on the  
24 Candidate Declaration of Intent form shall include the  
25 candidate's:
- 26 a. Full name, as it appears on their Osprey-1 Card.
- 27 b. N-number, as it appears on their Osprey-1 Card.
- 28 c. Contactable e-mail address.
- 29 d. Contactable phone number.
- 30 e. Classification and Major.
- 31 f. Indication of Party Affiliation. If affiliated, the  
32 Political Party Organization (PPO) chair must  
33 undersign. If not, the candidate is automatically  
34 recognized as an Independent.



*JR-14SB-2785: Establishment of the Election Policies and Procedures*

g. Indication of Financial Statement option selection.

3. The following agreements must be provided with the Candidate Declaration of Intent form and the candidate must sign that they have read, understand, and agree to all of them:

a. FERPA release to verify current GPA.

b. Agreement to uphold the Code of Ethics.

c. Agreement to abide by all Student Government laws, policies, and procedures.

c. Political Party Organizations

i. Creation and Registration

1. Requirements

a. Any two (2) or more currently enrolled students may form a PPO and register with the Office of Elections through the completion of a Party Declaration of Intent.

b. Registered PPO's are guaranteed the rights afforded them under Title VI.

c. PPO's must select a chair person from amongst themselves and indicate their selection on their Party Declaration of Intent.

2. Party Declaration of Intent Form

a. The format for the Party Declaration of Intent form is at the discretion of the Commissioner.

b. The form shall contain the following required information to be completed by the founding members:

1) Names and N-numbers of founding members, as they appear on their Osprey-1 cards.

2) Designation of Party Chair

3) Designation of PPO name and abbreviation.

4) Designation of Financial Statement option selection.





*JR-14SB-2785: Establishment of the Election Policies and Procedures*

c. The following agreements must be provided with the Party Declaration of Intent form and the founding members must sign on behalf of the party that they have read, understand, and agree to all of them:

- 1) Agreement to uphold the Code of Ethics.
- 2) Agreement to abide by all Student Government laws, policies, and procedures.

d. All Political Party Organizations' registrations shall expire annually. At the time of expiration, the expired PPO's name will be reserved until the Party Declaration of Intent deadline of the nearest upcoming election. The Elections Commissioner reserves the right to retire a PPO's name should the party's registration lapse.

e. PPO's that were previously registered with the Office of Elections need only complete a party re-registration form annually to remain registered. Party re-registration forms shall contain the following information completed by at least two (2) renewing members:

- 1) Names and N-numbers of renewing members, as they appear on their Osprey-1 cards.
- 2) Designation of Party Chair.
- 3) Designation of PPO name and abbreviation.
- 4) Designation of Financial Statement option selection.
- 5) PPO's must reaffirm their agreements as listed under Chapter V § C.i.2.c of this document as well.

ii. Naming

1. The following restrictions shall exist on the naming of PPO's:

- a. No PPO may register under a name that gives the impression of University endorsement or that uses



1 *JR-14SB-2785: Establishment of the Election Policies and Procedures*

2 official University language. Examples include but are  
3 not limited to: "The University of North Florida  
4 Party," "The Blue and Grey Party," "The No One  
5 Like You, No Place Like This Party," "The Ozzie  
6 Party," or "The Osprey Party".

7 b. No party may have the same name or give the  
8 impression of having the same name as another  
9 registered party. Examples include but are not limited  
10 to: "The Kool Party" and "The Cool Party," or "The  
11 Rock Party" and "The Rockk Party".

12 c. No party may register a party name as "No Party  
13 Affiliation" or any name with the word  
14 "Independent".

15 2. All decisions based on naming are subject to the direct  
16 approval of the Elections Commissioner. The  
17 Commissioner's final decision may be appealed to the  
18 Judiciary.

19 iii. Membership

- 20 1. Membership in PPO's may be determined internally.  
21 2. PPO's that wish to register with Student Government must  
22 agree to an anti-discrimination policy provided with the Party  
23 Declaration of Intent.  
24 3. No student has an inherent right to be a member of any PPO  
25 as PPO's are private entities and strictly not Registered  
26 Student Organizations (RSO).

27 d. Campaigning

28 i. Restrictions

29 1. Signage

30 a. Signs of reasonable type are permissible on university  
31 grounds within three (3) weeks of the nearest  
32 upcoming election.



*JR-14SB-2785: Establishment of the Election Policies and Procedures*

- b. Physical Facilities and other university officials reserve the right to remove intrusive or obstructive signage.
- c. The Office of Elections shall make available the most up to date university regulations in the form of an election signage map.
- d. Placement of signs shall adhere to current university policy as directed by Physical Facilities, including but not limited to:
  - 1) Yard Signs alone may be placed near walking paths within the interior of campus.
  - 2) Banners may be hung from buildings with permission from the proper authorities. In the case of the Student Union (Bld. 58) Student Union Administration must be contacted.
- e. Campaigns are responsible for removing all campaign-related materials within two (2) business days following the close of an election.

2. Active/Passive Campaigning

- a. Active Campaigning shall be defined as campaigning done in an unsolicited manner. This may include verbal or electronic communications as well the active distribution of items.
  - b. Passive Campaigning shall be defined as campaigning done in a wholly voluntary and non-intrusive manner. This may include signs, posters, websites, or the possession of various paraphernalia.
  - c. Active Campaigning shall be prohibited in all University buildings, with the exception of dining halls, residence halls, the Osprey Clubhouse, Arena, and Wellness Complex. Active Campaigning is also allowed in the Student Union, with the exception of the third floor of the East Building.
3. Campaign materials may not be distributed in such a way as to create excessive litter or to willfully deface any property, public or private.



1 *JR-14SB-2785: Establishment of the Election Policies and Procedures*

- 2 4. Each candidate is liable for all campaign materials relating to  
3 his/her campaign, and shall see to their proper disposal,  
4 except materials discarded by voters in the polling region  
5 while the polls are open.

6  
7 **VI. Financial Guidelines**

8 a. Format

- 9 i. Financial Statements are to be completed within a provided packet  
10 given to all candidates.
- 11 ii. Financial statement packets shall contain:
- 12 1. A cover page listing the contents of a final and completed  
13 statement and the undersigned agreement to the accuracy of  
14 the statement.
  - 15 2. A blank itemized page(s) for the listing of all campaign  
16 expenses.
  - 17 3. A totaling line at the conclusion of the list.
  - 18 4. A guide for PPO financial statements that allows a party to  
19 calculate their combined expense limit.
- 20 iii. Parties may choose to complete a PPO Financial Statement and  
21 forego individual statements if they wish to share resources.

22 b. Regulations

23 i. Expense Limits

- 24 1. Senate Candidates: \$500.00.  
25 2. Presidential Tickets: \$3,500.00.  
26 3. Political Party Organization option: Not to exceed the sum of  
27 the individual candidate's expense limits combined.

28 c. Contents

29 i. A completed Financial Statement must contain:

- 30 1. An itemized list of all expenses incurred in support of a  
31 campaign. The Financial Statement must include items  
32 purchased in a previous campaign if they are re-used for the  
33 upcoming election.



1 *JR-14SB-2785: Establishment of the Election Policies and Procedures*

- 2 2. Copies of all receipts supporting the itemized list of  
3 expenditures. In the case of items purchased previously and  
4 re-used for a campaign, a receipt is not necessary. Instead, a  
5 fair market value must be provided.
- 6 3. Sworn agreement on behalf of the candidate, or in the case  
7 of PPO Financial Statement the chair, to the accuracy of the  
8 full and complete statement.

9  
10 **VII. Operations of the Election System**

11 a. The Ballot

12 i. Ballot Format and Creation

- 13 1. The Elections Commissioner shall be responsible for  
14 overseeing the creation and final format of each ballot and  
15 ensuring their compliance with statute.

16 ii. Constitutional Referenda

- 17 1. All signed Constitutional Referenda shall be forwarded to the  
18 Elections Commissioner by the Senate President to be placed  
19 on the ballot.

20 iii. Plebiscites

- 21 1. Any student may petition the Office of Elections to request  
22 that a plebiscite be placed on an electoral ballot.
- 23 2. Plebiscites shall be placed on the ballot at the Elections  
24 Commissioner's discretion.

25 b. Polling Information

26 i. Polling Locations

- 27 1. The Office of Elections shall maintain at least two (2) polling  
28 stations on campus where students may cast their votes in a  
29 secure and protected environment. The exact number of  
30 stations provided each election is up to the determination of  
31 the Commissioner.
- 32 2. The Elections Commissioner shall determine the best  
33 location for each station to best serve the student body.



1 *JR-14SB-2785: Establishment of the Election Policies and Procedures*

- 2 b. All statutory mandates concerning ballots are met,  
3 and;  
4 c. Confidentiality is protected, and;  
5 d. All votes are batched and traceable, and;  
6 e. Electronic voting remains consistently open from the  
7 start of elections until their close.

8 c. Voting

- 9 i. The ability to cast a singular vote in every election is the inherent  
10 right of all A&S fee-paying students of the University of North  
11 Florida.  
12 ii. Voters must be able to:  
13 1. Select a select-all option to vote for all members of party  
14 tickets.  
15 2. Have access to a display containing each candidate's platform.

16  
17 **VIII. Validation of an Election**

18 a. Tabulation

- 19 i. The Elections Commissioner in conjunction with the Attorney  
20 General shall oversee the tabulation of all ballots following the close  
21 of an election.  
22 ii. Unofficial election results shall be released after the conclusion of the  
23 second (2) business day following the close of an election along with  
24 a list of all pending Judicial Complaints related to the election.  
25 iii. The Elections Commissioner shall, with the approval of the Attorney  
26 General and Chief Justice, release official elections results following  
27 the resolution of all pending Judicial Complaints.

28 b. Senate Validation

- 29 i. The Elections Commissioner shall formalize the official results of all  
30 closed elections and forward them to the Senate in the form of a  
31 Senate Bill introduced by the Government Oversight Committee  
32 chair to be considered on second read (2<sup>nd</sup>) at the next upcoming  
33 Senate meeting.



1 *JR-14SB-2785: Establishment of the Election Policies and Procedures*

2 ii. The Senate must receive a validation bill within ten (10) business days  
3 following the close of an election provided all Judicial Complaints  
4 surrounding the election are resolved.

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11 Let it be enacted by the Student Government of the University of North Florida that  
12 the above Elections Policies and Procedures be adopted and become effective  
13 immediately.  
14

15

### Legislative Action

Respectfully Submitted: Commissioner Rains

Introduced by: Commissioner Rains

Senate Action: Approved 4-0-0

Date: 7 / 21 / 14

Signed: **Kaitlin D. Ramirez**

*Kaitlin D. Ramirez, Student Senate President*

### Executive Action

Let it be known that JR-14SB-2785 is hereby

**PASSED / VETOED / LINE-ITEM VETOED**

on this 28<sup>th</sup> day of July, 2014.

Signed, **Joseph C. Turner**

*Joseph Turner, Student Body President*