
Legislation

Student Government

11-2-2016

JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures

Student Government Association University of North Florida

Follow this and additional works at: <https://digitalcommons.unf.edu/sgaleg>



SENATE LEGISLATION

JR-16F-3063

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures

Senate Bill introduced by the Government Oversight Committee chair to be considered on second read (2nd) at the next upcoming Senate meeting.

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

HISTORY: JR-14SB-2785 (July 28th, 2014)
– Original
JR-14F-2817 (November 21st, 2014)
JR-15SB -2885 (July 23rd, 2015)
JR-16S-2961 (April 8th, 2016)
JR-16SB-3018 (July 13th, 2016)
JR-16F-3063 (November 2nd, 2016)

Therefore: Let it be enacted by the passage and subsequent signing of this bill, that all changes to the Elections Policies and Procedures be in effect immediately.

Legislative Action

Executive Action

Author: Elections Commissioner Sabrina Sorrentino
Sponsor: Government Oversight Chairman Warren Butler
Committee: Government Oversight Committee
Committee Action: 5-0-0
Senate Action: N/A
Date of Action: N/A

Let it be known that JR-16F-3063 is hereby

APPROVED / VETOED

on this 10 day of November, 2016.

Signed, [Redacted Signature]
Caleb Grantham, Student Body President

Signed and Delivered to the Student Body President
on this 9 day of Nov., 2016.

Signed and Delivered to the Senate Secretary

Place Time Stamp Here
NOV 10 2016

Place Time Stamp Here
NOV 10 2016

Signed: [Redacted Signature]
Darius Burke, Student Senate President



JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures

ii. Voters must be able to:

~~1. Select up to twenty (20) Senate candidates one at a time.~~

2.1. Have access to a display containing each candidate's platform.

d. Restrictions

i. In the interest of protecting the confidentiality of each student's vote, votes shall not be solicited by candidates or campaign supporters through the individual distribution of electronic devices. This includes mobile devices, laptops, tablets, or computers of any kind.

ii. Candidates and campaign supporters may direct students to online voting through electronic communication, flyers, and physical direction to polling stations but may not accompany them into the PPR.

VIII. Validation of an Election

a. Tabulation

i. All results shall remain confidential until the election closes. The operators of the Voting Application will at that time deliver the results to the Election Commissioner and Attorney General for confirmation.

ii. The Elections Commissioner in conjunction with the Attorney General shall confirm the tabulated results following the close of an election.

iii. Unofficial election results shall be released by the conclusion of the second (2) business day following the close of an election along with a list of all pending Judicial Complaints related to the election.

iv. The Elections Commissioner shall, with the approval of the Attorney General and Chief Justice, release official elections results following the resolution of all pending Judicial Complaints.

b. Senate Validation

i. The Elections Commissioner shall formalize the official results of all closed elections and forward them to the Senate in the form of a



JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures

the course of an election.

ii. Poll Workers

1. The Elections Commissioner is responsible for staffing all polling stations with qualified workers.

a. Qualified shall be defined as a volunteer who has no conflict of interest in regard to the current election and who has completed mandatory Election Poll Worker Training.

b. Election Poll Worker Training shall be created and maintained by the Office of Elections. It shall be made available online for any who wish to complete it.

2. There shall be at least two (2) poll workers manning a station at all times.

iii. Polling Devices

1. The ability to cast a vote electronically from any web-accessible device shall be provided to students.

2. This electronic system shall be protected and monitored by the university and overseen by the Elections Commissioner in conjunction with the Attorney General to ensure that:

a. Each eligible student only casts one (1) vote per election, and;

b. All statutory mandates concerning ballots are met, and;

c. Confidentiality is protected, and;

d. All votes are batched and traceable, and;

e. Electronic voting remains consistently open from the start of elections until their close.

c. Voting

i. The ability to cast a singular vote in every election is the inherent right of all A&S fee-paying students of the University of North Florida.



JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures

1. A polling station shall be defined as a location where students may go to cast their official votes in a protected, secure and private environment.
2. The Office of Elections shall maintain at least two (2) polling stations on campus where students may cast their votes in a secure and protected environment. The exact number of stations provided each election is up to the determination of the Commissioner.
3. No group or individual outside the Office of Elections has the right to create or police a polling station.
4. The Elections Commissioner shall determine the best location for each station to best serve the student body and to adhere to the following provisions:
 - a. All polling devices used to cast votes at the polling stations must be hard wired.
5. Protected Polling Regions (PPR's) shall exist around each polling station provided by the Office of Elections and as such maintain the following provisions within them:
 - a. No active campaigning shall occur.
 - b. Passive campaigning is allowed, with the exception of signage placed within the PPR.
 - c. No one, including poll workers, shall stand above or behind a student casting a vote.
 - d. Every effort shall be made to ensure the confidentiality of a student's vote.
 - e. Poll workers may not answer inquiries concerning candidates, platforms, or campaign events within a PPR.
 - f. Groups may not gather or in any way impede access to or within a PPR.
6. The Office of the Attorney General shall supervise the enforcement of all PPR provisions.
7. Polling stations provided by the Office of Elections shall remain open from 9:00 AM until 7:00 PM each day during



1 *JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures*

- 2 3. Sworn agreement on behalf of the candidate, or in the case
3 of PPO Financial Statement the chair, to the accuracy of the
4 full and complete statement.

5
6 **VII. Operations of the Election System**

7 a. The Ballot

8 i. Ballot Format and Creation

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

12 ii. Constitutional Referenda

- 13 1. All signed Constitutional Referenda shall be formally
14 summarized and forwarded to the Elections Commissioner
15 by the Senate President six (6) business days before the
16 election, to be placed on the ballot.

- 17 ~~4.2.~~ All proposed amendments shall be published on the Student
18 Government website ten (10) business days prior to the
19 upcoming election.

20 iii. Plebiscites

- 21 1. A Plebiscite shall be defined as, a nonbinding referendum on
22 a proposed law, constitutional referendum, or significant
23 public issue.
- 24 2. Any student may petition the Office of Elections to request
25 that a plebiscite be placed on an electoral ballot. All plebiscite
26 requests must be forwarded to the Elections Commissioner
27 six (6) business days prior to the upcoming election.
28 Plebiscites shall be placed on the ballot at the Elections
29 Commissioner's discretion.
- 30 3. Any Plebiscite placed on the ballot shall be made open for
31 discussion at the Senate meeting during which the vote is held
32 to validate the election.

33 b. Polling Information

34 i. Polling Locations



JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures

1. A cover page listing the contents of a final and completed statement and the undersigned agreement to the accuracy of the statement.
2. A blank itemized page(s) for the listing of all campaign expenses.
3. A totaling line at the conclusion of the list.
4. A guide for PPO financial statements that allows a party to calculate their combined expense limit.

iii. Parties may choose to complete a PPO Financial Statement and forego individual statements if they wish to share resources.

iii-iv. All elections contested or not contested shall require parties as well as candidates to file financial statements.

b. Regulations

i. Expense Limits

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

c. Contents

i. A completed Financial Statement must contain:

1. An itemized list of all expenses incurred in support of a campaign. The Financial Statement must include items purchased in a previous campaign if they are re-used for the upcoming election.
 - a. Each calendar year, any re-used item will depreciate by half. After four (4) years of reuse, an item may be claimed at zero (0) percent of the current market value.
2. Copies of all receipts supporting the itemized list of expenditures. In the case of items purchased previously and re-used for a campaign, a receipt is not necessary. Instead, a fair market value must be provided.



JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures

- c. Active Campaigning shall be prohibited in all University buildings, with the exception of dining halls, the Osprey Clubhouse, Arena, and Wellness Complex.
 - d. A second exception shall be made to permit Active Campaigning in University Buildings, limited to meetings of Student Organizations, Registered or Unregistered, scheduled to meet in these buildings.
 - e. Active Campaigning is allowed in the Student Union, with the exception of the third floor of the East Building. All Campaigning is prohibited on the third floor of Building 58E.
3. No campaigning is permitted in residence halls including, but not limited to, distribution of fliers and door to door campaigning.
 - a. The only exception is in the event of invited and casual conversation between residents of the residence hall in question.
 4. Campaign materials may not be distributed in such a way as to create excessive litter or to willfully deface any property, public or private.
 5. Each candidate is liable for all campaign materials relating to his/her campaign, and shall see to their proper disposal, except materials discarded by voters in the polling region while the polls are open.
 6. No candidate shall operate under an implied Student Government endorsement. This includes, but is not limited to, any logos present in campaign materials or use of Student Government sponsored items in their campaign.

VI. Financial Guidelines

a. Format

- i. Financial Statements are to be completed within a provided packet given to all candidates.
- ii. Financial statement packets shall contain:



SENATE LEGISLATION

JR-16F-3063

1 *JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures*

2 1. Signage

3 a. ~~Signs of reasonable type are permissible on university~~
4 ~~grounds within three (3) weeks of the nearest~~
5 ~~upcoming election.~~

6 a. All campaign-related signage is only permitted on
7 university grounds within three (3) weeks of the
8 nearest upcoming election.

9 b. Physical Facilities and other university officials
10 reserve the right to remove intrusive or obstructive
11 signage.

12 c. The Office of Elections shall make available the most
13 up to date university regulations in the form of an
14 election signage map.

15 d. Placement of signs shall adhere to current university
16 policy as directed by Physical Facilities, including but
17 not limited to:

18 1) Yard Signs alone may be placed near walking
19 paths within the interior of campus.

20 2) Banners may be hung from buildings with
21 permission from the proper authorities. In the
22 case of the Student Union (Bld. 58) Student
23 Union Administration must be contacted.

24 e. Campaigns are responsible for removing all
25 campaign-related materials within two (2) business
26 days following the close of an election.

27 2. Active/Passive Campaigning

28 a. Active Campaigning shall be defined as campaigning
29 done in an unsolicited manner. This may include
30 verbal or electronic communications as well the active
31 distribution of items.

32 b. Passive Campaigning shall be defined as campaigning
33 done in a wholly voluntary and non-intrusive manner.
34 This may include signs, posters, websites, or the
35 possession of various paraphernalia.



SENATE LEGISLATION

JR-16F-3063

1 *JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures*

2 5) PPO's must reaffirm their agreements as listed
3 under Chapter V § C.i.2.c of this document as
4 well.

5 ii. Naming

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

7 a. No PPO may register under a name that gives the
8 impression of University endorsement or that uses
9 official University language. Examples include but are
10 not limited to: "The University of North Florida
11 Party," "The Blue and Grey Party," "The No One
12 Like You, No Place Like This Party," "The Ozzie
13 Party," or "The Osprey Party".

14 b. No party may have the same name or give the
15 impression of having the same name as another
16 registered party. Examples include but are not limited
17 to: "The Kool Party" and "The Cool Party," or "The
18 Rock Party" and "The Rockk Party".

19 c. No party may register a party name as "No Party
20 Affiliation" or any name with the word "Independent".

21 2. All decisions based on naming are subject to the direct
22 approval of the Elections Commissioner. The
23 Commissioner's final decision may be appealed to the Judicial
24 Branch.

25 iii. Membership

26 1. Membership in PPO's may be determined internally.

27 2. PPO's that wish to register with Student Government must
28 agree to an anti-discrimination and anti-hazing policy
29 provided with the Party Declaration of Intent.

30 3. No student has an inherent right to be a member of any PPO
31 as PPO's are private entities and strictly not Registered
32 Student Organizations (RSO).

33 d. Campaigning

34 i. Restrictions



SENATE LEGISLATION

JR-16F-3063

JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures

PPO's name will be reserved until the Party Declaration of Intent deadline of the nearest upcoming election.

- 1) The name of the PPO shall have a maximum life span of two (2) years. This life span shall be constituted by any two (2) years, consecutive or nonconsecutive, within a four (4) consecutive year period beginning the semester of first registration.
- 2) The PPO's name will be reserved until the deadline for the previous party chair, or someone possessing written consent of said party chair, to re-register. The final result of this process may be appealed to the Judicial Branch.
- 3) If the previous party chair does not return and no written consent is given, the party will be retired.

- e. The Elections Commissioner reserves the right to retire a PPO's name should the party's registration lapse.
- f. 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.



SENATE LEGISLATION

JR-16F-3063

1 *JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures*

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

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

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

10 2. Party Declaration of Intent Form

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

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

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

19 2) Designation of Party Chair

20 3) Designation of PPO name and abbreviation.

21 4) Designation of Financial Statement option
22 selection.

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

27 1) Agreement to uphold the Code of Ethics.

28 2) Agreement to uphold all University Policies
29 and -Regulations.

30 3) Agreement to abide by all Student Government
31 laws, policies, and procedures.

32 d. All Political Party Organizations' registrations shall
33 expire annually. At the time of expiration, the expired
34



JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures

ii. Candidate Declaration of Intent Form

1. The format for the Candidate Declaration of Intent form is at the discretion of the Commissioner but shall consist of, at a minimum, a single page for a ~~perspective~~ prospective candidate to indicate acknowledgement and compliance with all required subsections.
2. Required information that must be provided on the Candidate Declaration of Intent form shall include the candidate's:
 - a. Full name, as it appears on their Osprey-1 Card.
 - b. N-number, as it appears on their Osprey-1 Card.
 - c. Contactable e-mail address.
 - d. Contactable phone number.
 - e. Classification and Major.
 - f. Indication of Party Affiliation. If affiliated, the Political Party Organization (PPO) chair must undersign. If not, the candidate is automatically recognized as an Independent.
 - 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 and acknowledgment forms.
 - b. Agreement to uphold the Code of Ethics.
 - c. Agreement to abide by all University and Student Government laws, policies and procedures.
 - d. Student Conduct Form
 - e. Senate and Committee Meeting Attendance Form

c. Political Party Organizations

i. Creation and Registration

1. Requirements



JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures

6. In between three (3) and one (1) weeks preceding the nearest upcoming general election, At least one (1) candidate forum shall be held for the public to attend.
7. In between three (3) and one (1) weeks preceding the nearest Presidential election, at least one (1) Presidential Debate shall be organized, assuming contest.
8. 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.
9. All spring general elections shall begin on the ninth (9) Tuesday of the spring semester at 9:00 AM and close at 7:00 PM on the next day.
10. All financial statements shall be filed by the conclusion of the business day following the close of elections.
11. All Judicial Complaints related to a specific election shall be filed no later than the conclusion of the second (2) business day following the close of the election under which the matter(s) in question transpired, with the exception of Judicial Complaints filed by the Elections Commissioner.
12. The Election Commissioner shall have four (4) business days to submit any Judicial Complaints pertaining to a specific election.

b. Candidacy

i. Requirements

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



1 *JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures*

2 ii. Format

- 3 1. Attached to the Elections Policies and Procedures shall be a
4 timeline that prescribes the chronological order of events
5 within the elections system.
- 6 2. This timeline shall be in the form of a calendar but designed
7 in such a fashion that all necessary dates are read in an
8 unmistakable manner.
- 9 3. Attached to this timeline shall be a description of the event(s)
10 and list of necessary document(s), where applicable, for each
11 deadline.

12 iii. Publication

- 13 1. The Elections Timeline shall be published and made available
14 to the public prior to the start of the semester that the
15 election will take place.
- 16 2. In the absence of an Elections Commissioner, the duty of
17 publication of the Election Timeline shall fall with the
18 Attorney General.

19
20 iv. Regulations

- 21 1. Ten (10) weeks prior to the nearest upcoming general
22 election, the Elections Policies and Procedures shall be
23 finalized and published.
- 24 2. Six (6) weeks prior to the nearest upcoming general election,
25 all political party organizations shall have filed their
26 Declarations of Intent.
- 27 3. Five (5) weeks prior to the nearest upcoming general
28 elections, the Office of Elections shall hold a Party Fair.
- 29 4. Four (4) weeks prior to the nearest upcoming general
30 election, all Candidate Declarations of Intent must be filed.
- 31 5. Disqualifications shall be finalized on the sixth (6) business
32 day following the deadline for the Candidate Declaration of
33 Intent.



SENATE LEGISLATION

JR-16F-3063

1 *JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures*

2 establish basic standards we hold valuable and essential to the
3 preservation of democratic principles.

4 b. System of Ethical Standards

5 i. No person shall:

- 6 1. Physically, emotionally, or mentally abuse any other
7 candidate, student, or university employee.
- 8 2. Misrepresent any material fact(s) through any campaign
9 material(s) or action(s).
- 10 3. Misrepresent any campaign material(s) or action(s) as being
11 the property or undertaking of any other candidate or party
12 organization.
- 13 4. Condone or authorize the destruction or theft of any
14 candidate(s) or party organization(s) campaign material(s).
- 15 5. Commit written, printed, or verbal defamation.
- 16 6. Violate any University Policies and Regulations that are in
17 place during the course of the election.

18 ii. Candidates and/or Political Party Organizations are responsible for
19 the action(s) of other individual(s), and/or organization(s) acting on
20 their behalf or at their direction beyond a reasonable doubt.

21 iii. Every candidate shall hold themselves to the highest level of ethical
22 standards as they are a representative of the entire student body of
23 the University of North Florida.

24
25 **V. Candidate Guidelines**

26 a. Elections Timeline

27 i. Timeline Definitions

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



1 *JR-16F-3063: Spring 2016 Amendment of the Elections 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. Be responsible for forwarding all documents to be posted online to the
23 Senate Secretary, or the relevant Legislative Branch Web Master, a reasonable
24 amount of time before their required post date.
- 25 e. File all witnessed and reported violations of the Election Code and Election
26 Policies and Procedures, in conjunction with the Attorney General as Judicial
27 Complaints against the accused candidate(s) within the constraints of the
28 Election Policies and Procedures timeline.

29
30 IV. **Elections Code of Ethics**

- 31 a. Purpose
- 32 i. The Elections Code of Ethics is established as an agreement between
33 all persons involved with the elections process. As such, it serves to



1 *JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures*

2 **Table of Contents**

3

4 I. Mission: -3-

5 II. Purpose: -3-

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

7 IV. Elections Code of Ethics: -3-

8 V. Candidate Guidelines: -4-

9 VI. Financial Guidelines: -10-

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

11 VIII. Validation of an Election: -13-

12



1 *JR-16F-3063: Spring 2016 Amendment of the Elections Policies and Procedures*

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

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

7 Whereas: Legislation dealing with necessary and proper revisions to the Elections Policies and Procedures
8 shall be considered by the Government Oversight of the Senate; and

9 Therefore: The following proper revisions to the Elections Policies and Procedures are proposed to foster
10 continuous growth to our Elections system.

11

The Office of Elections

“A Posse Ad Esse”

{From Possibility to Actuality}

12

13

14

15

16

17

Election Policies and Procedures

As of ~~July 13th~~ November 2nd, 2016

18

19

20

21

22

23

24

25