

*Election Operations Board Bylaws of the DePaul University Student Government Association*

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### **ARTICLE I: OBJECTIVE**

The Election Operations Board, herein referred to as EOB, shall oversee elections for the Student Government Association of DePaul University.

## *ARTICLE II: MEMBERSHIP*

### Section I: EOB Chair

1. The Chair of the EOB shall be nominated by the SGA President and confirmed by a majority vote of the General Body.
2. The Chair must be a currently registered DePaul student and may not be seeking any position within SGA while serving as EOB Chair.
3. The EOB Chair should be appointed before the first meeting of the General Body in the fall quarter.
4. The EOB Chair acts as the intermediary between the Candidate, SGA, and all SGA officials for matters including but not limited to, letters of intent, copies of campaign materials, and all general communications.

### Section II: EOB Membership

1. Any DePaul student who is not running for any position within SGA is eligible to serve on EOB. The individuals must fill out an official EOB statement of neutrality before serving on EOB.
2. Members shall be appointed by the SGA President and confirmed by the General Body.
3. The EOB shall consist of no less than three members and no more than five members, excluding the chair.

### Section III: Responsibility

1. Members of the EOB shall follow the EOB bylaws and shall be accountable to the SGA Advisor.
2. The EOB shall be responsible for regulating materials and enforcement of campaign procedures and rules.
  - a. EOB may refer issues concerning enforcement of campaign procedures and rules to the SGA Judicial Board. This procedure will take place as if it were a protest, per Article VII.
3. The EOB shall be responsible for publicizing the SGA elections in conjunction with the Public Relations coordinator.

### Section IV: Membership Voting Rights

1. Excluding the chair, all members of EOB shall have full voting rights on all EOB matters.
2. The EOB chair shall have a vote in the event of a tie.
3. Quorum shall be considered a majority of the voting members.

### *ARTICLE III: ELECTION TIMELINE*

1. One spring and one fall election shall be held for all elected offices as per the Constitution, Article III, Section 2.
2. The SGA spring elections must be held no later than seven weeks after the first day of the spring quarter and fall elections must be held no later than four weeks after the first day of the fall quarter.
3. Election materials shall be made available no less than three weeks before the start of the election.
4. Elections shall be held for no less than two consecutive days in the spring quarter.
5. Elections shall be held for no less than two consecutive days in the fall quarter.

### *ARTICLE IV: QUALIFICATIONS FOR ELECTION*

#### *Section I: Eligibility for Candidacy*

1. An eligible candidate is defined as any currently registered DePaul student with a minimum GPA of 2.5.
2. All candidates must be part-time or full-time students.
3. All eligible candidates must be in compliance with the University Code of Student Conduct throughout the entire year.
4. To be considered eligible for President, a candidate must attend a one-on-one meeting with the current President of SGA and SGA Advisor before the election packet materials are due. If major scheduling problems arise, it is the candidate's responsibility to contact the EOB Chair and inform them of the situation. EOB will assist in facilitating and scheduling this meeting, if need be. In the case the current President chooses to run for re-election, they would need to recuse themselves from the one-on-one meeting.
5. In order to be eligible to run for President or Vice-President, one must have served at least one previous term on SGA. A term shall be defined as the duration between either spring or fall elections through the following spring election.
6. All positions will be elected individually, with the exception of the President and Vice President, which must run as a ticket.
7. All candidates running for college Senator positions must be enrolled as a major in that college.
8. All candidates are eligible to run for only one office within SGA.

#### *Section II: Eligibility for Elections*

1. All members of the Senate and Executive Branch shall be elected, either by vote of the student body or, in the case of a vacancy, internal SGA elections.
2. Elections shall occur annually in Spring and Fall Quarters under the direction of the Election Operations Board.

3. All positions except Senator for First Year Students, and Senator for Transfer Students shall be open for election in the Spring Election.
4. Senator for First Year Students, Senator for Transfer Students, and any other open positions shall be open for elections in fall quarter.
5. All enrolled students shall be eligible to vote in elections, in accordance with these bylaws.

### Section III: Write-in Candidates and Campaigns

1. SGA election ballots shall include a “write-in candidate” option.
2. Write-in candidates must specify in their letter of intent how they wish their name to be recognized by the EOB.
3. All write-in candidates must submit a letter of intent to the EOB no later than 24 hours before the close of the election.
4. All coordinated write-in candidates and campaigns are subject to all EOB bylaws, including but not limited to campaign spending and platforms. Failure to adhere to bylaws may result in disqualification.
5. Write-in candidates for President and Vice President must abide by Article IV, Section 1: Eligibility for Candidacy.
6. Write-in candidates for President and Vice President must run as a ticket and submit a joint letter of intent to the EOB.
7. All write-in candidates must be approved by a majority of the EOB to qualify.
8. The EOB will use good judgement and discretion when counting votes for write-in candidates, counting not only those using the precise and exact spelling of the candidate’s name but also taking into account typos and understandable misspelling, in order to ensure the intent of the voter is carried through.

### Section IV: Eligibility for Referenda

1. Referenda may be considered during the Fall and Spring Elections.
2. Referenda may be placed on the ballot in two ways:
  - a. With the submission of a signed petition of 500 or more DePaul University Students verified by the Election Operations Board (EOB); or
  - b. Any voting member of the SGA General Body sponsoring referenda which receives two-thirds approval of the SGA General Body.
3. Referenda language and signed petitions must be submitted to the Election Operations Board (EOB) no less than fifteen (15) days prior to the Spring Election.
4. Referenda language must be approved by the Election Operation Board (EOB).
5. Polls shall be open for a minimum of forty-eight (48) hours.
6. All enrolled students of DePaul shall be eligible to vote.
7. An affirmative majority (50% + 1 vote) of those voting on referenda is required for passage of all referenda.

8. Referenda will represent the binding position of the SGA for the following academic year.
9. The SGA General Body may not adopt any resolutions contrary to approved referenda within the academic year following passage of said referenda.
10. Referenda may not seek to make appropriations, remove SGA members, or make amendments to the SGA Constitution or the constitutions of other student organizations.
11. Results shall be ratified as prescribed in the Election Operations Board (EOB) bylaws.

## Section V: Recognized Candidates and Campaigns

1. All eligible candidates and campaigns, with the exception of write-in candidates, must submit to EOB:
  - a. A platform outlining their goals and objectives pertaining to their desired position.
  - b. A brief biography that includes involvement both in and outside of the university
  - c. The required petition for their position as per Article IV, Section 5, number 5.
2. The President and Vice President ticket must submit a joint platform, joint biographies, and a single petition with the required number of signatures as per Article IV, Section 5, number 5.
3. All recognized candidates and campaigns are subject to the EOB bylaws. Failure to adhere to bylaws may result in disqualification.
4. All candidates are required to submit petitions along with their respective applications to the EOB. A valid student signature shall be defined as a signature of a current student in the DePaul community that is written by the student themselves. A valid student DePaul ID number must be submitted with the signature in order to validate the signature. A printed name is defined as a legible printing of the name of the current student in the DePaul community that is written by the student themselves.
5. Candidates for the positions of President and Vice President shall jointly gather fifty (50) student signatures, and candidates for remaining elected positions shall gather twenty-five (25) student signatures.
6. All petitions on signatures must be approved by the EOB in order for the candidate's name to appear on the SGA ballot.
7. All applications and applicant material is final upon submission to the EOB Chair. No revisions or re-submissions will be accepted unless requested by the EOB Chair.

## ARTICLE V: CAMPAIGNING

### Section I: Definition

Campaigning shall be defined as any operation conducted of a candidate or issue to bring about election towards an office within SGA.

### Section II: Tangible Campaigning Materials Guidelines

1. Campaign materials shall be defined as any tangible items used to bring about an election toward a position or issue within SGA.
2. All campaign materials shall be displayed or distributed in accordance with the EOB bylaws and the University Posting Policy.
3. No campaign materials may be slanderous or libelous against another candidate, issue, SGA, or the DePaul community.
4. Slander is defined by the EOB as any oral misrepresentation of information regarding another candidate or issue that would damage a campaign for election and overall reputation.
  - a. Libel is defined by the EOB as any written statement that is untrue that would damage a campaign and the overall reputation of the individual or individuals.
5. A copy of all campaign materials must be submitted to and maintained by the EOB in a folder that will be available to DePaul students at the Office of Student Involvement.
6. No campaigning is permitted in any SGA offices or at any SGA functions. No use of SGA resources, including but not limited to the telephone, copy card, promotional wall space, and computers are allowed.
7. If any organization promotes or sponsors a candidate or issue, the candidate or issue may use the organization's promotional wall space.
8. Activities defined as campaigning shall have no set start or end date or time.

### Section III: Electronic Campaigning Material Guidelines

1. An electronic campaigning material shall be defined as any online presence that primarily exists to bring about an election towards a position within SGA.
  - a. This includes, but is not limited to webpages, groups, blogs, and social media pages and events that primarily exist to bring about an election for a candidate or issue.
2. All electronic campaign materials shall be displayed or distributed in accordance with the EOB bylaws.
3. No electronic campaigning materials may be slanderous or libelous against another candidate, issue, SGA, or the DePaul community.
  - a. Slander is defined by the EOB as any oral misrepresentation of information regarding another candidate or issue that would damage a campaign for election and overall reputation.
  - b. Libel is defined by the EOB as any written statement that is untrue that would damage a campaign for election and overall reputation.
4. A hard copy of each material must be submitted to and maintained by the EOB in a folder that will be available to DePaul students at the Office of Student Involvement. In addition, a hyperlink of each webpage shall be submitted to the EOB.

### Section IV: Spending Limits

1. Spending on campaign materials is limited to a total of \$1,000.00 No more than \$400.00 of the \$1,000.00 may be personally financed. A ticket of candidates for President and Vice President shall also be limited to a spending total of \$1,000.00, no more than \$400.00 of which can be personally financed.
2. All receipts for campaign materials shall be retained by the candidate or referenda petitioner(s) for a period of one month after the elections. If any discrepancies between the receipts and the realistic value of campaign materials occur, the EOB shall then determine the value of the materials in question according to fair market value.
3. If campaign materials support the candidacy of more than one person or issue, then the cost of those materials will be equally divided amongst the candidates.
4. Free materials in the Office of Student Involvement shall not count towards the total cost of materials for the candidate or issue.
5. The Office of Student Involvement materials that incur a fee will count towards the total cost of materials for the candidates.
6. Endorsements
  - a. No organization may endorse without the consent of the endorsee or an automatic withdrawal of the endorsement may be required.

#### Section V: Candidate and Referenda Petitioner Responsibility

1. Candidates and referenda petitioners are responsible for all actions, both personal and those done on their behalf with their consent, during the campaign and the election processes.
2. It is the responsibility of candidates and referenda petitioners to inform campaign workers and candidate representatives of appropriate and inappropriate behavior, as defined in the EOB bylaws.
3. Failure to adhere to EOB bylaws may result in disqualification.

#### Section VI: Voting Procedures

1. Elections will be held online via the Internet. It is the responsibility of the EOB to establish voting operations.
2. No campaigning shall be allowed in computer labs.
3. Any candidate or referenda petitioner in violation of the voting procedures may result in disqualification by the EOB.

#### Section VII: Candidate Participation

1. All candidates are recommended to attend an information session.
2. All candidates are encouraged to attend all scheduled Meet the Candidates events at the Loop and Lincoln Park campuses.



## ARTICLE VI: VOTING RESULTS

### Section I: Retrieving Results

1. The vote totals must be retrieved no later than twenty-four (24) hours after the close of the election, except in cases of problem with technology.
2. The vote totals shall be retrieved in a method determined by the EOB.
3. Petitioners or write-in candidates receiving the most votes for an office shall be determined by the winner.
4. All elected candidates must provide a formal, written letter of acceptance.
5. Candidates elected in the fall quarter are required to fulfill two and a half (2½) community service hours and attend one (1) event as required by the Constitution, for the fall quarter.

### Section II: Result Announcements

1. No member of EOB, candidate, or referenda petitioner(s) may announce the winning totals until the EOB Chair announces the final totals to the SGA Advisor, the SGA President, and participating candidates or referenda petitioner(s).
2. The EOB Chair must not announce the results to the public until at least three hours after the results have been given to the SGA Advisor, the SGA President, and participating candidates or referenda petitioner(s).
3. The EOB Chair must send written notifications of election results to participating candidates and referenda petitioner(s). Additionally, the EOB Chair must post all election results for candidates and referenda issues in a public space in both the Loop and Lincoln Park campuses.
4. The percentage and raw count of votes cast for each valid candidate in the fall and spring elections shall be posted by the EOB following the election.

## ARTICLE VII: ELECTION PROTESTS AND APPEALS

### Section I: Types of Protests

1. Protests against a candidate or referenda must itemize specific EOB bylaws that have been violated by a candidate or representatives of a candidate or referenda petitioner acting on his or her behalf or of an issue.
2. Protests against members of EOB must specify the procedure(s) that have been improperly executed and the end effect of the mishandled procedures.
3. Protests shall be handled by the SGA Judicial Board.

## Section II: Protest Timelines

1. All protests must be written and signed by the protestor and sent to the Judicial Board Chair no later than forty-eight (48) hours after the close of the election.

## Section III: Appeals Procedure

1. The Judicial Board Chair shall convene the SGA Judicial Board within fourteen (14) days.
2. The trial shall follow the same hearing, trial, and appeals procedure of an SGA Internal Case.
3. For the purposes of trial, the protesting candidate shall be considered the defendant and the EOB shall be considered the prosecutor.

## ARTICLE VIII: ENFORCEMENT OF PENALTIES

### Section I: Penalties

1. The first violation of the EOB bylaws by the candidate or referenda petitioner or directly on behalf of the candidate or referenda issue will result in a written warning by the EOB Chair unless the violation is one of slander or libel against another candidate, at which time a vote will be taken without a warning where the candidate can be disqualified by a 2/3 vote of the EOB.
2. If there is a second violation by the candidate or referenda petitioner, directly on behalf of the candidate, or by the referenda petitioner, the EOB will disqualify that candidate or referenda petitioner by a 2/3 vote on the EOB.

### Section II: Enforcement

1. It shall be the duty of the EOB to enforce penalties.

### Section III: Violation

1. Violators of the EOB bylaws may be subject to action by the Dean of Students where appropriate.
2. An action of slander is a violation of the EOB bylaws and of University Policy.
3. Any action by a candidate referenda petitioner, organization, or individual that violates university policy constitutes an obligation of the EOB to report the conduct to the University Judicial Board.

## ARTICLE IX: CONTINGENCIES

Any situation or circumstance not covered by the above bylaws will be recognized by the EOB for consideration and shall be researched and addressed properly. If the matter is not urgent and

time permits, the EOB Chair shall take all revisions, additions, and deletions of these bylaws to the SGA General Body for consideration and approval. All changes made after election packets have been distributed must be communicated to all eligible candidates or referenda petitioners by phone, email, or in person within twenty-four (24) hours.