

Stout Student Association Election Rules and Information

These rules have been developed by the Clerk of Elections pursuant to their authority granted by the University Student Senate. The Clerk of Elections has the discretion to amend these Election Rules as necessary and proper to ensure a smooth and fair election as long as they remain in alignment with the provisions of the Stout Student Association Constitution and the bylaws of the University Student Senate.

Any questions or clarifications needed on the rules of the Stout Student Association election may be directed to Clerk of Elections. Any violations of these election rules may be reported to the Clerk of Elections at ssa@uwstout.edu.

Candidacy Declaration

Beginning on Wednesday, February 16th, 2022, eligible students at the University of Wisconsin-Stout will be able to declare their candidacy for office. The requirements for running for each office is listed below.

Senator Requirements

- a. Must be currently enrolled as a student at the University of Wisconsin-Stout.
- b. Must be in good academic standing with the University, which is defined as a cumulative grade point average of 2.0 on a 4.0 scale. Individuals will be asked to provide their student identification number so good academic standing may be verified.
- c. Must be enrolled or have intentions to enroll for the following semester of the academic year.
- d. **Must have a petition bearing the signatures of 50 students.**

Director Requirements

- a. Must be currently enrolled as a student at the University of Wisconsin-Stout.
- b. Must be in good academic standing with the University, which is defined as a cumulative grade point average of 2.0 on a 4.0 scale. Individuals will be asked to provide their student identification number so good academic standing may be verified.
- c. Must be enrolled or have intentions to enroll for the following 2 semesters of the academic year on a segregated fee-paying basis.
- d. **Must have a petition bearing the signatures of 100 students.**

Presidential Ticket Requirements

Individuals seeking to fill the office of President and Vice President must file and run jointly as one ticket. No filing documents of one individual will be accepted without a ticket partner. Both individuals:

- a. Must be currently enrolled as a student at the University of Wisconsin-Stout.
- b. Must be in good academic standing with the University, which is defined as a cumulative grade point average of 2.0 on a 4.0 scale. Individuals will be asked to provide their student identification number so good academic standing may be verified.
- c. Must be enrolled or have intentions to enroll for the following 2 semesters of the academic year on a segregated fee-paying basis.
- d. **Must have a petition bearing the signatures of 100 students.**

Individuals must declare their candidacy by completing the Candidacy Declaration form, which is available on the Stout Student Association website.

Candidacy Declaration Form: <https://cglink.me/2db/s44627>

Candidates may appear on the ballot for no more than two offices in the election. Candidates wishing to amend, modify, or remove offices they must contact the Clerk of Elections and rescind their candidacy for a different office.

Each candidate's Candidacy Declaration form will be reviewed by the Clerk of Elections for accuracy and eligibility. When the Clerk of Elections has verified each candidate's information, they will notify the candidate that their candidacy has been properly registered. For candidates who have not met the necessary number of signatures to be placed on the ballot, the Clerk of Elections shall notify the prospective candidate of how many signatures are needed to be placed on the ballot.

Signatures must be submitted either online via the Candidate Signature Submission form **or** via a paper document available at the Stout Student Association Office, 118 Memorial Student Center. Signatures that are not submitted in an acceptable format will not count towards the signature requirement.

Candidate Signature Submission form: <https://cglink.me/2db/s61339>

Candidate Signature Paper Collection: pick up at 118 Memorial Student Center

Completed physical copies of the signature sheet for candidates may be placed in the mailbox on the door of the Stout Student Association office.

Candidates must submit all forms and documents by Friday, April 1st, 2022, at 5:00pm to be placed on the ballot.

Campaigning Period

The campaigning period for candidates begins when a candidate is notified by the Clerk of Elections that **all** candidacy materials have been properly submitted. During this time, candidates may engage the student body to promote their candidacy. **Please make note that of what activities are permitted and prohibited during this period.** The campaigning period ends at the conclusion of the voting period.

Candidates and affiliates may not campaign prior to or after the end of the campaigning period. "Campaigning" is defined as any action in support of or against any candidate.

Candidates and affiliates must comply with all relevant state, city, and university rules and regulations while campaigning for office. No candidate or affiliate may intentionally deceive the voting public on election or campaigning policies any point during the election. A non-comprehensive list of rules and regulations are listed below:

- Candidates and affiliates may not disturb the academic mission of the University while promoting their candidacy.
- Candidates and affiliates can chalk on sidewalks surrounding the student centers but must contact the Clerk of Elections with ample notice so the space may be reserved.
- Candidates and affiliates can use an information table in the student centers but must contact the Clerk of Elections with ample notice so a table may be reserved.
- Candidates and affiliates may not campaign in the residential halls without prior approval from University Housing.
- Candidates and affiliates may hang up posters, but posters must be approved by the Clerk of Elections prior to posting and must be hung properly through [poster guidelines](#). All posters must be removed by the end of the voting period.
- The placing of information pamphlets or fliers on vehicle windshields is prohibited.

The utilization of Stout Student Association resources may only be done with prior approval of the Clerk of Elections. This includes any funds, supplies, space, or resources. Campaigning, campaign discussions, or any work pertaining to the election may not occur in the Stout Student Association Office, 118 Memorial Student Center.

Unsolicited mass emails, texts, or other communications by candidates or affiliates is prohibited.

Candidates may not utilize the name or resources of a Recognized Student Organization during their campaign. This does not prevent a Recognized Student Organization from endorsing candidates.

Candidates and affiliates may not spend more than \$200 in support of their candidacy. Candidates must complete a financial report with the Clerk of Elections documenting campaign expenses upon request.

Candidates are required to attend a Candidate Town Hall, in which students can learn more about the candidates for office and their platform, scheduled to be held Wednesday, April 6th, 2022 at 6:00pm. Candidates who are not able to attend may be excused at the discretion of the Clerk of Elections.

Ballot Posting

After the expiration of the deadline for eligible students to declare their candidacy, the Clerk of Elections will compile all candidate information to create a ballot to be used in the election no later than Thursday, April 7th, 2022. This ballot will be shared with all candidates to verify information on the ballot is correct.

The order in which ballot items appear on the ballot shall be as follows;

- Any campus-wide referendum
- Presidential Ticket
- Director of Organizational Affairs
- Director of Financial Affairs
- Director of Equity, Diversity, and Inclusion
- Director of Sustainability, Director of Legislative Affairs
- Director of Information Technology
- Senators At-Large, or any other elected senator positions that are vacant for the 53rd Congress.

The order in which candidates for each office appear on the ballot shall be determined by the order in which candidates declared and submitted their materials. For example, the first candidate to submit materials will be placed first on the ballot. Each candidate will also have a personal statement of no more than 100 words included on the ballot.

Voting Period

Voting for the election is available to members of the Stout Student Association. This means that all students attending the University of Wisconsin-Stout are eligible to vote.

The period in which voters can submit their ballots shall be from Monday, April 11th, 2022, at 8:00am to Friday, April 15th, 2022, at 5:00pm. Ballots submitted after the voting period ends will not be eligible to be counted.

Voters may only vote for one candidate for each vacant office, and voters shall only be permitted to submit one ballot for the election. Multiple ballots submitted by one voter will not be eligible to be counted.

Voters will be able to select their declared candidate(s) of choice for each ballot question or write in their own candidate(s) of their preference.

Voters will be eligible to complete their ballot through a Qualtrics survey developed by the Clerk of Elections. The ballot shall be made available to all students of the University of Wisconsin-Stout through multiple methods.

The development or usage of a polling station for candidates or their affiliates without written permission of the Clerk of Elections is prohibited.

Election Results

The votes shall be counted by the Clerk of Elections under the review of the Stout Student Association Advisor. After all eligible votes have been tallied, the Clerk of Elections shall make preliminary results available to the public.

The candidate-elect shall be the candidate to have received at least 3 votes at minimum and has received more eligible votes than any other candidate seeking that office.

If two or more candidates have received 3 or more votes and are tied for the most eligible votes, then a runoff election shall occur on Friday, April 22, 2022, from 8:00am to 5:00pm between the tied candidates. All rules pertaining to campaigning and conduct for these candidates shall be extended to the end of the voting period for the runoff election.

Once the vote tallies have been made available to the public, the Clerk of Elections will reach out to candidates to notify them of the results. If a candidate notifies the Clerk of Elections of their intent to decline office or the candidate does not accept their office within 3 business days of contact, the Clerk of Elections will reach out to the candidate that received the next highest number of votes, provided they received 3 votes or more.

After all ballot item results have been determined and all disputes have been resolved, the Clerk of Elections shall present the results to the University Student Senate for certification prior to candidate-elects taking office.

Election Rules Violations and Appeals

Responsibility for enforcing the election rules of the Stout Student Association is given to the Clerk of Election. Any information regarding potential election rules violation should be sent to the Clerk of Elections via email at ssa@uwstout.edu or provided anonymously using the Election Rules Violation form.

Election Rules Violation form: <https://cglink.me/2db/s61345>

Candidates may be held responsible for conduct or actions taken by themselves or their affiliates. Sanctions for conduct can include but is not limited to warnings, prohibition of activities, discounting of votes, or removal from the ballot or office. Sanctions for the conduct of candidates and their affiliates is at the discretion of the Clerk of Elections.

Candidates who disagree with the findings of responsibility made by the Clerk of Elections or the sanction imposed may appeal their decision to the University Court of the Stout Student Association. Such appeal requests must be made in writing to the Clerk of Elections within 3 business days of notification of sanctions.