2023 General Election Mandatory Rules and Regulations Meeting

K-State SGA Elections

For Questions Contact: nnusz@ksu.edu

Positions Available: Campus Wide Offices

01

President & Vice President

Elected jointly by student body

02

Union Governing Board

All seats for each position elected by student body

03

Board of Student Publications

All seats for each position elected by student body

Positions Available: College Offices

01

Student Senators

Elected by students of their respective colleges

02

College Councils

Elected by students of their respective colleges

IMPORTANT DATES!

Mandatory Meeting Dates	Thursday, January 26th: 7:30pm Tuesday, January 31st: 7:30pm Thursday, February 2nd: 6pm Tuesday, February 7th: 6pm Thursday: February 9th, 7:30pm Friday February 17th: 5pm

IMPORTANT DATES!

You can also find this online, but please take a picture as well.

Deadline to File on KSIS By 5:00pm
- Friday, February 10th

Deadline to Submit Finance Reports by 4:00pm
- Friday, February 17th

Campaign Action Reports Due by 5:00pm
- Monday, February 20th

General Election
- Tuesday, February 21st at 8:00 am- Wednesday, February 22nd at 6:00pm

Campaign Material MUST be Removed From Campus by 7:00pm
- Thursday, February 23rd

Campaign definitions

Statute 01-0102

01

A.Campaign

The term “campaign” shall mean people or action(s) organized in support or opposition to a question, candidate(s) or other campaign(s).

1. People here includes, but is not limited to, candidates or write-in candidates, campaign staff, and workers.

02

B.Active Campaign

Elected by students of their respective colleges

03

C.Campaign Action

The term “campaign action” shall mean any action performed or directed by candidate(s) or campaign staff done in support or opposition to a question, candidate(s), or other campaign(s).

SBP Campaign Definitions

Statute: 01–0102(A)

I. Campaign Staff: The term “campaign staff” shall mean any individuals who are authorized by candidates to perform and oversee campaign actions.

1. Up to 15 Presidential Campaign staffers may be registered with the Elections Commissioner on the Campaign Action Report. Registered staff must be qualified students of Kansas State University. Cannot be paid for work
2. Campaign Staff may only be registered with one presidential campaign.

J. Campaign Worker: The term “campaign worker” shall mean any individual who is authorized by candidates or campaign staff to perform campaign actions.

Time for Rules

I will be breaking these rules down in an individual sheet for campaign teams

Statute 01-01113(B)

Tables

Location

- Tables may be set up in the **K-State Student Union** for all candidates.

  — must be staffed at all times.

- **Additional Buildings:** Hale Library, Leadership Studies Building, Chester E. Peters Recreation Complex, and dining centers.

Other

- The Elections Committee will establish as many tables for as needed, chosen randomly, and rotating the position of each candidate at the tables daily.

- Tabling will be different this year. If you want a table in the Union you will reserve the table yourself, but must mention that it is for elections. I will be informed by the Union of all table reservations, so rotating can occur. For all other tabling the form still applies and is on the KSU Elections Webpage. The new system is also posted on this site as well.

Posters– Definition. The term “poster” shall be defined as any paper campaign material affixed to a wall or stationary object.

Statute 01-011 13(C)

Location

- **Outside Display.** When used for outside display, posters must be printed on card stock paper and secured on all four corners
- **No posters** shall be allowed **within 30 feet** of the entrances to any **non-residence hall** building on campus.

Type

- Posters shall be **no larger than 16" x 22",** except for those posters placed on portable bulletin boards **located within the Student Union,** which shall **no larger than 8.5" x 11"**
- **Overlaying of posters is strictly prohibited**
- Posters may **only be tied to trees**, affixed to **residence hall doors** or tacked to **bulletin boards** in campus buildings.
  - No lampposts, no non-tree objects outdoors

Statute 01-01113(D)

Banners

If you are not running for Student Body President or Vice President, then YOU CANNOT USE BANNERS

Definition. The term “banner” shall be defined as any type of sign larger than a poster.

Chalking

Statute 01-01113 (E)

Location

- Chalking is permitted **only on sidewalks.** Chalking is not permitted on stairs and any area not generally intended as a pathway for pedestrians.
- **No chalking** is allowed **within 30 feet** of the entrance to any **building on campus.**
- **No chalking** or outdoor hanging of posters **within 50 feet of resident hall complexes**
- **No chalking** is allowed on the **upper terrace of the Bosco Student Plaza.**

Type

- The use of **"liquid chalk,"** or any other **permanent** or semi-permanent **material** is **prohibited.**

Stickers or Buttons

Statute
01-011
13(F)

Stickers and Buttons. Stickers and buttons **shall only be placed on personal property.**

Break it Down: Do not place on school property

Social Media and Group Messaging

Definitions Statute 01-0102(K-L)

Ex. Facebook, Twitter, Instagram

- **Social Media:** The term “social media” shall mean any electronic platforms that allow campaigns to create a public presence to perform campaign actions and provide members of the public the ability to view and engage with campaigns.

Ex. Group Me, Text Chats

- **Group Messaging:** The term “group messaging” shall mean any electronic platform that allows campaigns to communicate or coordinate with defined and limited groups of people.

Restricted Campaign Actions Statue 01-0115

A. Conformity All campaign materials and activities shall conform to the laws of the State of Kansas, the ordinances of the City of Manhattan, Kansas State Association of Residence Halls policy, and all other rules of the University.

1. K-State copyrighted or trademarked logos (e.g. Kansas State University, the Powercat, Willie the Wildcat) may be used with permission of the Elections Commissioner or designee after counsel with K-State's director of trademark licensing. If approved for use, candidates or campaigns must follow the university's branding guidelines.

Break it Down:
-Follow the law
- Get permission for logo usage

Restricted Campaign Actions Statue 01-0115

Break it Down:

- Do not mail things or other methods just give directly
- Do not give things away at work exc.

A. Distribution of tangible campaign materials to individuals must be made by an individual. Campaign activities that distribute tangible campaign materials through any form of contact beyond personal interaction are prohibited.

B. Individuals may not be representing a business at the time of distribution.

Restricted Campaign Actions Statue 01-0115

Break it Down:

- Do not make your campaign a form of littering or loitering. This is meant to be a fun experience, so make people feel comfortable!

C. Illegal distribution of tangible campaign materials shall include, but is not limited to, canvassing of parking areas, leaving campaign materials unattended or in piles, mass mailings, and indiscriminate scattering of materials.

Restricted Campaign Actions Statue 01-0115

Break it Down:
Do not send messages about campaigns to academic or advising natures. Do not request your post be published through academic sites. Stay away from bringing your campaign into academics!

D. Messages containing campaign language shall not be sent to a Kansas State University Listserv or group messaging of academic or advising natures. For all other university Listservs or group messaging, senders must be presidents or coordinators of the group to which they are sending a message. A candidate running for any office may not post and/or request for a post to be made on any web page of academic or advising nature.

Restricted Campaign Actions Statue 01-0115

Break it Down:

- Do not take down other's campaign material without permission

D. Unauthorized Removal. No individual shall remove, deface, obscure, or otherwise tamper with the campaign materials of any candidate without authorization.

Restricted Campaign Actions Statue 01-0115

Break it Down:

- Do not solicit for an endorsement

E. College and University Endorsements. Campaigns may not solicit the support, advocacy, or endorsement of Kansas State University, or any of its colleges, faculty, or staff, nor will any party listed support, advocate for, or endorse a campaign with or without the campaign's knowledge.

Break it Down:

- Cannot advance someone's position based on your role at University

1. Any member of the KSU SGA employed by the University may advocate for SGA candidates as long as they do not use their University position to advance any particular candidate nor imply any University preference based upon their position.
2. For the avoidance of doubt, encouraging members of KSU SGA to vote without mentioning any particular campaigns is not restricted under this section.

Restricted Campaign Actions Statue 01-0115

Break it Down:

- Do not disrupt class, harass, or hurt others

F. Class Interference. No campaign activity that disturbs or otherwise interrupts a class shall be permitted.

G. Harassment. No campaign shall engage in harassment.

H. Obstruction. Campaigners shall not physically obstruct individuals.

Restricted Campaign Actions Statue 01-0115

Break it Down:

- No campaigning or having campaign material in CSI.
- Do not bring campaign material to Student Senate

I. Center for Student Involvement. Only activities related to the procedure of the election shall be permitted in the office space of Student Governing Association or the Center for Student Involvement. Activities include, but are not limited to, educational or training sessions, hearings, mandatory meetings, etc.

- This includes the information desk
- No campaign materials (e.g. shirts, stickers, buttons, etc.)
- No material at Student Senate in Wildcat Chambers, Thursdays at 7:00pm

Campaign Finance

Campaign Finance

Definition (SBP)

Statute: 01–0118(A)

A. The term **“campaign expense”** shall mean the retail value of any **obligations incurred**, the retail value of any **good or services donated**, and **any actual funds utilized** to promote or oppose the election of any individual to any office under this code. This definition shall include the value of any discounts not available to the general public and the retail value of any services donated. This definition shall not include any fines assessed under this Code.

1. The full amount of any item that is used by more than one candidate or campaign shall be listed as an expense on each candidate or campaign’s expense report.

Campaign Finance

Statute:
01–0118(A)

Definition

A. The term **“campaign expense”** shall mean the retail value of any **obligations incurred**, the retail value of any **good or services donated**, and **any actual funds utilized** to promote or oppose the election of any individual to any office under this code. This definition shall include the value of any discounts not available to the general public and the retail value of any services donated. This definition shall not include any fines assessed under this Code.

1. The full amount of any item that is used by more than one candidate or campaign shall be listed as an expense on each candidate or campaign’s expense report.

Campaign Finance

Contributions Limited

Statute: 01–0118(B)

B. Personal Contributions Limited. The **value of labor** by a candidate or registered campaign staff, professional or otherwise, is **not to be expensed or included as personal conbritutions**. Any contribution to a candidate from a business or non-student shall count toward the personal contribution limit. The maximum amount any candidate may contribute toward their campaign shall be as follows:

Campaign Finance

Statute:
01–0118(B)

Contributions Limited SBP

$300

1. The total amount a presidential ticket may contribute toward its campaign including any contributions from sources other than qualified students of Kansas State University shall be no more than $300 for the General election. At no point may candidates advance funds in excess of the funds above toward their campaign, even if the individual(s) makes the excess amount back in third-party contributions.

Statute:
01–0118(B)

Limits of Contributions

Union Governing Board & Board of Student Publications

125$

Total funds they may contribute toward their campaign including any contributions from sources other than qualified students of Kansas State University shall be **no more than $125.00** for the General Election.

Student Senate

50$

The total amount a candidate may contribute toward their campaign including any contributions from sources other than qualified students of Kansas State University shall be **no more than $50.00**

Statute 01–0118(C)

Campaign Finance

Contributions Limited

30$

C. Contributions to any candidate may only be accepted if the contribution is being received from a qualified student of Kansas State University, and limits for all contributions other than personal contributions shall be as follows:

1. Each Presidential Ticket shall not accept more than **$30.00** from any other student.

Campaign Finance

Sources of Value

Statute:
01–0118(D)

D. Sources of Values. The candidate shall be responsible for justifying the value of any services received or amounts spent, either through receipt or other reasonable means as determined by the Elections Board.

Campaign Contributions = 300+30x

Statute 01–0118(C)

Campaign Finance

Contributions Limited

10$

C. Contributions to any candidate may only be accepted if the contribution is being received from a qualified student of Kansas State University, and limits for all contributions other than personal contributions shall be as follows:

1. Each candidate for Union Governing Board, the Board of Student Publications, Student Senate, or College Council shall **not accept more than $10.00 from any other student**

Campaign Finance

Sources of Value

Statute:
01–0118(D)

D. Sources of Values. The candidate shall be responsible for justifying the value of any services received or amounts spent, either through receipt or other reasonable means as determined by the Elections Board.

Campaign Finance

Filing Jointly

Statute:
01–0119

If a candidate in a multi-winner election has **exactly the same expenses (including shared expenses)** as other candidate(s) and has only participated in campaign actions with those candidate(s), then the candidates **may file required reports by submitting only one copy** of the reports to the Elections Commissioner. This copy must contain the names of all candidates who are filing jointly. No candidate may file jointly with multiple groups of candidates.

The Expense and Contribution Report

- **FRIDAY, FEB 17th BY 5:00PM.**
- Where?: https://www.k-state.edu/elections/
- What to Include?
  - Excel Expense Report
  - Receipt

A	B	C	D	E	F
Expense Value	Description	Date of Purchase	Receipt Letter	**Expenses include the retail value of any obligations incurred, the retail value of any goods or services donated, and any actual funds utilized to promote or oppose the election of any individual**	
20	T-Shirts	1/25/2019	A		
5	Jumbo Chalk	1/30/2019	B		
Total:					
Should be less than or equal to the sum of self, non-student, and student contributions					

Expenses | Self&NonStudent Contributions | Student Contributions

	A	B	C	D	E
1	Donation Amount	Source	Date of Donation	**Self and Non-Student Donations cannot exceed $125 for Union Governing Board and Board of Student Publications Candidates and $50 for Senate Candidates**	
2	5	Self	1/30/2019		
3	10	Bill Snyder	1/30/2019		
4					
5					
6					
7					
8					
9					
10					
11					
12	**Total:**				
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Expenses | **Self&NonStudent Contributions** | Student Contributions

	A	B	C	D	E
1	Donation Amount	Student Name	Student ID Number	Date of Donation	**Individual Student Donations Cannot Exceed $5**
2	5	Hayley Spellman	12345678	1/30/2019	
3	5	Ashton Hess	12345678	1/30/2019	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13	**Total:**				
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

Expenses | Self&NonStudent Contributions | **Student Contributions**

AutoSave On | Campaign Action Report Templ... | - Saved

File | Home | Insert | Draw | Page Layout | Formulas | Data | Review | View | Help

Paste | Clipboard | Calibri | 11 | Font | Alignment | General

D38

	A	B	C	D	E
1	**Date**	**Campaign Action Description**	**Name of Participant**	**Position / Description of Duties**	
2	1/27/2020	Presented to Star Wars Club, Bowling Club, and Chess Club	Hayley Spellman	Candidate	
3			Ashton Hess	Campaign Staff, Campaign Manager	
4			Grace Wheeler	Campaign Staff, Social Media Director	
5			Matthew Swords	Campaign Staff, Volunteer Coordinator	
6					
7	1/28/2020	Chalking Campus	Hayley Spellman	Candidate	
8			Ashton Hess	Campaign Staff, Campaign Manager	
9			Matthew Swords	Campaign Staff, Volunteer Coordinator	
10			Trey Kuhlman	Campaign Worker, Assisted with chalking campus	
11			Ashlyn Gillespie	Campaign Worker, Assisted with chalking campus	
12			LaLa Schroeter	Campaign Worker, Assisted with chalking campus	
13					
14	1/30/2020	Posted on Social Media (Instagram and Twitter)	Grace Wheeler	Campaign Staff, Social Media Director	
15					
16					

SBP Campaign Action Report

Statute 01-0119(C)

01

Candidates who do not have any campaign actions to report shall not be required to fill out a campaign action report. If evidence of campaign actions for these candidates are found, it will be treated as a major offense. The Elections Commissioner shall be responsible for the provision of standardized campaign action report forms.

02

2. Content. Campaign action reports shall contain a **list of campaign actions , the date and time of and participants in each campaign action, a list of campaign staff and a short description of their duties,** and any other information deemed necessary by the Elections Commissioner.

- CAR must include **all social media** and public-facing group messaging accounts
- List all **campaign actions even planned after submission deadline** except; individual social media posts or group message posts
- Participants recorded must include **Campaign Staff and Campaign Workers.**
- Records must include detailed description of the campaign actions taken.

Voting: General Election Tuesday, Feb 21st (8:00am)-Wednesday, Feb 22nd (6:00pm

Listing

Candidates shall be listed on the ballot in a random order

Where Voting Occurs

Voting may take place in University Computing Labs or on any electronic device with access to the electric system.

Distance Requirement

No ballots may be cast within 20 feet of a campaign table set up in the K-State Student Union. No campaign may provide a device upon which students may vote.

- Exception. It shall not be considered a violation for a voter to wear passive campaign material in the form of a shirt, sticker, or other item in the vicinity of the polls or while voting so long as that individual is not loitering.

Complaints- form at https://www.k-state.edu/elections/

Filing Complaints

Any election complaints involving a suspected violation must be filed with the Elections Commissioner within 24 hours after discovery of the suspected violation.

Complaints

Violations Posted on Website

Notification and Review

Upon receiving a complaints

The Elections Commissioner shall notify the individual(s) of the suspected violation and the individual(s) who filed the complaint.

The suspected violation will be made public by the Elections Commissioner.

The Elections Board shall then conduct an investigation.

Notification shall include the suspected violation, the name of the person filing the complaint, and the date, time, and location of the scheduled hearing.

Final Remarks and Contact Information

Contact: Election Commissioner Natalie Nusz

Email

nnusz@ksu.edu

Phone

913-205-4570

Other

For more information view the KSU Elections Page and follow @KSUElectionsCommittee on instagram. The link to the KSU Election Page is located in the bio