

ARTICLE 4: DEMOCRATIC ELECTIONS

Section 4.01: President and Vice President. Students shall elect a student body president and vice president by nonpartisan ticket. Candidates for an executive ticket shall be placed distinctly together on the ballot by ticket. The presidential and vice presidential candidates on the ticket receiving the greatest number of votes shall be elected. No individual candidate for president or vice president shall be placed on the ballot or elected. Executive tickets on the ballot shall be placed in successive order determined by random drawing. For persons elected to both an executive and senator position, the Senate position shall become vacant upon that person taking office as an executive.

Section 4.02: Student Senators. Student Senators shall be elected by the student body in a nonpartisan manner by a plurality vote. Candidates for each community shall be placed on the ballot in successive order determined by random drawing.

Section 4.03: Absentee Voting. When online voting is not utilized, all students wishing to vote in campus elections while participating in an off-campus program such as, but not limited to, Study Abroad or National Student Exchange, or students who cannot be on campus during an entire election period for reasons covered by university policy, may vote while following these guidelines.

(4.03.1) Advertising Absentee Voting: The Public Relations Commission will advertise the availability of absentee voting to students.

(4.03.2) Requesting an Absentee Ballot: Students must email the Student Senate ~~Parliamentarian~~ **Program Assistant** before elections begin to request an absentee ballot, while providing their Blugold identification number and the reason they are requesting the ballot.

(4.03.3) Distribution: Electronic ballots will be emailed to students when the polls are opened on the first day of the election and must be returned by the time the polls close the last day of elections.

(4.03.4) Limitation: No person will be able to vote using an absentee ballot and at the booth on campus.

Section 4.04: Tie Votes

(4.04.1) President and Vice President: If two or more executive tickets receive the greatest but equal number of votes in an election, the winning ticket shall be chosen, from among the tied tickets, by the Senate by majority vote at its first meeting following the election. An elimination voting process shall be used by the Senate when three or more tickets tie in an election.

(4.04.2) Student Senators: If two or more Senate candidates from the same community receive a sufficient but equal number of votes to win the election, the winner(s) shall be determined by lot administered by the **Elections Committee Chair**~~Chief Justice of the Student Court~~, in the presence of two attesting witnesses.

(4.04.3) Referendum: If a referendum question receives an equal number of votes for and against adoption, the question shall fail adoption.

Section 4.05: Election Procedures and Requirements

(4.05.1) Procedure: All candidates wishing to hold an office in Student Senate are required to secure a petition for office, along with the Elections and Campaign Procedures Packet. These

Elections and Campaign Procedures shall be the official rules and guidelines governing Student Senate Elections.

- (a) All candidates for Student Senate elected offices are responsible for the knowledge of and observance of all official Student Senate Election and Campaign Procedures as given to the prospective candidate at the time the petition is taken out, as well as all other university policies.
- (b) Ignorance of these procedures shall at no time be considered a valid defense for failure to at all times during a campaign and election processes properly observe these procedures.
- (c) Objective: The objective of these policies is to ensure that all candidates for Student Senate elected offices have a fair and equal opportunity in attaining an elected position. These policies may also be used as a guideline in resolving any conflicts in the election process.

(4.05.2) Candidate Living Status: Each candidate shall run for either an on- or off-campus position corresponding to the community in which he/she will reside during the following semester. Proof of on- or off-campus residence must be provided upon request.

(4.05.3) Credit and Grade Point Criteria: Any candidates for office shall maintain a minimum cumulative grade point average of 2.0 and be officially enrolled in at least six credit hours at the university at the time of election and must thereafter maintain a minimum official enrollment, exclusive of summer sessions, of six credit hours while in office.

(4.05.4) Petition for Office: The completed petition must be returned to the Student Senate Program Assistant. Once the petition is returned to the Student Senate office, the student will become an official candidate providing that the student meets the credit and grade point criteria stated above.

- (a) Petitions are to be given out by the Student Senate Program Assistant, Student Body President and Vice-President if they are not running for office, Elections committee members and office assistants who are not running for office.
- (b) Students participating in an off-campus program (including but not limited to Study Abroad and National Student Exchange) during elections may run for office if they will return in the following semester. They must provide evidence that they are participating in an off-campus program sponsored by UW-Eau Claire (a letter or email from the Center for International Education or the appropriate educational department will suffice). They must also contact the Student Senate Program Assistant to get information on the procedure for running for office from off-campus (“abroad”). In these cases, petitions may be filed electronically using a method determined by the Elections Committee, in consultation with Learning and Technology Services. If elected, absences at meetings while “abroad” are excused.
- (c) A student may campaign and file a petition for both a Student Senator position and an executive ticket.
- (d) An executive ticket will consist of a Presidential and Vice Presidential candidate and will require only one petition.
- (e) A student winning both an executive and senatorial position must resign their senatorial position at the same meeting they are appointed to the executive position.

(4.05.5) Write-in Candidates: Write-in candidates shall be responsible to know and adhere to all election and campaign rules.

(4.05.6) Name Order on Ballots: If paper ballots are used, selection for ballot positions will be at approximately 1:30 p.m. on the date petitions are due. Names will be ordered at random by the Student Senate Advisor. Candidates, or personal representatives, are welcome to be on

hand at the time this process is performed. The polling program will automatically randomize the name order.

- (a) Candidates for an executive ticket shall be placed distinctly together on the ballot by ticket.
- (b) Ample opportunity for casting write in ballots shall be provided on the ballot, whether paper or online.

Section 4.06: Campaigning. Campaigning will be defined as any activity, either written or spoken, that is designed to influence students to vote for a prospective or official candidate or a referendum question on the ballot.

(4.06.1) Campaign Regulations: Campaigning shall not begin until after the completed petition for office is returned. Campaigning shall strictly adhere to the Student Senate Election and Campaign Procedures given to the prospective candidate at the time the petition is taken out, as well as university policies.

- (a) The Student Senate office shall not be used for ANY campaigning or storage of campaign material. This also includes materials related to a referendum question on the ballot. The signing of petitions may occur in the Student Senate office.
- (b) If paper ballots are used, during the days of voting, no campaign materials or campaigning of any kind shall be allowed within a 50-foot radius of the polling place. This also includes those campaigning for a referendum or referendum materials. An official from the **Elections Committee Student Court** will draw a line with chalk to outline the 50-foot radius, for each day of voting. If online voting is utilized, there are no designated polling places, unless Student Senate or the **Elections Committee Student Court** designates an official polling place(s), so this rule will not be observed for online elections. No person besides current members of the **Elections Committee or those students approved by the committee Student Court** shall administer (a) polling/voting place(s). Only members of the election committee or people approved by the election committee may work at polling/voting place(s).
- (c) A candidate shall at no time interfere with another candidate's right to legally campaign; this includes the removal of another candidate's properly-displayed campaign material.
- (d) If online voting is used, during the day of voting, no personal campaigning shall be allowed inside any classroom space (unless permission is obtained from that instructor) or University computer lab (including walk-up computer labs).

(4.06.2) Promotional Materials: All candidates must submit one copy of each poster, yard sign, table tent, and leaflet for approval to the Program Assistant. Bridge signs, buttons, stickers, and t-shirts do not need to be approved. Anything submitted for approval that contains inappropriate material as determined by the **Elections Committee Chair Chief Justice of the Student court**, will not be valid for display.

- (a) All candidates shall be given copies of the poster and solicitation regulations of the University of Wisconsin-Eau Claire. Candidates shall be held responsible for that information.
- (b) Students may display material on their own property, such as residence hall doors or the side of one's house. These materials do not need to be approved by the **Elections Committee Chair Chief Justice of the Student court**, unless produced or distributed by a campaign.
- (c) In addition to the **Elections Committee Chair Chief Justice of the Student Court** approval, the following stamps are also required. All Posters for distribution within Davies Center must be stamped and approved by Campus Information. Campus Information does not have to stamp yard signs, posters for residence hall doors and/or signs for personal residences.

- (d) All campaign materials not meeting these requirements may be removed, documented, and destroyed by any member of the **Elections Committee** ~~Student Court~~ if they are discovered.
- (e) No individual candidates or tickets shall be allowed to use the banner wire in Davies Center.
- (f) Candidates cannot use the Student Senate bulletin board located in the hallway of Davies Center at any time.
- (g) No campaign materials may be placed in university computer labs, in accordance with LTS policies.
- (h) The Student Senate area is off-limits for any campaigning or visible storage of campaigning materials.

(4.06.3) Posters: Candidates may begin to display posters immediately following the return of the completed petition.

- (a) All posters put up in the residence halls must have the Hall Director's approval, excluding those posted on personal property (doors).
- (b) **Posters are only permitted in University-approved locations. Those posters in violation will be removed by members of the Elections Committee.** ~~It is illegal to put posters up in the stairwells of campus buildings. They will be fair game to be taken down by anyone if they are discovered.~~
- (c) There shall be NO posters/signs taped to the sidewalk.
- (d) The candidate must remove the posters by the Monday following the completion of the election; otherwise, the candidate will be monetarily charged for their removal.

(4.06.4) Web Presence: The creation of personal Web sites and Web presences is permitted.

- (a) In addition, if the Student Senate Web site or Web presences are used to promote the general election and basic information on all the candidates, equal access and equal opportunity must be available to all of the candidates.
- (b) Linking to other Web sites from the Student Senate Web sites or Web presences is allowable as long as the candidate(s) do not use the University seal, Student Senate logo or any other copyrighted materials without explicit permission.

(4.06.5) E-Mail: A candidate or candidates may use e-mail, but they may not use any electronically created university administrative lists for campaign purposes or in any other way that violates the university's policy regarding the use of e-mail.

- (a) Anyone that sends a list on behalf of a candidate is responsible for following this policy including faculty, administration, and any students.
- (b) In addition, the candidate is responsible for informing anyone who sends an email for them of the email policy.
- (c) The use of organizations lists is, however, acceptable.

(4.06.6) Veranda Banner: No banners will be allowed by candidates for any Student Senate office **on the Davies Center veranda.**

(4.06.7) Bridge Signs: Candidates may display a banner on the bridge beginning 7 a.m. on the Monday before the election begins.

(4.06.8) On-Campus Yard Signs:

- (a) On-Campus Yard signs may be displayed beginning the Monday before the election.
- (b) On-Campus Yard signs can be put up after 7:00 a.m. and must come down by 7:00 p.m.
- (c) Out of courtesy to other candidates it is suggested that signs be put at least 6 feet from other candidate signs.

(4.06.9) Table Tents: The Program Assistant of Student Senate will reserve one table tent for

the days of the election and up to three days before the election begins. No Senate candidate can reserve their own table tent(s) for campaigning. Each Presidential ticket will be given the same amount of space on the Senate table tent. Each Presidential ticket will submit their content to the Program Assistant three days before the table tents will be put up.

(4.06.10) Bulletin Board Space in Davies Center: An equal portion of bulletin board space in Davies Center per executive ticket will be provided for the placement of whatever promotional materials the candidates choose to display that are deemed legal by the election rules. This will be overseen by the Elections Committee.

(4.06.11) Room Usage: Rooms may not be reserved in Davies Center in Student Senate's name, by individual candidates, or by Presidential tickets for campaign use.

(4.06.12) Campaign violations: Campaign violations shall be defined as any activity committed by or given prior approval by a candidate contrary to the Election and Campaign Procedures, which are given to prospective candidates at the time a petition is taken out for an elected Student Senate position, as well as any and all university policies.

- (a) Write-in candidates shall be responsible to know and adhere to all election and campaign rules.

(4.06.13) Expense Reports: Both members of an Executive ticket and senatorial candidates must submit expense reports.

- (a) All receipts for campaign expenses must be attached to the submitted expense report. These expense reports shall be kept until the final date of the next Student Senate election and then they may be destroyed.
- (b) Failure to submit the completed expense report within the one-week time limit will constitute a campaign violation and be treated as such by the Elections and Campaign Procedure Grievance Committee.

(4.06.14) Campaign Spending: A presidential ticket may not exceed \$1,500 in spending for an election unless all presidential tickets agree to waive the cap. The Executive ticket(s) who wish to exceed the cap must make their request to the Elections Committee by the same day that the Executive candidate petitions are due. The place and manner in which the separate Executive tickets shall vote whether to exceed the cap is up to the discretion of the Elections Committee.

- (a) A senator may not exceed \$500 in spending for an election.
- (b) Failing to stay below these limits will constitute a campaign violation and be treated as such by the Elections and Campaign Procedure Grievance Committee.

Section 4.07: Voting, Ballots and Results. Currently enrolled students at the University of Wisconsin – Eau Claire are eligible to vote once for representatives running for seats on Student Senate. Students shall be able to cast a cumulative ballot, casting **votes in both communities equal to the number of seats available in each community.** ~~up to eighteen votes for off-campus senators and up to twelve votes for on-campus senator positions.~~ Students will only be allowed to vote for one Executive ticket. All votes shall be taken by secret ballot. The candidate with the most votes for an open seat will be declared the winner.

(4.07.4) Ballots: The Student Senate Program Assistant shall publish a list of all candidates, referenda, initiatives, and recall questions placed on the election ballot and will post the list in a public manner one week prior to the start of each election.

- (a) If paper ballots are used, all ballots must be validated (stamped on the back) by an election poll worker. If any ballot is not validated, it shall not be counted but will be kept and stored with all the other ballots. The daily tabulated elections results shall only be known by the Program Assistant and the Student Senate Advisor until the polls are closed on the last day of elections at which point the members of the **Elections**

Committee ~~Student Court~~ will be notified of the results. (If online voting is used, the same is true, although the **Elections Committee Chair** ~~Chief Justice of the Student Court~~, by virtue of being an administrator of the polling program, will also have access to the results.) As many ballots as possible will be tabulated by Test Scoring Services, otherwise, the **Program Assistant and Elections Committee members** ~~Student Court~~ will count those that Test Scoring cannot count, which would include ballots for write-in candidates. If paper ballots are used, all candidates will be allowed to observe the sorting and counting of the ballots as long as they do not interfere with this process.

- (b) If paper ballots are used, all counted ballots and petitions must be kept in storage until the next Student Senate election; at that time the old ballots can be destroyed. If electronic voting is used, a copy of the results must be kept until the next Student Senate election.
- (c) If online voting is utilized, only the Student Senate Program Assistant, the Student Senate Advisor, and the **Elections Committee Chair** ~~Chief Justice of the Student Court~~ will have administrative access to the online ballot.
- (d) If there is an administrative issue with voting while the polls are open or supposed to be open, ~~the administration of the ballot, in conjunction with the Student Court, shall be solely designated to~~ **the Elections Committee will resolve the situation and determine solutions or recommendations to the full Senate. If the issues are serious enough, the Elections Committee may recommend the decertification of election results and the administration of a new election.**

(4.07.1) Polling Places: Polling will take place via only computer or only paper ballots. Electronic voting may include voting from remote sites such as home computers. No persons besides current members of the Elections Committee **or those deputized by the committee** shall administer (a) polling/voting place(s).

(4.07.2) Online Voting: Online voting must be approved by a 2/3 vote of the Student Senate 30 days prior to an election in the form of a bill or resolution that follows proper procedure for legislation.

- (a) The program employed for polling shall insure privacy for all voters. It will not allow students to vote more than once. Responsibility for set-up and configuration of the polling program shall be primarily that of the Chair of the Elections Committee. Only the Chair of the Elections Committee, the Student Senate Program Assistant, and the Student Senate Advisor will have access to the online ballot.
- (b) If online voting is used, the election will be held on two of the dates that were chosen, as mandated by Article 3, Section 1(D) of the Student Body Constitution. For online voting, an email will be sent to all students at 8 a.m. the morning elections begin. The online ballot will be closed, exactly forty-eight hours after it opened.
- (c) In the case of online voting, the student must agree to a disclaimer stating they are voting by secret ballot before proceeding to the voting ballot.

(4.07.3) Paper Ballots: If paper ballots are used, voting booths are available for use in the elections. At least two people must work the polls (preferably four people). No candidate may be a poll worker. The voting student must show the poll worker his/her valid Blugold I.D. The poll worker will then scan his/her I.D. and give them a certified ballot. The poll worker will then scan his/her I.D. and give them a certified ballot. The voting student's username must be highlighted on the master list once his/her I.D. has been verified. The voting student may use a valid government-issued photo identification if a Blugold I.D. is not available. The student must be verified by the master list, and then highlighted with a color specifically assigned to those without a Blugold I.D. The poll worker must immediately contact any other polling location to inform them which student used a valid government-issued photo identification so they can also

highlight the name on their master list. The student then takes the stamped ballot to the voting booth. If the student requires instructions, the poll worker will explain the procedure to the student. After voting, the student deposits the ballot in the ballot box.

(4.07.5) Notification of Results: Upon finalization, the results must be posted outside of the Student Senate office and must include the vote totals for all candidates appearing on the ballot and all write-in candidates. Recounts may only take place within one week of the exact time the polls closed for the election. After any recounts are completed **and the Student Senate has certified the election**, election winners may take office, excluding the President and Vice President who take office the third meeting after the general elections according to Article III, Section 2, Paragraph C of the Student body Constitution.

- (a) Since elected senators take office the Monday following elections, it shall be the responsibility of all candidates to become informed of the results of the election before that time.
- (b) ~~The Chief Justice of the Student Court~~ **The Chair of the Elections Committee** will certify the **count totals** ~~results~~ of the election and shall ensure that the results of the election are posted as soon as possible, but no sooner than the closing of the polls.

(4.07.6) Taking Office: The General Student Senate meeting following the elections shall be the time at which the existing session ends and the new session begins.

(a) The agenda for the meeting immediately following the election shall be as follows:

- I. Pledge of Allegiance to the Flag**
- II. Roll Call**
- III. Open Forum**
- IV. Approval of the minutes**
- V. Report of the President**
- VI. Report of the Vice President**
- VII. Report of the Treasurer**
- VIII. Board of Directors reports**
- IX. Special Reports**
- X. Unfinished Business**
- XI. Certification of Election Results**
 - A. Report of Elections Committee**
 - B. Motion to certify election results**
 - C. Any further election grievance recommendations**
- XII. Beginning of (new session number) Session**
 - A. Oath of Office**
- XIII. New Business**
- XIV. Personnel Matter**
- XV. Announcements**
- XVI. Adjournment**

(b) When agenda item XI is discussed, the Elections Committee chair shall be given up to ten minutes to report on the integrity of the elections. The Senate may ask questions during or after this report which shall not consume the ten minutes for the report. The Senate then shall immediately discuss and vote upon a motion to certify the elections. A simple majority vote is required to certify the election results.

(c) If the certification of the election results fails to attain a majority, the prior Student Senate shall continue to serve until new elections may be conducted and certified by the Senate. In this interim period, the Student Senate shall consider no business not relating to the elections and shall not be required to regularly meet. Executive terms beyond the President, Vice President, and Treasurer will expire normally. Remaining executives serving after their term will not be paid stipends. Should elections go uncertified through the Spring semester and due to graduation or resignation the Senate lacks a quorum, the Student Court, shall conduct and certify general elections in the beginning of the fall semester.

(4.07.7) Elections Committee: The Elections Committee shall be the primary review committee for all election procedures, grievances, and issues. There shall be five members of the committee, the Chief Justice of the Student Court, the Parliamentarian, one executive, one senator, and one additional student who may or may not be a member of Senate. The Committee shall be chaired by the Chief Justice of the Student Court who shall not have a vote. No one serving on the committee shall be permitted to run for office, publicly advocate for or against a campaign, participate in campaign planning, or be elected by write in. No members may be actively involved in a referendum campaign. In the case of a vacancy or other disability of one of the specified members, a student not running for election, actively involved in a campaign, or actively involved in a referendum shall be appointed by the President and confirmed by the Senate pursuant to Section 6.04. This may include the appointment of a chair, in the case the Chief Justice is unavailable to serve. If the Chair is not a Justice of the Student Court, they may be permitted to vote.

(a) All decisions made by the chair regarding the election may be appealed in writing to the Elections Committee, or be considered by a motion and second by members of the elections committee.

(b) The elections committee is empowered to deputize students who are not running for election, to aid in the administration of the Student Senate election. These students are not to be actively involved in a campaign or referendum. These students are not considered members of the Elections Committee and may not aid in the counting of ballots or any other duty reserved specifically for members of the Elections Committee.

(6.05.6) Parliamentarian: A parliamentarian shall be appointed by the president subject to Senate confirmation. He/she shall advise the president, senators, and directors on proper parliamentary procedure based on the constitution, these bylaws, and the latest edition of Robert's Rules of Order, and shall supervise Senate and Commission compliance with the Wisconsin Open Meeting Law.

(a) The Parliamentarian shall also serve as the Internal Affairs Chairperson and the Election Chairperson.

(b) ~~The Parliamentarian shall be in charge of all absentee voting procedures including~~

~~sending electronic ballots to students who request them and keeping accurate records in order to keep students from voting both electronically and at the booth on campus.~~

- (c) The Parliamentarian should only speak and author legislation on matters of parliamentary procedure and constitution or by-law procedure.
- (d) The Parliamentarian shall not hold the position of senator.

(6.05.7) Chief Justice Student Court & Chief Justice:

- (a) The Chief Justice shall facilitate the Student court, and chair court meetings.
- (b) Any matters to be brought before the Student court shall be submitted to the Chief Justice for consideration by the court.
- (c) The Chief Justice shall be responsible for transmitting all decisions of the court to the appropriate parties, and he or she shall author all official decisions if in the majority.
- (d) The Chief Justice shall serve as the chairperson of the Elections Committee.**
- (e) The Chief Justice shall not seek or be eligible for election or appointment to a Student Senate office while holding the position of Chief Justice. The Chief Justice shall not publicly advocate for or against a candidate or particular referendum question for the Student Senate ballot.**
- (f) The Chief Justice will direct all Associate Justices to be similarly neutral on Student Senate candidates and referendum questions. No Associate Justice shall be eligible for election or appointment to a Student Senate office while holding the position of Associate Justice.**

ARTICLE 12: OATH OF OFFICE

Section 12.01: Time for Oath: At any point when a Senator or Executive is taking office, after having gone through any necessary procedures of election certification or Senate confirmation, they shall immediately take the oath of office. All oaths shall take place during Senate meetings.

Section 12.02: Oath for New Senators: Upon the election or appointment of a senator or senators, the oath shall be administered by the President. If the President is unavailable, the Vice President shall administer the oath, or the Treasurer if the President and Vice President are unavailable. Those elected or appointed and confirmed shall be asked to rise, place their left hand on a text or texts of personal importance if they so choose, and raise their right hand.

- (a) Upon prompting from the President those being sworn in shall recite:
I, (full name), having been duly elected (or duly appointed) by my peers, do solemnly swear that I will faithfully execute the office of Senator of the Student Body of the University of Wisconsin-Eau Claire, that I will adhere to the Constitution of the same, and that I will faithfully serve the interests of the students of the University of Wisconsin-Eau Claire in all my words, deeds, and actions.
- (b) Upon having recited the oath, the Senator will be considered admitted to the body.
- (c) Any disabilities preventing portions of entireties or reciting the oath shall be accommodated.

Section 12.03: Oath for New Executives Board Members: Upon the appointment and confirmation of a Director or other executive, except for the President and Vice President, the President shall administer the oath, or Vice President or Treasurer in the President's absence. Those appointed and confirmed shall be asked to rise, place their left hand on a text or texts of personal importance, and raise their right hand.

(a) Upon prompting from the President those being sworn in shall recite:

I, (full name) having been appointed by the President and confirmed by the Senate, do solemnly swear that I will faithfully execute the office of (office) of the Student Senate of the University of Wisconsin-Eau Claire, that I will adhere to the Constitution of the Student Body, that I will faithfully execute my duties, and that I will faithfully serve the interests of the students of the University of Wisconsin-Eau Claire in all my words, deeds, and actions.

(b) Upon having recited the oath, the Senator will be considered admitted to the body.

(c) Any disabilities preventing portions of entireties or reciting the oath shall be accommodated.

Section 12.04: Oath for Student Body President and Vice President: Upon the election of a President and Vice President, the Vice President-elect shall take the oath first, followed by the President-elect. If available, the outgoing Student Body President shall administer the oath. If the President is unavailable to administer the oath or has attained re-election, the Chief Justice of the Student Court shall administer the oath. In the case of appointment of a new Vice President, the President shall administer the oath. In the case of succession, the Chief Justice shall administer the oath. Those elected shall be asked to rise, place their left hand on a text or texts of personal importance, and raise their right hand.

(a) Upon prompting, the officer shall recite:

I, (full name), having been duly elected by my peers, do solemnly swear that I will faithfully execute the office of (office) of the Student Body of the University of Wisconsin-Eau Claire, that I will adhere to the Constitution of the same, and that I will faithfully serve the interests of the students of the University of Wisconsin-Eau Claire in all my words, deeds, and actions.

(b) Upon having recited the oath, the officer will be considered admitted to the body.

(c) Any disabilities preventing portions of entireties or reciting the oath shall be accommodated.

Section 12.05: Substitute: If at any point an oath must be taken and the designated administrator is unavailable, the advisor may administer the oath.