(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 coin toss** by the Elections Committee Chair, in the presence of two attesting witnesses. Senators may request a recount if vote is within a 2% margin and an automatic recount if vote is within .5% margin.

(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 as at least a half-time student at the university at the time of election and must thereafter maintain a minimum official enrollment, exclusive of summer sessions, of half-time 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 and who meet the minimum requirements 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” off-campus are excused.

(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.

(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 booths place. This also includes those campaigning for a referendum or referendum materials. An official from the Elections Committee 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 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 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).
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, 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, unless produced or distributed by a campaign.
(c) In addition to the Elections Committee Chair 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 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.
(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.

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

(4.06.8) Yard Signs:
(a) Yard signs may be displayed beginning the Monday before the election.
(b) Yard signs can be put up after 7:00 a.m. 10:00 a.m. on Monday and must come down by 7:00 p.m. 6:00 p.m. on Thursday. Signs may also be placed after 8:00 AM on Saturdays and must be removed by 6:00 PM on Sundays.

(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.

(4.07.4) 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 with the appropriate markings designating the ballot as invalid. If any ballot votes for more than the allowable number of candidates for each position or votes for both referendum outcomes, the entire ballot shall not be counted but will be kept and stored with all the other ballots with the appropriate markings designating the ballot as invalid. 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 will be notified of the results. (If online voting is used, the same is true, although the Elections Committee Chair, 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 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 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 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.

Section 6.05: Removals. Any member of Student Senate is subject to removal from their position. A Director’s removal due to attendance will follow the format of 5.02.

(a) Internal Affairs may not remove Directors or Interns without a prior report filed by the Commission under 9.04.5 (c), (d), and (f) identifying the need for personnel performance improvement.

(6.07.3) Treasurer/Chief of Staff:

(a) The Treasurer/Chief of Staff shall be appointed by the President subject to Student Senate approval.

(b) The Chief of Staff position is limited to individuals who have held an office in the previous session.

(c) Has the responsibility in formulating, with the President, the Student Senate General Operations budget and the Legal Services budget.

(d) Review the financial records of the Student Senate and shall be a member of Student Senate Finance Commission.

(e) Has budgetary discretion for purchases at or below $50 from the General Operations and Foundation accounts.

(f) Monitor attendance of Senators through, among other things, the minutes and with the Treasurer to enforce the attendance set forth in Article 5, Sections 3 and 4.

(g) Plan the Executive Board and general Senate’s retreat as well as the end of session banquets.

(h) Plan at least one social activity a semester for general Senate.
(i) Hold weekly meetings with the President and Vice-President to discuss current issues and concerns both they and directors have.
(j) Arrange regular meetings between the President, Vice-President, Chief of Staff, and the individual directors.
(k) Hold at least two office hours a week in order to be accessible for Directors to express concerns.
(l) Meet annually with the Finance Director and Information Technology Director, prior to formation of the Student Senate Operations and Legal Services Budgets to discuss and plan for the costs of the technology rotation for the upcoming fiscal year.
(m) Chair and conduct the business of the Internal Affairs Commission.

(6.07.7) 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 Elections Committee Chairperson.
(b) The Parliamentarian should only speak and author legislation on matters of parliamentary procedure, elections and constitution or by-law procedure.
(c) The Parliamentarian shall not hold the position of senator.

(9.04.5) Internal Affairs:
(a) Meet at least once per semester, and when the committee deems it necessary, to provide Senate with a review of what aspects of Senate it believes are beneficial and what aspects of Senate it believes should be changed.
(b) The committee shall consist of six members including the Chief of Staff, Parliamentarian (chairperson), one on-campus senator, one off-campus senator, the Organizations Director, and executive board member, and two one Student Senate member at large.
(c) Annually evaluate the efficacy of all Student Senate programs and personnel.
(d) Conduct annual performance assessments of all Student Senate Directors and Interns as the use of human resources are key to the effective operation of Student Senate programs.
(e) Estimate program and personnel impacts based on gathered observations and measurements.
(f) Use gathered information to inform Student Senate with formal program reports and presentations recommending adjustments to programs and personnel roles to increase effectiveness.
(g) The Internal Affairs Commission shall operate in compliance with all open meetings and records procedures and all other rules applicable to a commission of Student Senate. The commission shall also keep detailed notes on its proceedings.
(h) Internal Affairs may not remove Directors or Interns without a prior report filed by the Commission under 9.04.5 (c), (d), and (f) identifying the need for personnel performance improvement.
(i) All Internal Affairs meeting agenda items discussing Student Senate staff must be held in closed session. All other agenda items must be conducted in an open meeting.
(j) Internal Affairs may hold closed hearings on personnel matters, may hold open hearings on programmatic matters, and may require any Student Senate staff or member to testify before the committee.
(k) Staff and members are required to attend the hearing if summoned to testify. Non-attendance will be considered an unexcused absence. The committee is required to give at least 24-hour notice before requiring testimony.
(l) The Student Body President and Vice President may call for an immediate committee review of any Director or Intern at any time.