



FALL 2020

ELECTIONS AND CAMPAIGN PROCEDURES

Please Note: 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 .

Ignorance of these procedures shall at no time be considered a valid defense for failure to at all times during a campaign and election process properly observe these procedures.

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.

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. (Aspenson Mogensen, Haymarket Landing and the Priory are considered OFF Campus)

CREDIT AND GRADE POINT CRITERIA:

Any candidates for office shall maintain a minimum cumulative grade point average of 2.5 and be officially enrolled in at least nine credit hours at the university at the time of election and must thereafter maintain a minimum official enrollment, exclusive of summer and winter sessions, of nine credit hours while in office.

PETITIONS FOR OFFICE:

Petitions are to be given out by the Student Senate Program Assistant, located in the Student Senate Office (Davies 220)

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. SEE ONLINE PETITION INFORMATION**

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.

A student may campaign and file a petition for both a Student Senator position and an executive ticket. An executive ticket will consist of a Presidential and Vice Presidential candidate and will require only one petition.

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.

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.

****CAMPAIGNING SHALL NOT BEGIN UNTIL AFTER THE COMPLETED PETITION FOR OFFICE IS RETURNED.**

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 Org Complex on the other side of the designated Senate office line.**

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 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.

During the election period, no personal campaigning shall be allowed inside any classroom space or University computer lab (including walk-up computer labs), or otherwise within twenty feet of a fixed University computer station.

PROMOTIONAL MATERIALS:

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.

IMPORTANT. All candidates must submit one copy of each poster, yard sign, and leaflet for approval to the Program Assistant. Bridge signs, buttons, stickers, and t-shirts do not need to be approved. If any of the above-named campaign materials are displayed before approval by the student senate program assistant, the candidate will be asked to remove all materials until approval is received. Anything submitted for approval that contains inappropriate material as determined by the senate program assistant, will not be valid for display

All campaign materials not meeting these requirements may be removed, documented, and destroyed by any member of the Elections Committee if they are discovered.

Candidates cannot use the Student Senate bulletin board located on the second floor hallway of Davies Center at any time.

No campaign materials may be placed in university computer labs or inside any classroom space, in accordance with LTS policies.

The Student Senate area is off-limits for any campaigning or visible storage of campaigning materials.

POSTERS: Candidates may begin to display posters immediately following the return of the completed petition.

Posters are prohibited on the boards in Davies Center and in the stairwells of campus buildings. They can be taken down by any member of the Elections Committee if they are discovered.

There shall be NO posters/signs taped to the sidewalk.

The candidate must remove the posters by the Thursday following the completion of the election; otherwise, the candidate could be monetarily charged for their removal.

YARD SIGNS: Yard signs may be displayed beginning the second Wednesday of Campaigning, 9/9. **The yard signs can be put up after 7:00 a.m. and must come down by 7:00 p.m.** every day. Out of courtesy to other candidates it is suggested that signs be put at least 6 feet from other candidate signs.

BANNERS IN DAVIES: Candidates can hang banners on the railing of the Davies Staircase. Banners can be displayed September 16-18, and will need be approved by the Senate Program Assistant before they can be displayed. Space is limited, we will allow for the president/vice president candidates to display their banners for the three days, a sign up sheet for senator candidates will be provided and will have a rotation schedule for banners if needed.

CHALKING:

Chalking to advertise a candidate is permitted under these conditions: that washable sidewalk chalk is used (no paints or aerosol-propelled substances; that chalking is on horizontal surfaces only (not vertical surfaces such as stairs, buildings or retaining walls); and that chalking is done in open, uncovered areas where the weather can remove the chalk naturally.

SOCIAL MEDIA:

No individual running for office, whether it be an Executive position or Senator position, is to use any form of University social Media (University Snapchat, Instagram, Etc.) Additionally, any individual running for office shall not have access to any form of Student Senate social media (Facebook page, Instagram, Twitter, Snapchat).

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

ROOM USAGE:

Rooms may not be reserved in Davies Center in Student Senate's name, by individual candidates, by members of students organizations the candidates are affiliated with, or by Presidential tickets for campaign use.

TABELING:

Candidates can campaign outside in areas designated by University Centers. Because of the current situation on campus, tables can not be reserved on the campus mall. You will be asked to remain in grassy areas and out of the flow of student traffic. You will need to notify University Centers at least one week before your event (Tyler Baumgart BAUMGATJ@uwec.edu) Please use the following guidelines if campaigning outside:

- No more than 5 people at a tabling/camping location
- Masks are required when campaigning
- 6 feet of distance between people who are tabling and between students who are walking by
- **No food handouts**
- No contact when handing out flyers/cards, etc. (allow students to take from a pile)
- Provide hand sanitizer and gloves at each location
- Stay on grass and avoid sidewalks.

RESIDENCE HALLS:

No candidate or student may go door to door in the residence halls to campaign and/or solicit votes and/or hand out promotional materials in accordance with current residence hall policies. Posters placed in the residence halls must be approved by the Hall Director, excluding those placed on personal property (doors).

WRITE-IN CANDIDATES:

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

BALLOTS:

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

The daily tabulated elections results shall only be known by the Program Assistant, the Elections Committee Chair, 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.

A copy of the results must be kept until the next Student Senate election.

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 Elections Committee, shall be solely designated to resolve the situation.

NAME ORDER ON BALLOTS:

The program used for online voting will automatically randomize the name order. Ample opportunity for casting write in ballots shall be provided on the ballot.

VOTING:

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 up to nineteen votes for off-campus senators and up to eleven votes for on-campus senator positions. Students will only be allowed to vote for one Presidential ticket.

Polling will take place via online ballots only.

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 Student Senate Program Assistant. Only the Chair of the Elections Committee, the Student Senate Program Assistant, and the Student Senate Advisor will have access to the online ballot.

The online ballot will open at 8am on the first day of voting, a link to the online ballot will be sent to all UWEC students from the Dean of Students Office or an appointed affiliate. Online voting will be closed at 5:00 p.m. on the third day of voting.

The candidate with the most votes for an open seat will be declared the winner.

All votes shall be taken by secret ballot. The student must agree to a disclaimer in the online voting program stating they are voting by secret ballot before proceeding to the voting ballot.

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, 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.

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.

The Elections Committee Chair will certify the 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.

ELECTIONS COMMITTEE:

An Elections Committee of at least four members will be appointed in August. The Parliamentarian and Program Assistant will chair the committee. The Senate shall appoint other members. **No member of the committee shall be involved in a referendum or active in a campaign.**

The definition of "Involvement in a referendum" shall include, but not be limited to, being an author in the writing of the bill placing the referendum on the ballot, creating or assisting in the creation or the distribution of referendum literature either for or against, and actively campaigning for or against a referendum. In election years with a United Council referendum, delegation members cannot serve on the Elections Committee in any position. Representatives from United Council must be aware and follow all applicable election laws. All promotional materials created for a referendum must follow applicable election laws and university policies.

The definition of "active in a campaign" shall include, but not be limited to, attending campaign meetings, creating or assisting in the creation or the distribution of campaign materials, or actively campaigning for or against a candidate or candidates.

The Elections Committee shall be responsible for overseeing all aspects of the elections process: including, but not limited to, investigating any grievances and making Reports and Recommendations regarding those grievances and counting and verification of ballots. The committee will also be responsible with producing non-partisan advertisements including the location and dates of the elections.

GRIEVANCE PROCEDURES AND PENALTIES:

All complaints concerning elections and violations of the Election and Campaign Procedures or campus shall be submitted in writing to the Student Senate Program Assistant no later than three school days after the alleged violation. **It is up to the discretion of the Senate Program Assistant to determine if the complaint violates election and campaign procedures. The senate program assistant will discuss the complaint with the candidate in question. If the alleged violation cannot be remedied,** the Elections Committee will investigate the written complaint and submit a written, signed recommendation and report to the Senate regarding the alleged violation or complaint. Complaints must include a description of the evidence, or the names of witnesses of the alleged violation. All violations shall be submitted in writing on the official Election-Campaign-Violation form approved by the Student Senate. The Elections Committee will not act on a verbal complaint. The Elections Committee will investigate all written complaints and submit a written, signed recommendation and report to the Senate regarding the alleged violation or complaint.

Any accused candidate will be given a copy of the written complaint prior to a hearing before the Elections Committee.

The Report and Recommendations of the Elections Committee will be open to the public. Members of the Elections Committee may not publicly discuss any grievances before the Report and Recommendations regarding the grievance have been submitted to the Senate.

The Report and Recommendations of the Elections Committee must state the belief of the Elections Committee regarding the validity of the complaint and its status as a campaign violation. The Elections Committee may recommend:

- A. Dropping the case. (If the case is dropped, no further action is necessary)
- B. Holding a formal hearing by the Executive Board.

Following the recommendation of the Executive Board, the Senate shall consider the report and recommendations.

Following a formal and public hearing, the Senate Body may, if it votes to, take the following actions:

- A. Make the student ineligible for commission membership for certain time period.
- B. Make the student ineligible to run for any elected Student Senate position for a certain time period.
- C. Make the student ineligible to hold an executive position (including Executive Board) for a certain time period.
- D. May request the University Investigating to require restitution for damages under Chapter 17 of the University of Wisconsin Administrative Code.
- E. Recommend a formal meeting with the President and Vice President regarding the alleged violation.
- F. Make a motion for the removal of the person from Student Senate office.
- G. Write a resolution regarding the alleged violation.
- H. Any other disciplinary action approved by the Senate.

If the Elections Committee or entire Student Senate finds the alleged violator innocent of a campaign violation, the matter should be immediately dropped. **The Elections Committee and the Student Senate may not penalize an executive or senatorial candidate with the subtraction of votes.**

All grievances and the Reports and Recommendations of the Elections Committee should be kept for a five-year period to aid the Elections and Campaign Procedures Review Committee.

CAMPAIGN VIOLATION FORM:

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 candidate at the time a petition is taken out for an elected Student Senate position, as well as any and all university policies.

The Campaign Violation form can be found at <https://uwec.presence.io/form/campaign-violation> Please complete the form and notify the Student Senate Program Assistant that the violation has been submitted. The violation will be reviewed and you will be notified for the outcome within 24 hours.

EXPESNES AND SPENDING:

Both members of an Executive ticket and senatorial candidates must submit expense reports. The Report of Campaign Expenses can be found at <https://uwec.presence.io/form/campaign-expense-report>

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. 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 Committee.

A presidential ticket may not exceed \$1,500 in spending for an election unless all presidential tickets agree to waive the cap. The presidential ticket(s) who wish to exceed the cap must make their request to the elections committee by the same day that the presidential candidate petitions are due. The place and manner in which the separate presidential tickets shall vote whether to exceed the cap is up to the discretion of the elections committee. A senator may not exceed \$500 in spending for an election. Failing to stay below these limits will constitute a campaign violation and be treated as such by the Elections Committee.

ONLINE PEITITION RULES

Candidates will be sent a link to an online petition to acquire the required signatures, **50 signatures are required for student senator candidates and 125 are required for president/vice president candidates.**

- Candidates can choose to obtain the signatures in person (while wearing gloves, a mask and following social distancing guidelines) if they are comfortable with this option. (Petition is included in this packet)
- Candidates are able to use both methods if they chose to obtain the required number of signatures
- The online petition link is to be sent to UW-Eau Claire students only
- Candidates will be notified after 3pm each day of the number of signatures that have been submitted.
- All signatures must be submitted by 4:00pm on Friday, September 4th before campaigning can begin
- Failure to obtain the required number of signatures will result in the candidate's name not appearing on the ballot
- You are allowed to use your UW-Eau Claire email list to send out the link – to other UWEC email accounts – **but candidates are prohibited from using UW-Eau Claire created email lists to distribute the petition, this includes department email lists.**
- When emailing the link to individual please cc the elections email at **stusen52@uwec.edu**
- Candidates are prohibited from using social media to obtain signatures (as this would be considered campaigning, and official campaigning cannot begin until the required signatures are received.

Policies: Lawn Signs

Last updated Friday, Dec. 13, 2019,

Signage on the University of Wisconsin-Eau Claire campus is regulated by Facilities. This policy specifically refers to the temporary placement of lawn signs.

ENTITIES PERMITTED TO POST LAWN SIGNS

- Campus Offices or Departments
- Officially Recognized Student Organizations
- Candidates for Student Senate or Homecoming Court
- All non University entities are prohibited from posting lawn signs.
- The name and contact information of the student organization, campus office/department, or student candidate must be included and visible on all signs.

PERMITTED PURPOSES

- Promotion of campus events
- Promotion of candidates for Student Senate or Homecoming Court
- Promotion of a specific event that is of interest to a student organization (ex.: national elections, Earth Day)

SIZE, NUMBER, & LOCATION

- Sign panels may be no larger than 24 inches by 24 inches, may contain content on both sides, and must be placed on eight or nine gauge plastic or wire stands.
- Signs may not be placed in on trees, flower beds, next to fire hydrants, or impede the flow of traffic. All signs must be placed at least three (3) feet apart and at least three feet from the edge of sidewalks.
- Signs may be displayed only approved locations shown on the attached campus map.
- Up to 10 signs are permitted per event per student organization or campus office/department.
- Candidates for Student Senate or Homecoming Court may display up to 10 signs to advertise his/her candidacy for election.

TIMING OF PLACEMENT AND REMOVAL

- Signs may be placed after 10:00 AM on Mondays and must be removed by 6:00 PM on Thursdays. Signs may also be placed after 8:00 AM on Saturdays and must be removed by 6:00 PM on Sundays. *NOTE: Lawn maintenance in the approved posting areas will be conducted Mondays mornings and on Fridays.*
- If weather conditions destroy or damage a sign, the sponsoring organization or campus office/department must remove it.

VIOLATIONS

- Signs placed in compliance with this policy cannot be removed or relocated without prior permission of the sign sponsor.
- Signs violating this policy may be removed and/or destroyed without notice.
- Student organizations violating this policy may be referred to the Student Organizations Commission for disciplinary action.
- Individual students violating this policy may be referred to the Dean of Students Office.
- Other violations of this policy may be referred to the Assistant Chancellor for Facilities and University Relations.

