



**ELECTIONS CODE**  
OF THE STUDENT ASSOCIATION  
OF THE UNIVERSITY OF TULSA

**Section 1 ELECTIONS COMMITTEE**

1.1 Composition of the Elections Committee

- (a) The Chief Elections Officer, as appointed by the President, shall chair the Elections Committee consisting of voting and non-voting members. The Chairperson of the relevant Student Association Standing Committee, the Vice President of the Student Association, one additional Senator, and one additional member of the Cabinet along with any other members appointed by the President and approved by the Student Senate, shall be voting members. The additional Senator and Cabinet member shall be appointed by the President prior to the opening of registration, and be confirmed by a majority vote of the Student Senate. The Student Association and Senate Advisors and the President of Student Association shall be ex-officio non-voting members. The Chief Elections Officer shall only vote when his or her vote will change the outcome of a decision made by the Elections Committee.
- (b) In the event that any member of the Elections Committee should decide to run for office during his or her term on the Elections Committee, he or she must resign from the Elections Committee a minimum of two (2) weeks before the opening of polls for that election.
- (c) Vacancies in the Elections Committee:
1. In the event that the Chief Elections Officer is not able to complete his or her duty after the opening of nominations for an election, a current member of the Elections Committee shall be appointed by the Student Association President to serve as Chief Elections Officer until the close of elections, at which time the Student Association President shall appoint a permanent Chief Elections Officer.
  2. In the event that the GOC Chairperson is not able to complete his or her duty after the opening of nominations for an election, a member of the GOC appointed by the Student Association President and approved by the Student Senate will join the Elections Committee as a voting member.
  3. In the event that the Vice President of the Student Association is not able to complete his or her duty after the opening of nominations for an election, the

President Pro Tempore of the Student Senate will join the Elections Committee as a voting member.

4. In the event that the President Pro Tempore of the Student Senate, replacing the Vice President as a voting member of the Elections Committee, is not able to complete his or her duty after the opening of nominations for an election, a member of the Student Senate will be elected by a majority vote of the Senate to serve as a voting member of the Elections Committee.
  5. Members of the Elections Committee must be installed with the Oath of Office in accordance with the Senate Standing Rules.
- (d) Meetings of the Elections Committee shall require a quorum consisting of at least the Chief Elections Officer, the Vice President of the Student Association, the GOC Chairperson, and a majority of the total voting members of the Committee.

#### 1.2 Duties of the Chief Elections Officer

The Chief Elections Officer of the Student Association of the University of Tulsa shall:

- (a) Report to the Student Senate the actions of the Elections Committee.
- (b) Develop a registration form for all candidates, which will be made available in paper form and online.
- (c) Hold an Election Orientation Meeting for all candidates before the start of campaigning during each election.
- (d) Serve as the Chairperson of the Elections Committee. The Chief Elections Officer shall have a vote only when it will change the outcome of the Committee's decision, as described in Section 1.1a of this document.
- (e) Supervise the online voting system for all Student Association elections.
- (f) Certify election results after the close of polls and ensure the publication of the certified results.

#### 1.3 Duties of the Elections Committee

The Elections Committee shall:

- (a) Carry out all policies and procedures as prescribed in the Elections Code and all other governing documents of the Student Association.
- (b) Carry out all other duties assigned by the Chief Elections Officer, provided these duties are in line with the Elections Code and all other governing documents of the Student Association.

## **Section 2 CANDIDATES**

## 2.1 Registration of Candidates

- (a) There shall be at least a two (2) week period for registration of candidates. This period shall end no later than one (1) week before the commencement of voting.
- (b) Each applicant shall submit the candidate registration form, which shall be available from the Chief Elections Officer and on the Student Association website.
- (c) A list of candidates shall be posted on the Student Association web site prior to the start of campaigning.
- (d) Candidates understand and give full authorization to the Student Association to verify their eligibility, as specified in Section 2.2 of this document.

## 2.2 Qualifications of Candidates

- (a) No candidate shall be eligible for any office who is not able to complete the full term of office.
- (b) All candidates will be required to attend all Senate meetings and any other event expressly announced by the Chief Elections Officer, including the Election Orientation Meeting, between the Elections Orientation Meeting and the close of the election. Unexcused absences shall be grounds for immediate disqualification of the candidate. Excused absences will be granted at the discretion of the Chief Elections Officer upon receipt of notification prior to the event.
- (c) Student Association Senate Candidates:
  - 1. Candidates must meet all requirements for candidacy as outlined in Article 2, Section 2 of the Student Association Constitution.
  - 2. Candidates for collegiate seats must be enrolled in the college that he or she will represent during his or her term in office. Candidates for residential seats must reside in the residential district that he or she will represent during his or her term in office.
- (d) Student Association Executive Candidates:
  - 1. Candidates must meet all requirements for candidacy as outlined in Article 3, Section 1A of the Student Association Constitution.

## **Section 3 CAMPAIGN REGULATIONS**

### 3.1 General Guidelines

- (a) All campaign materials shall be submitted to the Chief Elections Officer by the candidate prior to their introduction into the campaign. All campaign materials must be approved by the Chief Elections Officer with the advice of the Elections Committee.

(b) Violations of campaign regulations are subject to review by the Elections Committee, and penalties may result in reprimand or disqualification of the candidate.

1. Decisions made by the Elections Committee may be appealed to the Judicial Council.

(c) All campaign materials shall conform to the procedures of the location in which the materials are being posted.

### 3.2 Forms of Campaigning

#### (a) Electronic Campaigning

1. All forms of electronic campaigning shall comply with The University of Tulsa's Ethics Code & Policy for Computer Use.
2. Electronic campaigning must include a disclaimer provided by the Chief Elections Officer, stating that the message is subject to review by the Elections Committee, providing instructions to unsubscribe, and providing an avenue of complaint to the Elections Committee.
3. No campaigning may occur on any online campus forum or through any subscription-based email list, unless that list is created for the explicit purpose of campaigning or in the event that an organization has explicitly endorsed a candidate.
4. Campaigning targeted specifically to users on social networking sites must be on a voluntary, opt-out basis.
5. The Elections Committee reserves the right to further regulate any other forms of electronic campaigning.

#### (b) Print Campaigning

1. No campaigning or campaign materials are allowed in any area designated as an official polling place while the polls are open.
2. All public computer labs shall be designated as official polling places. Candidates, as well as individuals campaigning on behalf of candidates, must not loiter for the purposes of campaigning in such polling places.
3. Violations of these rules shall be grounds for immediate disqualification of a candidate.

#### (c) Student Association Property and Endorsements

1. No campaigning or campaign materials are allowed in or on property of the Student Association, except at Student Association meetings with approval of that meeting's presiding officer, or on the Student Association website where equal space has been allotted for each candidate's information.
2. There shall be no campaign literature or flyers placed on Student Association bulletin boards, sign posts, or other physical properties of the Student Association.

(d) Surrogate Campaigning

1. Representatives of a candidate's campaign may not submit campaign materials for approval by the Elections Committee.
2. Candidates are responsible for the actions of their surrogates regarding campaigning. The candidate shall thus take all reasonable measures to prevent campaigning on his or her behalf outside of and in violation of the Elections Code.

3.3 Campaign Expenditures

- (a) Total campaign expenditures (including donations made to the campaign) for Senate candidates may not exceed \$50.00 (fifty dollars).
- (b) Total campaign expenditures (including donations made to the campaign) for Executive Committee candidates may not exceed \$200.00 (two-hundred dollars).
- (c) All receipts for candidate's campaign expenditures must be submitted to the Chief Elections Officer by 5:00 p.m. on the day prior to the opening of the polls.
- (d) All gifts or donations to a candidate's campaign must not exceed the dollar limit specified for that campaign. All donated and previously owned campaign materials will be recorded at fair market value, as determined by the Chief Elections Officer, and shall be considered part of the total expenditures for that candidate.
- (e) Failure to comply with campaign expenditure regulations shall be grounds for candidate disqualification.

**Section 4 ELECTIONS and BALLOTING**

4.1 Dates and Duration of Elections

- (a) Elections shall be held during two (2) consecutive weekdays as determined by the Chief Elections Officer.
- (b) Fall student senate elections shall take place before the end of the month of September. Spring student senate elections shall take place before the end of the month of February. Executive committee elections shall take place in the spring semester before the end of the second full week in April.

- (c) The election shall be thirty-six hours (36) in duration, opening at 9:00 a.m. and closing promptly at 9:00 p.m. the next calendar day.

#### 4.2 Balloting

- (a) All ballots shall be in electronic form as created by the Chief Elections Officer.
- (b) The Chief Elections Officer shall be responsible for tabulating and posting the results of the election after they have been certified according to the procedure described in Section 4.5 of this document.

#### 4.3 Votes Required for Election

##### (a) Executive Committee

1. The candidate receiving the most votes, provided he or she has at least thirty-five percent (35%) of total ballots cast, shall be elected to the office in which he or she is a candidate.
2. In the event of a tie for any position, or in the event that no candidate for a particular office in the Executive Committee receives thirty-five percent (35%) of total ballots cast, a runoff election shall be held.
3. Runoff elections shall be held over a period of thirty-six (36) hours. Voting shall commence at 9:00 AM and end at 9:00 PM the following day.
4. Runoff elections shall be scheduled by the Chief Elections Officer no more than one (1) week following certification.
5. The two (2) candidates receiving the most votes for a particular office in the Executive Committee shall be included on the ballot of a runoff election. In the event that there is a tie between two second-place candidates, both shall be included on the ballot.
6. Candidates in a runoff election may spend no more than fifty (\$50.00) dollars during the period between certification of the general election and certification of the runoff election.

##### (b) Student Senate

1. The candidates receiving the highest number of votes ranking within the total number of seats open in the constituency in which they are candidates shall be elected to that office.
2. In the event of a decisive tie in an election for the Student Senate, only those candidates will be included on the ballot of a runoff election. In that case, the procedure for Executive runoffs (Section 4.3A) shall be followed.

3. The winner of each vacant seat shall be referred to as a senator elect.
4. In the event of a tie in an election for the Student Senate, only those candidates will be included on the ballot of a runoff election. This runoff election shall be scheduled by the Chief Elections officer no later than one (1) week after it has been determined that this runoff is needed. This election shall be held over a period of thirty-six (36) hours, commencing at 9:00 AM and ending at 9:00 PM the following day.

#### 4.4 Certification of Ballots

- (a) Ballots will be certified by the Chief Elections Officer and filed with the Student Association Secretary. The Chief Justice of the Judicial Council shall witness the certification and provide a signature as verification of his or her presence at the certification.
- (b) The certified results will be posted in the Student Association offices and on the Student Association website, with the disclaimer that the results are subject to change pending consideration of any complaints challenging the validity of the election.
- (c) Certification shall occur by noon of the business day following the conclusion of the election. Appeals challenging the validity of the election may be filed immediately following certification in compliance with Section 5D of this document.

### **Section 5 ELECTION COMPLAINTS**

#### 5.1 Candidate Disqualification

- (a) Any candidate found to be in violation of the candidate requirements as specified in Section 2.2 of this document shall be subject to disciplinary action at the discretion of the Elections Committee. This action may include but is not limited to immediate disqualification of the candidate.
  1. Written notification of any such decision made by the Elections Committee shall be made in a timely fashion. Any appeals may be filed with the Student Association Judicial Council as outlined in Judicial Procedure.

#### 5.2 Complaints Against Candidates

- (a) All other violations of Student Association policy, including complaints filed against candidates by external parties and violations of the Student Association Constitution or other governing documents, shall be handled at the discretion of the Elections Committee according to the procedure outlined in Section 5.2B of this document.
  1. A complaint of alleged violations of the Elections Code or any other governing document of the Student Association must be filed with the Chief Elections Officer at any time in the campaign up to twenty-four (24) hours after the certified election results have been posted.

- (b) All complaints of alleged violations must be substantiated by witnesses or physical evidence deemed factual by the Student Association Elections Committee. These complaints must be heard before the Elections Committee within twenty-four (24) hours of the time the complaints are filed.
1. The candidate or party against whom a complaint is filed must be informed of the charges by receiving a copy of the complaint, and must be provided an opportunity for defense in front of the Elections Committee.
- (c) Candidates found to be in violation of policy are subject to any disciplinary action deemed adequate by the Elections Committee. Disciplinary actions may include but are not limited to:
1. Written reprimand.
  2. Monetary fines not to exceed \$5.00 (five dollars) per violation, to be deducted from the candidate's campaign expenditure limit.
  3. Disqualification from the campaign.
  4. Disqualification from all future Student Association campaigns.

### 5.3 Appeals

- (a) Decisions of the Elections Committee may be appealed to the Judicial Council within forty-eight (48) hours of notification of a decision.
- (b) Certified election results may be appealed to the Judicial Council within twenty-four (24) hours of their publication.
- (c) Within twenty-four (24) hours of receiving an appeal, the Judicial Council shall notify the involved parties of a hearing date and time. This hearing must take place no later than three (3) business days following the notification of parties.
- (d) In the case of an appeal, the Judicial Council shall issue a Writ of Election, either affirming the election, affirming the decision of the Elections Committee, adjusting the results of the election as if the candidate were not in the election, declaring the election void and calling for a new election of the position(s) protested, or any other equitable remedy which would serve the purposes of the Elections Code.
1. If required, the Judicial Council shall set a date for a new election within twenty-four (24) hours of issuance of the Writ of Election. The new election must occur within the next calendar week. All other campaign issues regarding this new election shall be at the discretion of the Elections Committee.