

## **Elections By-Laws**

### **Article I: Nominations**

#### **Section 1: Time**

**Subsection A:** Nominations begin two weeks before the election and run for one week.

**Subsection B:** The nominations period may be extended at the discretion of the Head(s) of the Elections Board [hereafter known as the Elections Head(s)].

#### **Section 2: How to Nominate and Accepting Nominations**

**Subsection A:** An undergraduate student wishing to nominate themselves or another member of SGA may do so by emailing the Elections Head(s) at elections@brynmawr.edu.

**Subsection B:** The Elections Head(s) will confirm the nomination was received via email.

**Subsection C:** The Elections Head(s) will ask nominees to accept their nomination via email.

**Subsection D:** Nominees have until the day after the nomination period ends to accept their nomination.

**Subsection E:** Once they have accepted their nominations, candidates will receive a copy of these by-laws as well as the dates of the information sessions and Candidates' Forum.

**Subsection F:** Nominations and candidacies can be rescinded at any time by emailing the Elections Head(s).

### **Article II: Information Sessions**

#### **Section 1: Attendance**

**Subsection A:** Attendance at an information session is required. Failure to attend makes a candidate ineligible to run.

**Subsection B:** the Elections Head(s) will schedule Information sessions. Candidates will be notified of time and location of information sessions when they are notified of their nomination.

**Subsection C:** If a candidate is unable to attend any of the scheduled info sessions, they must contact the Elections Head(s) to schedule a makeup session.

#### **Section 2: Content**

**Subsection A:** At the information session, the Elections Head(s) will review these by-laws and the posting policy, as well as answer any questions.

**Subsection B:** Candidates will have the opportunity to work on their statements and posters following the information session. The Elections Head(s) and members of the Elections Board will be available to answer questions and approve campaign materials.

### **Article III: Candidates' Forum**

#### **Section 1: Purpose and Time**

**Subsection A:** Candidates' Forum is an opportunity for candidates to introduce themselves to the community and for the community members to ask questions of the candidates.

**Subsection B:** Candidates' Forum is held the week before the election and is scheduled by the Elections Head.

#### **Section 2: Attendance**

**Subsection A:** Candidates' Forum is mandatory for candidates. Failure to attend will result in disqualification.

**Subsection B:** Candidates with access concerns may contact the Elections Head(s) about their attendance at Candidates' Forum.

#### **Section 3: Speaking**

**Subsection A:** The Elections Head(s) or a member of the Elections Board will keep a speaking order.

**Subsection B:** The Elections Head(s) may call candidates and/or audience statements/questions out of order. The Elections Head(s) may also put a time limit on questioning and on specific responses.

**Subsection C:** Candidates may not request that specific questions be asked of them.

### **Article IV: Candidates' Statements**

#### **Section 1: Content**

**Subsection A:** Candidates are required to create a one-page maximum statement about themselves.

**Subsection B:** The statement must include:

- The candidate's name and contact information
- The desired position

**Subsection C:** Candidates are highly encouraged to address the following prompts:

1. Why am I interested in this position?
2. What is my impression of the responsibilities and skills this position will encompass?
3. What background or experience do I have that would be relevant to this position?
4. What can I change to improve the effectiveness of this position?
5. What new ideas can I bring to this position and the student government as a whole?
6. What is my general knowledge of SGA and how have I already contributed?

## **Section 2: Checking and Submitting**

**Subsection A:** If they wish, candidates may work on their statements following the information sessions. The Elections Head(s) and members of the Elections Board will be available to answer questions and approve campaign materials.

**Subsection B:** The candidates will submit their statement to the Elections Head via email. They are due by 9 AM the morning following Candidates' Forum. Failure to submit a Candidate's Statement will result in disqualification.

## **Article V: Community Notifications**

### **Section 1: Physical Copies**

The Elections Head(s) will post a complete list of candidates for all positions in the Campus Center following Candidates' Forum.

### **Section 2: Emails**

The Elections Head(s) will include a complete list of candidates for all positions in the email announcing elections.

## **Article VI: Campaigning**

### **Section 1: Time**

Campaigning will not begin until 9 AM the morning after Candidates' Forum.

### **Section 2: Campaign material**

All campaign material that is posted during the elections process **MUST** contain the following information:

1. Name and contact information of the candidate(s)
2. Position for which the candidate(s) are running
3. Information on other candidates can be found at <http://elections.blogs.brynmawr.edu/>
4. Date that voting will take place
5. How to vote (Moodle)
6. Contact info for the Elections Head(s) (elections@brynmawr.edu)

### **Section 3: Posters**

**Subsection A:** Candidates may make one 22" X 28" poster to be displayed in the Campus Center.

**Subsection B:** Candidates will bring their posters to Candidates' Forum, where members of the Elections Board will review them. Candidates will have the opportunity to ensure their posters follow the guidelines if they bring them to the Candidates' Forum.

**Subsection C:** Any posters not reviewed by the Elections Board at Candidates' Forum that do not meet the given criteria will not be displayed by the Elections Head.

**Subsection D:** The Elections Head(s) or a member of the Elections Board will work with Conferences and Events to book space in the Campus Center and will display the posters.

**Subsection E:** Any other posters that candidates wish to post must be in keeping with the posting policy, or the posting will result in disqualification.

### **Section 4: Posting**

**Subsection A:** Candidate fliers and statements may be posted in accordance to the posting policy.

**Subsection B:** A copy of the posting policy will be provided at info sessions and can also be found in the student handbook. Candidate fliers and statements may also be posted on the SGA bulletin boards in the residence halls.

**Subsection C:** Postings in the residence halls not on SGA bulletin boards will be considered a violation of the Elections posting policy.

**Subsection D:** All statements made on postings must be written in the spirit of the Honor Code.

**Subsection E:** The Elections Head(s) reserve the right to remove any and all posters after notifying the candidate of a violation.

## **Section 5: Electronic Communications**

**Subsection A:** Candidates may post about their candidacy to any form of social media including Facebook, Twitter, blogs, and live journals. Any posting must include the six pieces of information in Article VI, Section 2.

**Subsection B:** Candidates may not send any information into any form of inbox including email, Facebook messages, the Facebook events application, private Facebook groups, and text messages. Additionally, any other information that is not accessible to the Elections Head(s) will be considered grounds for disqualification.

## **Section 6: Chalking**

Chalking for both the election in general and specific candidates is allowed on sidewalks only. Chalking found under any arch, wall or staircases will lead to the disqualification of the respective candidate. Any chalking for the mentioned candidate must include the six pieces of required information found in Article VI, Section 2.

## **Section 7: Door-to-Door Campaigning**

Door-to-Door Campaigning is prohibited.

## **Section 6: Mailbox Stuffing**

Candidates may stuff student mailboxes. The information provided must include the six required items of information found in Article VI, Section 2.

## **Section 7: Campaign Spending**

**Subsection A:** Candidates may spend up to \$12 on campaign supplies. Printing costs should be considered 5 cents per page.

**Subsection B:** Candidates should estimate the cost of supplies taken from HA boxes or Arnecliffe, and include it in their total costs.

**Subsection C:** The Elections Head(s) may request financial statements and/or receipts from any candidate during the elections process.

## **Section 8: Campaign Donations**

Candidates may not accept or solicit any monetary donations.

## **Section 9: Negative Campaigning**

In keeping with the spirit of the Honor Code, there may be no negative campaigning. All candidates are reminded that although they are completely free to enlist the help of friends in the campaigning process, all candidates will be held responsible for all actions of anyone working on their behalf.

## **Article VII: Disqualification**

Failure to comply with any of the above restrictions is a violation of the By-Laws and will result in immediate disqualification. Additionally, any action and/or statement made by a candidate or on behalf of a candidate deemed against the spirit of the Honor Code by the Elections Head(s) in consultation with the Head of the Honor Board will result in immediate disqualification.

## **Article VIII: Voting**

### **Section 1: Time**

Voting will take place from 9 AM Monday until 7 PM Tuesday.

### **Section 2: Run-off Elections**

Run-off elections will be held if no candidate receives more than 50% + 1 of the vote (with the exception of Members-at-Large, who may win with a simple majority). When necessary, run-off elections will be held from 9 AM Thursday until 7 PM on Friday.

### **Section 3: Emergency Elections**

In the event of an unforeseen problem with email/Moodle, an emergency election may be announced at the discretion of the Elections Head(s). Voting will be done on Moodle, via email, or manually by paper ballot, as directed by the Elections Head(s). Emergency elections will be announced by email and on the Elections blog. Additionally, should students encounter individual problems, students may vote by sending their votes to the Elections Head(s).

### **Section 4: Tabling**

Non-candidate members of the Elections Board and of SGA will table in dining halls and the Campus Center during elections.

### **Section 5: Problems**

If, at any point, there appears to be a problem with voting, immediately contact the Elections Head(s).

## **Article IX: Results**

### **Section 1: Vote Tabulation**

The Elections Head(s) will tabulate the results of the elections. The Head of the Honor Board will review this process and the results.

### **Section 2: Accepting**

**Subsection A:** Winners will be notified via email and have 24 hours to accept their position.

### **Section 3: Announcement**

Once all winners have accepted, the Elections Head(s) will announce who they are via email. This email will include contact information for the new Assembly members. The Elections Head(s) will also announce who the new Assembly members are at the following SGA meeting.

## **Article X: Grievances**

### **Section A: Making a Grievance**

If a member of the community has concerns regarding the legitimacy of an election and its results, they have 3 days from when the results are announced via email to file a complaint with the Elections Head(s).

### **Section B: Official Action**

**Subsection 1:** The Elections Head(s), the President and the Head of the Honor Board will determine the validity of the claim and an appropriate course of action.

**Subsection 2:** The Elections Head(s), the President and the Head of the Honor Board will then present their decision to the Representative Council, who will vote to approve their decision. Even if they decide no action is necessary, the original concern must be brought before the Representative Council.

**Subsection 3:** In the event that the Representative Council votes down the proposal, the Elections Head(s), the President and the Head of the Honor Board will work to create a proposal more amenable to the Council's concerns.

**Subsection 4:** The final plan must be approved by the Representative Council.

**Subsection 5:** In the event that one of the three office-holders of Elections Head(s), the President and the Honor Board Head are affected by the election results, the Members-at-Large will determine the validity of the claim and an appropriate course of action with the remaining, unaffected members of that group. They may also consult the Elections Board at their discretion.

**Subsection 6:** They will then present their decision to the Representative Council, who will vote to approve their decision. Even if they decide no action is necessary, the original concern must be brought before the Representative Council.

**Subsection 7:** In the event that the Representative Council votes down the proposal, they will work to create a proposal more amenable to the Council's concerns.

**Subsection 8:** Again, the final plan must be approved by the Representative Council.

## **Article XI: Concerning Elections Head(s) Candidacy**

### **Section 1: Eligibility**

Elections Head(s) may run as candidates in an SGA election they are organizing. The outgoing Elections Head(s) may also run as candidate(s) in Dorm President Elections.

### **Section 2: Candidacy of an Elections Co-Head**

In the event that there are Elections Co-Heads and only one is running as a candidate, the Co-Head running will not organize the SGA election. The Co-Head not running as a candidate will run the election by themselves. If both Co-Heads are running as candidates, the same limitations that apply to an Elections Head running as a candidate apply to both Co-Heads.

### **Section 3: Campaigning**

The Elections Head(s) may not use the Elections email in their campaign materials as candidate, and should avoid using their personal email when acting as Elections Head(s) when possible.

### **Section 4: Oversight**

The Elections Head(s) must share supervision of the Elections email with the Elections Board in the event that the Elections Head(s) run as candidates in an SGA election they are organizing.

### **Section 5: Required Events**

**Subsection A:** When the Elections Head(s) are participating in Candidates' Forum as candidate(s), the Head of the Honor Board or a member of the Honor Board should supervise questioning.

**Subsection B:** Candidates running against the current Elections Head(s) may request a private info session with a member of the Elections Board, which may be granted at the Elections Board's convenience.

### **Section 6: Ballot Tabulation**

The Head of the Honor Board will supervise tabulation of ballots, unless the Head of the Honor Board is running as a candidate in the election, in which case, a member of the Honor Board.

## **Article XII: Dorm President Elections**

### **Section 1: Concerning Dorm Elections**

**Subsection A:** The outgoing Elections Head(s), in conjunction with the Elections Board, will run the Dorm President elections.



**Subsection B:** Between dorm and room selection, the Elections Board will run a nomination period for dorm elections. Students may nominate themselves, even if they are currently studying abroad.

**Subsection C:** The Elections Board will notify all students of dorm president candidates prior to room selection.

**Subsection D:** The Elections Board will assign at least one senior member of the Assembly, Elections Board or emeritus members of the Executive Board to each dorm to run the election. If necessary, any senior member of SGA may serve in this role, at the discretion of the Elections Head.

**Subsection E:** At room selection, before students choose their rooms, candidates must make brief speeches. Candidates running from abroad will submit a statement to be read aloud during this period.

**Subsection F:** The assigned SGA representative will conduct the election and report the results via email to the Elections Board within 24 hours. It is up to the discretion of the outgoing Elections Head(s) as to whether the election will be tabulated by show of hands or by paper ballot.

**Subsection G:** If no student in a dorm chooses to run in the spring, the position will be re-run at the fall dorm meeting.

**Subsection H:** If the spring elections cycle and dorm elections occur simultaneously, a student may not run for both an Assembly position in the spring elections and a Dorm President position simultaneously.

**Subsection I:** If a Dorm President resigns mid-term, both the Residence Council Head(s) and Elections Head(s) must be notified. The outgoing President will call for a dorm meeting where an election will take place. The Residence Council Head(s) or the Elections Head(s) must attend this election.

## **Section II: Concerning Dorm President Eligibility**

**Subsection A:** Hall Advisors may not serve as Dorm Presidents.

**Subsection B:** Dorm Presidents may not also serve as their dorm's Head Traditions Representative.

**Subsection C:** In extenuating circumstances, (e.g. when there are no other candidates), a member of the dorm leadership team (DLT) who is not a Hall Advisor may run for Dorm President. In order to do so, they must have a Co-Dorm President who is not a member of the DLT. Dorm Presidents may not hold more than two Dorm leadership positions, including the Presidency.