SGA | Student Government Association

SOUTHEASTERN LOUISIANA UNIVERSITY

2021-2022

Student Government Association Elections Packet

Vice President Application

On behalf of the Student Government Association, we would like to thank you for taking this opportunity to consider representing our university as a member of the 2021-2022 Student Government Association Executive Board by running for Vice President of the Student Government Association. All candidates must meet and follow the Election Code of Southeastern Louisiana University's Student Government Association, which is found attached to this document.

All qualified candidates for Spring 2021 Student Government Association elections must attend a candidate's meeting and send in a headshot to be put on the website. No other photos will be accepted. The deadline to file your completed application for Spring 2021 SGA Elections is 12:30 PM on Friday, March 12, 202, emailed to sgajustices@southeastern.edu. Enclosed in this packet you will find the Spring 2021 Election Schedule and the application for Vice President. Thank you for your time and service to the university, and we are looking forward to working with you in the very near future. If you have any questions, comments, or concerns, please do not hesitate to e-mail the SGA Election Board Chair Madi Sunde at sgajustices@southeastern.edu.

March:

1 - Applications available online through the Student Government Association website

10 - Election Interest Meeting at 6:00 PM, https://meet.google.com/uny-mvfp-kff

11 - Election Interest Meeting at 5:00 PM, https://meet.google.com/svo-kzjy-krm

12 - Election Interest Meeting at 9:00 AM, https://meet.google.com/twn-cyjb-wae

Election Packets due at 12:30 PM to sgajustices@southeastern.edu.

15-18 - Campaigning for SGA Elected positions begins at 8:00 AM

17 - Meet the Candidates (Zoom) at 6:00 PM

24 - Elections close at 4:30 PM. SGA Election winners announced in the Breezeway at 5:00 PM

2021-2022 Student Government Vice President Application

Name: _______________________________ W#: __________________________

(As you want it to appear on the ballot)

Classification: ________________ Major: ___________________________

Current Address: ____

Primary Phone Number: _____________________________________

Secondary Phone Number; ___________________________________

Platform Title or Name: ____

(Submit platform with application)

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Deadline to file for elections is BY 12:30 PM Friday, March 12, 2021, emailed to sgajustices@southeastern.edu.

All candidates MUST attend the mandatory candidates meeting in order to qualify for elections.

I certify that the above information is true to the best of my knowledge that I have read and understand the current election code, and I give permission to the Office for Student Engagement and the Office of Student Advocacy and Accountability to check into my records for the purpose of qualifications. I shall abide by all the rules of the election code.

________________________ ______________________________

Signature Date

DO NOT WRITE BELOW THIS LINE

Date: __________ Initials ______ Qualified: ________

Sem. GPA: __________ Cum. GPA: ____________

Duties of the Student Government Association Vice President

Section 3
Offices

A. The Vice President shall serve as Chairman of the Senate.

B. The Vice Chairman shall be elected by a majority vote at the next regularly scheduled meeting after the swearing in of the new senators.

Section 4
Duties

A. General Duties of the Legislative Branch

1. Pass legislation necessary to implement and defend the rights, privileges, and duties vested by the Constitution in SGA.

2. Determine the attitude of the student body on all issues of student activity and interest.

3. Review SGA policies and recommend changes in order to better pursue justice for each and every student.

B. Specific Duties of the Legislative Branch

1. Review and take action upon the SGA budget and the appropriation of SGA funds.

2. Review and take action upon nominations to appointed offices of SGA.

3. Impeach any Legislative, Executive, or Judicial officer of SGA under the guidelines prescribed by the Constitution and Bylaws.

4. Call for special elections and referendums.

5. Override a veto by the President of SGA by a three-fourths majority in favor of overriding veto. 6. Present all appropriate measures to the President for approval.

C. Officers Duties

Duties of the Vice President shall be:

1. To be first in line to assume the duties of the President during the absence of or upon the request of the President.

2. Serve as Chairman of the Senate

3. Serve as the Chairman of the Capital Outlay Committee

4. In the event the President can no longer fulfill his/her duties, the Vice President shall assume the position of President.

For more information about the specific duties and responsibilities of this position, please review the Governing Documents by visiting southeastern.edu/sga or contact the current SGA Vice President at sgasenate@southeastern.edu

Southeastern Louisiana University Election Code Preamble

This document, proposed by the Southeastern Louisiana University Student Government Association in conjunction with University Administration, shall be the established guidelines for any elections administered by the Student Government Association for elected offices.

Article I General Provisions

1. Interpreting this Document

1.1. Provisions in this document shall be interpreted strictly so that clear and unambiguous provisions are interpreted in their plain and general meaning.

1.2. In the event a provision is unclear or ambiguous, this document should be interpreted by evaluating either the general purpose of the provision or the behavior which the provision is meant to prevent or resolve, and applying that purpose or remedy to address the specific circumstance.

2. Amendments

2.1. Proposed amendments to this document must follow the rules for amendments in this document in Title VIII.

2.2. The Election Board may submit recommended amendments to this Title to the Student Government Association Senate. Any changes made to the Election Code must be made the Semester prior to any election held by the Student Government Association.

3. Definitions

3.1. Bribery: The act of offering a bribe, typically a gift or a monetary amount, to an individual in a dishonest or unethical manner.

3.2. Candidate: Any individual who applies to be on the ballot for an elected office or is nominated for an honorary selection.

3.3. Eligible Voter: Every student registered and enrolled for the current semester at Southeastern Louisiana University shall be considered an eligible voter in any given election or referendum.

3.4.Endorse/Endorsement: Showing public support by way of expenditures, publications, letters, or speaking in public forums on behalf of an individual or idea.

3.5. Election Board: The Election Board shall be comprised of the Election Board Chairperson, the Election Board Vice Chairperson, the Student Government Association

President, two members of the Executive Branch, two members of the Legislative Branch, one member of the Judicial Branch, and Student Government Association Advisors.

3.6. Election Board Chairperson: The Election Board Chairperson shall be the Chief Justice of the Student Government Association. If this individual is interested in running for a position in the election, that individual must recuse him/herself from the Election Board.

3.7. Election Board Vice Chairperson: The Election Board Vice Chairperson shall be the Associate Chief Justice of the Student Government Association. If this individual is interested in running for a position in the election, that individual must recuse him/herself from the Election Board.

Article II Guidelines for Dates and Times of General Election

1. The dates and times of elections shall be left to the discretion of the Election Committee and University administration. The order of events for which dates are to be determined by the Election Committee are as follows:

1.1. Selection of election-related dates and deadlines.

1.2. Announcement of elections at least one week prior to candidacy meetings.

1.3. Two candidacy meetings to familiarize potential candidates of the Election Code.

1.4. The filing deadline to be held on the Friday of the week of candidacy meetings.

1.5. The determination of qualifications to be held the same day as the filing deadline.

1.6. Notification of Candidacy

1.7. Active Campaigning to commence the Monday after the filing deadline.

1.8. General election to commence no less than one week and no longer than 1 month following active campaigning, and must last three consecutive school days between Monday through Thursday, while the University is open, from 8:00 a.m. the opening day until 4:30 p.m. on the final day of the general election.

1.9. Results to be obtained, validated, and announced 5:00 p.m. of the final day of the general election.

1.9.1. Student Government Association Executive Officials: President, Vice President, and Chief Justice, must win by a majority.

1.9.2. Senator and Homecoming Court elections will be by a plurality.

1.10. If no candidate obtains more than 50 percent of the votes for the Student Government Association Executive Elections, runoff elections between the two candidates receiving the highest number of votes in the General election will commence

the following week after the conclusion of the General election, lasting three consecutive schools days between Monday through Thursday, while the University is open, from 8:00 a.m. the opening day until 4:30 p.m. on the final day of voting.

1.11. If necessary, runoff results to be obtained, validated, and announced at 5:00 p.m. on the final day of runoff elections.

1.12.1 Elections of the Homecoming Court shall also be required to abide by this timeline and shall be based off of Southeastern Louisiana University's Homecoming schedule.

Article III Candidate Qualification and Requirements

1. Candidates for any office to be bestowed upon individuals by Southeastern Louisiana University shall be qualified for participation in the election process by adhering to the following criteria:

1.1. Candidates for Student Government Association elected offices and honorary Homecoming offices must have maintained a semester and cumulative grade point average of 2.50.

1.2. Candidates for honorary Homecoming offices must be an active member of two recognized student organizations at the time of the candidacy meetings.

1.3. Candidates must be free of any academic probation.

1.4. Candidates must be free of any disciplinary actions, defined here as having an open or unresolved case with the Office of Student Conduct, as well as being free from any pending disciplinary sanctions administered by the Office of Student Conduct.

1.5. To be considered eligible for candidacy in any election, candidates must also:

1.5.1 Candidates must attend at least one of the two Candidates Meetings to qualify for elections. Failure to do so will result in disqualification.

1.5.2. Candidates must file their Election Packets with the Office of Student Engagement by 12:30 p.m. on the Friday of the week of candidacy meetings. Failure to do so will result in disqualification.

1.5.3. Individuals found to not meet these basic requirements and qualifications shall be notified by the Office of Student Engagement or the Election Board Chairperson by the end of the filing period as stated in Clause B of this article.

Article IV Candidate Expenditures

1. Student Government Association Elections

1.1. Candidates for President, Vice President, and Chief Justice may spend up to $500. If candidates for President, Vice President, and/or Chief Justice run together on a ticket, that ticket is still capped to $500.

1.2. Candidates for Senator may spend up to $250. If Candidates for Senator run together on a ticket, that ticket is still capped at $250.

1.3. Candidates for Senator may run with candidates for President, Vice President, and/or Chief Justice, but campaign materials used to promote the Senatorial Candidates must not surpass $250.

2. Homecoming Elections

2.1. Candidates for Homecoming Court may spend up to $250. If Candidates for Homecoming Court run together on a ticket, that ticket is still capped at $250.

3. General Expenditure Provisions

3.1. Candidates may spend personal money, and may accept donations from individuals (i.e. students, parents, friends, family, etc.), or approved campus organizations in good standing.

3.2. Faculty/staff will not be allowed to donate towards a campaign.

3.3. If accepting donations, a donor form must be completed by both parties and submitted to the Election Board prior to spending any of the money and dispersing the goods.

3.3.1. Receipts for all expenses must be submitted to the Election Board prior to the disbursement of any goods.

3.3.2. If items are donated, the monetary worth of the items will count towards the total expense.

3.4. Money may only be spent on campaign materials, and cannot cover payment to any individual for campaign work.

3.5. Individuals are expected to maintain a record of all expenses and submit a final copy to the Election Board immediately following the election.

3.6. Failure to comply with any of the expenditure rules will result in a hearing of the Election Board, and if found responsible, the punishment will be immediate disqualification from the race, or removal from office/title.

Article V Campaigning

1. Campaign Guidelines:

1.1. Active campaigning may begin after the conclusion of the Candidates Meeting and approval of each candidate's qualifications, and shall be allowed so as long as it is within

University policy and procedures. However, only individuals who meet qualifications for candidates or referendums which receive proper approval will be placed on the student election ballot.

1.2. Social media, including but not restricted to Facebook, Twitter, Instagram, etc., may be used throughout the entire election and voting process. Candidates must turn in the names of all internet campaign sites utilized, including social media pages. Pages must be publicly accessible so as to be viewed by the Election Board. The use of email and Moodle does not qualify as the use of social media, and is therefore prohibited.

1.3. All campaign materials must be certified with proper university officials, and must abide by all campus rules.

1.4. After elections, all campaign materials must be removed prior to the start of the following week.

1.5. Candidates may not use chalk in their campaign efforts. Such actions made by a candidate or on their behalf will be subject to appropriate disciplinary action or disqualification.

1.6. Emails shall be sent out by the Office of Student Engagement informing students of the election and who is on the ballot. Individual candidates will not be permitted access to bulk or mass emailing through the university email system, LEONet, or Moodle. Emails sent by candidates or on their behalf will find candidates to be subject to appropriate disciplinary action or disqualification.

1.7. Social media postings must not defame any candidate. Such posts made by a candidate or on their behalf will be subject to appropriate disciplinary action or disqualification.

1.8. Campaigning that disrupts the normal flow of University business is prohibited and can be stopped by appropriate University officials.

1.9. Candidates or anyone acting on their behalf must not defame another candidate in any way during campaigning.

1.10. Bribery for the purpose of swaying or causing someone to vote for or against a particular candidate or referendum issue is prohibited. Such actions made by a candidate or on their behalf will be subject to immediate disqualification.

1.11. Candidates and their supporters are not to provide an electronic means for voting, nor solicit votes by asking students to use their own electronic devices at that immediate moment.

*****Due to COVID-19 restrictions, the only food that may be given out during campaigning is pre-packaged, store-bought candy.*****

Article VI Faculty & Staff Involvement in Student Elections

1. Faculty and staff are encouraged to motivate student participation in elections. However, it shall be a violation of this Code for any faculty or staff member to endorse or campaign for or against any candidate or issue.

2. Candidates may not solicit endorsement of faculty or staff members to encourage students to vote a certain way in any student election.

Article VII Voting Procedures

1. Electronic Voting:

    1.1. Eligible voters in an election (as defined by Article I, Section C, Number 2) will be able to cast their vote electronically through the Southeastern Louisiana University servers at polling stations operated by Student Government Association Officials or on their own computers through the Student Government Association Website. The voters must enter their Student Identification W-Number and Password into the secure voting website to cast their vote.

    1.2. Should an eligible voter be unable to vote because of technical reasons, they will be directed to the SGA office where an official of the Election Committee will inform the appropriate university authority of the problem and help the student to reach a resolution. The official will document any such occurrence and report it to the Election Committee.

2. While working at the polls, the Election Committee officials shall not wear any campaign material on their persons, nor are they to solicit votes or wear any organization paraphernalia during elections other than Student Government Association attire.

3. The Election Committee shall appoint no individual who is a candidate for an elected SGA office or any other elected positions to work as a poll worker in any polling center.

4. Election Committee officials will provide assistance to any individual with disabilities upon request.

5. Following any Student Government Association General Election, if any Southeastern student wishes to examine the computer printout results, they may do so after the completion of the primary or run-off elections in the presence of at least one (1) Election Committee official. This right does not extend to Homecoming Elections.

Article VIII Election Code Infractions

1. Infractions shall be defined as follows, including, but not limited to:

1.1. The act of bribery for the purpose of swaying or causing someone to vote for or against a particular candidate or referendum issue

1.2. Soliciting a faculty or staff member to encourage students to vote a certain way in any student election.

1.3. Use of chalk.

1.4. Unauthorized use of email.

1.5. Defaming or disrespecting another candidate in any way.

1.6. Affixing campaign materials to any vehicles, including cars, bikes, motorcycles, or any form of transportation, without the owner's permission.

1.7. Failing to remove campaign materials prior to the start of the following week.

1.8. Candidates being found within 100 feet of any election poll for purposes other than casting their own vote.

1.9. Candidates and their supporters are not to provide an electronic means for voting, nor solicit votes by asking students to use their own electronic devices at that immediate moment.

2. Procedures for Filing and the Handling of Election Infractions Complaints.

2.1. All complaints of possible infractions of Election Code must be submitted via email to the Election Board Chairperson, who will date and time stamp the complaint when it is received.

2.2. Complaints must be filed during the election process.

2.3. Complaints may be filed by any student eligible to vote in the election, including Election Board members who witness an Election Code Violation. Additionally, university faculty and staff members shall have the right to file complaints against candidates. Election Board members who observe a violation of the Election Code should advise the violating party(ies) to cease and desist from behavior which violates the Election Code, and immediately inform the Election Board Chairperson, as well as submit the observation in writing.

2.4. Complaints filed will be forwarded to the Election Board Chairperson, along with evidence that an Election Code infraction has occurred.

2.5. The Election Board Chairperson will oversee the investigation of the complaint. Election Board members will assist as requested by the Election Board Chairperson.

2.6. Once the investigation is completed, the Election Board Chairperson will determine if there is merit to complaint. If not, the Election Board Chairperson will dismiss the complaint and notify in writing the person who filed the complaint via Southeastern email. If the Election Board Chairperson determines that there is merit to the complaint, the Election Board Chairperson will convene a meeting of the Election Board. The

Election Board Chairperson will notify in writing via Southeastern email the person accused of violating the Election Code and notify the person who filed the complaint that the complaint has been accepted and that a meeting of the Election Board has been scheduled. The notice will identify the specific violation, evidence supporting the charge including witnesses to be called, and the time, date and location of the hearing.

2.7. The Hearing will be held at the time, date and location set by the Election Board Chairperson. Hearings for infractions, must be held as soon as possible, and must occur within 24 hours of the submission of an infraction, or before the announcement of election results, whichever is sooner. The hearing may be postponed or rescheduled by decision of the Election Board Chairperson.

2.8. The Election Board Chairperson will present the results of the investigation to the full Election Board. The individual accused of violating the Election Code will then be provided an opportunity to present evidence that they did not commit an infraction. Other than witnesses called to testify and parties to the hearing, no other individuals will be permitted to speak or participate in the hearing. Attorneys, advisors or friends will not be permitted to address the Election Board or participate in the hearing other than to offer advice to their party. The Election Board Chairperson shall rule on admissibility of evidence, motions and objections as well as the acceptability of questions asked by any party. The Election Board Chairperson may limit evidence that is repetitious and may take other action as necessary to maintain an orderly hearing, including requiring that all questions be submitted to the Election Board Chairperson who will then read each question to the witness(es).

2.9.The Election Board will then deliberate in executive session. The burden of proof will be preponderance of evidence. Does the evidence presented, including the credibility of the witnesses and evidence presented, lead one to conclude that it is more likely than not that the individual accused violated the Election Code. If so, the Election Board must find the accused guilty of violating the Election Code. If not, the Election Board must rule that the Election Code was not violated.

2.10.If the Election Board determines that a student violated the Election Code, the Election Board will impose sanctions as noted below. All Southeastern Louisiana University Election Code sanctions are not debatable and will be imposed by the Election Board upon concluding that a violation of the Election Code has been committed.

2.11. The following sanctions will be imposed against a student who has been found guilty of violating the Election Code.

> 2.11.1. The following Election Code infractions shall result in immediate disqualification:
>
> > 2.11.1.1. The act of bribery for the purpose of swaying or causing someone to vote for or against a particular candidate or referendum issue (vote buying).
> >
> > 2.11.1.2. Unauthorized use of email.

2.11.1.3. Failure to comply with all campaign expenditure policies.

2.11.2. Candidates who fail to remove campaign materials prior to the start of the following week will undergo a hearing with the Election Board, and if found responsible will be written up to the Office for Student Advocacy and Accountability for litter.

2.11.2.1. Responsibility will not lie on the candidate if materials are stolen or moved without the candidate's knowledge.

2.11.3. All other Election Code infractions, including those not listed within this document, that are determined to be Election Code infractions by the Elections Committee shall result in a verbal and written warning upon first offense, and disqualification of the candidate upon second offense. This shall apply for the occurrence of any infractions that are committed.

3. The Election Board will adjourn from Executive Session and convene in regular session for the purpose of announcing its findings and the sanctions, if applicable, to be imposed. The Election Board Chairperson will, within two class days of the conclusion of the hearing, file a copy of the minutes of the meeting with the Office for Student Engagement who will date and time stamp the minutes when received. The minutes will reflect the specific charges filed, the findings of the Election Board, and the sanctions imposed. The minutes will also refer to the procedures for appealing Election Board findings and decisions (see Title IX of this Election Code). Copies of the minutes may be obtained from the Office of Student Engagement. It will not be required that the Office of Student Engagement or the Election Board post a copy of the minutes to the Student Government Association website, so long as a physical copy is kept on file with the Director of the Office for Student Engagement. The Election Board Chairperson will notify the parties involved in the matter, complainant and the accused, that a copy of the minutes has been filed with the Office for Student Engagement and are available upon request.

Article IX Appeal Procedures

1. Election Committee decisions resulting in the disqualification of a candidate or the voiding or overturning of the results of any student election (candidate or referendum) may be appealed to the Judicial Branch of the Student Government Association.

2. Procedures for filing Appeals of Election Board decisions resulting in the disqualification of a candidate or the voiding or overturning of the results of any student election.

2.1. A student who has been disqualified from participation in an election, as the winner

of an election, or any student voting in an election where the results have been voided or overturned other than by the disqualification of a candidate may submit a written appeal to any member of the Judicial Branch of the Student Government Association who is not

serving as a part of the Election Board and is not running for an elected position within two class days of the filing of the Election Board hearing/meeting minutes. The appeal must be filed with the Office for Student Engagement who will date and time stamp the petition.

2.2. The petition must indicate whether the appeal is based on the failure of the Election Board to follow published procedures in this Election Code, or that there is insufficient evidence to support the finding that a violation of the Election Code occurred. Disqualification imposed as a result of violation of Infractions 1, 2, and 5 may not be appealed. The finding of guilt may be appealed, which if reversed eliminates the sanctions imposed. Appeals regarding the finding of repeated violations may address the finding of guilt for each violation. In such cases, the Judicial Branch of the Student Government Association will review the first reported finding of a violation before proceeding to the second issue. A reversal of the first finding will result in the pending second finding being treated as a first offense. Upholding of a first finding of violation of the Election Code will result in the second issue being treated as a second offense.

2.3. The Chief Justice of the Student Government Association will verify whether the appeal was submitted within the time frame permitted by this document. If not, the petition will be rejected and the decision of the Election Board will stand. The Chief Justice will notify in writing the Election Board and all parties involved in the case. If the petition has been submitted within the time frame allowed, the Chief Justice will proceed with the handling the petition in accordance with the Constitution and Bylaws of the Student Government Association.

3. Appeals of decisions made by the Election Board relative to Clause 10.2 : Guidelines for Dates and Times of General Election of this document will be handled as follows:

3.1. Any student eligible to vote in the specific election in question may submit a written appeal to the Chair of the Election Board. The appeal must be submitted within two class days of the filing of the Election Board minutes with the Office for Student Engagement, which will date and time stamp the petition.

3.2. The petition must indicate the specific basis for the appeal and the corrective action requested.

3.3. The Election Board Chairperson will review the petition and complete an initial investigation of the matter, including verification that the appeal was properly submitted and identifies the basis of the appeal and corrective action requested.

3.4. The Election Board Chairperson will then report the findings to the Election Board. The Election Board may decide to reject the appeal, hold a full Election Board hearing on the matter or refer the matter to the Supreme Court for review and appropriate action.

3.5. The student may appeal the Election Board's decision to reject the appeal or the results of a full Election Board hearing to the Judicial Branch of the Student Government Association by filing a written appeal within two days of the filing of the Election Board minutes. The appeal petition must be filed with the Office of Student Engagement within two days of the filing of the minutes.

3.6. The Chief Justice of the Student Government Association shall handle the appeal following the procedures outlined in Clause 10.3.

Article X Amendments

The Southeastern Louisiana University Election Code may be amended by the University Administration.