
The
ELECTION LAWS
of the
STUDENT GOVERNMENT
ASSOCIATION

ARTICLE I – SCHEDULING	2
DESIGNATED SCHEDULER.....	3
ARTICLE II – UNIVERSITY CAMPAIGNING.....	3
CONTACT TABLES	3
BANNERS	3
POSTERS	4
DIGITAL ADS.....	4
ARTICLE III – MATERIAL DISPOSAL.....	5
COLLECTION OF MATERIALS	5
ARTICLE IV – UNIVERSITY OF MEMPHIS PROPERTY & FACILITIES.....	5
ADDITIONAL CAMPAIGN SITES.....	5
ARTICLE V – APPLICABILITY OF ELECTION LAWS & VOTER ELIGIBILITY.....	7
ELIGIBILITY.....	7
THE ELECTION COMMISSION	7
RESIGNATION	8
ARTICLE VI – QUALIFICATIONS FOR CANDIDACY.....	8
DECLARING OFFICE	8
ARTICLE VII – CAMPAIGN MATERIALS	9
DEFINITIONS	9
PROVISIONS	9
ARTICLE VIII – REGULATIONS & SPENDING LIMITS	9
FUNDING.....	9
SOCIAL MEDIA.....	10
ARTICLE IX – ELECTION REGULATIONS	10
VOTING PERIOD.....	10
ARTICLE X – POST ELECTION PROCEDURES.....	11
GRIEVANCES	11
ELECTED OFFICIALS.....	11
ARTICLE XI – ENFORCEMENT & ADJUDICATION OF ELECTION LAWS.....	11
VIOLATIONS	11
POINT SYSTEM.....	12
APPEALS	14

SECTION I

Each campaign must designate a scheduler. This person will be responsible for making reservation requests for any and all desired spaces for your party during the duration of the election season.

- A) One back-up scheduler may be designated per the party's discretion.
- B) Only designated schedulers will have access to make requests. It would be helpful if these individuals are already online-EMS schedulers for other student organizations.
- C) Schedulers will need to request space under the UofM Student Government Association client in VEMS.
- D) The Scheduling Office, University Center 255, can be contacted through email at scheduling@memphis.edu

ARTICLE II – UNIVERSITY CAMPAIGNING

SECTION I

Standing in the University Center (UC) lobby to hand out literature, promotional items, or asking for signatures is not permissible except from a reserved contact table.

- A) Each party may request 1 (one) contact table in the first-floor atrium of the UC and 1 (one) outdoor contact table.
- B) All spaces for tables and events must be requested at least 2 business days in advance, and are available on a first-come, first-served basis.
- C) All reservation requests must be made through SGA beginning on the Monday before the start of election using VEMS.
 - i. If a desired space is not available to student schedulers in VEMS, a paper request may be submitted UC 255
- D) Events requiring an AV technician must be requested at least one week (7 days) in advance.

SECTION II

Each party will be allowed to request to hang one banner from the west terrace of the UC at least one week in advanced. Neither party will be allowed to request the space over the door.

- A) The banner must be weather-proof and no larger than 5' Tall (vertically) and 8' wide (horizontally).
- B) One regular, interior banner space, per party, may also be requested inside the UC, pending space availability, for the election period.
- C) Banners may be no larger than 8' wide (vertically) and 3' long (horizontally).

SECTION III

Parties may have the right to display posters and/or filers on the UC bulletin boards which must be submitted prior to the start of active campaigning for approval. Failure to receive approval may result in materials being removed.

- A) One item (not larger than 11x17) will be granted for each of the four bulletin boards located in the building.
- B) No items may be taped, stapled, or otherwise affixed to walls, doors, elevators, stairs, stair rails, restrooms, or any other location not specifically designated for material posting.
- C) Other campus bulletin board postings must be granted by the authorized authority for that board or building.

SECTION IV

Each party will be allowed to run one ad on the digital screens in the UC beginning on the first Tuesday of active campaigning.

- A) To run the ad, the party will be required to submit a graphic image formatted as an 8.5"x11" (portrait style) at least one week prior to active campaigning.
 - i. Failure to follow these directions may result in your ad not running on time, or at all.
- B) Refer to the Maxine A. Smith University Center & Michael D. Rose Theatre Policy Manual for a list of approved formats.

Paint or chalk may not be used on campus sidewalks or buildings. Questions about other policies pertaining to the UC, need to be directed to a staff member.

ARTICLE III – MATERIAL DISPOSAL

SECTION I

Each party will be responsible for the removal of all campaign materials (stickers, posters, banners, fliers, signs, etc.) by the following Monday after the election.

- A) Failure to remove campaign materials in a timely manner may result in a violation listed in the Disciplinary Outcomes found in Article V of the Student Code of Rights and Responsibilities.

ARTICLE IV – UNIVERSITY OF MEMPHIS PROPERTY & FACILITIES

SECTION I

At the parties' discretion, additional locations may be used during active campaigning.

- A) Authorization must first be received before materials can be posted to the appropriate boards or other approved areas outside the UC.
- B) The university may identify individual boards/areas, specify or limit the number of authorized uses and/or entities for such locations, the type of materials, size, and duration of use.
- C) University requires prior approval for the use of any or all bulletin boards or posting areas on campus, and if required, the name of the official authorized to approve use of the board. Use of a board may be denied based on one or more of following:
 - i. The person or group is not authorized to use the board in question,
 - ii. The material is not the type of subject authorized for the board in question,
 - iii. Fails to meet any special conditions as posted on the board (obscene material, federal and state regulations of the university),
 - iv. There is insufficient space available for the material on the board in question,
 - v. The area is not specifically identified and/or authorized for posting by any individual or entity, whether affiliated or unaffiliated, or
 - vi. Exceptions may be given upon the approval of the Vice President of Business and Finance.

- D) The placement of signs, banners, posters, and other materials on campus is limited to university departments and activities, registered campus organizations and others as approved pursuant to these guidelines.
- i. The University retains the right to control and approve the time, manner, and place for all signs, banners, posters, and other materials.
 - ii. Signs, banners, posters, and other materials may only be used to provide general information, promote, and advertise an on-campus activity or event, advertise student elections and candidates, or serve as a temporary direction or location of an activity or event on campus.
 - iii. Commercial advertising signs and solicitation are limited to approved activities on campus or services related to university contracts with vendors, i.e. food service and bookstore. Subject to these guidelines, businesses and outside vendors participating in approved activities on campus may display names and services on banners and signs within the activity area only.
 - iv. Advertising or publicity cannot be misleading in purpose or content. While the names of commercial sponsors or brand names may appear on signage and other materials, they must be secondary and not be the main theme or purpose of the signage or other materials.
 - v. All materials must clearly identify the group, organizations, or person responsible for producing and posting the materials.
 - vi. No items may be taped, stapled, or otherwise affixed to walls, doors, elevators, stairs, stair rails, restrooms, or any other location not specifically designated for material posting.
 - vii. The only exceptions permitted are for departments and university activity entrance doors' such as informational notices concerning hours of operation, special events, cancellations, and similar information.
- E) Paint or chalk may not be used on sidewalks or buildings.
- F) The posting of materials in residence halls is permitted only with the advanced approval from the Office of Residence Life and in accordance with these guidelines.
- G) Materials encouraging the consumption of alcohol or use of tobacco products is prohibited. Information on the posting of advertisements by students and/or organizations may be obtained from the Office of Student Conduct.
- H) Display of banners on the outside of university buildings is generally not permitted. Exceptions may be approved by Physical Plant.

ARTICLE V – APPLICABILITY OF ELECTION LAWS & VOTER ELIGIBILITY

SECTION I

Elections shall be governed by the Student Government Association (SGA) Election Laws, Constitution and referenda conducted on behalf of the organization.

A) Voter Eligibility

- i. All University of Memphis students who have paid registration fees and are currently enrolled are eligible to vote in all SGA elections and referenda. This includes the current General Assembly as defined by the SGA Constitution.

SECTION II

All elections and referenda are conducted on behalf of the SGA and shall be administered and executed by the SGA Election Commission. The Election Commission must be comprised of graduating seniors who are in good disciplinary standing with the University of Memphis and have a cumulative GPA of at least 2.5. The commission shall consist of the following:

- A) The Chair of the Election Commission,
- B) Appointed Election Commissioners,
- C) Administrative Assistant if deemed necessary.

The Chair of Election Commission shall be appointed per SGA Constitution and have the following duties:

- A) Conduct Election Commission Meetings as necessary,
- B) Serve as the tie breaking vote,
- C) Complete the election calendar prior to the first week of March, and
- D) Maintain open forms of communication during campaign season.

Election Commissioners shall be appointed per the SGA Constitution and have the following duties:

- A) Conduct investigations into all alleged violations of the SGA Election Laws, University of Memphis policy, and all other applicable laws of the SGA,
- B) Obtain evidence concerning any violations, and
- C) Issue election sanctions upon determining if a violation has occurred.

The Election commission shall not run for any position in any branch outlined in the SGA Constitution while serving as a commissioner and shall not campaign for any candidate or party involved in the student body election conducted on the behalf of the SGA.

SECTION III

- A) Should any member of the Election Commission wish to resign before the end of their term, a letter of resignation must be given to the SGA President.
 - i. New appointments to fill the vacant seat(s) must be made within fourteen (14) days of the resignation of the previous office holder.

- B) The Chair of the Election Commission or an Election Commissioner may be removed from office through a grievance form. The Student Court will decide if the accused party is found to have substantially disrupted, improperly conducted, or compromised the integrity of the election.

ARTICLE VI – QUALIFICATIONS FOR CANDIDACY

SECTION I

All candidates must meet the requirements for their intended office pursuant to the SGA Constitution.

- A) To declare candidacy for any SGA office an official registration form must be completed in its entirety and filed with the Election Commission.
 - i. All forms will be posted on the SGA website in accordance with the election calendar.
 - ii. Registrations are due on the date specified by the election calendar.

- B) Any person(s) wishing to form a party must register as such with the Election Commission to count as an official party upon registration.
 - i. All parties must include, at minimum, a Presidential candidate, a Vice Presidential candidate, and five (5) Senate candidates,
 - ii. The President & Vice president candidates will run on a joint ticket.
 - iii. Contain the desired name of the party, as well as names and contact information for the party's designated agents.

- C) Candidates seeking office under must complete all requirements under Article VI of the SGA Constitution.

ARTICLE VII – CAMPAIGN MATERIALS

SECTION I

Campaign materials shall be defined as any material used exclusively for the promotion of one's candidacy in the public sphere. All campaign materials must be submitted to the Election Commission for approval before they may be utilized. These include:

- A) This includes all items in the budget disclosure form as laid out in Article VIII, Section I of the SGA Election Laws.
- B) A maximum of one hundred fifty (150) wall posters (8½ x 11) are allowed for each party or independent candidate.
 - i. Approved campaign items will have a stamp affixed in the lower right-hand corner and will be available for pickup in the Student Leadership & Involvement office the next business day.
 - ii. If campaign materials are in violation of any rules in the Election Code or in violation of any University of Memphis policy, they will be returned for correction and can be resubmitted for approval.

SECTION II

The Election Commission and the University of Memphis shall provide the following:

- A) A forum in order to represent all candidates.
 - i. The forum shall occur the Monday immediately preceding the election.
- B) All voting software
 - i. This includes spaces for candidate biographies prior to the elections, and the ballot that will be used during voting days.

ARTICLE VIII – REGULATIONS & SPENDING LIMITS

SECTION I

Campaign funds and donations are to be used solely for the SGA elections as is pertinent to the promotion of one's party or personal candidacy, so long as it is in accordance with these Election Laws.

- A) Campaign funds shall be defined as money from personal or party funds used to

directly or indirectly fund the promotion of one's candidacy or party.

- i. Total funding for each individual party is not to exceed \$3,000. If one's party exceeds the limitation of the budget, the violation could be subject to disciplinary sanctions within the Student Government Association.

B) Donations shall be defined as any money, item, or material given to a candidate or party by any third party for the purpose of promoting the recipient's candidacy.

C) Fair market value shall be defined as the price at which buyers and sellers with a reasonable knowledge of the value of an item, who are not acting under any unusual circumstances or with any ulterior motives, are willing to do business.

A campaign budget must be submitted to the Election Commission by each party or independent candidate before the application period closes.

A) Campaign budgets must include any and all expenditures made by the party or any candidate of the party which are used as campaign materials.

- i. This includes, but is not limited to: signs, banners, posters, fliers, newspaper advertisements, hand bills, cards, buttons, shirts, edible items, etc.

B) The presidential candidate must sign the disclosure of the budget if running as a party, or the sole candidate's signature if running independently.

SECTION II

All social media usage regarding campaigns must not begin before active campaigning.

A) Active campaigning will be the last two weeks of the election cycle as listed on the election calendar.

B) Digital and Physical posts must be specific to your campaign.

ARTICLE IX – ELECTION REGULATIONS

SECTION I

The SGA Election shall take place during the last week of March and adhere to the following.

timeline:

- i. Voting opens on Tuesday,
- ii. Voting closes on Thursday, and
- iii. Results released on Friday.

No candidate shall provide, or allow any other person to provide, laptops or any other voting device to potential voters during the elections.

ARTICLE X – POST ELECTION PROCEDURES

SECTION I

- A) In the event that grievances occur, the results of the SGA Election shall not become final until addressed by the Election Commission.
 - i. Grievances must be filed no later than noon on the last day of voting.
- B) Once the election results become final the Election Commission shall sign and certify them.
- C) The presentation of the election results shall take place at noon the Friday immediately following the election unless grievances are filed.

SECTION II

- A) All newly elected officials must be sworn in no later than two (2) weeks from the end of the election.
 - i. All newly elected persons officially assume office upon being sworn in.
- B) If an elected candidate decides to withdraw from their elected position before they have been sworn in, the candidate with the next highest number of votes shall be granted the position.
 - i. In the event that all candidates withdraw from their elected position before they have become officially sworn in, a special election must take place within two (2) weeks.

ARTICLE XI – ENFORCEMENT & ADJUDICATION OF ELECTION LAWS

SECTION I

If any person believes that a candidate has violated any of these Election Laws a grievance must be filed with the Election Commissioner via online submission.

- A) All grievances will be reviewed by the Election Commission.
- B) If a grievance has been deemed a violation of these Election Laws, a sanction will be issued by the election commission and the candidate will be given the option to appeal the result to the Student Government Association Court.
- C) If a grievance has been deemed a violation, the Election Commissioner must inform the affected candidate(s) of their sanction within twenty-four (24) hours.
- D) The Election Commission shall determine whether or not an investigation into the alleged violation(s) is necessary.
- E) If the Election Commission decides to pursue the alleged violation(s), a decision must be rendered by the Election Commission in accordance with these Election Laws within twenty-four (24) hours of the conclusion of the investigation.
- F) Upon consideration of facts of a grievance, the Election Commission shall have the authority to declare the actions described as a violation of the Election Laws and will issue an appropriate sanction.
- G) For any violation of these Election Laws which is malicious in nature and substantially disrupts the overall integrity of the election, the Election Commission and the Student Court shall have the power to completely disqualify the candidate(s) in question from the election. Behavior that could be deemed malicious in nature can include but is not limited to:
 - i. Using social media as platforms as harassment, manipulation, lies, abuse, etc,
 - ii. Destruction or removal of any other party's campaign materials, or
 - iii. Physical or verbal confrontations.

SECTION II

The Election Commission shall assign each campaign violation upheld against a candidate or party a certain number of points as shown in the point guide below.

- A) In considering the number of points to assign for any given campaign violation, the Election Commission shall consider:
 - i. The severity of the rule violation,

- ii. Whether the candidate has prior violations of that rule,
- iii. Whether the candidate knowingly or negligently violated the campaign rule, and
- iv. The effect which the campaign rule violation may have had on the campaign, on other candidates, and to the campus.

B) The Election Commission may not assign points at any level other than whole numbers or half-integers.

C) The Election Commission shall determine a punishment appropriate to impose on the candidate or party. The Election Commission must impose a sanction upon finding that a candidate or party had indeed violated a campaign rule.

D) The Election Commission may impose only 1 (one) punishment per individual candidate or party violation. The sanctions the Election Commission may impose are as follows:

- i. Once a candidate or party has been assigned at least five (5) points, the Election Commission may limit campaigning,
- ii. Once a candidate or party has been assigned at least seven (7) points, the Election Commission may temporarily permanently prohibit campaigning,
- iii. Once a candidate or party has been assigned ten (10) or more points, the Election Commission will remove the campaign from the ballot.

1 (ONE) POINT	3 (THREE) POINTS	5 (FIVE) POINTS	10 (TEN) POINTS
---------------	------------------	-----------------	-----------------

<ul style="list-style-type: none"> • Tables and/or space were not requested in advance. • Campaign material used was not approved. • Usage of more than 1 (one) digital ad in the UC. 	<ul style="list-style-type: none"> • Using social media before active campaign. • Usage of paint, chalk or any permanent or semipermanent materials • Using materials not disclosed in campaign budget. 	<ul style="list-style-type: none"> • Overspending • Destruction or removal of other candidates' campaign materials. • Providing voting devices to potential voters. 	<ul style="list-style-type: none"> • Behavior malicious in nature. • Violating Student Code of Rights and Responsibilities • Interference with Electoral Processes
--	--	--	---

SECTION III

The Student Court shall hear all appeals involving these Election Laws. If it has been determined by the Election Commission that a candidate violated these Election Laws, the candidate found in violation can request a hearing with the Student Court within twenty-four (24) hours of the Commission's decision to issue a sanction.

- A) In the event an appeal is requested, the Student Court shall have the responsibility to obtain and review the original grievance along with all evidence, facts, and statements from the original dispute.
- B) Upon reviewing the evidence, the Student Court shall have sole discretion in deciding whether or not an appeal hearing is necessary.
- C) Should the Student Court decide to hear an appeal, it must:
 - i. Set a date, time, and place for a hearing that is within three business days of their decision to grant the appeal.
 - ii. Notify the Chairman of the Election Commission, the accused party (if any), and the protesting party of said hearing within 24 (twenty-four) hours of their decision.