

# Policy Manual

## Article XVI- Elections

### Section A- Overview

Candidates are responsible for adhering to all election guidelines. The following guidelines apply to all candidates, including write-ins. Additional election regulations can be found in Article XVI of the Student Government Association Bylaws, which can be obtained by contacting the SGA Vice President. These guidelines and the Student Government Association Bylaws will be made easily available to every candidate, and one copy of each document will be distributed to each area coordinator and the Director of Residence Life.

Questions regarding SGA election policy should be directed to the Chair of the Election Commission (spring elections) or the SGA Vice President (Fall Elections).

### Section B – The SGA Election Commission

1. The nomination for the chair of the SGA election commission shall be made by the SGA President and Vice President and confirmed by the Senate no less than 4 weeks prior to spring primary elections.
  - A. The SGA President is not eligible to serve on the Election Commission.
2. The election commission shall schedule a meeting with all candidates running for office in order to explain election rules and procedures for spring elections. This meeting shall take place before campaigning begins.
3. The election commission shall be responsible for working with IIT and the SGA Web Master to facilitate online elections. Each candidate's platform, experience, and picture shall be posted on the SGA website. Hall Senator elections shall be coordinated by Residence Life in accordance with the guidelines in the SGA bylaws and policy manual. The ballots of Hall Senator elections shall be tabulated by the Area Coordinator. The commission shall also facilitate the announcement of election results. In addition, it shall:
  - A. Ensure that polls for campus-wide elections do not begin before 9:00 AM and end as close to 9:00 PM as possible.
  - B. Rotate the names of all registered candidates on the ballot.
4. The election commission shall inspect and validate all petitions and maintain them in a yearlong file. The commission is responsible as requested for all recalls, recounts, and referendums. All petitions shall be available for inspection by any member of the student community.
  - A. Right to recount – the election commission shall be obligated to recount ballots, at the written request of the candidate. This request must be made in writing and either hand delivered or emailed to the chair of the election commission within twenty-four hours after the results have been announced to the public.
5. The election commission shall hear and address election challenges for any office or referendum. It shall be the final arbiter in all disputes arising from any election, except as outlined in Article XVI Section G Sub-Section 2 of this Policy Manual. Penalty decisions regarding elections violations shall be made by a majority vote no later than 24 hours after a violation has been reported. A quorum of one half of the commission must be present in order for the commission to assess a penalty.
6. The chair of the election commission is responsible for calling the commission to meet. The election commission shall meet at least once prior to the initial candidate meeting to review all regulations listed in the Bylaws and Policy Manual. The Election Commission chair shall invite

members of the Honor Council to attend this first meeting. At this meeting the Election Commission shall:

- A. Consult with the Honor Council on issues of impartiality, penalty assessment, and penalty execution. This order of business may be eliminated if members of the Honor Council decline to participate in the meeting.
- B. Consult with the Senate Bylaws Subcommittee on issues of intent and interpretation.
- C. Agree on the penalty for all election violations stated in Article XVI Section D.

### **Section C-Candidate Regulation Information**

1. All candidates must register to have their name placed on the ballot by submitting a registration form and a completed petition to Office of Student Activities by a time and date to be designated by the Election Commission. Hall Senator candidates must submit a registration form and a completed petition to the respective area coordinator by a time and date designated by the Election Commission.
2. Petitions and registration forms for spring elections will be made available in the Office of Student Activities and/or on Oleville two weeks before the date of the primary elections. For fall elections, petitions and registration forms will be made available two weeks before the general election date. Hall Senator candidates may obtain forms from the front desk of each respective residence hall. Other fall election candidates may obtain forms in the Office of Student Activities.
3. Registration forms will be posted publicly in the Buntrock Commons.
4. All candidates are required to attend a mandatory campaigning meeting at a date, time and location to be determined by the Election Commission. Candidates who are unable to attend this meeting should contact the chair of the Election Commission immediately.

### **Section D- Campaigning Regulations**

1. Campaigning for registered candidates will begin at a time and date to be determined by the Election Commission. Candidates who campaign before this time will be penalized. Preparatory work (e. g. designing posters, writing platforms) may take place before the meeting.
2. Campaign expenditures are limited to \$45 for each candidate. The candidates for SGA President and SGA Vice President are limited to \$90 jointly.
  - a. Each candidate may only spend money on his or her individual campaign. This expenditure limit includes all materials purchased pertaining to the election (materials to be handed out, paper, ink cartridges, print center charges, etc.), as well as donations and gifts from supporters.
  - b. Such general items as tape, glue, etc. need not be accounted for.
  - c. Candidates must submit itemized expense reports by 5:00 PM the evening before both primary and general elections. Expense reports shall be submitted to the Election Commission Chair, and they must include receipts for all purchases. Any item that does not have a receipt will be charged St. Olaf Bookstore prices.
  - d. The Election Commission will penalize candidates who overspend.
  - e. All expenditures are at personal risk of the candidate(s). Candidates shall not be reimbursed for materials.
3. Candidates may not use any residence hall, Student Activities, or Poster Room paper and materials for campaigning.
  - a. The use of any Student Government Association facilities or materials is prohibited. Violations include the use of the Student Government Association computers and copy machines.
4. Campaign materials and practices are under the jurisdiction of the Election Commission. Candidates will be held responsible for all campaign activities undertaken on their behalf,

including the content and placement of all campaign materials. The Election Commission may impose less severe penalties in cases in which the candidate is not directly responsible for a campaign violation.

- a. The Election Commission shall have the power to censor campaign material if and only if the material violates the St. Olaf Non-Discrimination Policy.
    - i. In ambiguous cases, the Election Commission shall contact the candidate in order to discuss the content and intent of challenged campaign material.
  - b. All materials created either by candidates or officially recognized student organizations must bear the name of the party responsible for the creation of the materials.
  - c. Each registered candidate will be provided access to an Oleville Candidate Profile with which they may promote and craft their candidacy, platform and/or vision.
5. Use of the Caf Flier and the cafeteria tables is prohibited.
6. Campaign Materials
- a. Signs- The following types of signs are allowed:
    - i. Large posters--only permitted in Buntrock Commons and cannot exceed 2.5 feet x 2.5 feet (in accordance with the Buntrock Commons poster guidelines).
    - ii. Fliers, which cannot exceed 11"x17".
    - iii. Support signs of any size and form are permitted only in consenting students' own residence hall rooms or on those students' own residence hall room doors. These support signs do not count against a candidate's poster limit in a given residence hall. If a support sign is physically distributed, electronically distributed, created, or designed by a campaign, the value of said support sign will count as a campaign expenditure.
      1. If an individual student creates an original support sign, the value of this sign will not count as a campaign expenditure.
      2. Original support signs may incorporate a campaign's official slogans and/or logos. However, individual students may not distribute said original support signs.
  - b. Tightrope – Each candidate or candidate ticket may display only one tightrope slide, but this slide may be changed as desired. Tightrope slides may not be displayed for longer than ten seconds per cycle.
  - c. Student organizations cannot create posters for select or mass distribution unless the student organization has the permission of the candidate. The cost of all materials used to make these posters will count toward a candidate's campaign expenditures.
  - d. No sign may be secured to glass or cover glass in any academic building or residence hall.
  - e. No material may be posted in classrooms or posted or written on blackboards.
  - f. Signs may not be attached to the floor in any building.
  - g. Consistent with Residence Hall policy, a maximum number of fliers set forth by Residence Life shall be permitted.
  - h. The following regulations are specific to the respective buildings for at-large elections:
    - i. No posters may be placed in any of the following buildings:
      - a. Steensland Gallery
      - b. Old Main
      - c. Speech-Theater Building
      - d. Boe Memorial Chapel
      - e. Skoglund Athletic Center
      - f. Tostrud Center
      - g. Tom Porter Hall
      - h. Dittmann Center
    - ii. Buntrock Commons Regulations
      - a. No more than one (1) poster is allowed above the PO boxes

- b. No more than one (1) poster is allowed in the cafeteria.
  - c. No more than five (5) flyers are permitted in the Commons. A large poster above the PO boxes does not count against this limit.
  - d. Signs are only allowed on bulletin boards that allow public postings.
  - e. Candidates may not hang signs over other candidate(s)' posters
  - f. All posters must be approved by the Office of Student Activities.
- iii. Residence Halls
    - a. Candidates must adhere to all Residence Life policies, including policy regarding the maximum number of posters that may be placed in each dorm.
    - b. All Residence Hall fliers must be approved by the Residence Life Office before posting.
    - c. No campaign material may be distributed under residence room doors.
    - d. All publicly visible campaign material constitutes a flier, with the exception of individual support signs. See Article XVI Section D 6 a iii of the Policy Manual for a definition of individual support signs.
    - e. One large poster may be hung in a designated area as long as approved by the Area Coordinator.
  - iv. Rolvaag Library
    - a. Five (5) or fewer fliers are permitted on bulletin boards in the foyer.
    - b. Fliers are not permitted within the building.
  - v. Five or fewer fliers are permitted in the following buildings, provided posters are not placed on departmental bulletin boards:
    - a. **Regents Hall of Mathematical Sciences**
    - b. **Regents Hall of Natural Sciences**
    - c. Holland Hall
    - d. Tomson Hall
  - i. Officially recognized student organizations may create and post fliers supporting or endorsing any and all candidates in a given election.
    - i. Fliers may be posted in all buildings where candidates can post fliers, with the exception of residence halls.
    - ii. Each organization may place no more than two (2) fliers in each building, regardless of the number of candidates. These organization support signs do not count towards the limits indicated elsewhere in these election guidelines.
  - j. Candidates may endorse other candidates. However, endorsement campaign material will be counted against the quantity and financial limits of the endorsed candidate.
7. Handouts
- a. Candidates may use handouts.
  - b. Handouts must not exceed 4-1/4" x 5-1/2" (a quarter sheet).
  - c. Candidates may use campaign letters, provided they are specifically addressed and delivered to particular individuals.
8. Candidates may not publish material in departmental and organizational newsletters.
9. Candidates may utilize social media to promote their campaigns. For the purpose of this section, social media shall be defined as follows: any technological platform commonly used by students to communicate with numerous peers simultaneously. Social media may be used freely, with the following exceptions:

- a. No candidate or candidate's campaign may utilize an official SGA social media platform. Official SGA media platforms include but are not limited to SGA branch Facebook pages, Twitter accounts, and Instagram profiles.
  - b. No candidate or candidate's campaign may utilize an official St. Olaf College social media presence. Such a presence shall be defined as a page, account, group, or other presence created and moderated by a full-time college employee.
10. A candidate may distribute campaign material via email. A candidate may email any alias, except for the following:
- a. Official aliases maintained by St. Olaf College, including but not limited to the all student aliases, class year aliases, academic course aliases, residence hall aliases, and academic hall aliases.
  - b. Official SGA aliases, including but not limited to the Executive Team alias, the Senate alias, and Board of Student Media alias.
11. Any student shall be allowed to publicly promote candidates with the following exceptions:
- a. Members of the Election Commission shall not be allowed to promote candidates.
  - b. The current President and Vice President shall not publicly promote any candidates.
12. Candidates may not seek endorsements from St. Olaf Faculty or Staff.
13. Chalking
- a. Chalking may not be done on the north side of the Buntrock Commons.
  - b. Chalking is permitted on the Buntrock Commons plaza if it is not under the overhang.
14. Outside Material
- a. All material that is placed outside must be in accordance with St. Olaf ground crew regulations.

### **Section E-Election Procedures**

1. Primary elections for Hall Senators shall take place on a campus-wide date to be determined by the Election Commission in coordination with the Director of Residence Life.
  - A. The two candidates receiving the most votes in the primary election will be placed on the final election ballot.
2. The final Hall Senator elections will be held on a campus-wide date to be determined by the Election Commission and the Director of Residence Life. Polling shall take place at each respective hall receptionist desk.
3. The final spring elections will be held at a date and time to be determined by the Election Commission.
4. Results of the final spring elections will be posted on the SGA bulletin board, in the Manitou Messenger and/or on Oleville. Results of the final hall Senator elections will be announced by the respective area coordinators.
5. All candidates who lose in the primary election must dispose of their campaign materials within one (1) day of their notification of the primary election results. All campaign materials must be removed within one (1) day of the announcement of the winners of the final election.

### **Section F- Election Day Policy**

1. Candidates may campaign while the polls are open. The following exceptions apply while polls are open:
  - A. Candidates may not campaign within 50 feet of a polling location
  - B. Campaign material may not be posted within 20 feet of a polling location
  - C. Candidates may not encourage students to vote by providing them with an electronic device or paper ballot. Candidates who violate this regulation (e.g. by going door to door with a laptop) may face disqualification.

2. Candidates must ensure that any acquaintances who staff polling places remain neutral
3. The Election Commission may impose more severe penalties on a candidate who violates election regulations on the day of general elections or a day in which a candidate is running in primary elections.

### **Section G-Complaints and Penalties**

1. Neglect for any of the listed regulations, either in the Student Government Association Bylaws or in these election guidelines, is grounds for disciplinary action. Disciplinary actions include, but are not limited to:
  - A. Private apology to affected parties
  - B. Public apology
  - C. Removal of campaign material in a specified area
  - D. Disqualification (see Article XVI Section G Sub-Section 2)
  - E. Other penalties specifically tailored to a unique violation of Election policies.  
However, such a penalty may not involve a direct reduction in the number of votes that a candidate receives.
2. The Election Commission shall have the power to disqualify candidates in the case of egregious violation(s) of election policies.
  - A. A 2/3 vote of the Election Commission shall be necessary to disqualify a candidate, and such a decision must be publicized within 24 hours.
  - B. A disqualified candidate may appeal his/her disqualification to Senate. Senate may, by a 2/3 vote, remove said disqualification. However, Senate shall not be required to vote upon any candidate's requalification petition.
  - C. A disqualified candidate who appeals may continue campaigning while his/her appeal is pending. An appeal shall be considered pending if either of the following conditions is met:
    - i. The disqualified candidate makes a written declaration to the SGA President and Election Commission chair that communicates his/her intent to appeal. The candidate must intend to bring his/her petition to a regularly scheduled Senate meeting which will take place *before* the election.
    - ii. A special meeting of Senate has been called in order to discuss the requalification petition.
3. Candidates must be informed within 24 hours of any penalties, up to and including disqualification, that have been assessed against them.
  - A. Each candidate's violations shall be made publicly available on Oleville.
4. Removing, obstructing, or vandalizing another candidate's signs or materials is cause for disqualification.
5. Complaints and challenges made by any student of St. Olaf College regarding the placement or content of signs or any other election and campaign aspect must be e-mailed or hand delivered to the chair of the Election Commission no more than twenty-four hours after the results of the election have been made public. Concerned parties may contact the chair of the Commission through the Office of Student Activities.
6. Complaints and challenges regarding specific decisions of the election commission must be written and delivered to the SGA President in the Office of Student Activities no more than 24 hours after the results of the election have been made public. The grievance procedure will be enacted as outline in Article XVIII, Section C of the Bylaws, except for grievances regarding disqualification of candidates, which shall be enacted as outlined in Article XVI, Section F Sub-Section 2 of this Policy Manual.
7. The Election Commission is the final authority in determining the validity of any complaint or challenges, and the Commission makes final decisions in regards to complaints, except as provided for in Article XVI, Section G Sub-Section 2.

8. Complaints and challenges shall be decided based on the following sources, listed in the order of precedence:
  - A. The Student Government Association Constitution
  - B. The Student Government Association Bylaws
  - C. The Student Government Association Policy Manual
  - D. Rules adopted by the Election Commission
  - E. A majority vote of the Election Commission
  - F. The Chair of the Election Commission

# Bylaws

## Article XV – Senate Committees

### Section F – Election Commission

1. The Election Commission shall be responsible for the oversight and administration of all spring SGA elections.
2. The nomination for the chair of the SGA election commission shall be made by the SGA President and Vice President and confirmed by the Senate.
3. The Election Commission shall consist of no more than nine students.
  - a. The following members of the SGA Executive Team shall be members of the Election Commission: the Webmaster, MCD, and Financial Officer.
    - i. If any of these members is a candidate in the election or officially involved in any candidate's campaign, the President shall designate an appropriate SGA member with similar skills and experience to sit on the Election Commission in the original member's place.
  - b. The Election Commission chair shall be responsible for appointing up to 5 additional students of senior standing. These students may not be members of a branch of SGA, including Senate, and they may not be candidates in the election.
4. The Election Commission shall have the power to make and enforce rules that are consistent with its delegated authority and consistent with the SGA Constitution, Bylaws, and Policy Manual.
  - a. The Election Commission may adopt rules by a simple majority vote.
  - b. Rules adopted by the Election Commission shall only remain in effect for the election cycle in which they are passed.
  - c. The Election Commission shall give all candidates reasonable notice before implementing any rules changes.
  - d. Any rule made by the Election Commission may be rescinded by a 2/3 majority of the Student Senate.
4. The responsibilities for the Election Commission are as listed in Article XVI of the Bylaws and Article XVI of the SGA Policy Manual.

## Article XVI - Elections

### Section A – Election Guidelines

1. Eligibility
  - a. Only persons who are full-time students and have a cumulative GPA of 2.0 or higher

on the day petitions are due shall be eligible to run for a Senate office. In cases of extenuating circumstances regarding these requirements, students may go through a formal appeal process by contacting the SGA Advisors, Candidates must agree, if elected, to enroll in on-campus classes for Fall Semester and Spring Semester of the year in which they will serve.

- b. In cases where the eligibility of candidates and voters is based on status or classification, such as living in a certain residence hall or being a multicultural student, the decision of either the Registrar or the Dean of Students Office shall be accepted.
  - c. No person running for any SGA office shall run for any other voting position in the same election, nor shall the person winning the election to any Senate position hold another Senate position concurrently. There shall be no prohibition against any person running for or holding any Senate position from holding a presidential appointed committee position as well, nor shall there be any prohibition against a person who has lost an election from filing in a later election.
2. Petitions and Position Specific Eligibility
- a. To be eligible for election, the President and Vice President team shall submit a petition bearing fifty (50) signatures collectively to the SGA Election Commission.
  - b. Two candidates must run jointly for the position of Lion's Pause Coordinator, and they shall submit a petition bearing fifty (50) signatures collectively to the SGA election commission.
  - c. To be eligible for SGA executive officer positions and faculty committee senator positions, a candidate shall submit a petition bearing the signatures of fifty (50) current St. Olaf students to the SGA election commission.
  - d. Candidates for other positions shall submit petitions as outlined below:
    1. Multicultural Student Senator
      - i. Each candidate shall submit a petition bearing the signatures of twenty-five (25) multicultural students to the SGA election commission.
      - ii. Only multicultural students may vote for this position
      - iii. The Multicultural Student Senator must be classified as a multicultural student at St. Olaf.
    2. International Student Senator
      - i. Each candidate shall submit a petition bearing the signatures of twenty-five (25) students, five (5) of which must come from international students, to the SGA election commission.
      - ii. Only international students may vote for this position.
      - iii. In order to be defined as an international student by SGA, the candidate must fulfill one of the following criteria:
        - (a) Candidate needs a visa to study in the US.
        - (b) Candidate spent at least 2 years prior to matriculation to St. Olaf and graduated from a secondary school outside of the US.
    3. Residence Hall Senators
      - i. Each candidate shall submit a petition bearing the signatures of twenty-five (25) students living in that residence hall to the respective area coordinator.
      - ii. Students may vote only for the residence hall senator of the residence hall in which they live.



- iii. Residence hall senators must reside in the hall they wish to represent.
  - 4. Honor House Senator
    - i. Each candidate must submit a petition bearing the signatures of twenty-five (25) honor house students to the SGA election commission.
    - ii. Only students who reside in honor houses may vote for this petition.
    - iii. The Honor House senator must reside in an honor house.
  - 5. Off-Campus Senator
    - i. Each candidate must submit a petition bearing the names of twenty-five (25) students, ten (10) of which must come from St. Olaf students living off-campus, to the SGA election commission.
    - ii. Only students who live off-campus may vote for this position.
    - iii. The Off-Campus senator must reside off-campus.
  - 6. Gender and Sexuality Senator
    - i. Each candidate shall submit a petition bearing the signatures of fifty (50) students to the SGA election commission.
    - ii. All students may vote for this position.
    - iii. The Gender and Sexuality Senator may be any student at St. Olaf
- e. The petition shall be of the following form: I, (candidate's full name), am running for the position of, (candidate's desired position), and declare under the penalty of the forfeiture of office, that I am a registered, full-time student at St. Olaf College, and that if elected I will faithfully perform my duties as specified in the Constitution and Bylaws of the Student Government Association to the best of my abilities.  
(Candidate's Signature).
  - 1. Any candidate who violates any election rules either set forth in these bylaws or established by the SGA election commission shall be subject to disciplinary action by the commission, up to an including disqualification. Record of disciplinary proceedings shall be made public and be reported at Senate.

## **Section B – Election Procedures**

- 1. Candidates for the offices of SGA President and SGA Vice President shall file as a team on one petition. No person may file separately for either office without a running mate.
- 2. A President and Vice President team may not run jointly with another candidate, and must intend to be on campus the entire academic year, excluding Interim.
- 3. If no member of the student body submits a petition by the deadline, the election commission shall have the authority to postpone elections to a later date. If no person is elected to the specified position in the spring, the SGA President and President-elect shall appoint an interim person, subject to confirmation by the current Senate, until elections can be held the following fall. If no person is elected in the specified position in the fall, the SGA President may appoint someone to the office, subject to Senate confirmation at its first meeting of the year.
- 4. If more than two candidates present at petition for a given office, a primary election shall be held. The two candidates receiving the most votes in the primary election shall be placed on the final election ballot for that office.

5. The winner of the final election for any given office shall be the person with the greatest number of votes on official ballots.
6. In the case of a tie, a special election shall be held for purposes of re-balloting for that office. If a tie occurs on the second balloting, the Senate shall vote to decide the winner of the election.
7. Elections shall be held under the following timeline:
  - a. Elections for SGA executive officers and faculty committee senators shall be held simultaneously and no later than May 1 of the year immediately preceding the year in which the senators will serve.
  - b. Elections for residence hall senators, the International Student Senator, the Honor House Senator, the Multicultural Student Senator, the Off-Campus Senator, and any other senators not elected during the previous spring shall be held no later than October 1 of the year in which the senators will serve.
8. All write-in candidates shall be subject to the rules established in the SGA Bylaws and Policy Manual. Before beginning to campaign, the write-in candidates must verify that they meet the minimum GPA requirement, and they must discuss general campaign regulations with a member of the Election Commission. Only candidates listed on the official election ballot may be allowed to post their official platform at the polling place.
9. All students are eligible to vote in online elections. If, however, online elections are not available, only students living on campus at the time of the elections are eligible to vote.

### **Section C – Non-Voting Member Selection**

1. The following positions shall be selected in the spring of the year prior to the year in which the appointees will serve, coinciding with the spring Senate elections:
  - a. The Inter-hall Council Chair shall be selected through an application and interview process in the Spring conducted by either the SGA President-elect or Vice President-elect, the IHC Advisor, and the current IHC Senate Co-Chair. To be eligible, an applicant must have prior Hall President experience.
  - b. The Student Alumni Liaison will be appointed by an application and interview process in conjunction with the director of APR, the former SAL and either the SGA President-elect or Vice President-elect.
  - c. The SGA Marketing Communications Director shall be selected through an application and interview process conducted by the SGA President-elect and the SGA Vice President-elect, subject to Senate confirmation.
  - d. The SGA Executive Assistant shall be selected through an application and interview process conducted by the SGA president-elect and the SGA Vice President-elect, subject to Senate confirmation.
  - e. The SGA Financial Officer shall be selected through an application and interview process conducted by the SGA Financial Officer, Director of Student Activities, in conjunction with the SGA President-elect and the SGA Vice President-elect, subject to Senate confirmation. This process will be completed and a proposal will be brought to Senate no later than the last Senate meeting of interim.
  - f. The SGA Webmaster shall be selected through an application and interview process selected by the SGA President-Elect and SGA Vice-President-Elect, and the current SGA Webmaster, subject to Senate confirmation.

### **Section D – Assumption of Office**

1. All senators shall serve a term of one academic year, beginning in the fall of their election, unless otherwise noted.
2. A mandatory workshop shall be held for all senators for the purpose of instruction on basic parliamentary procedure and review of current bylaws. This workshop shall take place after the fall elections have been conducted.
3. All SGA executive officers shall assume their positions and responsibilities on June 1 following their election.