

---

**STUDENT GOVERNMENT ASSOCIATION**

---

SERVE · PROMOTE · UNIFY

# 2021 Major Candidate Campaign Packet

*SGA President*

*SGA Vice President*

*SGA Treasurer*

*Miss Auburn*

[www.auburn.edu/sga/branches/elections](http://www.auburn.edu/sga/branches/elections)

# Order of Contents

1. Contact Information
2. 2021 Elections Dates
3. Initial Materials Checklist
  4. Budget Checklist
  5. Mass Media Policy
6. Campaign Staff Form
7. Electronic Campaign Staff Form
  8. Property Contract
  9. Coupon Contract
  10. Price Match Contract
  11. Budget Record
12. Fair Market Value Form
13. Clean-Up Bond Agreement
  14. Violation Form
  15. Violation Appeal Form
16. Code Clarification Form
17. Official Declaration of Withdrawal
18. Code of Laws Compliance Form
19. Concourse Plan & Campaign Zones
20. Consequences for Late Materials
21. Frequently Asked Questions

## Contact Information

Executive Director of Elections : Katherine Facteau | (404) 354.9518 | kof0001@auburn.edu

Co-Director of Elections: Maggie Daniel | (256) 794.4410 | mld0056@auburn.edu

Co-Director of Elections: Connor Godwin | (334) 275.1415 | wcg0015@auburn.edu

Elections Advisor: Brad Smith | (334) 750.2225 | smithbk@auburn.edu

## Elections Board Mission Statement

“The Auburn University Elections Board, a board affiliated with the Auburn University Student Government Association and composed of students and a Student Affairs staff member, has been established to oversee and supervise this learning experience for Auburn University students. It is the mission of the Elections Board to ensure that all parties involved in the election process adhere to the rules and regulations of the SGA Code of Laws, as well as Auburn University rules and regulations.”

# Major Candidate Timeline

Date	Time	Event	Place	Details
December 2 <sup>nd</sup>	4:45 PM	Campaign Registration Forms Due	AUinvolve	
December 3 <sup>rd</sup>	7 PM	Major Candidate Orientation #1 & Election Law Test	Zoom	
December 4 <sup>th</sup>	3-4 PM	Outgoing Executive Officer Orientation	Zoom	Those running for President, VP, and Treasurer
January 8 <sup>th</sup>	7 PM	Major Candidate Orientation #2	Student Center	Zoom option available
January 8 <sup>th</sup>	5:30	Withdrawal Forms Due	<a href="mailto:sgaelec@auburn.edu">sgaelec@auburn.edu</a>	Last day to formally withdraw
January 10 <sup>th</sup>	8 PM	Campaign Preparation Begins		Calling supporters, sharing platforms, etc.
January 11 <sup>th</sup>	5 PM	Initial Materials Due	SGA Workspace	Must include all from checklist
January 11 <sup>th</sup> / 12 <sup>th</sup>	1-4:30 PM / 8-10 AM	Conglomerate Photo Shoot	Foy Hall	Time selections made via email
January 12 <sup>th</sup>	1-4 PM	Initial Materials Pickup	SGA Workspace	Edits made from E Council
January 14 <sup>th</sup>	5 PM	Final Materials Due / Checked	SGA Workspace	Fixed edits made from Initial Materials

January 19 <sup>th</sup>	3 PM	Final Budgets Due	SGA Workspace	Add to existing binder, see checklist
January 20 <sup>th</sup>	All Day	Organizational Campaign Visits Begin		Compiled list provided by E Council
January 20 <sup>th</sup> – 22 <sup>nd</sup>	TBD	Eagle Eye Filming	Student Center	Time selections made via email, 60 second platforms
January 26 <sup>th</sup>	3 PM	Social Media Handles Due	<a href="mailto:sgaelec@auburn.edu">sgaelec@auburn.edu</a>	Instagram, Facebook, etc.
January 27 <sup>th</sup>	12 PM	Preliminary Campaigning Begins		Posters and billboard placement
January 27 <sup>th</sup>	3 PM	Formal Campaigning Begins	Campus Green	Formal Joint Kickoff
January 28 <sup>th</sup>	5-8 PM	Major Candidate Debate	SC Ballroom	
February 2 <sup>nd</sup>	7 AM- 7 PM	Voting Day	AUAccess	<a href="http://Aub.ie/sgavote">Aub.ie/sgavote</a>
February 2 <sup>nd</sup>	10 PM	Callouts	Cater Hall	

# Initial Materials Checklist

*Due on Monday, January 11<sup>th</sup> at 5 PM in the SGA Workspace of Suite 3130 in the Student Center*

**Email to: [sgaelec@auburn.edu](mailto:sgaelec@auburn.edu)**

1. Conglomerate picture (when available)
2. Billboard Design
  - One color copy of design that will be painted or printed on all billboards (include dimensions)
  - Billboard must include: name of candidate and position sought
3. Platform
  - Must be typed in 12 point Times New Roman
  - Platform body must be no more than 500 words
  - Header must include Name, Year in number format, Major, and up to 5 qualifications
  - See sample format below
4. Eagle Eye Script
  - 1 copy. No structure on format.
  - Must be under one minute (60 seconds) when spoken.
5. Concourse Plans
  - Concourse plans per day (include all structures, dimensions, gimmicks, plans, any animals)

**Name:** Aubie Tiger

**Year:** 03

**Major:** Biology

**Qualifications:**

Zoo, Exotics and Wildlife Club President

Camp WarEagle Counselor

Emerge at Auburn

Impact Volunteer

SGA Cabinet

**Platform:** (no more than 500 words) I would be a great Major Candidate because...

## In a binder:

- Please do not place papers in clear plastic page covers or folders. Please place them in the order listed below. These items should be a COPY. Keep the originals for your records. This binder will not be returned to you.
- Campaign Material must be submitted in as close to actual format without printing from an official printing company as possible. For example, nametags should be submitted, as you would want the nametag to be distributed, in exact color, size, etc.
- Any campaign material a candidate would like to use during formal campaigning **MUST** be submitted with initial material. **No NEW material will be accepted or approved once initial materials have been turned in.**

### 1. Campaign Staff Sheets

- 1 printed copy of all campaign staff sheets
- Must follow example given in packet
- Only item that can be added to after Initial Materials

### 2. Contracts & Code of Laws Compliance Form

- 1 copy of each property, coupon, price match contract
- COL compliance form

### 3. Billboard Design

- 1 color copy of design that will be painted on all billboards (include dimensions)
- Billboard must include: name of candidate, voting date, and position sought

### 4. T-Shirt Design

- 1 color copy of the front and back (even if blank) t-shirt design
- T-shirt must include: candidate name, voting date, and position sought

### 5. Candidate Poster

- 1 color copy of poster design with picture (include dimensions)
- Poster must include: name of candidate, position sought, voting date, and **printing company** (to be printed on actual materials)

### 6. Handbills

- 1 color copy of design (include dimensions)
- Handbill must include: name of candidate, position sought, voting date, and **printing company**

### 7. Nametags

- 1 color copy of design (include dimensions)
- Nametag must include name of candidate, position sought, voting date, and **printing company**

8. All Potential Purchased Items

- Submit a list of anything you will use during your campaign here (gimmicks, concourse structures, etc.)
- Please label each section by use (Ex. "Gimmicks", "Concourse Materials," "Photo Shoot Props," etc.
- Gimmicks include buttons, koozies, items given at organization visits, food, craft supplies, and anything else handed out during the week
- Include actual button design
- List should include the following about each gimmick:
  - Picture (color picture)
  - Price per unit
  - Expected place of purchase
  - Dimensions (if applicable)

9. Concourse Plans and Week Ideas:

- A compiled list for each day of concourse plans and all activities during the week
- Paid advertisements by day

# Budget Checklist

*Final Budgets are due Tuesday, January 19<sup>th</sup> at 3 PM.*

The Major Candidate budgets as stated in 1010.1 in the Campaign Packet is \$1100.

**Email to: [sgaelec@auburn.edu](mailto:sgaelec@auburn.edu)**

1. Budget Spreadsheet

- Found in Box
- Number items by receipt number and indicate corresponding receipt number on spreadsheet
- Any items found on receipts that are no longer being used must include a return receipt OR will be surrendered to the elections team

**Add to existing binder:**

- Place all items in the order they appear in a paper/binder clip to be added to your original binder.
- Any candidate that exceeds the set dollar amount for maximum campaign expenditures for his or her desired office will be required to surrender campaign materials equaling the amount in which they exceeded their budget to the Elections Board.

1. Budget Record Form

- Found in campaign packet

2. Budget Spreadsheet

- Found in Box
- Number items by receipt number and record in corresponding cell on spreadsheet
- Include exact number of billboards

3. All receipts

- Number receipts and have them in chronological order
- Place each loose receipt in an individual sheet protector
- Original receipts only
- Fair Market Form, if needed



4. T-shirt Receipt

- Original t-shirt receipt (may be an invoice)

5. T-shirt List

- Purchaser's name, contact information, quantity purchased, method of payment

6. Clean-Up Agreement

- Found in campaign packet

7. Final Staff Sheets

- One copy of all new staff sheets (additions since Initial Materials)

# 2021 Mass Media Policy

## **1009.4 Mass Media**

**1009.4.1** *Campaigning by mass media shall not disturb classrooms, businesses, and/or the privacy of others. No form of mass media shall be utilized to solicit votes or for other campaign paraphernalia, except that which is defined in the campaign packet by the Executive Director of Elections.*

**1009.4.2** *No campaign material shall be placed in mailboxes; it must be received only via the United States Postal Service. Auburn University mail services shall not be used for campaign purposes.*

**1009.4.3** *No candidate or political party shall have paid or donated advertisements in any mass media, except that which is defined in the campaign packet by the Director of Elections.*

**1009.4.4** *Each candidate must submit a list of official public campaign social media handles and corresponding media platforms to the Executive Director of Elections within twenty-four (24) hours of the start of formal campaigning.*

## **1009.4.5 Electronic Mail (e-mail)**

**1009.4.5.1** *A campaign may contact only members of his or her staff via Electronic Mail (e-mail) for any purpose.*

**1009.4.5.2** *Campaigns may use Electronic Mail (e-mail) to contact non-staff members for administrative purposes only but not to campaign in any way.*

**1009.4.5.3** *All candidates are responsible for any Electronic Mail (email) sent by a second party that campaigns for that candidate.*

**1009.4.6** *All campaigning shall adhere to the Mass Media Policy, which may be found in the official campaign packet as defined in Chapter 1016.*

For the 2020-2021 SGA Elections, Facebook®, Twitter®, Instagram®, YouTube®, VSCO®, and Vimeo®, Snapchat® (including Geofilters), Tik Tok®, and GroupMe® will be approved avenues of mass media campaigning. The use of social networking websites and apps is limited to Facebook®, Twitter®, Instagram®, YouTube®, and Vimeo®, Snapchat® (including Geofilters), Tik Tok®, and GroupMe® and no other website or app shall be utilized as a form of mass media campaigning.

The use of Facebook®, Twitter®, Instagram®, YouTube®, and Vimeo®, Snapchat® (including Geofilters), Tik Tok®, VSCO®, and GroupMe® as campaign tools shall be open to all candidates, and campaigns may utilize any feature of Facebook®, Twitter®, Instagram®, YouTube®, VSCO®m and Vimeo®, Snapchat® (including Geofilters), Tik Tok® and GroupMe® for campaign purposes, provided that the service is available to all candidates.

Paid advertisements are limited to Facebook®, Twitter®, and Instagram® and must be recorded in the budget. Any candidates found utilizing paid advertisements not recorded in their budget will be found in violation of this year's mass media rule.

# Campaign Staff Form

*Form due with Initial Materials on Monday, January 11<sup>th</sup> at 5 PM. If any additional names are added, please turn in the updated forms with your Final Budget.*

Candidate Name: \_\_\_\_\_

Email Address: \_\_\_\_\_@auburn.edu

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Campaign Manager Name: \_\_\_\_\_

Email Address: \_\_\_\_\_@auburn.edu

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## *Top Five:*

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_@auburn.edu

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_@auburn.edu

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_@auburn.edu

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_@auburn.edu

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_@auburn.edu

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

# Campaign Staff Form

*Any persons working directly on the campaign of the above Candidate should complete this form **or** the equivalent Google Form (see next page). This form is due with Initial Materials. If any additional names are added, please turn in the updated forms with your Final Budget.*

[illegible]

# Electronic Campaign Staff Form Template

*Any persons working directly on the campaign of a particular candidate should complete a paper form this equivalent Google Form. If electronic form is used, an exported and printed list of form responses is due with Initial Materials. If any additional names are added, please turn in the updated/additional campaign staff form responses with your Final Budget.*

**Required fields:** campaign supporter name, email, and signature/consent for signature  
This form may also be used for t-shirt size and payment information collection, but not necessary.  
If t-shirt orders are collected, phone number is required to be obtained.

## 2020 Campaign Staff Form Template

This is the template for Campaign Staff Forms for major candidates. The only required fields are: name, email, and signature/consent for signature.  
If this is being utilized for T-shirt purchases as well, phone number and quantity ordered need to be included.

**\* Required**

**Name \***

Your answer

**Email \***

Your answer

**Electronic Signature: Do you have consent to sign for this individual? \***  
Please ask potential staff members this question.

☐ Yes

## 2020 Campaign Staff Form Template

### T-Shirt

If T-Shirt is ordered then phone number is required to be reported.

**Phone Number**

Your answer

**Size and Quantity**

	1	2	3	4	5
S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**T-Shirt Payment Method**

☐ \$XX.XX cash

☐ \$XX.XX Venmo/Electronic payment method

☐ Paying at later date

# 2021 Major Candidate Property Contract

## SGA Elections

*Form due with Initial Materials on Monday, January 11<sup>th</sup> at 5 PM.*

As the owner and/or proper authority (please circle one) of \_\_\_\_\_, I agree the Major Candidate(s) may use my property for their Campaign purposes.

My property is located at the following address: \_\_\_\_\_. The Campaign Material will go up on Wednesday, January 27<sup>th</sup>, 2021 after 12:00 PM and will remain in place until Wednesday, February 3<sup>rd</sup>, 2021 at 11:59 PM.

My property may be used for the following purposes (circle):

Billboards

Yard Signs

Other: \_\_\_\_\_

Number of Billboards/Yard Signs that can be placed on the property: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date & Time: \_\_\_\_\_

*The business and Auburn University Student Government Association shall not be held liable for any damage done to/on a business property. Candidates are liable and shall be held accountable for any damages*

*All Candidates are responsible for making sure the business, stated above, has a place for a billboard.*

# 2021 Major Candidate Coupon Contract

## SGA Elections

*Form due with Initial Materials on Monday, January 11<sup>th</sup> at 5 PM.*

As the owner /proper authority (please circle one) of \_\_\_\_\_,

I agree the Major Candidate may use my coupon for their Campaign purposes.

My property is located at the following address: \_\_\_\_\_.

My coupon may be used for the following purposes:

\_\_\_\_\_

Coupon to be printed on Nametag/Handbill ( Yes / No )

Coupon Offered: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date & Time: \_\_\_\_\_

# 2021 Major Price Match Contract

## SGA Elections

*Form due with Initial Materials on Monday, January 11<sup>th</sup> at 5 PM.*

### Business Contract:

I \_\_\_\_\_ (printed name of agent), acting as an authorized representative of \_\_\_\_\_ (printed name of business) agree that the attached list of prices is true and accurate and will be good through January 19th at 3:00 PM (Final Budgets due date). Furthermore, I understand these prices must not constitute a coupon or discount, unless declared as such, and must be available to all candidates in this election.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

### Candidate Contract:

I \_\_\_\_\_ (name of candidate), understand that the prices given to me must match those on the receipts I submit with my budget form and that they do not represent a coupon or discount unless declared as such. I also understand that these prices must be offered to all candidates in this election

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# 2021 Major Candidate Budget Record

*This form should be turned in with Budgets on Tuesday, January 19<sup>th</sup> at 3 PM.*

Candidate: \_\_\_\_\_ Position: \_\_\_\_\_

Campaign Manager: \_\_\_\_\_ Total Spent: \_\_\_\_\_

I, \_\_\_\_\_ (Candidate) and I \_\_\_\_\_ (Campaign Manager) hereby certify that the information presented is accurate and complete. As such, I understand that I am accountable for all declared and/or undeclared campaign expenses in this campaign budget form.

I acknowledge that adherence to the prescribed spending limit is mandatory and that all financial records will become public record after their submission to the Elections Directorate.

I further acknowledge that a failure to comply with the established financial guidelines will result in official action by the Elections Directorate and may result in a violation, disqualification, or impeachment as specified in Chapter 1009.9 of the Code of Laws.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campaign Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Fair Market Value Form for Donated Campaign Materials

*Due with Final Budgets on Tuesday, January 19<sup>th</sup> at 3 PM.*

*The price estimates reflected below are price estimates for the exact donated item used as campaign material.*

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Item description: \_\_\_\_\_  
\_\_\_\_\_

Quantity: \_\_\_\_\_

## **Price Estimate 1:**

Company / Individual (circle one)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Price Estimate: \$ \_\_\_\_\_

## **Price Estimate 2:**

Company / Individual (circle one)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Price Estimate: \$ \_\_\_\_\_

**Fair Market Value:** \$ \_\_\_\_\_

(Average of Price Estimate 1 and 2)

# Clean-Up Agreement

## SGA Elections

*Signed agreement due with Final Budgets on Tuesday, January 19<sup>th</sup> at 3 PM.*

I, \_\_\_\_\_, the undersigned, fully understand the rules regarding the removal of campaign material as specified in Article 1009.1.10.2 of the SGA Code of Laws. I understand that all material is required to be taken down by 11:59 PM the day following selections (February 3<sup>rd</sup>).

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# 2021 SGA Elections Violation Form

*Place forms and any evidence collected in the locked box located in the lobby of Suite 3130 in the Student Center. This form can also be found electronically on AUinvolve.*

Candidate(s) / Campaign in Question(s): \_\_\_\_\_

Date of Violation: \_\_\_\_\_ Time of Violation: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Section of the Code of Laws Violated: \_\_\_\_\_

Name of Reporter: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date Reported: \_\_\_\_\_

Time Reported: \_\_\_\_\_

# 2021 SGA Elections Violation Appeal Form

I, \_\_\_\_\_ do hereby appeal violation number \_\_\_\_\_  
received this date \_\_\_\_\_ on the following grounds:

---

---

---

---

---

---

---

---

---

---

---

---

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# 2021 Elections Board

## SGA Code of Laws Clarification Form

Section of Code in Question: \_\_\_\_\_ (ex.1008.5.10)

Description of confusion: (one or two sentences on what you need cleared up):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and is set against a dark background.

*Please email a completed copy of this form to:*

E-board Chairman, Jack Wilbanks (jnw0026@auburn.edu) and  
Executive Director of Elections, Katherine Facteau (kof0001@auburn.edu).

Clarification forms submitted anytime between January 20<sup>th</sup> and January 26<sup>th</sup> will be reviewed by members of the Elections Board and answered within 48 hours.

Clarification forms submitted January 27<sup>th</sup> through February 2<sup>nd</sup> will be answered within 24 hours.

# **Auburn University**

## **Student Government Association**

### **Declaration of Withdrawal**

*Signed and scanned form must be submitted by Friday, January 8<sup>th</sup> at 5:30 PM to sgaelec@auburn.edu. This must have your actual signature (no typing).*

By signing this form, I, \_\_\_\_\_, do hereby declare the withdrawal of my candidacy for the Auburn University Student Government Association position of \_\_\_\_\_. I understand that by signing this form, I will not be able to re-enter the 2021 Spring Elections race nor will I be able to declare my candidacy for another position in the 2021 Spring Election.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Code of Laws Compliance Form

Please read the following statement carefully. Once you have read the statement, sign and date your agreeance at the bottom. This form is to be turned in with Initial Materials Monday, January 11<sup>th</sup> by 5 PM.

I hereby sign that I shall adhere to all aspects of the Auburn Student Government Association Code of Laws. I acknowledge that ignorance to the law is not a defense for violating it and will run my campaign according to those laws. I am aware of the punishments and penalties that may occur should I or my campaign violate these terms.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campaign Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# 2021 Campus Campaign Plan

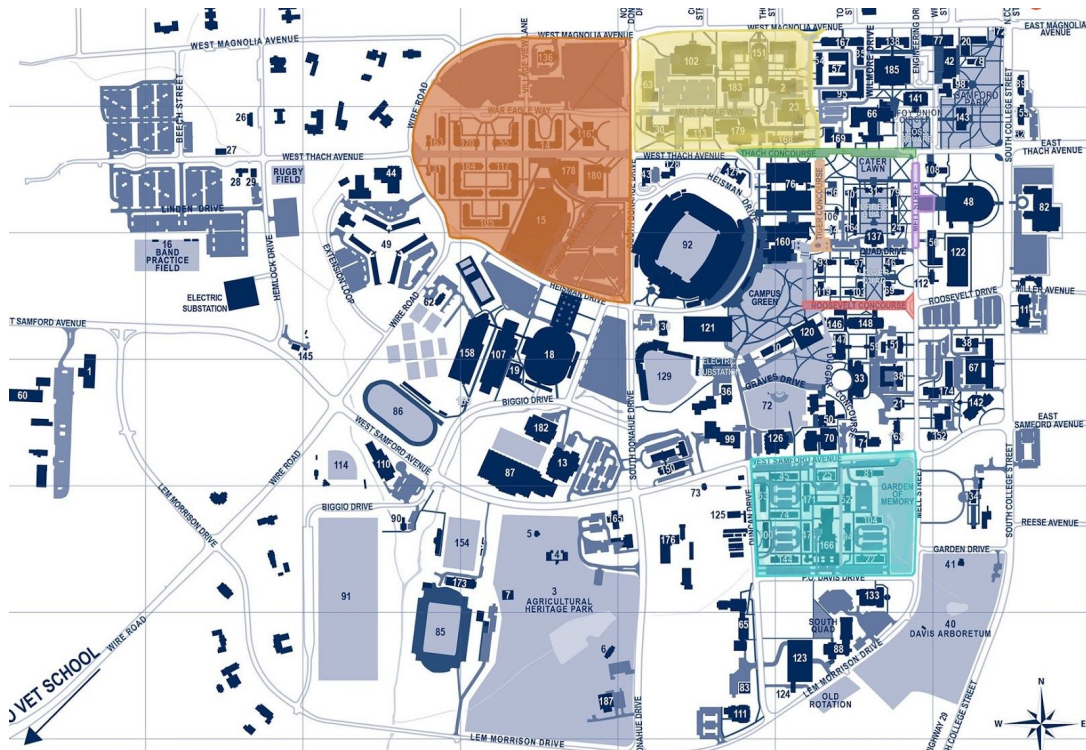
Concourse locations will be chosen in order of random drawing. Candidates will choose a location for the **first day** on the concourse A-L, and then move successively down the alphabet for each day.

*This is a rough estimate of where tables will be located. Please note that when tables are placed 6 ft apart by Facilities Management, they might be in slightly different locations. In addition, there may be other student organizations with tables those days. In this case, candidates should maintain the order of their tables as much as possible.*



## Campaign Zones

There may be no more than 2 people campaigning in each zone.



# **Consequences for Late Materials**

Candidates who miss deadlines (even if it is by one minute), will receive a warning. If they miss another deadline after already having a warning, they will be sent to E Board to determine consequences based on the severity of the situation.

No warnings will be given if candidates are substantially late (up to the discretion of the Executive Director of Elections), and they will be sent directly to E Board.

# Frequently Asked Questions

## **When do I have to wear a mask in campaign photos or videos?**

- In any group shot, participants must be wearing masks. Off campus only, if an individual is the only one in the frame, and remaining socially distant, they can remove their mask.

## **How will organization visits happen with regards to COVID policies?**

- The organization president must permit candidate attendance to any meeting, held virtually or in-person; however, it is encouraged that candidates attend virtually. If allowed to attend in-person, 3 people may attend.

## **How does the Fair Market Value form work?**

- This form should be used for any materials given to you or sold at a discount. The candidate is responsible for finding 2 estimate prices for the same goods or services and determine the average. Fair market value can be applied to any good that will be included in your budget.

## **How do t-shirts work? Why do I have to turn in a list of purchasers?**

- Per the Code of Laws 1010.5 and 1009.1.14.4, t-shirts may be considered a gimmick and given away IF they are included in the budget at purchase price. If you do not want them to be in your budget, campaign supporters may pre-order t-shirts and pay up to the full unit price rounded up to the nearest dollar. A minimum t-shirt price is \$1.00. You must keep a record of supporter name, contact information, and payment method. Remember only 300 t-shirts are allowed for this year's campaigns and that all AHealthierU guidelines are to be followed upon distribution.

## **Can you explain what the "Campaign Staff Form" is for? It asks for signatures, but what if we are calling or texting potential supporters?**

- The Campaign Staff Form serves the purpose of forming a group of people or an email mailing list of students who would like to receive information on how to support the candidate. If you are contacting potential supporters about being placed on your campaign staff via phone, you must ask if you can sign their name for them.

## **When do Mass Media policies apply? What about GroupMe©? TikTok©?**

- The Mass Media policy in the campaign packet and in the COL 1009.4 is in effect for the entirety of the Formal Campaigning period only. GroupMe© is considered a social media platform and should only be used for administrative purposes before Formal Campaigning. TikTok© has been added to the list of acceptable campaigning platforms and may now be utilized during the Formal Campaigning period.



SERVE · PROMOTE · UNIFY

## **CODE OF LAWS**

## **TITLE X Election Law**

### **CHAPTER 1000- Purpose**

**1000.1** The Purpose of Elections is to provide a fair and open process by which the students of Auburn University may choose their representatives to the Student Government Association. **For the 2021 Elections, Election Law found in the Campaign Packet governs the elections process and is intended to provide a quality experience for all involved.**

**1000.2** Election law is intended to promote this purpose by regulating candidates, campaign workers, elections officials and voters by guidelines that protect all parties from a viewpoint-neutral perspective. Election law seeks to avoid creating an excessively competitive and contentious environment, which might threaten the academic and social welfare of Auburn students.

### **CHAPTER 1001- Governance of Elections**

**1001.1** The Executive Director of Elections shall preside over the Director of Elections and the chairman of Elections Board, as defined in 1002.1.

**1001.2** The Director(s) of Elections shall govern all administrative functions of the Elections Process, as defined in 1002.2.

**1001.3** The Elections Board shall preside over the Elections process and govern all judicial functions thereof, as defined in 1002.7.

**1001.4** The 2021 Elections shall coincide with current Auburn University COVID-19 protocol, including, but not limited to:

**1001.4.1**       Events with more than 50 attendees are not permitted;

**1001.4.2**       Individuals are required to wear face coverings at all times while on the Auburn University campus or other property controlled by Auburn University, including both indoor and outdoor areas.

### **CHAPTER 1002 – Elections Officials**

**1002.1** The Executive Director of Elections shall have the following duties:

**1002.1.1**       To work with the Director of Elections;

**1002.1.2**       To coordinate the selection of the Elections Board;

- 1002.1.3** To coordinate along with the Elections Advisor the training of the Elections Board;
- 1002.1.4** To present to the Student Senate for approval:
  - 1002.1.4.1** Schedule of Elections, which includes the dates for Declarations of Intent, Formal Campaigning, and Voting Day.
- 1002.1.5** To present to the Elections Board for approval:
  - 1002.1.5.1** Campaign Packet, which includes all necessary forms and supplemental material that may assist students conducting a campaign.
- 1002.1.6** To maintain, as a permanent public record, the final results of all elections;
- 1002.1.7** To be the presiding officer in the event of a hearing for the contesting of the elections;
- 1002.1.8** To serve as the point of contact for the Elections Board to the candidates.

**1002.2** The Director of Elections shall meet the following criteria and have the following duties:

- 1002.2.1** The Director of Elections shall be a junior or senior during the spring semester of their term, being defined as one full year after being appointed.
- 1002.2.2** To be responsible for the enforcement and regulation of the Election Law;
- 1002.2.3** To provide all necessary information on election procedures to each candidate at the time of declaration;
- 1002.2.4** To coordinate all election publicity;
- 1002.2.5** To organize or delegate the organization of all authorized voting station/poll workers;
- 1002.2.6** To provide for the training of all voting station/poll workers in their duties and responsibilities in the operation of the polling and/or voting stations prior to each election;
- 1002.2.7** To coordinate the selection of the qualification boards for Miss Homecoming and Miss Auburn interviews;
- 1002.2.8** To serve as the liaison to Omicron Delta Kappa for Homecoming Elections and Festivities;

- 1002.2.9** To oversee all election activities;
  - 1002.2.10** To organize all necessary meetings, debates, campaign manager and candidate meetings;
  - 1002.2.11** To determine if prospective candidates meet all qualification requirements;
  - 1002.2.12** To recognize political parties in accordance with the provisions of Chapter 1006;
  - 1002.2.13** To administer a test to all candidates and campaign managers for SGA office covering their knowledge of and application of the SGA Constitution and Code of Laws;
  - 1002.2.14** To arrange for all necessary polling and/or voting stations, and other items necessary for the proper, efficient and legal execution of elections;
  - 1002.2.15** To oversee the rights of candidates as defined in Chapter 1006.
  - 1002.2.16** To maintain an accurate record of the policies and actions of the Elections Process for future reference;
  - 1002.2.17** To govern and oversee the Elections Council.
  - 1002.2.18** To ensure that all candidate's platforms and Budget Record Forms are posted to the SGA website in a timely fashion.
- 1002.3** There shall be an Elections Council to help with the coordination and organization of elections.
- 1002.4** A selection committee shall choose the members of the Elections Council by reviewing applications and conducting interviews to determine the most qualified applicants. The selection committee shall be composed of the following:
- 1002.4.1** The current Executive Director of Elections;
  - 1002.4.2** The current President Pro Tempore of the Student Senate, or a member of the Student Senate appointed by the President Pro Tempore;
  - 1002.4.3** The SGA President, or a current student appointed by the SGA President;
  - 1002.4.4** One (1) adviser or one (1) graduate adviser of the Student Government Association.

**1002.5** The Elections Council shall meet the following criteria:

- 1002.5.1** Members of Elections Council must be a sophomore, junior, or senior during their term, and must maintain a minimum of 2.5 cumulative, unadjusted Auburn GPA.
- 1002.5.2** Members will be ineligible to run for positions during their term.

**1002.6** The Elections Council shall have the following duties:

- 1002.6.1** Aid in the provision of all necessary information on elections procedures to each candidate at the time of declaration;
- 1002.6.2** Aid in determining if prospective candidates meet all qualification requirements;
- 1002.6.3** Aid in the administration of a test to all candidates and campaign managers for SGA office covering their knowledge of an application of the SGA Constitution and Code of Laws;
- 1002.6.4** Aid the Director of Elections in all voting procedures including arranging all polling and/or voting stations and all necessary items for the proper, efficient and legal execution of elections;
- 1002.6.5** Aid in coordination of all election publicity;

**1002.7** There shall be a permanent board in the Executive Branch of the Student Government Association known as the Elections Board, which shall be comprised of:

- 1002.7.1** The President of the Student Government Association;
- 1002.7.2** The Executive Director of Elections, a member of the Student Government Association Executive Cabinet;
- 1002.7.3** Five (5) members of the student body at large chosen by the selection committee as defined below in 1002.4; One at-large member shall be selected to serve as Elections Board Chairman and must be a senior during the spring semester of their term.
- 1002.7.4** Two (2) members shall serve as alternates, one as the first alternate and the other as the second alternate, and shall be installed in the absence of a regular member; they shall be under the same guidelines as other at large members, as defined in 702.10;
- 1002.7.5** The Elections Advisor who serves as a non-voting member.



**1002.8** Members of the Elections Board shall be chosen by a selection committee, who shall review applications and conduct interviews to determine the most qualified members. Members of the selection committee shall be excluded from being candidates in the upcoming election for both Minor and Major candidate elections. The selection committee shall be composed of:

- 1002.8.1** The current Executive Director of Elections;
- 1002.8.2** One at-large senior student representative, appointed by the Executive Director of Elections;
- 1002.8.3** The Elections Board Advisor;
- 1002.8.4** One representative of the Office of the Vice President for Student Affairs, designated by the Vice President for Student Affairs.

**1002.9** Members of the Elections Board shall meet the following criteria:

- 1002.9.1** At least three of the student at-large members, including the alternate members, must be of at least senior standing during spring elections of their term; term is defined as one full year after being appointed;
- 1002.9.2** No member may be a member of Student Government Association Student Senate, Student Government Association Executive Cabinet, or a Student Government Association Executive Officer, other than the Executive Director of Elections and Student Government Association President;
- 1002.9.3** All members of the Elections Board must remain in good academic standing, as defined by Auburn University policy;
- 1002.9.4** If the appropriate number of applicants for the members at-large of the student body cannot be obtained, the selection committee, by a unanimous vote of its members, reserves the right to suspend 1002.9.1 and re-open the application process for the sole purpose of obtaining the necessary qualified students.

**1002.10** The Elections Board shall have the following duties:

- 1002.10.1** To ensure all elections are run fairly and in accordance with all rules and regulations set forth by the SGA Constitution and Code of Laws;
- 1002.10.2** To hear and rule on all reported violations of the SGA Constitution and Code of Laws;
- 1002.10.3** To hear and rule on any contesting of the election results;

**1002.10.4** To disbar any member, by a majority vote of the remaining member, who shows public bias to any candidate. If any Elections Board member is unable to fulfill their duties or is disbarred, the first alternate to the Elections Board shall be installed. If the first alternate is unable to fulfill their duties or is disbarred, the second alternate to the Elections Board shall be installed. If two or more members are unable to fulfill their duties, then the alternate and representative(s) elected by the Student Senate shall be installed.

**1002.11** Members of the Elections Board shall abide by the Code of Ethics for Elections Board.

**1002.12** The presence of five (5) members shall constitute a quorum. Any motion of the Elections Board shall require a majority vote of those present to pass.

**1002.13** A member of the Elections Board shall forfeit his/her membership on the Elections Board if they have more than two unexcused absences from meetings of the Elections Board. The Chair of the Elections Board shall approve excused absences.

**1002.14** Any person who has served on the Elections Board will not be eligible for candidacy in any election over which the Elections Board presides for one full year after being appointed to the Elections Board.

## **CHAPTER 1003- Elected Positions and Titles**

**1003.1** SGA President, SGA Vice President, SGA Treasurer, Miss Homecoming, and Miss Auburn are considered Major Candidates and shall be elected as provided for in the Student Government Association Constitution.

**1003.2** The Student Senate shall be apportioned as follows:

**1003.2.1** The apportionment of senators from the various colleges and schools shall be determined by the Code of Laws Committee of the Student Senate and approved by two-thirds (2/3) membership of the Student Senate. The apportionment shall be determined no later than two weeks prior to the first day candidates can declare their candidacy.

**1003.2.2** The number of senators representing each college or school, as referred to in Article IV Section 2 of the SGA Constitution, shall be proportional to that college or school's enrollment, including all student classifications, during the previous fall semester on Auburn University's campus, except the Graduate School which shall have one (1) student representative elected at large by the Graduate School during Spring SGA Elections.

**1003.3** The school officers, president and vice president, are considered Minor Candidates and shall be elected as provided for in the Student Government Association Constitution. See Title V of the Code of Laws regarding schools officers and schools councils.

**1003.4** All vacancies left after general Spring Elections shall be filled by appointment by the SGA President as provided in the SGA Constitution. The SGA President shall contact the Dean(s) of the respective college(s) with vacancies within one week of the certification of spring elections. The SGA President shall provide one week for the Deans to recommend students to fill these voids. At the conclusion of this week the SGA President shall consider the recommendations of the Deans and appoint students to fill the voids.

#### **CHAPTER 1004- Declaration of Candidacy and Qualification**

**1004.1** A prospective Candidate for any position must submit a Declaration of Intent form on AUinvolve. Proof of good standing in accordance with Election Law must be provided. Candidates must agree to abide by all applicable Auburn University policies and campus regulations and the SGA Constitution and Code of Laws.

**1004.1.1** A Candidate may change the position sought at anytime before the closure of registration by submitting another Declaration of Intent form on AUinvolve. At the end of registration, the Candidate's most recent submission will be finalized.

**1004.2** Candidates assume all risks associated with the campaign.

**1004.3** No student may run for more than one office in any given election.

**1004.4** All prospective Candidates must maintain a minimum of 2.5 cumulative, unadjusted Auburn GPA at the time of qualification and throughout the candidate's term of office.

**1004.5** All prospective Candidates must be enrolled full-time at Auburn University at the time of qualification, term of elections, and their term of office.

**1004.5.1** If a student is classified as a graduate student, they must be considered enrolled in accordance with their graduate program requirements.

**1004.5.2** Students participating in a Cooperative Education Program or required internships during the time of qualification may apply as Candidates but must be enrolled full-time during their term of election and service.

**1004.6** All prospective Minor Candidates are not required to be enrolled in the college or school they wish to represent at the time of qualification but must be enrolled during their term of elections and service.

**1004.7** All prospective Minor Candidates who are enrolled in graduate school, registered simultaneously in multiple academic programs, or participating in any other interdisciplinary academic program may choose to represent any of the colleges or schools in which they are currently enrolled.

**1004.8 Miss Auburn Qualifications**

**1004.8.1** Only undergraduate female students, including undergraduates enrolled in the Veterinary Medicine, Pharmacy and Nursing schools, who are currently in at least their third academic year, having completed sixty (60) hours of course work, with at least two semesters and twenty-four (24) of those hours being completed at Auburn University.

**1004.8.2** All Candidates must be nominated to run for Miss Auburn. Each university-operated residence hall, social fraternity, social sorority, and any organization recognized by Auburn University may nominate one prospective Candidate for Miss Auburn. Nomination forms are to be turned in on AUIinvolve.

**1004.9 Miss Homecoming Qualifications**

**1004.9.1** Only undergraduate female students, including undergraduates enrolled in the Veterinary Medicine, Pharmacy and Nursing schools, who are currently in at least their fourth academic year, having completed ninety (90) hours of course work, with at least four semesters and forty-eight (48) of those hours being completed at Auburn University.

**1004.9.2** All Candidates must be nominated to run for Miss Homecoming. Each university-operated residence hall, social fraternity, social sorority, and organization recognized by Auburn University may nominate one prospective Candidate for Miss Homecoming. Nomination forms are to be turned in on AUIinvolve.

**1004.10** No student may hold the office of Miss Auburn and Miss Homecoming in the same academic year. Miss Homecoming shall not be considered a SGA or college or school officer.

**1004.11** Any prospective Candidate not completing or meeting the qualification standards by all deadlines set forth by the Elections Board shall not qualify.

**CHAPTER 1005- Candidate Interviews and Orientation**

**1005.1** If more than five (5) prospective candidates qualify for a major office, an interview process shall determine the top five most qualified candidates to run in the Election. Miss Auburn and Miss Homecoming interviews shall be conducted before the date for

Declaration of Intent. All other major candidate interviews shall be conducted within seven days after the date for declaration of intent.

**1005.2** If more than twenty (20) prospective candidates qualify for a major office, a Preliminary Round of interviews will determine the top twenty (20) candidates based on the highest overall score. If a tie exists, all candidates receiving the twentieth (20<sup>th</sup>) lowest score shall qualify for the Final Round.

**1005.3** The Final Round of interviews shall determine the top five (5) candidates based on the highest overall score. If a tie exists, scores from the Preliminary Round shall be used to break the tie. If no Preliminary Round was conducted or if a tie still exists, a majority vote of the Final Qualification Panel shall determine the top five candidates.

**1005.4** The Preliminary Qualification Panel shall be composed of five members:

**1005.4.1** The current Elections Advisor;

**1005.4.2** The current SGA Executive Director of Elections;

**1005.4.3** Three (3) students selected by the Executive Director of Elections as approved by the Vice President for Student Affairs. These students will not be allowed to support any candidate for Miss Homecoming or Miss Auburn during that election cycle.

**1005.5** The Final Qualification Panel shall be composed of five members:

**1005.5.1** The current SGA President;

**1005.5.2** A representative from the Office of the Vice President for Student Affairs;

**1005.5.3** Three (3) Auburn University faculty or staff members selected by the Executive Director of Elections.

**1005.6** Candidates' Orientation

**1005.6.1** The Candidates' Orientation shall review and present to Candidates all rules and regulations, which govern the Election Process. Position expectations and requirements shall be reviewed in addition to the administration of the Election Law test.

**1005.7** Candidates' Election Law Test

**1005.7.1** All prospective Candidates and all Campaign Managers shall be required to complete a test presented by the Director of Elections covering the knowledge of the SGA Code of Laws.

- 1005.7.2** The Election Law Test is to be designed by the Executive Director of Elections and maintained in the Elections Advisor's Office.
- 1005.7.3** All prospective Candidates and all Major Candidates' Campaign Managers must achieve a ninety percent (90%) or better on the Election Law Test, which shall be administered no more than twice. If anyone should fail to obtain a ninety percent (90%) or better on the Election Law Test, the Candidate shall not qualify.
- 1005.7.4** If it is found by a majority vote of the Elections Board that any prospective Candidate or Campaign Manager has cheated in preparation or during the Election Law Test, the Candidate shall be disqualified.

## **CHAPTER 1006- Withdrawal or Disqualification**

- 1006.1** Any Candidate wishing to withdraw their name as a Candidate for SGA elections may do so by submitting to the SGA Office the appropriate Withdrawal Form. Withdrawal Forms must be **emailed to the Executive Director of Elections at [sgaelec@auburn.edu](mailto:sgaelec@auburn.edu)**
- 1006.2** Withdrawal Forms are due on a date specified in the candidate packet; no Candidate may re-enter a race once a Withdrawal Form has been turned in.
- 1006.2.1** The remaining candidates shall maintain their original color schemes, and the color scheme of the withdrawn candidate will not be available for use unless a new candidate is chosen as a replacement.
- 1006.3** A Candidate's name shall not be removed from the ballot until the Withdrawal Form has been submitted.
- 1006.4** Candidates wishing to withdraw after the set deadline may be subject to fines and sanctions levied by the Elections Board.
- 1006.5** In the event that following the announcement of the top five candidates for a SGA major office a candidate in the top five is found to not meet the qualifications of that office, a new candidate from the original pool of candidates will be chosen as a replacement before the end of the semester preceding the election.
- 1006.5.1** If the reason for the disqualification becomes known following the end of the semester preceding the election, there will not be a replacement competing for the related SGA major position.
- 1006.5.2** The disqualification will be confirmed by the Elections Board.

**1006.6** In the event that such a candidate is disqualified or withdraws from consideration after the top five are chosen but before the end of the semester preceding the election, the Final Qualification Panel will meet again to decide a replacement candidate.

**1006.6.1** The Final Qualification Panel must be composed of the same members as it was in its first meeting.

**1006.6.2** The Final Qualification Panel will meet within two days of the date in which the Elections Board confirmed the disqualification or the Withdrawal Form was received by the Director of Elections and Executive Director of Elections.

**1006.7** Replacement candidates will only be chosen if there were more than five candidates for a SGA major office position. Minor candidates and Miss Homecoming will not have replacement candidates in the event of a disqualification or withdrawal.

**1006.8** The Executive Director of Elections or the Director of Elections will see that the withdrawal or disqualification is announced via the SGA website, making sure to mention the replacement candidate should there be one.

## **CHAPTER 1007- Rights of Candidates**

**1007.1** All Minor Candidates have the right to form political parties.

**1007.1.1** All Parties must be approved by the Director of Elections. In order to qualify, the party must submit the name of the party, a list of Candidates with the offices for which they are running and the name of the party chair.

**1007.1.2** Number of Candidates in a Party

**1007.1.2.1** The amount of candidates in one party shall not exceed two thirds of the available positions within that college's or school's election.

**1007.1.2.2** Total number of available positions will be determined by adding the number of senators allotted and the Schools Council President and Vice President.

**1007.1.2.3** In the case that two thirds of the available positions within a college or school does not produce a whole number, the number shall be rounded down to a whole number.

**1007.1.2** Use of a party's name is up to the discretion of the party chair. In order to use a former or existing party name, written consent from that party's

chair must be submitted to the Director of Elections. However, any party name that has not been used in elections for the past three years will no longer be considered an existing party. Instead the party will be considered a new party and may be claimed by any candidate without consent.

**1007.1.4** The chair of an existing party must hold an elected position in the Schools Council or Senate. If the chair of an existing party is removed or chooses to step down from their position in Schools Council or Senate, the remaining party members must disband the party or select a member of the current party, who is currently serving in the Schools Council or Senate, to be the party chair. However, when creating a new party, the chair of said party is not required to actively serve in the Schools Council or Senate.

**1007.1.5** It is the duty of the Executive Director of Elections to notify all current party members of the need for a new party chair within seven (7) days of the resignation or removal of the former party chair. If the said party has not selected a new party chair within fourteen (14) days of the former chair's resignation or removal, the party is effectively disbanded.

**1007.2** Major Candidates may not form parties, share campaign materials or campaign together in any way, with the exception of kickoffs, as specified in 1008.3.

**1007.3** All Candidates shall have the right to file a grievance against the Executive Director of Elections, the Director of Elections, or to the Elections Board.

**1007.3.1** If a grievance is filed against the Executive Director of Elections the Elections Board first alternate shall serve in his or her place for the hearing of such grievance.

## **CHAPTER 1008- Schedule of Campaigns**

### **1008.1 Campaign organization**

**1008.1.1** All candidates may think about campaign strategies and slogans.

**1008.1.2** Campaign organization may begin at any time.

**1008.1.3** Major Candidates may:

**1008.1.3.1** Select a campaign manager and staff;

**1008.1.3.2** Share platform ideas with members of the candidate's campaign staff.



**1008.1.4** Minor Candidates may:

**1008.1.4.1** Share platform ideas with members of the candidate's ticket.

**1008.2** Campaign preparation

**1008.2.1** All candidates may reserve contracts for coupons, price match, and fair market value.

**1008.2.2** All candidates may schedule escorts and organizations to visit.

**1008.2.3** All candidates may purchase campaign materials.

**1008.2.4** All candidates may publicly discuss platform ideas and slogans.

**1008.2.5** Campaign preparation will begin on a date and time specified by the Director of Elections that can be found in the official campaign packet.

**1008.2.6** All candidates may take pictures and videos to be used for Formal Campaigning.

**1008.2.6.1** Pictures and videos may be taken on or off campus, respectively, as long as campaigns abide by campus and community guidelines.

**1008.2.6.2** Photography shoots are considered a meeting and should be documented and submitted to [sgaelec@auburn.edu](mailto:sgaelec@auburn.edu).

**1008.2.6.3** No more than 10 people may be in any group shot.

**1008.2.6.4** If photos or videos are taken on campus, participants must be wearing a mask at all times, including in solo shots.

**1008.2.6.5** If photos or videos are taken off campus, a participant does not have to wear a mask if there is only one person in the shot. If there is more than one person in the shot, they must be wearing masks.

**1008.2.7** Major Candidates may:

**1008.2.7.1** Use phone calls, text messaging, and other forms of mass media to increase staff and gain supporters.

**1008.2.7.1.1** Mass media communication during campaign preparation must be a singular and private conversation, may not be used to garner votes, and

must follow the Mass Media Policy as defined in 1009.4.

**1008.2.7.2** Hold staff meetings.

**1008.2.7.2.1** Any in-person campaign meeting must be documented and submitted to [sgaelec@auburn.edu](mailto:sgaelec@auburn.edu) with location and number of attendees.

**1008.2.7.2.2** Attendees at an in-person meeting should wear masks and remain as socially distant as possible.

**1008.2.7.2.3** Meetings are encouraged to be as small as possible, and they may not exceed 50 attendees.

**1008.2.7.2.3** Multiple meetings of groups that exceed 50 attendees when totaled on the same date and time are not permitted. The summation of any meeting(s) occurring simultaneously should not exceed 50 attendees.

**1008.2.7.3** Attendance at all in-person meetings must be kept and logged in the event that the Elections Board must verify attendees.

**1008.2.7.4** Create and distribute volunteer and pre-order t-shirt forms. These sheets shall contain no logos or slogans; only the candidate's name and position sought.

**1008.2.7.5** Construct billboards.

**1008.2.7.5.1** Billboard construction is considered a meeting and should be documented.

**1008.3** Organizational Campaign Visits

**1008.3.1** Shall begin at a date and time specified by the Director of Elections that is at least one week prior to the start of formal campaigning;

**1008.3.2** Shall be limited to organization visits.

**1008.4** Preliminary Campaigning

**1008.4.1** Shall begin at a date and time specified by the Director of Elections.

**1008.4.2** Shall be limited to the placement and distribution of campaign billboards and posters for the purpose of publicizing the upcoming Election.

**1008.4.3** Will conclude with the beginning of the formal campaigning period.

#### **1008.5 Formal Campaigning**

**1008.5.1** Shall not begin until the approved date and time and will conclude at 7:00 PM Central Time on Voting Day.

**1008.5.2** Shall be limited to the Auburn University campus, the City of Auburn, and the internet.

**1008.5.3** Shall not attempt to intimidate or badger a person into viewing, listening to, or accepting a copy of communication; persistently requesting or demanding the attention of a person after that person has attempted to walk away or has clearly refused to attend to the speaker's communication; continuously impeding or interrupting the path of a person attempting to conduct their normal academic or student activities.

**1008.5.3.1** This shall in no way violate the free expression rights of Auburn University students.

**1008.5.4** Shall not occur at places of worship or campus ministries.

**1008.5.5** With the exception of campaign billboards and posters, campaign material, as specified in 1009.1, may only be utilized during the formal campaigning period of spring elections.

**1008.5.6** **Formal joint kick-off will be conducted for major candidates. Candidates are discouraged from conducting their own kick-off events.**

**1008.5.6.1** The consumption of alcohol is prohibited at all campaign kick-offs. No amplified sound may be used at any time during the formal campaigning period with the exception of approved use at campaign kickoffs.

**1008.5.7** Campaigning may not interfere with academic programs, classes, laboratories, or other University activities even if an instructor consents. This includes announcements made before, during, and after class. The wearing of campaign paraphernalia including, but not limited to, T-shirts and nametags in laboratories or classrooms shall not constitute a violation of this section.

- 1008.5.7.1** Zoom backgrounds are permitted in class, as long as they do not interfere with class activities.
- 1008.5.8** There shall be no campaigning that is libelous or slanderous regarding any candidate, campaign, or Auburn University.
- 1008.5.9** Campaigning may include benefit nights, which shall be for the purpose of raising funds for the candidate's platform and must be approved by Elections Council.
- 1008.5.9.1** Attendees at benefit nights should adhere to restaurant policies regarding COVID-19.
- 1008.5.10** At no time shall more than two (2) campaign supporters be actively campaigning for their candidate in locations designated by the map in the campaign packet within the hours of 7 AM to 7 PM and with the exception of official campaign staff meetings.
- 1008.5.10.1** Campaign staff and/or supporters should respect the personal space of students by remaining 6 feet away, unless a student is voluntarily approaching a campaign member to receive a handout.
- 1008.5.10.2** If at any point the safety of students is not being respected, Elections Council reserves the right to enact disciplinary action.
- 1008.5.11** No organization shall be permitted to require its members to participate in campaigning. All students have the right to support the candidate of their choosing.
- 1008.5.12** All formal campaigning shall adhere to the rules and guidelines set by the Auburn University Student Center or any Auburn University building. **All campaigning must adhere to local and state protocol surrounding COVID-19. Any student wearing campaign paraphernalia must follow these protocol.** Failure to follow those rules may result in disciplinary action by the Elections Council.
- 1008.5.13** Concourse locations will be drawn and rotated according to the campaign packet furnished by the Executive Director of Elections.
- 1008.6** Voting day(s) shall be the last day of formal campaigning.

- 1008.6.1** Voting polls shall open at 7:00 AM and close at 7:00 PM on the final day of formal campaigning.
- 1008.6.2** Students are not permitted to use computers, cell phones, or any other electronic device as a means of directly garnering votes from other students on voting day. Students are also not allowed to actively campaign or solicit votes off campus.
- 1008.6.3** The Director of Elections maintains the right to establish polling stations at approved locations on Voting Day. These stations shall be regulated by the Director of Elections, Elections Council, and volunteers.
- 1008.6.3.1** There shall be no campaigning within thirty (30) feet of an official polling station.
- 1008.6.3.2** Polling station volunteers may be campaign supporters; however, they may not wear any campaign paraphernalia or encourage votes for a specific candidate in any way while volunteering.
- 1008.6.4** Any form of campaigning and/or attempting to garner votes from students inside Auburn University buildings or in sight of campus computer labs is prohibited on voting day(s), with the exception of organization and chapter visits held inside Auburn University buildings on this day.

## **CHAPTER 1009 – Campaigns**

### **1009.1 Campaign Material**

- 1009.1.1** Campaign materials are any and all materials approved by the Director of Elections designed to promote and publicize a candidate for the purpose of campaigning.
- 1009.1.2** Candidates are required to submit a platform. Additional campaign material may include posters, billboards, T-shirts, handbills, nametags, and gimmick(s).
- 1009.1.3** Major candidates are required to submit a photograph taken by Auburn University Photographic Services for the conglomerate posters. **If a candidate has been exposed to COVID-19 and is unable to take their photo, a supplementary photo may be submitted, within the specifications approved by the Executive Director of Elections.**
- 1009.1.4** All campaign material must contain the candidate's name, voting date, and position sought. All printed campaign material must legibly include the

name of the printer. The approved logo/design must be consistent on all campaign material and specific to the candidate.

**1009.1.5** Colors:

**1009.1.5.1** Major candidates' campaign material may contain one principal color and one complementary color as well as black and white.

**1009.1.5.2** Major candidates shall select desired colors in the order determined by a random drawing administered by the Director of Elections.

**1009.1.5.3** No two major candidates in the same race may have the same principal color and no two major candidates may have the same combination of principle and complementary colors.

**1009.1.5.4** The Executive Director of Elections shall have the final decision concerning all discrepancies.

**1009.1.6** All campaign material and related candidate contracts must be approved by the Director of Elections at the date and time specified in candidates orientation. No unapproved material and/or location may be used for campaigning.

**1009.1.6.1** **Consequences for turning materials in late will be outlined in the campaign packet.**

**1009.1.7** No additional campaign material may be ordered after final budgets have been submitted.

**1009.1.8** All campaign material must adhere to the policies and regulations of the Auburn University Office of Trademark and Licensing. Students who qualify to run as a candidate for any election pledge that they will hold the Elections Board, SGA, and Auburn University harmless for the use and/or infringement of any copyrighted material (e.g. slogans, logos, etc.).

**1009.1.8.1** No candidate shall model a campaign design off of a trademarked or copyrighted design or logo held by a public or private company or organization regardless of the campaign receiving permission.

**1009.1.9** The act of intentionally removing, mutilating, or destroying campaign materials is strictly prohibited. Campaigns that violate this rule shall be

held accountable before the Elections Board. If a student who is not a candidate or campaign staff member violates this rule, the Elections Board shall bring the incident before the Student Discipline Committee.

**1009.1.10** Use of All Campaign Material:

**1009.1.10.1** All campaign material posted during Spring Elections must be removed within seventy-two (72) hours of the time that elections results are announced.

**1009.1.10.2** All campaign material utilized during a Miss Homecoming Campaign shall be removed by 11:59 PM Central Time on the Monday following Homecoming.

**1009.1.10.3** In the event that campaign material is not removed by the designated time, the candidate will be subject to the penalties defined in Chapter 1012.

**1009.1.10.4** In on-campus facilities, the placement of candidate and conglomerate posters shall be solely limited to bulletin boards for public use.

**1009.1.10.4.1** Candidate and conglomerate posters shall not be placed on bulletin boards that say, "For Departmental Use Only," or the like.

**1009.1.10.4.2** Candidate and conglomerate posters shall not be affixed to on-campus building exteriors or on-campus building entrances.

**1009.1.10.4.3** Only thumbtacks shall be used to affix the posters to bulletin boards.

**1009.1.10.5** The distribution of posters on bulletin boards for minor candidates shall be limited to the respective building(s) of the college or school to which the candidate is seeking election.

**1009.1.10.6** Candidate and/or conglomerate posters may be placed in business windows only with the permission of the business' owner.

**1009.1.10.7** No campaign material shall be placed on moving objects including cars and animals. However, people wearing T-Shirts and nametags shall be the exception.

- 1009.1.10.8** No campaign material shall be distributed among or placed on automobiles, utility poles, statues, monuments, sidewalks, steps, bike racks, trees, chain guards, or bushes.
- 1009.1.10.9** No adhesive-backed campaign material will be allowed except for the sole purpose of attaching candidate and conglomerate posters to glass windows by using clear tape.
- 1009.1.10.10** No banners shall be allowed.
- 1009.1.10.11** Campaign materials may not be placed under doors, on the door, or at the doorstep of individual residents.
- 1009.1.10.12** Campaign materials may not be placed in classrooms.
- 1009.1.10.13** There shall be no marking on any buildings, sidewalks, or other property.
- 1009.1.11** Billboards
  - 1009.1.11.1** Billboards apply to major candidates only.
  - 1009.1.11.2** All billboards must follow Auburn University Policy.
  - 1009.1.11.3** Billboards may be placed in private locations, public locations, or at assigned locations on campus. The use of all locations is up to the discretion of the property owner. Contracts for private and public locations must be addressed, dated, and signed by the property owner or proper authority and approved the Director of Elections. Private locations may not display more than one billboard per race.
  - 1009.1.11.4** All billboards must be at least ten (10) feet from the nearest road.
  - 1009.1.11.5** Upon submitting the Declaration of Intent, all candidates assume full responsibility for their billboard(s) and the placement thereof, along with any damage that may occur to or due to their billboard and the property on which it rests or contacts in any way.
  - 1009.1.11.6** The billboards shall be completely covered while in transit to its contracted location.



- 1009.1.11.7**     **Billboards must remain in the same location from the start of Preliminary Campaigning to the end of Formal Campaigning.**
- 1009.1.12**     Conglomerate Posters
- 1009.1.12.1**     Conglomerate Posters apply to major candidates only.
- 1009.1.12.2**     Conglomerate posters are printed by the Director of Elections for the purpose of identifying all major candidates running for office and to be used for election publicity; the cost associated with printing such posters is paid for by the SGA.
- 1009.1.12.3**     Picture positions will be determined **alphabetically**.
- 1009.1.12.4**     Each major candidate is responsible for having their photograph taken at Auburn University Photographic Services for the conglomerate poster and submitting the photograph in printed and digital format to the Director of Elections with their Initial Campaign Material; all costs associated with this photograph are to be paid for by SGA.
- 1009.1.13**     Nametags
- 1009.1.13.1**     Nametags shall not exceed three (3) inches by five (5) inches at largest horizontal and vertical dimension and must be non-adhesive; both sides of the nametag may be used for printing purposes.
- 1009.1.14**     T-Shirts
- 1009.1.14.1**     T-shirts apply to major candidates only.
- 1009.1.14.2**     Each candidate may have T-shirts printed to be worn only during the formal campaigning period.
- 1009.1.14.3**     **No candidate may print or distribute more than three hundred (300) T-shirts.**
- 1009.1.14.4**     T-shirts shall not be sold for more than the full unit price rounded up to the nearest dollar sold to the campaign by the printer or manufacturer, unless the amount is recorded and donated to an approved charity.
- 1009.1.14.5**     In order for T-shirts to be treated separately from

gimmicks, T-shirts shall not be sold for less than one (1) dollar. Information regarding T-shirts given away as gimmicks may be found in Chapter 1010.5.

**1009.1.14.6** Pre-Order T-Shirt sheets shall contain only the candidate's name and position sought and may be circulated in organizations (see Section 1008.1.2).

**1009.1.14.7** The Candidate's principal color must be at least fifty percent (50%) of the color of the on the shirt.

**1009.1.14.8** **If T-shirt distribution takes place in-person, it is considered a campaign meeting and should be documented.**

**1009.1.15** Candidate Posters

**1009.1.15.1** Shall be displayed during preliminary and formal campaigning periods.

**1009.1.15.2** Shall not exceed eight and one-half (8½) inches by eleven (11) inches at largest horizontal and vertical dimension and must be non-adhesive.

**1009.1.15.3** Only one side of the candidate poster may be used for printing purposes.

**1009.1.16** Handbills

**1009.1.16.1** Shall be distributed during the formal campaigning period only.

**1009.1.16.2** Shall not exceed eight and one-half (8 ½) inches by five and one-half (5 ½) inches at largest horizontal and vertical dimension and must be non-adhesive.

**1009.1.16.3** Both sides of the handbill may be used for printing purposes.

**1009.1.17** Gimmicks

**1009.1.17.1** Each candidate may use only approved gimmicks for the purpose of campaigning during the formal campaigning period.

**1009.1.17.2** All gimmicks shall be included in the budget.

**1009.1.17.3** If gimmicks are handed out on campus to students, the distributor must wear gloves and have hand sanitizer available.

**1009.1.17.3.1** Gloves and hand sanitizer are required when handing gimmicks out on campus. For major candidates, these will be provided by Student Government Association and do not need to be included in budgets.

**1009.1.17.4** Food is not permitted to be handed out at any time to students on campus. This includes prepackaged food.

**1009.1.18** Any candidate found guilty of intentionally forging coupons by Elections Board shall be subject, at the discretion of Elections Board, to sanctions found in 1011.8.

## **1009.2** Escorts

**1009.2.1** A candidate may be accompanied by Auburn University students to serve as escorts to attend meetings and other scheduled visits with them throughout the campaign period.

**1009.2.2** If an organization is having in-person meetings, the candidate and two escorts (or three people total) may attend.

**1009.2.2.1** If attending virtually, escorts may join in their own video frame without a mask. If multiple people are in the same frame, they must be wearing masks.

## **1009.3** Eagle Eye TV Segment

**1009.3.1** Eagle Eye TV segments apply to major candidates only.

**1009.3.2** With the approval of the Eagle Eye TV Station Manager, each major candidate may film a segment in the Eagle Eye TV studio to be broadcasted only on Eagle Eye TV's television station and website. The scheduled times for Eagle Eye TV filming and broadcasting will be determined at a meeting specified by the Director of Elections.

**1009.3.3** A script for each candidate's personal presentation shall be included in the campaign material and delivered to the Eagle Eye TV studio no later than 24 hours before the scheduled interview.

**1009.3.4** Each candidate will have no more than twenty minutes in the studio to film their Eagle Eye TV segment. Only the candidate, their campaign

manager, and Eagle Eye TV general members/staff are allowed to attend the filming of the segment.

- 1009.3.5** The filming of election segments by Eagle Eye TV are done at the discretion of the Eagle Eye TV Station Manager; the station manager's decision will affect all major candidates.

#### **1009.4 Mass Media**

- 1009.4.1** Campaigning by mass media shall not disturb classrooms, businesses, and/or the privacy of others. No form of mass media shall be utilized to solicit votes or for other campaign paraphernalia, except that which is defined in the campaign packet by the Executive Director of Elections.

- 1009.4.2** No campaign material shall be placed in mailboxes; it must be received only via the United States Postal Service. Auburn University mail services shall not be used for campaign purposes.

- 1009.4.3** **Candidates are permitted to utilize paid advertisements on social media.**

- 1009.4.3.1** **Paid advertisements are limited to Facebook, Instagram, and Twitter.**

- 1009.4.3.2** **Paid advertisements must be included in the budget along with a receipt of purchase.**

- 1009.4.3.2.1** **If an official receipt of purchase for an ad cannot be obtained until the day of use (which is after Final Budgets are due), candidates must submit the expected price with Final Budgets. When an official receipt is obtained, this must be emailed to [sgaelec@auburn.edu](mailto:sgaelec@auburn.edu) during Formal Campaigning. The expected price must match this receipt.**

- 1009.4.4** Each candidate must submit a list of official public campaign social media handles and corresponding media platforms to the Executive Director of Elections within twenty-four (24) hours of the start of formal campaigning.

- 1009.4.5** Electronic Mail (e-mail)

- 1009.4.5.1** A campaign may contact only members of his or her staff via Electronic Mail (e-mail) for any purpose.

**1009.4.5.2** Campaigns may use Electronic Mail (e-mail) to contact non-staff members for administrative purposes only but not to campaign in any way.

**1009.4.5.3** All candidates are responsible for any Electronic Mail (e-mail) sent by a second party that campaigns for that candidate.

**1009.4.6** All campaigning shall adhere to the Mass Media Policy, which may be found in the official campaign packet as defined in Chapter 1016.

**1009.4.7** **Any person(s) featured in a mass media post must follow the photography and videography guidelines outlined in section 1008.2.6.**

**1009.5** Major candidates may not campaign door-to-door at any on-campus dormitory, or at any off campus housing location that prohibits solicitation.

#### **1009.6 Platforms**

**1009.6.1** All candidates must submit the appropriate Platform Form along with campaign material.

**1009.6.2** All candidate's platforms must be five hundred (500) words or less.

**1009.6.3** All candidate's platforms are to be published on the SGA elections website at least one week prior to the start of formal campaigning.

#### **1009.7 Campaign Staff**

**1009.7.1** Each candidate must submit a list of campaign staff members along with campaign material.

**1009.7.2** Candidates are responsible and subject to sanctions for any violation by his or her campaign staff.

**1009.7.3** The Elections Board reserves the right to define campaign staff members.

**1009.7.4** Student shall only be allowed to serve on one major candidate's campaign staff for each elected position, unless otherwise approved by each major candidate and campaign manager for which the student is working.

**1009.8** The public endorsement of any candidate or political party shall be limited to persons eligible to vote in Auburn University SGA elections.

**1009.8.1** Students eligible to vote but barred from using their position to publicly endorse any candidate or political party, other than themselves or minor

candidate parties in which they are participating, includes:

**1009.8.1.1** Current SGA Executive Officers

**1009.8.1.2** Current SGA Judicial Officers

**1009.8.1.3** Current Miss Auburn

**1009.8.1.4** Members of the Elections Board

**1009.8.1.5** Members of the Elections Council

**1009.8.1.6** Major Candidates and their respective Campaign Managers

**1009.9** Candidates and their escorts are allowed to appear before Auburn University campus organizations during preliminary and formal campaigning with the approval of the organization president.

**1009.9.1** Minor candidates, with the exception of At-Large Senate candidates, shall be limited to speaking to organizations and schools council within their respective school/college.

## **CHAPTER 1010- Budgets**

**1010.1** Total Campaign expenditures are limited to:

President of the Student Government Association - \$1100  
Vice President of the Student Government Association - \$1100  
Treasurer of the Student Government Association - \$1100  
Miss Auburn - \$1100  
School/College Senator - \$150  
At Large Senator - \$250  
School/College Officer - \$150

*Budgets have been reduced to be considerate of the financial burden that the COVID-19 pandemic has placed on students, as well as to reflect changes made to Election Law for Spring 2021.*

**1010.2** All candidates shall submit an itemized Budget Form to the Director of Elections along with the actual receipts of expenditures by 4:00 PM on the day preceding the first day of the preliminary campaign period. No additional expenditures shall be recorded by any campaign after Budget Record Forms have been submitted.

**1010.2.1** The only item NOT required to be included in the Budget Record Form are T-shirts, unless the T-shirt is given away as a gimmick. If the T-shirt is given away as a gimmick, it must be included at actual cost in the budget.

The exact number of T-shirts sold must be included in the Budget Record Form.

**1010.2.2** Alongside the budget record form candidates shall submit a list of the names of all students that purchased T-shirts along with their phone numbers, email addresses, and quantity purchased so that purchases can be verified if deemed necessary by the elections board.

**1010.2.2.1** If all purchased T-shirts are not sold by the time Final Budgets are due, and they are to be sold during Formal Campaigning, candidates must submit a daily report to [sgaelec@auburn.edu](mailto:sgaelec@auburn.edu) outlining the remaining number of shirts and total shirts sold by 11:59 PM each night.

**1010.3** The Director of Elections may determine a set amount for certain items in the budget. The estimated cost must be reasonable and based on fair market value.

**1010.4** The merchant from whom the materials were purchased including services obtained from a professional must date all receipts. Sales tax is to be included as a campaign expense. Any materials purchased online must also include local sales tax.

**1010.4.1** For materials purchased online, anything beyond the flat rate shipping fee must be included in the final budget. Standard or flat rate shipping does not need to be included.

**1010.5** The prices of gimmicks are to be included in the budget. If a coupon on the back of a nametag or other printed material, the price of the coupon is included in the printing of that printed material.

**1010.6** All donated materials and/or professional services, whether offered or sought, related to a candidate's campaign, including previously owned material, must be declared at its present fair market value.

**1010.7** Fair market value:

**1010.7.1** The candidate must secure two (2) price estimates of the exact item to be used on the campaign.

**1010.7.2** Both estimates must contain the names, addresses, and phone numbers of the companies and/or individuals furnishing these estimates and must be submitted with the Budget Record Form to the Director of Elections.

**1010.7.3** An average price shall be determined from these two estimates as the fair market value and should be included on the Budget Record Form. Personal discounts are not acceptable unless available to the general public.

**1010.7.4** Candidates are allowed to accept a discount for materials and/or services rendered; however, the candidate is required to declare the expense at fair market value.

**1010.8** The candidate will be held accountable for all declared and/or undeclared campaign expenses in the Campaign Budget Form. Any candidate that exceeds the set dollar amount for maximum campaign expenditures for their desired office will be required to surrender campaign materials equaling the amount in which they exceeded their budget. The use of the seized materials will be prohibited during campaigns. Seized materials will be returned after all voting is completed and the election has been certified.

**1010.9** Failure to comply with any of the above rules and regulations in Chapter 1010 shall be subject to any and all sanctions stated in Chapter 1012. If the candidate is found to be in violation of these rules and regulations after they have been elected and certified, the Elections Board may make a recommendation to the SGA Student Senate for an impeachment process to begin.

**1010.10** All Budget Record Forms shall be published on the SGA website prior to the start of formal campaigning.

**1010.11** All candidates must submit a price guarantee from the printing company used to produce their printed campaign material. The price guarantee must include:

**1010.11.1** A price schedule from the vendor listing prices for all materials sought for purchase at any given quantity.

**1010.11.2** A Price Contract Form signed by an authorized sales representative guaranteeing the listed price to that candidate and all candidates through the end of campaign preparation.

## **CHAPTER 1011- Violations**

**1011.1** Each candidate must conduct their campaign in accordance with the Election Law.

**1011.2** Any action by a campaign that is not allowed in the Election Law **found in the Campaign Packet**, Auburn University Code of Student Conduct or approved by the Director of Elections is in violation of the Election Law and will result in sanctions imposed by the Elections Board.

**1011.3** Alleged violations must be submitted **on AUInvolve or on a Violations Form (hard copy) within twenty-four (24) hours of the grievance occurring.**

**1011.3.1** The Elections Board will not hear a violation if any part of the form is incomplete, marked “anonymous,” or contains false information.



**1011.4** Violations may be submitted at any time. For the purposes of Elections Board, the timeline for hearing a violation will depend on which time period the violation was received.

**1011.4.1** Violations turned in at any time before budgets are due will be heard within two (2) working days of being received.

**1011.4.2** Violations turned in after budgets are due but not on a voting day are heard on the day they are received provided they are turned in before 5:00 PM. Any violation turned in after 5:00 PM shall be heard the next day.

**1011.4.2.1** Violations turned in between 4:00 PM Friday and 5:00 PM Sunday shall be heard on Sunday night.

**1011.4.3** Violations turned in after 5:00 PM on the day before Voting Day or up until the time that voting ends on Voting Day shall be heard on Voting Day after voting ends.

**1011.5** If an alleged violation is turned in, the Elections Board shall make the alleged violation, as well as the ruling, available in writing in the SGA office as well as on the SGA website within an hour after the violation has been ruled upon in an Elections Board hearing.

**1011.5.1** Candidates will be notified via electronic mail (email) by the Executive Director of Elections if a violation is filed against them.

**1011.5.2** The ruling shall be made available for one week after voting has closed.

**1011.6** Elections Board hearings shall consist of:

**1011.6.1** Seven (7) members of elections board, and/or the accused party (parties) and/or their representative(s), and/or the accusing party (parties) and their representative(s).

**1011.6.1.1** If the accused party (parties) and/or representative(s) are not present, the hearing will still continue with the attendance of the accusing party (parties) and/or their representatives.

**1011.6.1.2** Elections Board hearings are public.

**1011.6.2** The Elections Board hearing shall contain the following procedure:

**1011.6.2.1** The Elections Board Chairperson will call the hearing to order and read the alleged violation as well as any relevant codes.

**1011.6.2.2** The accusing party will give a two (2) minute opening statement.

**1011.6.2.3** The accused party will give a two (2) minute opening statement.

**1011.6.2.4** Each member of Elections Board shall be able to question both parties and review any relevant evidence.

**1011.6.2.5** After the questions are exhausted, the accusing and accused party will both give a two (2) minute closing statement respectively.

**1011.7** The Elections Board will then be dismissed to deliberations in order to render a decision based on the evidence presented except as outlined in 1011.7.3. All deliberations are open to only voting members of Elections Board and the Elections Advisor.

**1011.7.1** Deliberations shall consist of the following parts:

**1011.7.1.1** The Elections Board shall deliberate on whether a violation occurred.

**1011.7.1.2** If a majority of members find that a violation occurred, Elections Board will deliberate on what sanctions shall be given. Any and all sanctions that receive the majority vote of Elections Board shall be enforced.

**1011.7.1.3** If a majority of members find that a violation did not occur, the Elections Board will inform and release both parties.

**1011.7.1.4** The Chairperson of the Elections Board will then post the decisions of the board.

**1011.7.2** Elections Board should make decisions and violations available as soon as possible. In all cases where the violation does not pertain to votes or a violation pertaining to the Code of Student Conduct, local, state, or federal law, Elections Board must make a decision by 8 AM the following day.

**1011.7.3** Elections Board may gather additional evidence without time constraint when there is an allegation of the following:

**1011.7.3.1** Illegally attempting to garner votes;

**1011.7.3.2** Voter fraud;

**1011.7.3.3** Violations of the Auburn University Code of Student Conduct;

**1011.7.3.4** Violations of local, state, or federal law.

**1011.7.4** Campaigns (candidates and supporters) and all relevant parties must provide Elections Board with additional evidence in a timely manner.

**1011.8** If an accused party is found to have been in violation of the Election Law, the Elections Board shall reserve the right to act in any or all of the following ways:

**1011.8.1** Restrict a campaign staff from campaigning in certain locations or for specified time periods. Violation hours must be taken between 8:00 AM and 9:00 PM. The time will be taken away on the following campaign day unless otherwise noted by the Elections Board.

**1011.8.2** Levy a monetary fine on the campaign in violation;

**1011.8.3** Disqualify the candidate from the election;

**1011.8.4** Assign community service hours;

**1011.8.5** Alter the amount of votes a candidate receives (or received);

**1011.8.6** Take any other action deemed appropriate by the Elections Board and approved by the Vice President for Student Affairs.

**1011.9** Failure to comply with the decisions of the Elections Board may result in further penalties and/or fines, or disqualification.

**1011.10** Any decision(s) of the Elections Board may be appealed to the Judicial Board.

**1011.10.1** To appeal a decision by the Elections Board, the appeals form must be submitted to the SGA office by 8:00 AM CT the following calendar day.

**1011.10.2** No member of the Judicial Board may be listed on a candidate's campaign staff form.

**1011.10.3** For procedure of the Judicial Board, see Article VI of the SGA Constitution and Title IV of the SGA Code of Laws.

**1011.11** No SGA Executive Officer may use their office to support any candidate for office. A candidate receiving the support of an SGA Executive Officer in such a manner shall be subject to any and all violations determined by the Elections Board. If an SGA Executive Officer runs for office, they shall abide by the rights of candidates as defined in Chapter 1007.

## **CHAPTER 1012- Voting**

**1012. 1** Undergraduate and graduate students may vote for candidates running for elections

within the school or college in which they are primarily enrolled. Graduate students may vote for the graduate seat as well as the school in which they are enrolled as defined in 1003.2.2.

**1012.2** Students must have no holds in the Auburn University registration system in order to be eligible to vote.

**1012.3** No student shall vote or attempt to vote more than once in any given election.

**1012.4** Voters shall identify themselves with their Auburn University username and password.

**1012.5** There shall be no write in candidates.

**1012.6** There shall be no voting by proxy.

**1012.7** There shall be no absentee voting.

**1012.8** Elections voting shall be conducted by an internet voting system through Auburn University's AU Access system from 7:00 AM to 7:00 PM local time on the Voting Day(s) except in the case of a technical malfunction of the system.

**1012.9** If an unforeseen abnormality occurs with the Internet voting system, the Elections Board will determine the action necessary to correct or make up for the abnormality.

**1012.9.1** If deemed feasible by the Office of Information Technology and the Elections Board, the period of time lost due to the abnormality may be made up by extending the voting period.

**1012.10** At no time during the voting process can the numbers be viewed by anyone other than the Office of Information Technology employees responsible for running the voting program.

**1012.11** The Office of Information Technology shall be responsible for tabulating the results of all elections within two (2) hours after the end of Internet voting.

**1012.12** The Office of the Vice President for Student Affairs shall verify the final results by signing a document containing the date and the results of the election.

**1012.13** The Director of Elections shall report the number of votes cast for each candidate and shall be prepared to issue a breakdown of the total number of votes cast for all positions, referendums, and surveys.

**1012.14** Questions or problems with the voting process shall be presented to the Elections Board for resolution.

## **CHAPTER 1013- Certification of Election**

**1013.1** Three (3) working days after election results have been announced, the Elections Board shall certify the election results at a specified meeting time following the deadline for contesting the election.

**1013.2** If election results have been formally contested, the Elections Board shall conduct a hearing of the contesting of the election, and the Elections Board shall certify the election within three (3) working days after this contesting process has been completed and any other actions have been taken.

**1013.3** Unless disqualified, the candidate who received the most votes for SGA President, SGA Vice President, and SGA Treasurer, respectively, will be certified as elected provided that the candidate obtains fifty percent (50%) or more of the votes cast in their respective elections.

**1013.4** The Student Senate determines the apportionment of Senators prior to the Declaration of Intent due date. Unless disqualified, candidates will be certified as elected according to the number of votes they receive. The candidates receiving the most votes will be certified until all seats are filled within a given school or college. In the event of a tie, the newly elected SGA President, Vice President, Treasurer, and SGA Advisor will conduct an interview of the tied candidates and break the tie. The SGA Student Senate must then approve the appointment.

**1013.5** Elections results for all elections shall be posted online stating the amount of votes each candidate received within three (3) days of callouts; this applies to all major and minor candidates.

## **CHAPTER 1014- Instant Runoff Voting**

**1014.1** Executive Officer Elections shall be conducted via an instant runoff system. Voters shall be permitted to rank all executive officer candidates for each office in order of preference. Ballots are to be initially counted only for each voter's first choice.

**1014.1.1** Only executive officer candidates are subject to instant runoff voting. Other candidates must obtain a plurality of votes to win the election.

**1014.1.2** If no executive officer candidate obtains at least fifty percent (50%) of votes, the candidate with the lowest number of votes shall be eliminated and ballots that listed the now-eliminated candidate shall have their second-choice votes distributed to the named candidates.

**1014.1.3** The process shall be repeated eliminating the lowest performing candidate in each round until a candidate obtains at least fifty percent (50%) of votes from all ballots that have not been exhausted.

**1014.1.3.1** An exhausted ballot shall be defined as one in which the only candidates ranked have been disqualified or eliminated.

**1014.1.4** Under no circumstances shall a voter's second or later choice vote be counted unless all candidates ranked higher on that voter's ballot have been eliminated or disqualified.

## **CHAPTER 1015- Contesting of Election Results**

**1015.1** Election results may be contested by any student eligible to vote in SGA elections.

**1015.2** Any contest must be based on the grounds that one or more of the following actions consequently altered the outcome of a given election:

**1015.2.1** Misconduct and/or mistakes on the part of the Executive Director of Elections, Director of Elections, Elections Board, or Auburn University employees involved in the elections process;

**1015.2.2** Misconduct and/or violation of Election Law by a campaign;

**1015.2.3** Illegitimate candidacy;

**1015.2.4** Illegal votes received;

**1015.2.5** The rejection of legal votes;

**1015.3** Procedure for contesting election results

**1015.3.1** In order to contest election results, a Contest of Election Form must be submitted to the SGA office by 4:00 PM on the third calendar day after results are announced. Evidence to be used for proof in contesting of elections must be included. Evidence not submitted with the Contest of Elections Form shall be inadmissible unless otherwise allowed by Elections Board.

**1015.3.2** Elections Board shall hold a contest hearing on the third calendar day after a Contest of Elections Form is submitted.

**1015.3.2.1** The contesting party and accused party shall be given equal time to present and/or rebut evidence in a format determined by Elections Board.

**1015.3.2.2** In the event that a member of Elections Board is the accused party, they must recuse themselves from the Board and be replaced by the alternate member.

**1015.3.3** Elections Board must render a decision within twenty-four (24) hours after the conclusion of the contest hearing.

**1015.4** The Elections Board may take any or all of the following actions:

**1015.4.1** Uphold the election;

**1015.4.2** Disqualify the candidate in question;

**1015.4.2.1** In the event of a disqualification there will be an automatic re-vote except in the case where there is a two-candidate election and the remaining eligible candidate will be declared the winner of the election.

**1015.4.3** Call for a re-vote;

**1015.4.4** Levy fines or other sanctions;

**1015.4.5** Refer a candidate, campaign staff member, or campaign supporter to the Student Discipline Committee.

**1015.5** In order to overturn an election and call for a re-vote, the Elections Board must conclude that the grounds for contesting are true based on the evidence presented and that the action(s) taken by the accused party produced a different outcome through illegal means.

**1015.6** In the event of an appeal, the Judicial Board shall hear the case within five (5) working days.

## **CHAPTER 1016- Campaign Packet**

**1016.1** All necessary forms and supplemental material that may assist students conducting a campaign may be found in the Formal Campaign Packet.

## **CHAPTER 1017- Installation and Assumption of Office**

**1017.1** The SGA shall provide for the appropriate installation ceremonies for students who have been certified as duly elected to office.

**1017.2** At said ceremonies, the President of Auburn University, or a named representative, shall administer the following oath to the newly elected SGA President, Vice President, and Treasurer, Senators, and school officers: "I do solemnly promise to support the Constitution and the Laws of the Student Government Association of Auburn University and to perform the duties of my office to the best of my ability. So help me God."

**1017.3** In the event of a contested election, installation ceremonies shall continue for all other certified officers. The remaining officers may then be installed after the contesting process has been completed and after any other course of action by the Board of Election has been properly carried out. This alternate installation ceremony shall be held in a timely manner.

## **CHAPTER 1018- Callouts**

**1018.1** Callouts shall be the preferred way for the Director of Elections to communicate the results of spring elections. Callouts shall be performed by the Executive Director of Elections and the of Elections, with support from Elections Council.

**1018.2** Callouts shall not occur after midnight, except in cases of weather or extended voting. In the case of extended voting, callouts shall not occur more than two hours after voting ends.

**1018.3** No callouts may occur in a given race while there is a standing case in that race before Elections Board.

**1018.3.1** Although all positions shall be called out consecutively, minor candidates, Miss Auburn, and major candidates shall be considered three separate callouts.

**1018.3.2** If there is a standing case before Elections Board involving minor candidates all races from the relevant college(s) shall not be called until the case is resolved.

**1018.3.3** If there is a standing case before Elections Board involving Miss Auburn all other races shall be called.

**1018.3.4** If there is a standing case before Elections Board regarding major candidates, no major candidate races shall be called, Miss Auburn being the exception as noted in 1018.3.3.

## **CHAPTER 1019- Definitions**

**1019.1** The definitions included below serve as a point of reference. For complete information on each definition/topic, Candidates should consult the applicable Election Law.

**1019.1.1** Accused Party (Accused Campaign) - Any Campaign reported in writing to have an alleged infraction of the Election Law. Also, may refer to any Candidate's Campaign that is the Accused Party in a Contest Hearing.

**1019.1.2** Actively Campaigning- Any activity directly garnering support for any candidate.



- 1019.1.3** Appeal Form- An Elections Board form used by Candidate's in order to officially appeal a decision or ruling made by the Elections Board.
- 1019.1.4** Billboards- Signs that are painted or printed and used to promote a Candidate; are placed either in private locations such as a front yard or in the front of a local business.
- 1019.1.5** Budget- An itemized summary of actual expenditures purchased or donated for the purpose of Campaigning.
- 1019.1.6** Budget Record Form- A form used to report all actual expenditures purchased or donated for the purpose of Campaigning.
- 1019.1.7** Campaign (noun)- The collective body including Campaign Supporters, Campaign Staff, and Candidate.
- 1019.1.8** Campaign (verb)- To promote a Candidate or garner votes for the purpose of electing that Candidate.
- 1019.1.9** Campaign Kick-off- Official start to the Formal Campaigning time period.
- 1019.1.10** Campaign Manager- The sole spokesperson for a Candidate's Campaign who has submitted a Declaration of Intent and is responsible for the actions of the Campaign.
- 1019.1.11** Campaign Materials- Any material approved by the Board of Elections designed to promote and publicize a Candidate for the purpose of Campaigning.
- 1019.1.12** Campaign Organization- The initial organization of a Campaign including the selection of major Campaign Staff positions such as Campaign Manager and no more than five (5) committee heads.
- 1019.1.13** Campaign Preparation-Time period of preparation after Campaign Organization and before Preliminary Campaigning begins during Spring Elections.
- 1019.1.14** Campaign Staff- Any Auburn University student who has a specific responsibility that works to promote a Candidate and/or garner votes for the purpose of electing that Candidate.
- 1019.1.15** Campaign Staff Form- Form whereby Major Candidates list and make known the members of their Campaign Staff.

- 1019.1.16** Campaign Supporters- Any Auburn University student who publicly promotes a Candidate by wearing a T-shirt or nametag for the purpose of garnering a vote. A Campaign Supporter has no designated responsibility to that Candidate's Campaign Staff.
- 1019.1.17** Campaign Week- The time period delineated by the Director(s) of Election starting at Campaign Kick-off and ending on Voting Day(s); also known as the Formal Campaigning Period.
- 1019.1.18** Campaigning- Any action by a Campaign Supporter, Campaign Staff member, or Candidate that seeks to promote that Campaign or garner votes for the purpose of electing that Candidate.
- 1019.1.19** Candidate- Any person who has signed the Declaration of Intent making themselves available for campus and/or school wide elections. Refers to both Major and Minor Candidates.
- 1019.1.20** Candidates' Orientation- A meeting held after potential Candidates have submitted their Declaration of Intent but before the Candidate's Election Law Test. The purpose of this orientation is to review the rules and regulations governing the Election Process.
- 1019.1.21** Candidates' Posters- A form of Campaign Material no larger than eight and a half (8.5) inches by eleven (11) inches printed by individual Candidates for the purpose of Campaigning.
- 1019.1.22** Colors- The colors used on all Campaign Material.
- 1019.1.23** Contest Hearing- A Formal Elections Board hearing established for the purpose of hearing and ruling on a formal complaint contesting the results of an SGA election.
- 1019.1.24** Contesting Party- Any Auburn University student, eligible to vote, who files a formal Contest Form.
- 1019.1.25** Contest Form- An Elections Board form that states a formal contesting of the election results and provides the grounds and evidence with which the Contesting Party intends to use in the Contest Hearing.
- 1019.1.26** Conglomerate Posters- Posters that are printed by the Director(s) of Elections for Major Candidates that include a picture and the names of all Candidates.
- 1019.1.27** Declaration of Intent- The official document prospective Candidates must sign to declare their candidacy, to agree to abide by the Election Law, and to release governing bodies from liability.

- 1019.1.28** Debates- A time provided for Major Candidates to discuss their Platform and answer questions from constituents.
- 1019.1.29** Disqualify- To render unqualified or unfit. To declare unqualified or ineligible. To deprive of legal rights, powers, or privileges. To remove Candidate from Election Process.
- 1019.1.30** Disqualification- The act of disqualifying.
- 1019.1.31** Donations- Any monies, supplies, food, or professional services offered or sought for use to a Campaign or Candidate, including previously owned material.
- 1019.1.32** Door-to-door Campaigning- The process of distributing Campaign Material or Campaigning residence to residence.
- 1019.1.33** Drawings- The process by which Candidates draw random numbers for selection of Colors, Eagle Eye Appearances, Concourse Times, Marquee locations, Painted Window locations, Conglomerate Poster Positions, and other items deemed necessary by the Director(s) of Election
- 1019.1.34** Eagle Eye TV Appearance-A short spot on the campus television station, Eagle Eye TV, made by Major Candidates.
- 1019.1.35** E-Board- An informal term often used referring to the Elections Board.
- 1019.1.36** Endorse/Endorsement- The open and public support of a Candidate for the purpose of garnering votes or gaining influence for that Candidate. Endorsing a Candidate includes wearing T-shirts, wearing nametags, or distributing Campaign Material.
- 1019.1.37** Election Law- Title X of the SGA Code of Laws consisting of rules and regulations which govern the Election Process; official and most current version can be found online on the SGA web page.
- 1019.1.38** Election Law Test- A test designed by the Elections Board and administered by the Director(s) of Elections to Candidates for the purpose of qualification.
- 1019.1.39** Election Packet- A supplemental packet distributed by the Director(s) of Elections to assist Campaigns in the Election Process; does not contain rules and regulations.
- 1019.1.40** Elections Process- The method by which a student is elected to a campus position.

- 1019.1.41** Escorts- A group of no more than two Auburn University Students, eligible to vote, who attend various Campaign events and functions with a Major Candidate for the purpose of showing support for that Candidate.
- 1019.1.42** Final Campaign Material Approval- Any Campaign Material that, after being submitted to the Board of Elections for Initial Campaign Material approval, is given final approval by the Board of Elections for actual use during Campaign Week.
- 1019.1.43** Formal Campaigning- The time period during which Candidates may fully Campaign, utilizing all approved methods and Campaign materials to garner votes.
- 1019.1.44** Gimmick-Anything unique or not specified as Campaign Material that the Candidate uses to distinguish themselves from other Candidates.
- 1019.1.45** Handbill- A form of Campaign Material no larger than eight and a half (8.5) inches by five and a half (5.5) inches printed by individual Candidates for the purpose of Campaigning.
- 1019.1.46** Initial Campaign Material Approval- Any Campaign Material submitted to the Board of Elections for approval of use during Campaign Week; must be submitted in as close to actual form as possible without the production of material; ex. – actual proof of material from printer of what the Campaign Material will look like when printed.
- 1019.1.47** Major Candidate- Any Candidate seeking election to one of three major Student Government Association executive positions (President, Vice President, or Treasurer) or the positions of Miss Homecoming and Miss Auburn.
- 1019.1.47.1** Major Candidate Contract- Contract given to off-campus businesses and residents by Major Candidates to secure locations for Campaigning by way of Billboards and Marquees and Painted Windows.
- 1019.1.48** Marquees- Signs of local businesses that may contain the names of individual Major Candidates, position sought, and voting dates for the purpose of Campaigning.
- 1019.1.49** Mass Media- A term referring to the use of mailboxes, public address systems, newspapers, radio, television, electronic mail (e-mail), Internet, periodicals, newsletters, bulletins, personal websites, and other publications that address a large audience.

- 1019.1.50** Minor Candidate- Any Candidate seeking election to a Student Government Association Senate or College/School President and Vice President position.
- 1019.1.51** Nomination Form- An Elections Board form used by any campus organization, fraternity, sorority, or residence hall to nominate an Auburn student for the positions of Miss Auburn or Miss Homecoming.
- 1019.1.52** Official Campaign Staff Meeting- Meetings utilized amongst campaign staff for administrative purposes.
- 1019.1.53** On-Campus- any academic and/or administrative buildings and/or walkways on Auburn University's campus, as well as any other locations designated by the Director(s) of Elections.
- 1019.1.54** Painted Windows- Windows of local businesses that are painted by Miss Homecoming and Miss Auburn Candidates with a four (4) foot by four (4) foot design for the purpose of campaigning.
- 1019.1.55** Platform- A statement of purpose outlining a Candidate's reasons for running for office and goals they hope to accomplish.
- 1019.1.56** Platform Form- Form turned in the Director(s) of Elections that contains a Candidate's platform.
- 1019.1.57** Private Location- Locations for Billboards and Campaign Material that are privately owned residences.
- 1019.1.58** Political Parties- A group of students organized under one group name as Candidates for Senate and/or School Officers. The Political Party name appears next to the name of the Candidates on the ballot, but does not affect the method in which votes are cast.
- 1019.1.59** Polling Station- Any place where an electronic device is available for people to vote, but would not normally be available for public access. Polling Stations may only be established by the elections Directorate.
- 1019.1.60** Preliminary Campaigning- The time period preceding Campaign Kickoffs and Formal Campaigning during which Spring Candidates may publicize their candidacy and the SGA Elections by distributing and placing billboards, posters, at approved on-campus and off-campus locations.
- 1019.1.61** Public Location- Locations for Billboards and Campaign Material that are owned by the City of Auburn and its businesses.

- 1019.1.62** Spring Elections Information Session- A meeting held prior to potential Candidates submitting their Declaration of Intent to inform Candidates about the various positions elected, the responsibilities of the positions, and general information running a Campaign.
- 1019.1.63** SGA- Student Government Association.
- 1019.1.64** Support- To aid the cause, policy, or interests of a Candidates' Campaign. To argue in favor of; advocate.
- 1019.1.65** T-Shirts- A form of Campaign Material in which individual Candidates print a message on a maximum of 400 t-shirts for the purpose of Campaigning; may be utilized by all Major Candidates.
- 1019.1.66** Violation- Any action by a Campaign that is not allowed in the Student Government Association Code of Laws or approved by the Elections Board is in violation of the Student Government Code of Laws and will result in sanctions imposed by the Board of Elections.
- 1019.1.66.1** An alleged violation does not include evidence of the violation. Evidence may be made available upon request.
- 1019.1.67** Violation Form- An official Elections Board form, submitted to the SGA office, that reports an alleged infraction of Election Law.
- 1019.1.68** Voting Days- The day or days delineated by the Elections Board during which votes for Candidates are cast.
- 1019.1.69** Withdrawal Form- Official form used to withdraw from the Elections Process and to remove ones name from the ballot.

