Note: Each candidate running for a Student Government Association (SGA) position during the 2022 Spring Election is required to read the following election packet and meet all requirements therein. Candidates must submit a completed election packet online no later than Wednesday, March 23, 2022, at 4:30pm and must also submit their Itemized Expenditure Report form (listed on the SGA myEngagement Page under “Forms”) no later than Monday, March 28, 2022, at 4:30pm. The Chair of the Election Commission shall review all completed election packets and IER forms on a regular basis throughout the filing period and make every attempt to notify a potential candidate of any application discrepancies.

Election Packets Due: online by Wednesday, March 23, 2022, at 4:30pm.


MANDATORY EVENTS TO ATTEND (IF ELECTED)

Kentucky Leadership Academy: May 16 - 18, 2022
Student Government Retreat (entire SGA membership required to attend): Aug 15 - 16, 2022

IMPORTANT NOTE: SGA members who fail to attend these required events may forfeit their position in the Student Government Association unless extenuating circumstances are approved by SGA advisors.

CONTENTS OF THE ELECTION PACKET

Article V (Elections): Article in SGA Constitution pertaining to election regulations.

Election Rules & Guidelines: Please read and fully understand all election rules and guidelines. Candidates are responsible for adhering to all rules and guidelines. Candidates must complete application prior to campaigning.
Executive Cabinet, Senate, and Judicial Council Responsibilities & Duties: Refer to the SGA Constitution: http://sga.nku.edu/

Statement of Eligibility: Please complete this form in its entirety.

Candidate Biography Application: Please complete this application in its entirety. This information will be used to publicize your candidacy on the Student Government Association website.

NKU Posting Policy: Please read and be familiar with the University’s Posting Policy by reviewing the following website: https://inside.nku.edu/studentunion/policies-procedures.html

Candidates are responsible for adhering to these regulations.

Itemized Expenditure Report: Please complete and submit on the SGA myEngagement Page under “Forms” no later than 4:30 pm on Monday, March 28, 2022. Every candidate must complete this form even if no money was spent campaigning. If an IER is not submitted by the deadline, the candidate will incur an automatic 10 percent vote deduction. If an IER is not submitted by Tuesday, March 29, 2022, at 12:00 a.m. (in case of no submission to the prior deadline), the candidate/slate will accrue an automatic 25% vote deduction.

ARTICLES V

ELECTIONS

Section 1: Election Schedules

1. Elections of Positions

   1. The President, Vice President, Secretary of Administration, Secretary of Student Involvement, and Secretary of Public Relations shall be elected in the spring.

      1. Candidates for President and Vice President may run as a slate
2. Twenty-five (25) Senators shall be elected in the spring.
3. Five (5) Senators who are in their first semester enrolled at Northern Kentucky University after graduating high school or receiving a GED shall be elected in the fall.
4. Five (5) Justices shall be elected in the spring
5. No Candidate may declare candidacy for more than one (1) elected office during any SGA election

1. Election Dates
2. Fall elections shall be held on the first Wednesday and Thursday of September.
3. Spring elections shall begin on the last Wednesday of March.
4. Elections shall start at 8:00am on Wednesday and end at 10:00pm on Thursday.

Section 2: Election Commission

1. Election Commission Rules and Guidelines
   1. No current executive officer, senator or justice of the SGA may serve on the Spring Election Commission. No one running for election or having a significant relationship to a candidate (i.e. family, significant other, etc.) may serve on the Commission. Commission members who file for office at a later date or are determined to have a significant relationship to a candidate will be removed from the Commission by the Judicial Council. The Judicial Council shall appoint new members to the Commission if vacancies occur.
   2. The Election Commission shall be responsible for the following:
      1. Approving Election Rules and Guidelines
      2. Drafting election rules and guidelines
      3. Providing final election rules and guidelines recommendations to the Advisors
      4. Preparing election packets
      5. Deciding when election packets shall be distributed for the fall and spring elections
      6. Resolving questions or concerns regarding how elections are to be held
      7. Enforcing election rules
      8. Creating election ballots
   3. The Election Commission will serve as the initial interpreter of all disputes involving election rules and guidelines
   4. The Election Commission may take action by a majority vote of those present and voting.
   5. The Election Commissioner or his or her designee and the Dean of Students or his or her designee shall certify the election and public all election results

2. Fall Election Commission
   1. For the fall election, the Chief Justice shall stand as the Election Commissioner and shall approve the election rules and guidelines on
behalf of the student body. The Election Commission for the fall election shall consist of the Chief Justice and Judicial Council.

2. Any decision of the Election Commission may be appealed to the Office of the Dean of Students within 5 official school days.

3. Spring Election Commission
   1. By the beginning of the third full business week of the spring semester, the Chief Justice, in consultation with the Judicial Council, shall provide the advisors a list of ten (10) individuals, from the student body, of which the Dean of Students shall select five (5) to serve on the Election Commission to be reviewed by the Dean of Students and ratified by a majority vote of the Judicial Council.
   2. The Judicial Council and the Dean of Students shall ensure that the commission represents a broad and diverse range of student constituencies.
   3. Any decision of the Election Commission may be appealed to the Office of the Dean of Students within five (5) official school days.
   4. An Election Commissioner shall be chosen by a majority vote of Commission members. The Commissioner shall schedule and chair Election Commission meetings and meet regularly with the Dean of Students on all matters relating to SGA elections.
   5. The advisors of the Student Government Association may serve in an advisory capacity to answer any questions for the Election Commission.

Section 3: Election Rules and Guidelines

1. Applicable to fall and spring elections
   1. Election packets are due five (5) official school days prior to the beginning of the fall and spring elections.
   2. Use of university listservs and phone rosters is strictly prohibited.
   3. Candidates may present their platform for election via the SGA website to be approved and administered by the Advisors. This submission shall be limited to 200 words. Deadlines for submission will coincide with the due date of election packets.
   4. No type of campaign material may be libelous in nature.
   5. Any dispute involving election rules and guidelines must be submitted in writing to the Dean of Students.
   6. All materials and posting of materials must follow established University policies.

2. Applicable to Fall Elections
   1. The previous spring election rules and guidelines shall be enforced during the following fall election.
   2. Any dispute shall be brought before the Judicial Council who shall stand as the Election Commission for the fall election.

3. Applicable to Spring Elections
   1. Spring election rules and guidelines must be made available to the Judicial Council from the Elections Commission by February 1.
2. The Judicial Council must approve spring election rules and guidelines approval by February 15. If the packet is not approved by this date, the most recently enacted guidelines shall be enforced.

3. Election packet due dates shall be determined by the Judicial Council

4. Election Regulation and Grievance Procedures
   1. The Judicial Council shall have jurisdiction in cases involving alleged infractions of the election regulations under the constitution.
   2. Any grievance made by a student or a member of the Board of Regents must be filed in writing and turned into the Office of the Dean of Students within three (3) official school days following the election. Within three (3) official school days following the date on which the grievance was filed, the Judicial Council must conduct a hearing on said grievance. A decision on the matter needs to be decided within three (3) official school days.
   3. The Judicial Council may declare a candidate disqualified or an election void if there is evidence of violations of standing election guidelines, fraud, and corrupt practice in the voting, the miscounting of votes, significant campaign violations, or ineligibility regarding a candidate’s qualifications.
   4. If a part is aggrieved by a decision of the Judicial Council, that party may further appeal for final determination of the matter, to the Office of the Dean of Students with three (3) official school days of the Judicial Council’s decision for final determination of the matter.

2022 Student Government Association Additional Spring Election Information

Section 1: Voting Procedures

- Currently enrolled students (undergraduate, graduate and Chase Law) are eligible to vote.
- Students will have two options to vote in the SGA spring election:
  - Online Voting – A voting system that allows students to vote from any computer with internet capability.
  - Campus Polling Stations - Campus polling stations are open from 8:00am – 10:00pm and located in the following campus locations: Student Union Lobby.
- No student shall be allowed to vote without a valid NKU All Card (ID card).
- No active campaigning shall be permitted within twenty-five foot (25 ft.) of a campus polling station.
- No person may personally or through an agent intimidate, harass, use or threaten the use of force, violence, or restraint in order to compel or induce any person to vote or abstain from voting for a particular candidate.
- Personal computers and laptops may not be set up as an “ad hoc” polling station by any individual or group during the election.

Section 2: Campaign/ Publicity Information
• Candidates may start campaigning for the SGA spring election starting on: **Wednesday, March 2, 2022, at 8am**.
• Any candidate/slate may begin contacting groups/organizations for appointments on **Wednesday, February 23, 2022**.
• All poster and/or campaign materials must abide by University Posting Policy. ([https://inside.nku.edu/studentunion/policies-procedures.html](https://inside.nku.edu/studentunion/policies-procedures.html))
• No posters may be placed within a twenty-five foot (25 ft.) radius of the polling area.
• All campaign propaganda (i.e. stickers, buttons, yard signs, t-shirts, etc.) must be of professional quality.
• The use of sidewalk chalk must adhere to the Campus Chalking Policy. ([https://inside.nku.edu/content/dam/policy/docs/Policies/Chalking%20Policy.pdf](https://inside.nku.edu/content/dam/policy/docs/Policies/Chalking%20Policy.pdf))
• No candidate/slate shall begin campaigning until they have submitted an election packet and the date is on/after **8 am on Wednesday, March 2, 2022**.
• No candidate or any person(s) affiliated with a campaign shall use any mail, electronic or physical, for promotion of any candidate during the election campaign.
  o Any person(s) not formally affiliated with a campaign found breaking this rule shall henceforth be considered affiliated with the campaign he or she is promoting, and disciplinary action may be taken.
  o This does not include contacting heads of official university approved student organizations for the purpose of speaking at a regularly scheduled meeting of said organization.
  o Nor does it include any official meeting minutes mailed to members of the student organization, in which a candidate has announced or discussed his/her running for an elected position.
  o This does not include posting on personal or campaign social media or networking sites such as Facebook, Twitter, LinkedIn, Instagram, Snapchat, TikTok, etc.
  o However, no candidate/slate shall post to student groups/organizations on any social media platform. This rule also applies to group messaging services such as WhatsApp, iMessage, text messaging, GroupMe, Discord, Microsoft Teams, and Slack.
  o However, this does include any official school websites or webpages used by the University including but not limited to Canvas, MyNKU, Outlook or other email, myEngagement (Presence), list-serves, etc.

**Section 3: Election Ballot**

• Candidates’ names will appear on the 2022 SGA spring election ballot in the order in which their applications were filed.
• Paper ballots will be used only in the event that a student with a valid NKU ID cannot gain access to the online polling system. Paper ballots can be obtained in the Office of Student Conduct, Rights and Advocacy, 301 Student Union, during regular business hours of 8:15 a.m. – 4:30 p.m.
- Write-in candidates will not be allowed in the 2022 Spring election.

Section 4: Financial Guidelines

- Election Spending Limits
  - A candidate running alone for the position of president shall be allowed to spend $500.
  - A candidate running alone for the position of vice president shall be allowed to spend $450.
  - Candidates running on a slate for the president/vice president slate shall be allowed to spend a combined $1000.
  - Executive board candidates for the Secretaries of Student Involvement, Public Relations and Student Involvement positions shall be allowed to spend $350.
  - Senate and Judicial Council candidates shall each be allowed to spend $100.

- Itemized Expenditure Report (IER)
  - All tangible materials bought and/or donated must be included in the IER. Tangible materials will be defined as:
    - Any material promoting or used to promote the candidate(s).
    - This includes, but is not limited to: t-shirts, posters, flyers, handbills, chalk, paint, banners, food, candy, etc.
    - Items not required on the IER include, but are not limited to: tape, staples, wooden stakes, or anything used to hold up or fasten the materials directly supporting the candidate(s).
  - No student, student organization, or outside for-profit or not-for-profit organization may donate more than $100 in total donations to any single candidate or slate.
  - All names of donors and paid services, be they individuals or organizations, must be included in the IER with the corresponding amount(s) for paid services or donations received.
  - Any individual or organization can donate their services (unpaid) in any capacity whatsoever. Donations of time and talents are not required on the IER, nor are to be counted toward the candidate’s spending limit. However, any paid services shall be listed on the IER.
  - Purposeful deceit or misrepresentation of information on the IER will result in immediate review of candidacy and in disqualification or impeachment.
  - Every candidate or slate must turn in a completed IER **EVEN** if no money was spent on the campaign.
  - The IER can be found under files on the Student Government Association’s myEngagement page.
  - Itemized expenditure reports must be submitted by 4:30 PM on March 28, 2022, on myEngagement under the 2022 Itemized Expenditure Report form.

- Spending Limit Violations
o If the candidate(s) exceed their spending limit by more than 5% of their total limit, the candidate(s) shall lose 10% of their final votes.
  ▪ This shall continue for every dollar amount over the initial 5% grace above the spending limit. Percentages will be rounded up to the nearest 5% (i.e. 6% over limit rounds to 10% and is a loss of 20% of final votes).
  ▪ If a candidate spends or exceeds 20% over their spending limit he or she shall be disqualified from candidacy.
  ▪ The burden is on the claimant to prove by a preponderance of evidence that the candidate has exceeded their spending limit.
  
  o All vote totals shall be rounded down to the nearest whole number after any deduction of votes.
  o Itemized expenditure reports must be submitted by 4:30 PM on March 28, 2022, on myEngagement under the 2022 Itemized Expenditure Report form.
  o Candidates who do not submit an IER by the deadline will incur an automatic 10% vote loss.

Section 5: Violations

- The Election Commission may choose to warn the candidate(s) in written or oral form that he or she is in violation of election rules. Further violations may result in revocation of candidacy or nullification of candidate(s)’s votes. However, it is not mandatory for a warning to be given before disciplinary actions can be taken.
- The Election Commission may enforce vote penalties for campaign violations.
  o The penalties will be up to 25% per violation with a minimum of 5%, with the exception of IER violations.
  o Candidates who do not submit an IER or submit an IER past the deadline will incur an automatic 10% vote loss.
  o Candidates/slates who do not submit an IER prior to the original deadline and fail to submit an IER by Wednesday, March 30, 2022, at 12:00 a.m. will accrue an automatic 25% vote deduction.
  o Candidates who have penalties exceeding the 25% limit or 3 violations will be brought to council for immediate judicial review of candidacy.
- The Election Commission may revoke candidacy for egregious conduct with or without prior warning, including egregious or demeaning social media posts, and defamation of any and all students, organizations, and members of NKU’s campus.
- The Election Commission may nullify all votes for candidacy if violations of egregious conduct are reported after the polling is closed.

Section 6: Miscellaneous

- The SGA office may not be used for campaign purposes. No campaign materials may be displayed on SGA property or distributed within the office
complex, nor may any SGA property be used in creating campaign materials. This includes the display of campaign buttons/other materials on one's person. Violations can result in a vote penalty as decided by the election commission.

- It is up to the claimant to provide a preponderance of evidence that the office was used for campaign purposes by a candidate or a candidate’s agent.
- The defacing or removal of other candidates’ campaign materials is strictly prohibited. This includes the actions of a candidate’s agent. This violations penalty shall be decided by the election commission on a case by case basis.
- The Information Technology Department of NKU records all SGA election results. The Dean of Students or their designee shall monitor the compilation of election results during polling hours. Knowledge of election results shall be kept confidential until the election concludes.
- The Dean of Students and Judicial Council Chief Justice will certify and publish election results.

These rules and guidelines have been set forth by the Office of the Dean of Students, 2022 Spring Election Commission, and SGA Judicial Council for the 2021 SGA Spring Election.

Approved: February 15, 2022

Christopher Prince

Chief Justice, Student Government Association