**Northern Kentucky University**

**Student Government Association**

**2023 Election Packet**

**Candidates must submit Election Packets to the myEngagement tab (**[**https://nku.presence.io/organization/student-government-association/forms**](https://nku.presence.io/organization/student-government-association/forms)**)**

**by, March 21, 2023, at 11:59 pm**

**Candidates must submit Itemized Expenditure Report to the myEngagement tab**

**(**[**https://nku.presence.io/organization/student-government-association/forms**](https://nku.presence.io/organization/student-government-association/forms)**)**

**By, March 27, 2023, at 11:59 pm**

**Election Days**

**March 29 and 30**

**Polling Stations: 8 am – 5 pm**

**Link to Ballot Opens at 8:00 am on the 29th and closes 10:00 pm on the 30th**

**Mandatory Event to Attend for Executive Board (if elected)**

**Kentucky Leadership Academy Executive Board Retreat**

**May 15-17, 2023**

**Barron River State Park**

**IMPORTANT NOTE: SGA members who fail to attend this required event will forfeit their position in the SGA unless extenuating circumstances are approved by SGA Advisors**

**Northern Kentucky University Student Government Association Constitution**

**(Article 5 pertains to Elections)**

[**https://inside.nku.edu/sga/information/constitution-bylaws.html**](https://inside.nku.edu/sga/information/constitution-bylaws.html)

**Section 1: Election of Positions**

* The President, Vice President, Secretary of Administration, Secretary of Student Involvement, and Secretary of Public Relations shall be elected in the spring.
  + Candidates for President and Vice President may run as a slate.
* Twenty-five (25) senators shall be elected in the spring
* 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.
* No candidate may declare candidacy for more than one (1) elected office during any SGA election

**Section 2: Voting Procedures**

* Currently enrolled Northern Kentucky University students (undergraduate, and graduate) are eligible to vote.
* Students will have two options to vote in the SGA spring election:
* Online Voting – A link to the myEngagement page that includes the ballot will be provided to all students via email from the Election Commission.
* Campus Polling Stations – It will be organized and operated by the Election Commission and will be open in the Student Union on Wednesday, March 29th 8:00am – 11:00pm and Thursday, March 30th 8:00am – 10:00pm.
* Laptops will be provided at the polling stations with access to the ballot.
* No student shall be allowed to vote without valid NKU login credentials. Students must provide their NKU login credentials to access the ballot.
* 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

**Section 3: Campaign/Publicity Information**

* Use of university listservs and phone rosters are strictly prohibited
* Candidates may present their platform for election via the SGA website to be approved and administered by the SGA advisors. This submission shall be limited to 200 words. Deadlines for submission will coincide with the due date of the election packet/application
* No candidate/slate may begin campaigning or contacting groups/organizations for appointments until they have submitted an election packet.
* Candidates must abide by the NKU Code of Community Standards and Student Rights during their campaign for office.
* All posters and/or campaign materials must abide by University Posting Policy.
* The use of sidewalk chalk must adhere to the Campus Chalking Policy.
* No campaign materials of any kind can be removed by another candidate or by a person affiliated with a candidate.
* Candidates are not permitted to actively campaign within the Student Union during election days.
* No campaign materials shall be displayed inside the office of the SGA or in contact with the office space.
* No active solicitation of votes is permitted within the SGA office.
* 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.
* No type of campaign material may be libelous in nature
* 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.
  + Any person(s) not formally affiliated with a campaign found breaking this rule shall henceforth be considered affiliated with the campaign they are promoting, and disciplinary action may be taken.
  + 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.
  + Nor does it include any official meeting minutes mailed to members of the student organization, in which a candidate has announce or discussed his/her/their running for an elected position.
  + This does not include posting on personal or campaign social media or networking sites such as Facebook, Twitter, Linked-In, Instagram, Snapchat, TikTok, etc.
  + However, no candidate/slate shall post to student groups/organizations on any social media platform. This rule also applies to group messaging services including, but not limited to GroupMe, WhatsApp, iMessage, text messaging, Discord, and Slack.
  + However, this does include any official school websites or web pages used by the University including but not limited to Canvas, MyNKU, Outlook or other email, MyEngagement, list-serves, etc.

**Section 4: Election Ballot**

* Candidates’ names will appear on the ballot in the order in which their applications were filed.
* Write-in candidates will not be allowed on the ballot.
* The Dean of Students and Election Commissioner will certify and publish election results.

**Section 5: Financial Guidelines**

* Election Spending Limits
* A candidate running alone for the position of president shall be allowed to spend a maximum of $500.
* A candidate running alone for the position of vice president shall be allowed to spend a maximum of $450.
* Candidates running on a slate for the president/vice president slate shall be allowed to spend a combined maximum of $1000.
* Executive board candidates for the Secretaries of Student Involvement, Public Relations and Administration positions shall be allowed to spend a maximum of $350.
* Senate and Judicial Council candidates each shall be allowed to spend a maximum of $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: 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 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. Any PAID services shall be listed on the IER
* Purposeful deceit or misrepresentation of information on the IER will result in disqualification or impeachment.
* Every candidate or slate must turn in a completed IER **EVEN** if no money was spent on the campaign.
* Itemized expenditure reports must be submitted by 11:59 PM on March 27, 2023, on myEngagement under the 2023 Itemized Expenditure Report form.
* The IER can be found under files on the Student Government Association website’s myEngagement page.

**Section 6: Violations**

* 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 they 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.
* All vote totals shall be rounded down to the nearest whole number after any deduction of votes.
* The burden is on the accuser to prove by a preponderance of evidence that the candidate has exceeded their spending limit.
* Candidates who do not submit an IER by the deadline will incur an automatic 10% vote loss.
* Candidates who violate the NKU Code of Community Standards and Student Rights and/or any of the rules and guidelines stated within this packet will be subject to disqualification or impeachment.
* The Election Commission may choose to warn the candidate(s) in written or oral form that they are 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
  + The penalties will be up to 25% per violation with a minimum of 5% with the exception of IER violations.
  + Candidates who do not submit an IER or submit and IER past the deadline will incur an automatic 10% vote loss.
  + Candidates/slates who do not submit an IER prior to the original deadline and fail to submit an IER by Wednesday, March 27, 2023 at 11:59p.m. will accrue an automatic 25% vote deduction.
  + 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 member 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 7: Grievance Process**

* Grievances must be submitted in writing to the Dean of Students at deanofstudents@nku.edu. The Dean of Students will decide if the claim warrants an examination by the Judicial Council. The burden of proof is on the accusing party to provide evidence to the Judicial Council so that responsibility can be determined.
* The Judicial Council shall have jurisdiction in cases involving alleged infractions of the election regulations under the constitution.
* Any grievance made by a student or a member of the Board of Regents must be filed in writing and turned into 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.
* 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.
* If a party is aggrieved by a decision of the Judicial Council, that party may further appeal for final determination of the matter, to the Dean of Students with three (3) official school days of the Judicial Council’s decision for final determination of the matter.

**Section 8: Miscellaneous**

* 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 Dean of Students, 2023 Spring Election Commission, and SGA Judicial Council for the 2023 SGA Spring Election.

Approved: February 15, 2023

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**Stephen Clay Sims**  **Luke D. Price**

**Election Commissioner Chief Justice, Student Government Association**