



UNIVERSITY OF
NORTHERN COLORADO

Student Senate

**STUDENT ELECTION
RULES AND
REGULATIONS**

UPDATED
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Student Senate Student Election Rules and Regulations

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ELECTION CODE OF ETHICS

All participants in the election process are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere in all educational endeavors, including the election process that serves as a foundation for the highest standards of conduct and guides the participants' academic, professional, and personal growth. Endorsement of these core elements strengthens the integrity and value of the election process.

SECTION 1: TYPES OF ELECTIONS

In accordance with the Constitution of the Student Body of the University of Northern Colorado ("Constitution"), this Student Election Rules and Regulation shall govern regular and special elections.

Here are a list of words, and their definitions, you will see throughout this document.

"Regular election" means the election held each spring semester to elect Student Cabinet members. Referenda and Initiatives (opinion polls) may also be placed on the ballot during a regular election.

"Special election" means an election other than a regular election to decide referenda, initiatives (opinion polls), recalls of Student Cabinet members or filling Student Cabinet vacancies (only if the regular Student Senate hiring procedure cannot resolve the vacancy).

"Referendum" means a ballot issue to repeal, change or enact a provision of the Constitution or the Student Senate Bylaws.

"Initiative" (also referred to herein as "Opinion Poll") means a ballot issue recommending that Student Senate take a particular action or implements a particular policy.

"Full week" means a week in which classes are in session for five (5) consecutive days, or a week in which there is a single national holiday or single weather emergency day observed by UNC.

"Regularly scheduled class day" means any Monday through Friday on which UNC holds regularly scheduled classes.

"Petition Sponsor" means a member of the student body submitting a ballot measure by petition or to Student Senate.

"Ballot measure" means the language of a Bylaw Referendum, Constitutional Referendum, or Opinion Poll (Initiative).

“Polling Place” means the University Center or other Student Senate designated voting location.

“Write in Candidate” means a candidate that submitted a candidacy application to the Election Commissioner, but was not confirmed via the Ballot Verification process.

SECTION 2: DUTIES OF COMMISSIONER FOR REGULAR ELECTIONS

1. The Election Commissioner will coordinate the regular election process including:
 - a. Work with the Student Senate Advisor on producing and making available online petition packets for candidates, referenda and opinion polls.
 - b. Publish an election schedule containing all mandatory deadlines.
 - c. Arrange at least three (3) general information and marketing meeting with all the candidates prior to the date the Candidate Petition Packets are due to review the election process and Election Code. Special elections do not require general information but does require marketing meetings, and are at the discretion of the commissioner.
 - d. Verify petitions in cooperation with an Office of Student Life staff member.
 - e. Work with Information Technology to ensure functionality of electronic polling functions smoothly. In the case of a special election, Student Senate may choose to use paper ballots instead of electronic ballots.
 - f. Work with information management and technology to arrange the design for web ballots.
 - g. Identify and utilize special means to encourage a more diverse group of students to declare a candidacy for Student Senate.
 - h. Work with Student Judiciary to produce a standard grievance form, witness form, and privacy waiver form.
 - i. Publicize a list of recognized polling places.
 - j. Work with information technology to handle all problems with the web ballot system.
 - k. Arrange and schedule for the counting of the ballots.
 - l. Work with Student Judiciary and Student Senate Advisor to handle all grievances and recount requests as regulated by the Bylaws.
 - m. File with the Student Senate a detailed written report including the final certified results of the voting and any other pertinent information concerning the election (“Election Report”).
 - n. Publicize information and deadlines concerning the election before, during, and after the elections.
 - o. Arrange election open forum(s)/debate(s) for the campus so students may meet and hear the candidates and any Referenda and Opinion Poll issues. At least two (2) forums/debates shall be held for regular elections, one of which is preferred to be held within five (5) regularly scheduled class days prior to the election. Special elections must have at least one (1) forum/debate, and it is preferred to be held

- within five (5) regularly scheduled class days prior to the election.
- p. Coordinate elections information display tables in the University Center and arrange for tabling to be allowed for candidates in the University Center and McKee Breezeway.
 - q. Coordinate a Candidate Meet/Greet, inviting a wide and representative variety of campus organizations.
 - r. Monitor campaign behavior from candidates and campaign parties and report suspected Election Code violations.
 - s. Coordinate election advertising to the student body commencing the first full week of spring semester.
 - t. Offer to coordinate informational / marketing meetings in each of the following areas to generate involvement and enthusiasm as well as detail the election procedure and ballot issues for the upcoming election.
 - i. Fraternity and Sorority Life (Interfraternity Council, Panhellenic, Multicultural Greek Council, and National Panhellenic Council)
 - ii. Cultural and Resource Centers
 - 1. Marcus Garvey Cultural Center
 - 2. César Chávez Cultural Center
 - 3. Native American Student Services
 - 4. Asian Pacific American Student Services
 - 5. Center for Women and Gender Equity
 - 6. Veteran's Services
 - 7. Gender and Sexuality Resource Center
 - iii. Athletics (SAAC)
 - iv. Housing and Residential Education
 - v. Office of Student Organizations
 - vi. Center for International Education
 - u. Produce an information packet containing only the names of candidates which were verified via the Ballot Verification process. Write-in candidates will be excluded from this packet as they were not verified via the Ballot Verification process.

SECTION 3: CANDIDATE REQUIREMENTS FOR REGULAR ELECTIONS

1. A candidate shall only be eligible to run for one elected position.
2. Those candidates running for office must meet the following requirements to be eligible to seek office:
 - a. A student shall be eligible to seek office on Student Cabinet who is a current UNC student and has a cumulative University of Northern Colorado or equivalent college cumulative grade point average above or equal to 2.50 on a 4.00 scale. (C.R.S. 23-40-104)
3. To appear on the ballot, a candidate must submit a completed Candidate Petition Packet to the Commissioner. The petition packet will contain:
 - a. An online application form.
 - b. A Waiver of Privacy form. This waiver must contain the student's name, Bear

- number, signature and date.
- c. Write in candidates must submit items 2 and 3.
- 4. Each candidate must attend at least one day of the general information/marketing meetings arranged by the Commissioner, or meet with the Commissioner prior to the candidate petition packet deadline.
 - a. Any prospective candidate who fails to attend at least one of the mandatory candidate general information / marketing meetings for the current election may be deemed to be ineligible at the discretion of the Commissioner in consultation with the Student Senate Advisor. The Commissioner may choose to terminate that person's candidacy. Any candidate shall also be given the option of a one on one information /marketing meeting in case they can't attend a scheduled meeting. In a regular Senate election, the Election Commissioner has the authority to extend the deadline for only the positions, which are vacant.
- 5. A candidate will be granted "write-in" status if
 - a. Their candidacy application packet was submitted to the Election Commissioner after the ballot verification announcement.
 - b. All write-in candidates must submit their candidacy application to the Election Commissioner no later than 5pm on the first day of voting.
 - c. Application must be time stamped prior to submission to the Election Commissioner.

SECTION 4: CANDIDATE REQUIREMENTS FOR STUDENT CABINET VACANCY SPECIAL ELECTIONS

- 1. A candidate shall only be eligible to run for one elected position.
- 2. A candidate running for office must meet the following requirements entirely and on time to be eligible to seek office:
 - a. A candidate must be a current UNC student and have a cumulative University of Northern Colorado or equivalent college cumulative grade point average above or equal to 2.50 on a 4.00 scale. Candidates must meet all requirements stated in the Board of Trustees manual, and Colorado Revised Statutes (for Student Trustee position).
 - b. A candidate must declare intent to run for office by submitting a Candidate Petition Packet This form will be provided by the Commissioner and shall, at the least, contain the candidate's legal name, contact information, position they are seeking, signature, and a space for the candidate to specify how they would like their name to appear on the ballot.
 - c. There will be no write-in candidates for special elections.
- 3. A candidate must submit a completed Candidate Petition Packet to the Commissioner. The Petition Packets shall be distributed no earlier than the marketing/campaigning meeting, and are due by 4:00PM three (3) regularly scheduled class days after the marketing/campaigning meeting. The petition packet will contain:
 - a. An online application form.
 - b. A Waiver of Privacy form. This waiver must contain the student's legal name, Bear number, signature and date.

SECTION 5: REFERENDUM, OPINION POLL, RECALL, AND STUDENT SENATE CABINET VACANCY REQUIREMENTS

1. Initiation of a Referenda, Opinion Poll, Recall or Student Cabinet Vacancy.
 - a. Bylaw Referenda, Constitutional Referenda, Opinion Polls and Recalls may be initiated as follows:
 - i. By a member of the student body submitting a proposed ballot measure to Student Senate and requesting that Student Senate place the measure on the ballot at a Regular or Special Election. A measure submitted to Student Senate must receive a 2/3 affirmative vote of the entire voting membership of Student Senate.
 - ii. By Student Senate adopting a proposed measure, with a 2/3 vote of its entire voting membership.
 - iii. By obtaining signatures of 10% of currently enrolled UNC student population on a petition containing the proposed ballot measure and submitting the petition to the Commissioner for a Regular Election or to the Student Body president for a Special Election.
 - b. Student Cabinet Vacancy special election may be initiated as follows:
 - i. By the Student Body President making a public notice of an election
 - ii. By the Student Judiciary Board announcing to Student Senate a need for a special election
2. Bylaw Referenda Requirements
 - a. Bylaw Referenda ballot measures may repeal change or enact Student Senate Bylaws. They may not affect student fee allocation, except when required by state or federal statutes.
 - b. Bylaw Referenda ballot measures shall have a title that accurately reflects the subject of the measure.
 - c. Bylaw Referenda ballot measures shall contain a brief statement of the purpose of the measure and the exact language of any Bylaw to be repealed changed and/or enacted. The statement of purpose shall not exceed 150 words.
 - d. Student Senate Legal Counsel must approve bylaw Referenda ballot measures before petitions may be circulated or, where Student Senate initiates the measure, before the measure is proposed to Student Senate.
 - e. Bylaw Referenda ballot measures that conflict with or supersede the Constitution, other UNC policies or regulations, or the Constitution or laws of the State of Colorado or the United States will not be approved by the Student Senate Legal Counsel.
 - f. Bylaw Referenda ballot measures that are determined by the Student Senate Legal Counsel to conflict with each other will be redrafted to form a single measure by a committee comprised of the sponsors or sponsors delegate and the Student Senate Legal Counsel.
 - g. Bylaw Referenda ballot measures that are determined by Student Senate Legal Counsel to conflict with existing Bylaw provisions will be redrafted to reconcile the provisions or to repeal the existing provision by a committee comprised of the sponsors or sponsors delegate and the Student Senate Legal Counsel.

3. Constitutional Referenda Requirements
 - a. Constitutional Referenda measures may repeal change or enact a provision of the Constitution. They may not affect Student Fee provisions of the Constitution.
 - i. Constitutional Referenda measures shall contain a brief statement of the purpose of the measure and the exact language of the Constitution to be repealed, changed and/or enacted. The statement of purpose shall not exceed 150 words.
 - ii. Constitutional Referenda measures must be approved by Student Senate Student Legal Counsel before petitions may be circulated.
 - iii. Constitutional Referenda measures that conflict with or supersede other UNC policies or regulations of the Constitution or laws of the State of Colorado or the United States will not be approved by the Student Senate Legal Counsel. If a successful Constitutional Referenda measure creates a conflict with existing Student Senate Bylaws, Student Senate shall amend its Bylaws to comply with the Constitution.
 - iv. Constitutional Referenda measures that are determined by Student Senate Legal Counsel to conflict with each other will be redrafted to form a single measure by a committee comprised of the sponsors or sponsor delegate and the Student Senate Legal Counsel.
 - v. Constitutional Referenda measures that are determined by Student Senate Legal Counsel to conflict with an existing provision of the Constitution will be redrafted to reconcile the conflicting provisions or to repeal the conflicting provision by a committee comprised of the sponsors or sponsor delegate and the Student Senate Legal Counsel.
4. Opinion Poll Requirements
 - a. Opinion Poll measures may address any policy question of relevance to the student body.
 - b. Opinion Poll ballot proposals shall be submitted to the Commissioner for placement on the ballot. The ballot proposal shall not exceed 150 words.
 - c. The results of Opinion Poll measures shall be considered by Student Senate in adopting policies and taking action but are not binding on the Student Senate.
5. Recall Requirements
 - a. Any Student Cabinet member is subject to a recall petition.
 - b. A recall petition shall state only the name and title of the Student Cabinet member to be recalled.
6. Student Cabinet Vacancy Requirements
 - a. An election to fill a Student Cabinet vacancy may occur if the Student Trustee position becomes vacant.
 - b. An election to fill a Student Cabinet vacancy may occur if the Student Judiciary deems election results null and void and orders a special election.

SECTION 6: ELECTION PROCEDURES

1. Regular Election Deadlines
 - a. The Election Commissioner must produce and present an election timeline, outlining the spring semester's entire election process, by the second to last Student Senate meeting of the Fall Semester.

- i. The timeline must include deadlines regarding following:
 1. Campaign/marketing meeting times
 2. Open forum/debate times
 3. Candidate Meet and Greet
 4. Bylaw/constitutional referendum submission times
 5. Applications/petition packets/ and other form due dates
 6. Ballot Verification Announcements
 7. Grievance submission deadlines
 8. Official election commissioner announcement times
 9. Preliminary Election results announcements
 10. Final election results announcements
- b. The Election Commissioner shall collaborate with the Student Senate Advisor and the Student Rights Advocate to structure and finalize the election timeline.
- c. Special Election for Student Cabinet Vacancy Dates and Deadlines
 - i. Special elections for a Student Cabinet vacancy shall be held not more than 21 class days following announcement by the Student Body President or Student Judiciary for an election, excluding the last week of classes in any academic term. If the election cannot be completed by the end of the current academic term due to limited school days, it shall take place the following semester (fall or spring only). Polling hours and locations shall be established by the Election Commissioner. Polls shall, at minimum, be open for two (2) consecutive days, between the hours of 10:00 am through 2:00 pm.
 - ii. By 4:00PM on the second (2nd) regularly scheduled class day after the election announcement, the Commissioner shall give public notice of the election and make available candidacy information packets, election timetables, and candidacy application packets.
 - iii. By 4:00PM on the tenth (10th) regularly scheduled class day after the public notice of the election, candidate application packets are due. The commissioner shall publicize a list of students who turned in candidate application packets.
 - iv. By 8:00PM on the eleventh (11th) regularly scheduled class day after the election public notice, a mandatory marketing/campaigning meeting shall take place. During this meeting, the Commissioner shall provide printed ballots available for inspection. Proposals for technical corrections shall be submitted to the commissioner by the end of the meeting. Candidate petition packets shall also be distributed no earlier than during this marketing/campaigning meeting.
 - v. By 4:00PM on the third (3rd) regularly scheduled class day after the marketing/campaigning meeting, candidate petition packets are due.
 - vi. By 4:00PM on the fourth (4th) regularly scheduled class day after the marketing/campaigning meeting, the Commissioner approves the final ballot, and submits the final ballot to campus media outlets.
 - vii. An open forum/debate is preferred to be held within five regularly scheduled class days before the election.
 - viii. By 6:00 pm on the regularly scheduled class day following the close of the polls, Election Grievances and recount requests must be submitted to the Commissioner
 - ix. By 7:00 pm on the next regularly scheduled class day after the polls close, the Commissioner will announce preliminary election results.

- x. By 7:00 pm on the third (3rd) regularly scheduled class day following the close of the polls, the Commissioner will certify the results of the election, or announce that certification is delayed pending the outcome of a valid grievance or request for recount. All election grievances must be decided and the election results announced in a timely manner.
 - xi. At the first regularly scheduled Student Senate meeting following certification of the results of the election, the -Commissioner will file the Election Report.
- 2. Ballot Verification
 - a. The purpose of ballot verification is to inform candidates and voters of the official Student Senate ballot as verified by petition packet submissions.
 - i. The Election Commissioner shall place the names of all candidates in alphabetical order by surname for each position including a blank space for Write-in candidates and one space for abstention votes.
 - ii. Candidates whom submit candidacy packets after the ballot has been verified shall hold Write-in status and will not appear on the official ballot.
 - iii. Should the Election Commissioner extend an application deadline due to the occurrence of a vacancy, a new ballot shall be verified to include the new applicants' names via the process outlined above.
- 3. Voting
 - a. The web ballot system shall be used to determine voter eligibility.
 - b. Voting eligibility is determined by the Election Commissioner and Student Life General Advisor, and is coordinated by the Information Technology Department
 - c. The Election Commissioner shall determine the placement of official physical polling places in order to be inclusive and accessible to as many students at UNC as possible.
 - d. The Election Commissioner shall also coordinate with the Information Technology Department to provide online voting through students URSA accounts.
 - e. Volunteer voting assistants shall be present at the Polling Places as deemed necessary by the Commissioner. If a student has any problems or questions about the web ballot or how to access it, the Commissioner, or a voting assistant shall assist the student in the voting process.
 - f. In the case of a special election, the Commissioner may, with the consent of the Student Body President, utilize a paper-ballot voting system instead of the web ballot system. The system shall be designed by a committee consisting of the Commissioner, Student Rights Advocate, and Student Senate Advisor. The system shall accommodate to students with disabilities, and shall provide a safe and secure means of voting, so that the integrity of the results is not in question.
- 4. Counting the ballots:
 - a. Following the close of the polls on the final Election Day, the commissioner, and the Student Senate shall be the first to receive election results.
 - b. Write-in votes shall be counted if they contain both the first and last name of the candidate, not necessarily spelled correctly, but close enough for a distinction to be made. Questionable spellings will be decided by the Commissioner
 - c. Candidates/Referenda/Opinion Polls receiving the plurality of votes cast for each office/issue shall be declared the winner.
- 5. Reporting of the election:

- a. The Commissioner shall schedule a public meeting that all candidates shall be notified of to announce the preliminary election results. These results shall NOT be announced prior to this meeting. Any results announced prior to this meeting shall constitute grounds for elections grievances. At the meeting, the Commissioner will announce that the results are preliminary and will be certified on the third (3rd) regularly scheduled class day after the election if no valid grievance is pending or has been filed.
6. Upon certification of the election results, the Commissioner shall publicize the results.
 - a. All ballots and any campaign materials or information shall be kept as public records with the Student Senate Advisor for a period of one calendar year.

SECTION 7: CAMPAIGNING

Candidates are advised not to campaign until after the marketing and campaigning meeting, or until after the candidate has read and understood the campaign guidelines outlined below.

1. Posting and distribution of campaign materials shall be in accordance with University Policy.
2. In order to post or distribute campaign materials in those areas reserved for authorized University activities, candidates and Referenda/Opinion Poll sponsors and supporters must secure authorization from the appropriate facility administrator. Questions or problems may be directed to the Commissioner
3. No campaigning will be allowed within Polling Places on election days.
4. No campaigning will be allowed in the Office of Student Life area or student offices.
5. Campaign materials will not be taped or written on sidewalks, streets, or trees on campus nor may they cause destruction or vandalism of property. Any campaign materials so placed may be removed by Student Senate Advisor, the Commissioner, or appropriate UNC facilities employees.
6. Candidates will be provided with an approved UNC Student Senate logo that they may use on their campaigning materials. This is not a requirement, unless flyers are being used in resident housing, and this logo is the only that will be allowed. The logo will be provided to candidates once their petitions have been verified and they have been placed on the official ballot.
7. You may not use Student Fees, or anything purchased with Student Fees for campaign purposes including Student Senate offices, supplies, equipment, or other resources may not be used for any campaign-related activity, except for information on resources otherwise available to members of the UNC community and the Student Senate organization mailboxes.
8. Candidate campaign expenditures shall be limited to \$500 per candidate. Any donations shall be counted toward the \$500 maximum and shall be reported to the Commissioner.
9. Candidates shall maintain complete, public, and accurate records of all campaign contributions and expenditures and must turn these in to the Commissioner within 48 hours of the close of the election.
10. Candidates shall not sponsor or attend a campaign event or activity at which the candidate knows that alcohol or other controlled substances will be made available to attendees.

11. Candidates shall not engage in election fraud which includes:
 - a. Soliciting a voter to misrepresent their identity when voting
 - b. Providing or offering something with the intention of using bribery to solicit votes
 - c. Knowingly providing false or misleading information to the Commissioner.

SECTION 8: PROCEDURES FOR ASSUMING OFFICE

1. All elected officer positions are for approximately one academic calendar year, including summer, from the day offices are assumed. Newly elected officers will be welcomed into office at a Student Senate function held prior to the end of the spring semester. They will also be required to attend any orientation and training sessions that are planned, which is coordinated through the incoming Student Body President and Student Senate Advisor.
2. The Student Trustee shall assume their Student Cabinet office at the same time as the other offices, however as specified by State law, the position on the Board of Trustees shall run from July 1 to June 30. All other qualifications for this position as specified by State law shall be adhered to.