UNIVERSITY OF THE DISTRICT OF COLUMBIA
DIVISION OF STUDENT AFFAIRS

ELECTION PROCEDURES
FOR
THE UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION
FLAGSHIP CAMPUS

REVISED
By

THE USGA SENATE
2010-2011

Michael W. Watson
Student Senate President
College of Arts and Sciences

Sean E. Fuller
Senator, President Pro-Tempore
School of Engineering and Applied Sciences

Melissa Walsh
Senator
School of Business and Public Administration

Sean Smith
Senator
School of Engineering and Applied Sciences

Noel E. Richey
Senator
School of Business and Public Administration
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1. **PURPOSE**

The purpose of these election procedures is to establish a uniform set of regulations to govern the Undergraduate Student Government Association (USGA) elections for the University System of the District of Columbia's **Flagship Campus**. These procedures are designed to assure ethical conduct and to provide for an expeditious and accurate vote tallying process.

2. **SUPERVISION OF ELECTIONS**

The Undergraduate Student Government Association elections shall be governed by these procedures. A Student Life Specialist, assigned by the Vice President for Student Affairs or designee, will provide advice and technical assistance.

3. **THE ELECTION BOARD**

A Student Election Board shall be established to perform the duties specified in these procedures. The Board shall consist of undergraduate students in academic good standing (with a minimum 2.5 cumulative GPA) and one faculty member. Members of the election board shall be appointed within twenty (20) calendar days after the USGA Executive and Senators are installed to office. The members of the election board are appointed and shall serve until the appointment of a new Election Board. The composition of the board shall be as follows:

3.1 One undergraduate student, appointed by the President of the USGA and approved by the USGA Senate, will act as the chairperson of the Election Board.

3.2 Two (2) students each shall be appointed from each college. The appointees shall be chosen directly by the Senators from that particular college, or by a vote of the entire Student Senate, at the discretion of the Senate Chairperson.

3.3 One faculty member appointed by the Vice President for Student Affairs.
4. **DUTIES AND RESPONSIBILITIES OF THE ELECTION BOARD**

The Election Board, in coordination with a Student Life Specialist/Advisor, shall:

4.1 Establish and publish the sequence of election events and the timetable for these events.

4.2 Indicate where voting stations will be placed, the hours of operations, and the dates for voting.

4.3 Provide procedures for counting and reporting the votes.

4.4 Request information concerning each candidate's academic and financial standing. Such information shall include, but is not limited to: academic good standing (minimum 2.5 cumulative GPA), financial good standing and disciplinary good standing and a background check. The Election Board will maintain confidentiality of this information in accordance with Family Educational Rights and Privacy Act (FERPA), the applicable privacy statues, and University policy.

4.5 Announce and provide for the issuance of election results.

4.6 Conduct all sanctioned elections as required in accordance with applicable charter mandates.

4.7 Design election ballots that will clearly indicate the candidate's office.

4.8 Hear challenges regarding violations of these election procedures brought against any student, student organization, or candidate regardless of whether the election is (a) in progress when the challenge occurred or (b) the election was terminated during the Election Board's term. However, the Election Board shall be limited to hear only challenges that are properly submitted within twenty-four (24) hours (or the next business day) of the action(s) that gave rise to the challenge or violation.

4.9 Create such subcommittee as it deems necessary to discharge its various functions.

4.10 Initiate recommendations to the Vice President for Student Affairs or designee in the event of a suspected violation as defined with these election procedures.

4.11 Develop a budget to conduct and advertise the election.
4.12 Develop or have prepared forms and documents necessary for the conduct of an election.

4.13 Conduct a special election to resolve a tie between candidates or, where appropriate, conduct a special election.

4.14 Inform the Vice President for Student Affairs, and any other individuals deemed appropriate, of interruptions to the election process/activity in order to rectify problems and/or errors that could impede or invalidate an election.

4.15 Undergraduate Student Government Election Board will not conduct the elections for the Student Member to the Board of Trustees. The Trustee election will be conducted by the committee designated by the University Board of Trustees.

5. CANDIDACY REQUIREMENTS FOR STUDENT OFFICE

A student interested in running for elective office shall fulfill candidacy requirements as established herein or as mandated by the specific requirements of the office sought by the student and as stated in the requirements of the USGA Charter. Undergraduate students of the University of the District of Columbia shall be eligible to run for office who:

5.1 Are currently enrolled as a full time student, maintains a 2.5 minimum cumulative GPA, and meet any and all additional academic requirements for the office sought.

5.2 Complete a form for the candidacy which includes:

5.2.1 Name (Name listed must be the official name of record in the UDC Office of the Registrar)

5.2.2 Student Identification Number (SIN)

5.2.3 Home address

5.2.4 Primary email address

5.2.5 Primary telephone number

5.2.6 Business/work telephone number (optional)
5.2.7 Classification (Freshman, Sophomore, etc.)

5.2.8 Academic School or College (If a student changes schools or colleges, the University Registrar must make such determination and provide written confirmation)

5.2.9 Major

5.2.10 Expected graduation date

5.2.11 Description of Candidacy Platform

5.3 Failure to furnish the above information, on a bona fide Declaration of Candidacy form will impede the ability of the Election Board to discharge its functions.

5.4 The Election Board may release materials identified in this section consistent with the Family Educational Rights and Privacy Act (FERPA), Student Code of Conduct, Student Handbook and any other appropriate University policies.

6. REGULATIONS

6.1 General

6.1.1 All candidates shall submit a signed statement acknowledging receipt of and agreement to abide by all election procedures established herein.

6.1.2 Student activity fees shall not be used to support the candidacy of any student.

6.1.3 No bribery, slanderous statements, or threats will be tolerated by candidates, campaign helpers, or any individual involved in the election process. Removal, covering, or tampering with a candidate’s campaign literature is prohibited. Challenges brought under this section must be supported by witnesses and written documentation.

6.1.4 Challenges to the election process must be in writing and submitted to the Election Board no more than twenty-four (24) hours or the next business day following a suspected violation. The Election Board shall decide within 2 (two) business days whether consideration should be given to the challenge. The act of continuously submitting challenges or the submission of frivolous challenges to encumber or impede the Election Board, shall constitute a violation of these procedures.

6.1.5 No student shall be a candidate for more than one office in any election.

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6.1.6 To run for student office, it is mandatory that all documents or materials required, or that may be required from candidates by the Election Board, must be submitted to the Election Board prior to the time of deadline on the date prescribed. Also, official elections documents must receive a time and date stamp from a staff member in the Office of Student Life and Services. Election documents from a proposed candidate submitted after the prescribed deadline will not be accepted.

6.1.7 An election official shall in no way influence or attempt to influence a voter's decision.

6.1.8 Any student who makes false representations of his/her qualifications for voting, for holding elective office, or is found guilty of a violation of the election procedures established herein, shall be denied participation in that election and shall be immediately referred to the Vice President for Student Affairs for appropriate disciplinary action.

6.1.9 Any election procedures herein established or subsequently established by the Election Board which are violated by a candidate, a campaign helper, or by a non-aligned student shall be grounds for a candidate's disqualification, and/or for a recommendation that disciplinary action be taken against that candidate or group.

6.2 Campaigning

6.2.1 All candidates for positions within the USGA will run individually. Candidates are allowed to campaign together, but their candidacy will not be slated on the ballot.

6.2.2 No candidate or student shall make use of a loud speaker, public address system or any other amplification system in or outside of a University building without prior approval of such activity from the Election Board and with the concurrence of the Vice President for Student Affairs or designated administrator.

6.2.3 Literature and advertisement may be of any size so long as it does not obstruct the view of students and receives the approval in accordance with the University's posting process. This includes approval by an official of the Office of Facilities and Real Estate and/or staff in the Office of Student Life and Services on how it must be mounted/posted. Cellophane tape, glue and nails shall not be used to mount/post campaign literature. Campaign materials cannot affix on any painted surfaces.

6.2.4 Campaign literature cannot be placed or distributed within 100 feet of any designated voting station on the days of voting or any area designated as prohibited by an election official on the Election Day or during the election period. Campaign activity cannot disrupt classes or impede the normal operation of the University.
6.2.5 To assure proper conduct during the electoral process, prior to campaigning, the Certified candidates must attend a mandatory USGA Election Board Orientation meeting where they will receive the electoral procedures.

(i). The Election Board will provide certified candidates with election procedure documents that are consistent with the Election Calendar and the Student Code of Conduct.

(ii). In the event the election procedures are not provided, the Election Board chair shall submit in writing an explanation detailing the omission to the Vice President for Student Affairs and/or designee.

6.3 Voting

6.3.1 Voting in all elections shall be by electronic ballot.

6.3.2 Each student is entitled to one (1) vote for each available office in accordance with the constitution of the Undergraduate Student Government Association.

6.3.3 No student is entitled to vote in an election held for a special group of students or particular organization other than that for which he/she qualifies.

6.3.4 Only students belonging to a particular class, college, and or school may vote for candidates seeking specifically to represent that class, college and or school. Voting for Student Senator candidates, Student Judiciary candidates, Class Officer candidates, and Class Queens and Kings will be limited to only that applicable electorate. All eligible undergraduate students in the Flagship, having paid student fees, may vote for the USGA Executive Council (USGA Charter, Article II, §1).

6.3.5 The Election Board shall, by regulation, permit voting (during the voting period) by any student who is absent from the University due to: (i) absence from campus for University related activity, (ii) personal or family illness, (iii) military duty, or (iv) a physical condition which renders the student unable to vote in person or electronically during the voting period. The Election Board reserves the right to request the documentation it deems necessary in order to give such permission. Supporting documentation must be received prior to the day of the election or at the time and date stipulated by the Election Board. To use this provision, an affected student must submit the request in writing to the Election Board for permission to vote under this section.

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6.3.6 If a student with a disability is unable to record his/her vote, an election official at
the poll shall properly record the student’s vote with his/her permission. A second
election official shall witness the proper execution of the student’s vote.

6.4 Poll Watchers

6.4.1 Any candidate may request written permission from the Election Board to
have a poll watcher at one or more polling place. Such written requests must provide the
name and student identification number of the proposed student poll watcher.

6.4.2 Poll watchers are prohibited from interfering with the election process;
e.g.: campaigning, petitioning or showing a bias towards a particular candidate.

6.4.3 Only one watcher per candidate may be present at a polling station. A poll
watcher shall wear on the most outermost garment of clothing his or her approved poll
watcher identification.

6.4.4 A poll watcher shall not be a candidate for office during the election in which
he/she serves as a poll watcher.

6.4.5 Poll watchers are prohibited from handling official election materials except
when the poll watcher is casting his or her personal vote.

6.5 Polling Station

Polling station is defined as any University provided kiosk, computer or other electronic or
mechanical device or a paper ballot that allows a student to participate in the electoral
process.

6.6 Tie Breaking

In the event of a tie between candidates, a special “run-off election shall be held no later than
three (3) business days” after the official results have been declared. The Election Board shall
determine the procedure for this special election.

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6.7 Election Officials
The Election Board in discharging its responsibilities may employ temporary student helpers as poll workers. Such workers are prohibited from engaging in any activity that brings into question their election impartiality. To ensure that poll workers are impartial, the election board is authorized to conduct such interviews and workshops and require the submission of whatever documentation it deems necessary to implement this provision. A poll worker found to be in violation for the election procedures shall be referred by the Election Board to the Vice President for Student Affairs or designee for disciplinary action. Poll workers must be currently enrolled in the University and in good academic standing. The poll worker compensation rate shall be based upon compensation equal to the Work-Study and Student Employment Program rate.

6.8 Write-in Provision

Write-in candidates will not be permitted to participate in official election activities sanctioned by the Election Board. Ballots for the election shall have space provided for a voter to write-in an unofficial candidate’s name. A space for a write-in name must be printed on the ballot so that the Election Board may certify that the write-in vote was for a specific candidate. If a write-in candidate receives the highest vote total but does not meet the eligibility requirements for the office, the Election Board shall declare the next eligible candidate with the highest vote total as the winner for the position.

6.9 Withdrawal of Candidacy

No candidate’s name shall be taken from the ballot or declared officially withdrawn from consideration unless the Election Board has received a dated and signed letter requesting such action. The deadline for withdrawal of candidacy shall be specified in writing by the Election Board, as noted in the Election Board timetable/calendar. If a student submits a letter to withdraw his/her candidacy after the deadline for submitting the request, and if the student should have the highest vote total, then the student shall be declared ineligible to assume the position. If a student is under disciplinary sanctions, the Election Board may withdraw the student’s candidacy upon receipt of written justification from the Vice President of Student Affairs and/or Designee.
6.10 **Drawing for Ballot Position**

The Election Board shall provide candidates with notification of the time and place for the drawing for ballot positions. If a candidate cannot be present to draw for his/her position, the Election Board member shall draw for that candidate and provide the designee with the ballot position.

6.11 **Challenges and Appeals**

Challenges will follow the rules set under Section IV and as set forth by the USGA Charters.

6.12 **Code of Conduct**

Violations of these procedures may subject students to the Student Code of Conduct and staff to the DC Municipal Regulations.

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*SEPTEMBER 2010*  
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7. SIGNATURE PAGE

College of Arts and Sciences

Mr. Michael W. Watson  

Date  9/16/10

School of Engineering and Applied Sciences

Mr. Sean E. Fuller  

Date  9/16/10

Mr. Sean Smith  

Date  9/16/10

School of Business and Public Administration

Mr. Noel E. Richey  

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