Important Dates and Deadlines for the 2014 SGA Elections

Tuesday, March 11th, 2014
Mandatory meeting and constitution test for prospective candidates. The test will be administered at 5:30pm and again at 6:30pm. The meeting will be held at 6:00pm. It will be in UC 111.

Wednesday, March 12th, 2014
Make-up mandatory meeting and constitution test for prospective candidates. The meeting will be held at 6:00pm and the test will be administered at 6:30pm. It will be in UC 231.

Thursday, March 13th, 2014
Deadline for submitting preliminary party information (party name and chairperson).

Friday, March 14th, 2014
Deadline for petition forms with 25 signatures and advisor's signature, pledge form, and elections rules compliance form. Also the deadline for party lists, biographies and photographs, and platforms for executive candidates. Campaign material approval during specified hours, and deadline for $10 deposit. Party lists, platforms, and biographies are due via email to the Elections Commissioner and all forms and the $10 deposit are due in UC 210 (John Abel’s office) by 5pm.

Sunday, March 16th, 2014
Campaign period opens. Candidates may begin distributing approved campaign materials and may place approved posters in specified buildings. Campaigning through speaking engagements and use of internet resources is allowed.

Monday, March 17th, 2014
Meet the Candidates forum at 7:00pm in UC 230ABC

Friday, March 21st, 2014
Rough draft of campaign finances due.

Monday, March 24th, 2014
Candidate debates at 7:00pm in Watkins Auditorium

Monday, March 31st, 2014
Campaign finance forms due by 5:00pm. No money may be spent on campaign after this date.

Tuesday, April 1st, 2014
General elections.

Wednesday, April 2nd, 2014
Runoff elections (if necessary).

Friday, April 4th, 2014
All campaign material must be properly disposed of by 5:00pm or $10 deposit will be forfeited.

Please contact the Elections Commissioner with any questions.
Phone: (615)480-8147
Email: jacaever@ut.utm.edu
Section 1: Executive Council Elections Qualifications

Article 1:
All nominees for the Student Government Association positions of President, Vice-President, and Secretary General must be enrolled in the University of Tennessee at Martin and in good academic and disciplinary standing at the time of election and appointment, and during the term of office. Per the SGA Constitution Article IV, Section 4, a nominee for one of these three positions must have a cumulative grade point average of 2.75 or higher at the time of his or her nomination and shall not allow his or her cumulative grade point average to drop below 2.75 during the tenure of office.

Article 2:
Prior to taking office, nominees must have served two full semesters in one or more of the following positions: Chief of Staff, Executive Assistant, Elections Commissioner, Chief Justice, Student Defender, Attorney General, elected Senator, or appointed Senator OR have served as the chair of a Senate committee for at least half of a semester and have successfully passed the regular review conducted after that semester. Service as a Freshman Council member or a Senator-at-Large is not accepted to fill these requirements, per the SGA Constitution Article IV, Section 5.

Article 3:
Nominees must complete Pledge Forms stating that they have read the SGA Constitution and Article IV in detail, and will pledge to fulfill all duties and requirements of the office if elected.

Article 4:
Nominees must complete the Elections Rules Compliance Form, stating that they will comply with all rules and requirements set forth by the 2014 Elections Commission and the SGA Constitution.

Article 5:
To qualify for candidacy, nominees need 25 signatures on an Elections Petition Form. The signature of the candidate’s academic advisor is also needed on this form.

Article 6:
Nominees must comply with the rules of campaign finance and complete the proper Campaign Finance Forms. These forms must be turned in to the Elections Commissioner by 5:00pm on Monday, March 31st, 2014. A rough draft of campaign finances is due March 21st.

Please contact the Elections Commissioner with any questions.
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Section 2: Senate Elections Qualifications

Article 1:
All nominees for the Student Government Association Senate must be enrolled in the University of Tennessee at Martin and in good academic and disciplinary standing at the time of election and appointment, and during the term of office. Per the SGA Constitution Article VI, Section 1, a nominee must have a cumulative grade point average of 2.25 or higher at the time of his or her nomination and shall not allow his or her cumulative grade point average to drop below 2.25 during the tenure of office. Before taking office, the nominee must complete 12 semester hours.

Article 2:
Nominees must complete the Pledge Form stating that they have read the SGA Constitution and Article IV in detail, and will pledge to fulfill all duties and requirements of the office if elected.

Article 3:
Nominees must complete the Elections Rules Compliance Form, stating that they will comply with all rules and requirements set forth by the 2014 Elections Commission and the SGA Constitution.

Article 4:
To qualify for candidacy, nominees need 25 signatures on an Elections Petition Form. The signature of the candidate’s academic advisor is also needed on this form.

Article 5:
Nominees must comply with the rules of campaign finance and complete the proper Campaign Finance Forms. These forms must be turned in to the Elections Commissioner by 5:00pm on Monday, March 31st, 2014. A rough draft of campaign finances is due March 21st.
Section 3: Judicial Branch Elections Qualifications

Article 1:
All nominees for the Student Government Association Judicial Branch must be enrolled in the University of Tennessee at Martin and in good academic and disciplinary standing at the time of election and appointment, and during the term of office. Per the SGA Constitution Article V, Section 12 and Article VI, Section 1, a nominee must have a cumulative grade point average of 2.25 or higher at the time of his or her nomination and shall not allow his or her cumulative grade point average to drop below 2.25 during the tenure of office. Before taking office, the nominee must complete 14 semester hours.

Article 2:
- Five (5) Associate Justices
- One (1) Student Defender
- One (1) Attorney General

Article 3:
Nominees must complete the Pledge Form stating that they have read the SGA Constitution and Article IV in detail, and will pledge to fulfill all duties and requirements of the office if elected.

Article 4:
Nominees must complete the Elections Rules Compliance Form, stating that they will comply with all rules and requirements set forth by the 2014 Elections Commission and the SGA Constitution.

Article 5:
To qualify for candidacy, nominees need 25 signatures on an Elections Petition Form. The signature of the candidate’s academic advisor is also needed on this form.

Article 6:
Nominees must comply with the rules of campaign finance and complete the proper Campaign Finance Forms. These forms must be turned in to the Elections Commissioner by 5:00pm on Monday, March 31st, 2014. A rough draft of campaign finances is due March 21st.
Section 4: Representation and Eligible Voters

Article 1:
All students shall be eligible to vote for the offices of President, Vice-President, Secretary General, Student Trustee, and Judicial Seats. To win one of the Executive Council offices, a candidate must receive over 50% of the vote. If no candidate receives at least 50% of the vote, then a run-off election will be held between the two candidates receiving the greatest number of votes.

Article 2:
Student Senate seats will be elected by the students from each of the colleges, with undeclared students voting for candidates in the College of Humanities and Fine Arts. Candidates must be a student of the college they wish to represent. Elections will be decided by the highest percentage of the vote until all seats are filled. The available seats for 2014 are as follows:

(4) Seats – College of Agriculture and Applied Sciences
(4) Seats – College of Business and Public Affairs
(12) Seats – College of Education and Behavioral Sciences
(4) Seats – College of Engineering and Natural Sciences
(5) Seats – College of Humanities and Fine Arts (undeclared/non-departmental majors will run in this college)

Article 3:
Student polling may take place from the following locations:
• The first floor of the University Center
• From any campus computer
Any campaign paraphernalia is prohibited within the general space of the in-person polling location in the University Center. The only exception to this rule is the case of voters wearing pins or t-shirts advocating a particular candidate during the actual voting process. This is with the understanding that the voter will vote and leave the polling area directly (i.e., the voter may not linger in the polling area while wearing said paraphernalia). If the presence of a voter wearing a t-shirt or pin is deemed excessive, Election Officials may ask the said person to leave. If the voter refuses to leave the polling location, the candidate who he/she is affiliated with shall be reported to the Election Commissioner, and possibly disqualified from the election.

Please contact the Elections Commissioner with any questions.
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Email: jacaeve@ut.edu
Section 5: Campaign Rules

Article 1:
Each executive council candidate must submit a written copy of his/her platform. This written copy will include a brief explanation of why the candidate is running and at least three main platform points with three sub-points to each main point. Please submit your platform by email saved as a Microsoft Word (.doc) file to jacaever@ut.utm.edu.

Article 2:
Each candidate must submit a first-person, one-paragraph biography stating his/her history. Bios should be no longer than 250 words. A photograph of the candidate should be included with the bio. Please submit both by email to jacaever@ut.utm.edu, with the bio saved as a Microsoft Word (.doc) file and the photograph saved as a JPEG (.jpg) file. The photograph included with the bio will be the candidate’s official photo for the duration of the election process. It will be distributed to the Pacer and possibly with other election documents.

Note: Bios will not be edited after submission. It is your responsibility to have your bio suitable for publication.

Article 3:
No material shall be distributed of a negative nature. Name-calling, slander, or similar offensive activities are prohibited. Any campaigning deemed unethical or negative by the Elections Commission will be addressed seriously and could result in candidate disqualification.

Article 4:
Candidates are limited to six (6) posters per academic building. The academic buildings available for placing campaign posters are:
- Andy Holt Humanities Building
- Fine Arts Building
- Joseph E. Johnson EPS Building
- Communications Building
- Gooch Hall
- Brehm Hall
- Business Administration Building

These are the only academic buildings available to place posters in. If more than one candidate’s name is placed on a poster, the poster shall count as one for each candidate. Therefore, the Elections Commissioner will allow poster sharing, but any poster with a candidate’s name or image will count as a poster toward the six poster limit.

Note: All posters must be approved by the SGA Elections Commissioner. Displaying of posters not approved can result in the disqualification of the candidate. It is the candidate’s responsibility to obtain further permission from the building managers before placing posters in academic buildings.

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Article 5:
Candidates are limited to twenty (20) flyers per academic building. The academic buildings available for placing campaign flyers are:

- Andy Holt Humanities Building
- Fine Arts Building
- Joseph E. Johnson EPS Building
- Communications Building
- Gooch Hall
- Brehm Hall
- Business Administration Building

These are the only academic buildings available to place flyers in. If more than one candidate's name is placed on a flyer, the flyer shall count as one for each candidate. Therefore, the Elections Commissioner will allow flyer sharing, but any flyer with a candidate’s name or image will count as a flyer toward the six flyer limit.

Note: All flyers must be approved by the SGA Elections Commissioner, and a copy must be submitted upon approval to be filed in the SGA office. Displaying of flyers not approved can result in the disqualification of the candidate. It is the candidate’s responsibility to obtain further permission from the building managers before placing flyers in academic buildings.

Article 6:
Placement of campaign materials is allowed in the dorms. Keep all flyers, posters, etc. to a maximum of six (6) in any combination. Remember to ask permission from the Hall Directors before hanging any flyers, posters, etc.

Article 7:
Placement of flyers is allowed in the University Center. Posters are prohibited in this building. Candidates are limited to two (2) flyers in this building, which must be approved by the building manager and may only be placed on existing bulletin boards.

Article 8:
Signs are limited to the quad. A candidate may only place 3 signs on campus. Signs are any paper, plastic, poster board, wood, etc. banner or similar document with a candidate’s name, political party, or picture. Use of sidewalk chalk for political campaigning will be permitted only in the quad.

Note: Stakes should not be used to place signs because of wiring and plumbing considerations.

Article 9:
No campaign material is to be placed on the exterior of buildings, trees, light poles, garbage cans, glass marble, or any painted surfaces except for painted concrete blocks. Material can be placed on brick, wood, aluminum, and bulletin boards inside buildings.

Note: It is the candidate’s responsibility to ask the building managers for any specific guidelines before placing campaign materials in buildings.

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Article 10:
Each candidate is responsible for any material that contains his/her name or image, or his/her political party’s name or logo. Posters and flyers placed by parties other than the individual (i.e. fraternities, sororities, campus organizations, etc.) with a candidate's name, image, etc. are subject to the limitations and restrictions previously stated in this packet.

Article 11:
Candidates are responsible for the cleanup of all campaign paraphernalia before 5:00pm on Friday, April 4th, 2014. Candidates must pay a $10 deposit to ensure cleanup. This $10 deposit will be returned when all of the candidate’s campaign materials have been properly disposed of. The deposit is due with the candidate’s election packet. All forfeited deposits will be donated to We Care of Martin. Political parties are responsible for all of the party’s campaign materials being properly disposed of. If one party member fails to meet the cleanup criteria, all members of the party shall forfeit their fees.

Note: If a candidate is disqualified for any reason, he/she will be notified by the Elections Commissioner. Upon notification of disqualification, the candidate will have a twenty-four hour period to clean up all campaign paraphernalia. If cleanup is not completed within twenty-four hours, the candidate forfeits his/her fees.

Article 12:
With regards to spending, the Candidates and Political Parties may use personal funds or solicit donations in accordance with the following:

• Any individual Candidate (whether affiliated with a Political Party or running independently) is limited to $250 individual spending.
• Any Political Party (independent of its Candidates) is limited to $250 in party spending.
  o For instance, a Political Party consisting of 2 candidates has a potential, total budget of $750 (both candidates may contribute $250 individually to their party for a total of $500, with the Political Party’s budget contributing additional $250 for a total of $750).
  o Likewise, a 5-candidate Political Party has a potential budget of $1500.

Note: Donations should be provided in the form of a personal check for documentation purposes. No anonymous donations are permitted.

Article 13:
The use of Facebook and/or Twitter is permitted for campaigning purposes, provided that the Elections Commissioner is notified and made an administrator of all groups created for a candidate via these websites, and is a recipient of all messages sent out by the group. Additional rules are as follows:

• Derogatory remarks may not be made about any other candidates; if obscene, off-color, or otherwise rude comments are made by the candidate, the Elections Commissioner will delete the group and the candidate(s) may be subject to disqualification. The candidate may also be held responsible for comments made by others and could be subject to disqualification if an effort is not made to delete these comments from the candidate’s social media page.

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• No electronic campaigning shall begin prior to the formal campaigning period.

Article 14:
Any complaint about the election process shall be submitted typed in duplicate to the SGA Elections Commissioner. A $10 fee will be charged to file a complaint. If the Elections Commissioner finds the complaint to be valid, the fee will be returned to the candidate or party. If the complaint is found to be invalid, the money will be donated to We Care of Martin.

Article 15:
Speaking engagements and verbal campaigning are allowed in the University Center until 10:00pm on March 31st, 2014, but at no time during the election may a candidate campaign by setting up tables in the UC. A table may be set up outside the UC but must be at least 30 feet from the door. Upon the 2nd of April, the UC becomes an official polling location, and verbal campaigning or distributing campaign materials within the building will result in disqualification.

Article 16:
On election day(s) candidates, political parties, or anyone acting as an agent of a candidate or political party may not solicit votes by use of laptop or any other electronic device. Violation of this rule will result in the candidate's disqualification.

Article 17:
No election or campaign rule shall supersede any existing university rule, policy, or regulation which places restrictions on general student practice or behavior. Should election and university guidelines conflict, the more restrictive rule shall take precedence.

Article 18:
It is the responsibility of each candidate to know and abide by the campaign rules. Candidates will be held accountable for actions disobeying the rules and regulations herewith set forth, whether the violation of rules was done knowingly or unknowingly.

Disclaimer: The SGA Elections Commission has the right to meet and discuss any potential violation of election or campaign rules, and to declare new rules upon the commission of questionable election practices.
Section 6: Political Parties

Article 1:
A political party must name a party chairperson and declare this party chairperson to the Elections Commissioner in written documentation by 6:00pm on Tuesday, March 11th, 2014.

Article 2:
The party chair must furnish a list of candidates and the offices for which they are running by 5:00pm on Friday, March 14th, 2014. This list shall be alphabetized and shall include the name and phone number of each candidate.

Article 3:
The Elections Commissioner must approve names used by all political parties. Party names should not be of a negative nature and should reflect well on the university. Names shall be placed upon the party’s written documents that are due on Tuesday, March 11th, 2014. At this time the Elections Commissioner shall review the names and contact the party chair to approve or reject.

Article 4:
All political parties may place their party names on their posters and flyers. They may also place candidates' names on the posters, but if a candidate's name appears on a poster or flyer, the poster shall count toward the limit on posters and flyers in each building as spelled out in the campaign rules.

Section 7: Campus Forum and Debates

Article 1:
The campus forum is mandatory for all candidates. Each candidate will speak on stage for no more than three minutes. Your speech should serve as an introduction of yourself to the student body and should address why you are running for office. The campus forum will be held on Monday, March 17th, 2014.

Article 2:
The debate is mandatory for all candidates. All candidates should come prepared to respond to questions on issues relevant to the student body. Executive Council candidates should be especially well prepared for this debate. The debate will be held on Monday, March 24th, 2014.
Section 8: Referendums

Article 1:
Any student or recognized university organization may petition any item to be placed on the official ballot during the Student Government Association elections.

Article 2:
In order for an item to be placed on the ballot, 250 students must sign a petition that will be turned in to the Elections Commissioner no later than 5:00pm on Friday, March 14th, 2014. Each petition must clearly state the referendum and its sponsor and have numbered lines upon which students write their names and student ID numbers.

Article 3:
Referendums will be reviewed by the Elections Commissioner. Upon approval, the referendums will be placed on the ballot.

Article 4:
A referendum must be approved by a majority of the students voting in the election for it to pass. Any referendum that passes will be implemented in consultation with and subject to final actions and decisions by the University of Tennessee at Martin Chancellor, University of Tennessee President, and the University of Tennessee Board of Trustees.

Please contact the Elections Commissioner with any questions.
Phone: (615)480-8147
Email: jacaever@ut.utm.edu
2014 Elections Pledge Form
Due March 14th, 2014 by 5:00pm in UC 210 (John Abel’s office)

I, _____________________________________________ (please print your name)

swear/affirm to having read the SGA Constitution and understand the duties and
requirements of ______________________________________ (office you seek). I pledge if elected to

fulfill these duties and requirements.

Signature __________________________________________      Date _________________

Please contact the Elections Commissioner with any questions.
PhonE: (615)480-8147
Email: jacaever@ut.utm.edu
2014 Elections Rules Compliance Form
Due March 14th, 2014 by 5:00pm in UC 210 (John Abel’s office)

I, _________________________________________________ (please print your name) swear/affirm to comply with the rules of the 2013 Election as stated in the Election Packet and the SGA Constitution. I understand that failure to abide by these guidelines can result in penalization, and therefore accept all penalties that may be brought forth by the 2014 SGA Elections Commissioner, if I am found in violation of any of the rules.

Signature __________________________________________ Date _________________

Please contact the Elections Commissioner with any questions.
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Email: jacaever@ut.utm.edu
# Candidate Petition Form

I, ____________________________________ hereby nominate ____________________________________________ for the office of ____________________________. To the best of my knowledge, the person named above fulfills all requirements for this office. Below are the signatures of twenty-five students who agree to second this nomination.

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Please contact the Elections Commissioner with any questions.
Phone: (615)480-8147
Email: jacaever@ut.utm.edu
As advisor, I certify that the above nominated candidate meets the requirements (2.25 GPA or above for a Senate seat or Judicial Branch position; 2.75 GPA or above for Executive Council position; full-time student) for the position being sought.

Advisor Signature: ___________________________________________   Date ________________

Candidate Signature: ___________________________________________   Date ________________
# 2014 Campaign Finance Report

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Please hold all receipts and documentation. These must be provided to the Elections Commissioner upon request.

TOTAL amount spent: __________

Printed Name ______________________________  Signature _________________________________