2015
SGA Elections
Rules & Form Packet

Please contact the Elections Commissioner with any questions.
Phone: 931.242.4237
Email: racmwash@ut.utm.edu
Important Dates and Deadlines for the 2015 SGA Elections

- **Monday, March 16th, 2015**
  - 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.

- **Tuesday, March 17th, 2015**
  - 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 111.

- **Wednesday, March 18th, 2015**
  - Deadline for submitting preliminary party information (party name and chairperson). This information must be emailed to elections commissioner.

- **Friday, March 20th, 2015**
  - Deadline for petition forms with 25 signatures (50 for Executive Council) 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 5:00pm.**

- **Sunday, March 22nd, 2015**
  - 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 Facebook, Twitter, and Instagram is allowed.

- **Monday, March 23rd, 2015**
  - Meet the Candidates forum at 7:00pm in the UC Ballroom.

- **Friday, March 27th, 2015**
  - Rough draft of campaign finances due to the Elections Commissioner.

- **Monday, March 30th, 2015**
  - Candidate debates at 7:00pm in the UC Ballroom.

- **Monday, April 6th, 2015**
  - Campaign finance forms due by 5:00pm to the Elections Commissioner. No money may be spent on the campaign after this date.

- **Tuesday, April 7th, 2015**
  - General elections.

- **Wednesday, April 8th, 2015**
  - Runoff elections (if necessary).

- **Friday, April 10th, 2015**
  - 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.
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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, appointed Senator, Senator-at-Large (must have served two full semesters as an appointed Senator-at-Large, received an additional 25 signatures on a petition form, AND must be approved by the Senate to run for the position within TWO weeks after the packet has been made available) 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 is not accepted to fill these requirements.

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 2015 Elections Commission and the SGA Constitution.

Article 5:
To qualify for candidacy, nominees need 50 signatures on an Elections Petition Form. The signature of the candidate’s academic advisor is also needed on this form. Once the deadline for petition forms has passed, the candidate may not change the position that they are running for and still qualify for candidacy.

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, April 6th, 2015. A rough draft of campaign finances is due March 27th, 2015.

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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 2.5 or higher at the time of his or her nomination and shall not allow his or her cumulative grade point average to drop below 2.5 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 2015 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. Once the deadline for petition forms has passed, the candidate may not change the position that they are running for and still qualify for candidacy.

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, April 6th, 2015. A rough draft of campaign finances is due March 27th, 2015.

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 2.5 or higher at the time of his or her nomination and shall not allow his or her cumulative grade point average to drop below 2.5 during the tenure of office. Before taking office, the nominee must complete 12 semester hours.

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

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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 2015 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. Once the deadline for petition forms has passed, the candidate may not change the position that they are running for and still qualify for candidacy.

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, April 6th, 2015. A rough draft of campaign finances is due March 27th, 2015.

Section 4: The University of Tennessee Board of Trustees Student Representative Election Qualifications

Article 1:
All nominees for The University of Tennessee Board of Trustees Student Representative position must be enrolled in the University of Tennessee at Martin and in good academic and disciplinary standing at the time of the election, of appointment, and during the term of office. Note: Good academic standing for The Board of Trustees Student Representative position is classified as having a 2.75 cumulative grade point average at their time of nomination and should maintain a 2.75 cumulative grade point average during the tenure of the position.

Article 2:
Nominees must be willing and able to serve as the University Of Tennessee Board Of Trustees Student Representative for 2 full years. The first year of the term the Student Representative will be a non-voting member. The second year the Student Representative will serve as a voting member. Note: The Student Representative shall attend ALL UTM SGA Senate and Legislative Council meetings.

Article 3:
Nominees must complete the Pledge Forms in the SGA office stating that they have read the University of Tennessee Board of Trustees Charter and By-Laws in detail, and will pledge to fulfill all duties and requirements of the position if elected. A copy of the Charter and By-Laws will be made available in the SGA office.

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

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Article 5:
To qualify for candidacy, nominees need 50 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 rules of Campaign Finance and complete the proper Campaign Finance Forms. These forms must be turned in to the Elections Commissioner by the date election packets are due.

Article 7:
Nominees are allowed to run for any SGA position and the Board of Trustees position, excluding executive council positions.

Section 5: 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. If no candidate receives a majority of the vote, then a run-off election will be held between the candidates receiving the greatest number of votes. The available seats for 2015 are as follows:

(4) Seats - College of Agriculture and Applied Sciences
(4) Seats - College of Business and Global Affairs
(12) Seats - College of Health, Education, and Behavioral Sciences
(4) Seats - College of Engineering and Natural Sciences
(4) 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 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.

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Section 6: 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 racmwash@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 racmwash@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 residence halls. 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. **Before placing any signs in the Quad, the method of how they will be displayed must be approved by UTM Physical Plant which can be contacted at 731-881-7640.**

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 only be placed on 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 10th, 2015. 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 candidates 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 regard 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.
• No electronic campaigning shall begin prior to the formal campaigning period.

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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 April 6th, 2015, 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 7th 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:
After filing a declaration of intent, a candidate or a political party shall be responsible for obtaining thorough knowledge of all election regulations. Ignorance of such regulations shall be no excuse for any violation thereof. Consequences of violations, which may include the disqualification of a candidate, shall be left up to the discretion of the Elections Commission. If a candidate who is running on a political party is found to be in violation of the SGA Constitution or this packet and is disqualified, resigns, or leaves for any reason after the deadline in which petitions are due, the party will not be able to replace the candidate.

Article 19:
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.

Section 7: 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 Wednesday, March 18th, 2015.

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 20th, 2015. This list shall be alphabetized and shall include the name and phone number of each candidate.

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Email: racmwash@ut.utm.edu
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 Wednesday, March 18th, 2015. 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 8: 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 23rd, 2015, in the University Center Ballroom.

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 30th, 2015, in the University Center Ballroom.

Section 9: 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 20th, 2015. 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.

Please contact the Elections Commissioner with any questions.
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Email: racmwash@ut.utm.edu
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.

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.

Please contact the Elections Commissioner with any questions.
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Email: racmwash@ut.utm.edu
2015 Elections Pledge Form
Due March 20, 2015 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 ______________

Major: ________________________________________________________________________________

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Email: racmwash@ut.utm.edu
2015 Elections Rules Compliance Form
Due March 20, 2015 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 ________________

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Email: racmwash@ut.utm.edu
Candidate Petition Form

I, __________________________ hereby nominate __________________________

Person making the nomination Nominee

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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2015 SGA Election Academia Advisor Form
Due March 20, 2015 by 5:00pm in UC 210 (John Abel’s office)

As advisor, I certify that the above nominated candidate meets the requirements (2.50 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.

Candidate Signature: ___________________________________________ Date ______________

Position Seeking:________________________________________________________

Advisor Signature: ___________________________________________ Date ______________

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# 2015 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 ____________________________

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