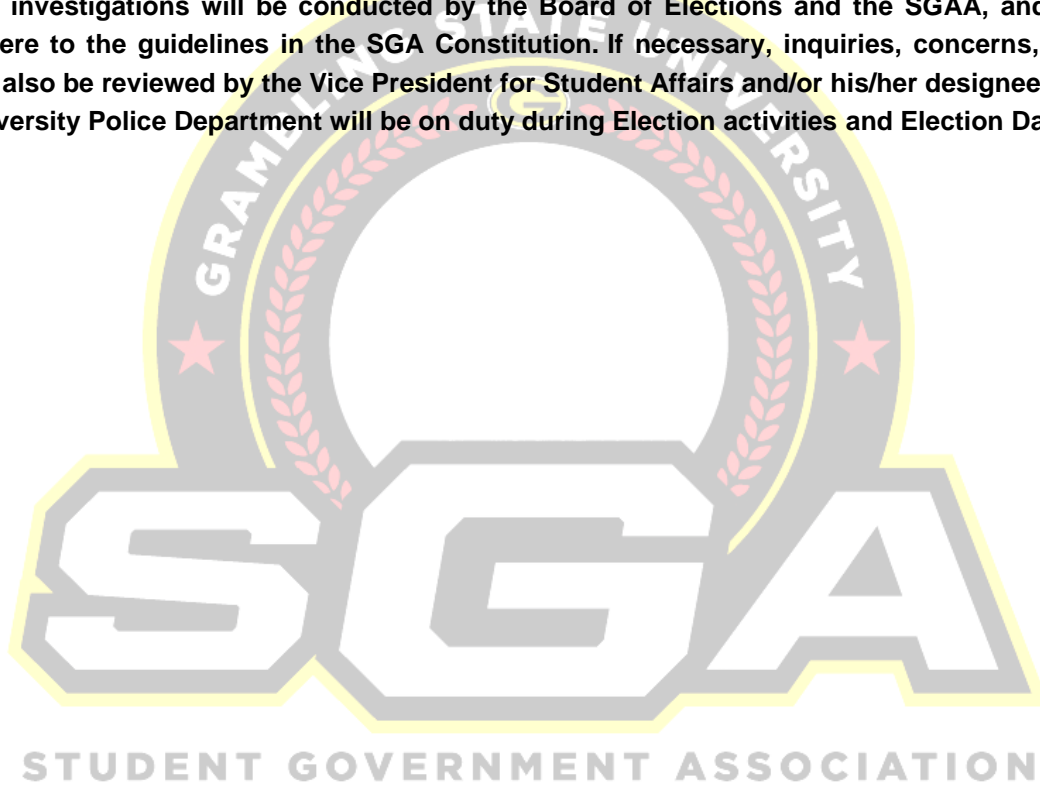


Grambling State University

Student Government Association

ELECTION CODE

All student elections at Grambling State University and the entire election process will be conducted by the Student Government Association(SGA) via the Board of Elections (Article VI of the SGA Constitution), and will be monitored by members of the Board of Elections, SGA Advisor(SGAA) and the University's Internal Auditor. Inquiries, concerns, and investigations will be conducted by the Board of Elections and the SGAA, and will adhere to the guidelines in the SGA Constitution. If necessary, inquiries, concerns, etc., will also be reviewed by the Vice President for Student Affairs and/or his/her designee. The University Police Department will be on duty during Election activities and Election Day(s).



**ANY CANDIDATE FOUND IN VIOLATION OF
THIS CODE WILL BE SUBJECT TO
DISQUALIFICATION.**

Section 1.0 Board of Elections

Purpose

The Board of Elections shall administer all elections and nominations under the auspices of this Election Code, which is governed by Section 5 of the SGA Constitution.

1.2 Members of the Board of Elections

This Board shall consist of the following five student members and one administrative member:

- a. The Elections Commissioner, elected by the student body.
- b. The Deputy Election Commissioner, elected by the student body.
- c. Three non-SGA members of the general student body appointed by the SGA Advisor.
- d. An Administrative Representative to be appointed by the Vice President of Student Affairs.

1.3 Eligibility

- a. Students vying for the positions of Election Commissioner and Deputy Election Commissioner must be elected;
- b. have a cumulative grade point average of 2.5 or above when he/she applies for office and must maintain a 2.5 grade point average throughout the term of office or be subjected to the loss of his or her position;
- c. remain a full-time student from the time of election throughout the term of office (an entire academic year/consecutive Fall and Spring semester);
- d. must be able to serve the entire term of office (an entire academic school year/consecutive Fall and Spring);
- e. candidates must not have been placed on disciplinary probation or suspension by the authority of Judicial Affairs at any point during the previous academic year nor while serving his/her term;
- f. members of the Board of Elections **are not** allowed to run for an office while serving as a member of the Board and **must** resign by the 14th class day of the spring semester If they are planning to run;
- g. no member of the Board of Elections may actively participate as a campaign manager, worker, etc., for any candidate in the election; and,
- h. the Board of Elections shall have the power to enforce this Election Code (Article II, Section 5 and Article VI of the SGA Constitution).

1.4 Duties of the Board of Elections (BOE)

- a. Print official ballot.
- b. Publicize the election and voting procedures.
- c. The method of ballot will be on-line voting.
- d. Making all rules and regulations concerning elections on constitutional amendments.
- e. Verify all qualifications of all candidates.
- f. Have primary jurisdiction in all cases involving the observance and execution of the Election Code
- g. Recommend sanctions for violation of the code.
- h. Perform other duties concerning the administration of the election process consistent with the Constitution, bylaws and university regulations.
- i. Remove any Board of Election student member who shows bias for any candidate. Student will be removed from the Board by a majority vote of the remaining members. Any removed member may not serve on the Board, again.
- j. The Election Commission will provide a clearly defined non-campaigning zone. (No less than 50 feet of the identified buildings)
- k. Investigate all violations
- l. Be the official police of the election
- m. Recommend changes of the Election Code to the Legislative Branch as deemed necessary
- n. Manage all voter registration of local, state and national elections for the student body

1.5 Duties of Election Commissioner (see Article II, Section 5, of the SGA Constitution)

- a. Serve as the Chairman of the Board of Elections
- b. Supervise and direct the arrangements of the Board of Elections
- c. Announce rules and regulations of the Election Code.

- d. Be responsible for enforcement of this Election Code.
- e. Provide adequate information concerning all elections to all official university media prior to and following each election.
- f. Call meetings with the Board of Elections as deemed necessary.
- g. Provide needed information to each candidate on election procedure by the end of candidate declaration.
- h. Provide training for all members of the Board of Elections in their duties and responsibilities prior to each election.
- i. Maintain a permanent, public record of the final results of all elections.

1.6 Duties of Deputy Election Commissioner (Article II, Section 5, of the SGA Constitution)

- a. Assist the Election Commissioner.
- b. Serve as Vice-Chair for Board of Elections.
- c. Perform any duties given by the Election Commissioner.
- d. Meet with the Board of Elections when deemed necessary.

1.7 Duties and Powers of the appointed members of the Board of Elections shall be to:

- a. Assist the Board of Elections in making sure the campaign period runs according to the SGA Constitution and Election Code.
- b. Serve as the official police of the Elections
- c. Meet with the Board of Elections when deemed necessary
- d. Shall be 3-non SGA members of the student body to serve on the Board of Elections and shall be appointed by the SGA advisor

1.8 Jurisdiction (Article VI, of the SGA Constitution)

- a. Board of Elections is the quasi-judicial body of the SGA.
- b. The Board of Elections will propose an Election Code with all necessary rules and by-laws that may not be in conflict with the SGA Constitution.
- c. All Board of Elections members are required to attend all scheduled election activities and meetings.
- d. The Board of Elections may make structural and grammatical changes to this code, as it deems necessary.

- e. The Board of Elections shall have the power to enforce this election code.

1.9 Regulations

- a. Membership onto the Board of Elections shall be from date of appointment or election until end of the following spring semester. This time period may be adjusted by resignation, graduation, or interrupted education, which includes an internship or co-op, unless removed.
- b. Three members of the Board shall be considered a quorum.
- c. All questions (written and signed by the submitter) before the Board of Elections shall be decided by majority vote.

2.0 Pre-Election Period

Please see the "Do's and Don'ts" list.

2.1 Eligibility

a. SGA Executive Board

1. Candidates must have at least sixty Grambling hours when applying for office.
2. Candidates must be able to serve the entire term of office (an entire academic school year, consecutive fall and spring semester).
3. Candidates must be and remain a full-time student from the time of election throughout the term of office (**an entire academic school year, consecutive fall and spring semesters**).
4. Candidates must have a cumulative grade point average of 2.8 or above upon qualifying for office per GSU transcript. He/she must maintain this average while in office or be subjected to the loss of his/her position.
5. Candidates must not have been placed on disciplinary probation or suspension by the authority of Judicial Affairs at any point during the previous academic year nor while serving his/her elected term.
6. Candidates must be able to work effectively within the University system for his/her entire term.
7. Candidates vying for the position of President and/or Vice President are required to have served two (2) semesters in a constitutional SGA position as well as have held a leadership position (according to their bylaws) in a registered student organization, athletic or spirit group (President, Vice President, Secretary, Treasurer).
8. Candidates vying for the position of Secretary are recommended to be skilled in typing, filing records and minutes, and office procedures.

9. Candidates running must file a Declaration of Candidacy Form and other necessary forms with the Board of Elections at the scheduled place and time to be announced.

b. Class Officers

1. Candidates must have a cumulative grade point average of 2.5 or above when he/she applies for office and must maintain a 2.5 grade point average throughout the term of office or be subjected to the loss of his or her position.
2. Candidates must be and remain a full-time student from the time of election throughout the term of office (an entire academic year/consecutive Fall and Spring semester).
3. Candidates must be able to serve the entire term of office (an entire academic school year/consecutive Fall and Spring).
4. Candidates must not have been placed on disciplinary probation or suspension by the authority of Judicial Affairs at any point during the current academic year nor while serving his/her elected term.
5. Candidates for Senior Officers must have at least ninety (90) semester credit hours by the beginning of the Fall semester after the election.
6. Candidates for Junior Officers must have at least sixty (60) and no more than eighty-nine (89) semester credit hours by the beginning of the Fall semester after the election.
7. Candidates for Sophomore Officers must have at least thirty (30) and no more than fifty-nine (59) semester credit hours by the beginning of the Fall semester after the election.
8. Candidates for Freshman Officers must show proof of enrollment, have a full time student status of 12 credit hours and maintain this status from the time of applying for office until the end the term. In the event that a Freshmen candidate began school in summer, the 2.5 grade point average requirement also applies.
9. Candidates must be in good standing with the university when applying for office and throughout his or her term of office.
10. These officials must be elected by their respective class.
11. Candidates running must file a Declaration of Candidacy Form and other necessary forms with the Board of Elections at a scheduled place and time to be announced.

c. **Royal Court**

1. Have completed and passed a specified number of class hours to qualify and to run for a position. **Note: Obtaining the minimum required hours by the end of the spring semester is mandated to allow for preparation (i.e., coronation, appearances, etc.) for summer and fall events.**

Miss GSU—A minimum of 90 credits by the end of spring semester and a graduating senior

Miss Senior—A minimum of 90 credits by the end of the spring semester

Miss Junior—A minimum of 60 credits by the end of the spring semester

Miss Sophomore—A minimum of 30 credits by the end of the spring semester

Miss Freshmen—must be enrolled, 0-29 credits

2. Have and maintain a verifiable **2.5 or above cumulative Grade Point Average (GPA)** per GSU transcript.
3. Remain enrolled as a full time student throughout the fall and spring semesters of the reign. (Otherwise, crown and privileges will be forfeited).
4. Must be in good standing with the University (i.e. academic, judicial, etc.). Never have had a judicial record nor have been sanctioned during her tenure at the University.
5. Never married or have any children (birth/adopted).
6. Candidates must be and remain a full-time student from the time of election throughout the term of office.

2.2 Schedule of Events

- a. For the spring semester, the pre-election and election period will be determined by the SGA Advisor and the SGA President. In the fall semester, the pre-election period shall be held on the second (2nd) week of school and the election week shall be held during the third (3rd) week of school.
- b. There will be no run-off election except in the event of a tie.
- c. A special election of any type may only be held when determined by the Board of Elections or University Administration.
- d. A brief description of the parade route will be provided at the Nomination Convention.
- e. **A MANDATORY INFORMATION SESSION (INTEREST MEETING)** will be scheduled for all **POTENTIAL CANDIDATES**. All potential candidates who are unable to be present **MUST** submit a letter of absence stating why you will not be present. Proof of absence will be expected (Example: Doctor's Excuse, work schedule, etc.) Only those potential candidates will be allowed to continue in the

election process. Students will be allowed to pick up a Letter of Absence Template in Grambling Hall in Room 222. The Letter of Absence should be completed and turned in to the Assistant to the Vice President of Student Affairs by 5:00 pm prior to the event in which they wish to be excused from.

- f. **All election events allow candidates to set up booths or tables to display souvenirs and talk about their campaign.**
- g. Election events set-up and take-down will be determined by Board of Elections. All candidates and their teams are required to thoroughly clean the venue being utilized for the booster.
- h. Each candidate will be required to sign-in and sign-out with the Election Commissioner (or his/her designee) prior to departing the premises. (Booster, Parade, Ice Cream Social, etc)
- i. Sponsors are not allowed to actively participate in campaign election process. (Example: parade, booster, etc.)

2.3 Nominations

- a. Nominations shall be held at least one week prior to elections.
- b. Candidate must be nominated at the Nominations Convention.
- c. All nominations must be made from the floor of the convention hall. Order of nominations will progress from bottom up, meaning from Senate to Queen.
- d. In the case of an excused absence, a prospective candidate must submit a typed letter explaining his/her absence. Candidate should provide a letter of acceptance of the nomination by the time of the Nomination Convention. Students will be allowed to pick up a Letter of Acceptance Template in Grambling Hall in Room 222. The Letter of Acceptance should be completed and turned in to the Assistant to the Vice President of Student Affairs by 5:00pm prior to the event in which they wish to be excused from.
- e. Before a student's name is placed on the ballot, he/she must be cleared by the Registrar's office for grades and classification and by the Vice President for Student Affairs and Judicial Affairs for disciplinary action.
- f. All appeals to the decision letter must be submitted to the Office of Student Affairs within 3 business days for spring elections.
- g. Only undergraduate students can nominate students for undergraduate positions.

2.4 Fall Elections

- a. Student must present a valid fee sheet when applying for office. (Fee sheet may be verified.)
- b. All appeals to the decision letter must be submitted to the Office of Student Affairs within 24 hours for fall elections.

- c. Candidate must complete and submit all necessary forms by deadline set forth by the Board of Elections.

2.5 Campaign Procedure

- a. The Board of Elections shall set forth the formal time for the beginning and ending of campaigning; any formal or active campaigning outside of the specified time will be cause for disqualification.
- b. Formal campaigning shall be defined as appearance or presentation of platform for soliciting voters, and displaying or distributing of campaign material. Candidates should submit the name of their campaign manager and active campaign workers on the form provided by the Board of Elections. All campaign workers must be a registered undergraduate student at the university.
- c. Active campaigning shall include participating in Board of Elections sponsored events, word of mouth campaigning and activities/actions or events authorized by the BOE; there will be no restrictions on securing a campaign manager and organizing a platform.
- d. Use of University technology **is prohibited** for use when campaigning for any candidate (i.e., "The Gramblinite", KGRM, Media Boards).
- e. **The only social media outlet that will be allowed for campaigning purposes is "Instagram". All Instagram posts must have the hash tag: #GramElections2K14.**
- f. There will only be one ground sign per area designated by the Board of Elections. The ground signs **will not** be any larger than 4' x 3' including stake.
- g. No personal computers, laptops, iPads/tablets, cell phones or any technology devices with internet access are allowed for voting purposes and active campaigning. (This means passing the listed items from person to person in an effort to allow for voting.)
- h. Until the election period, no potential candidate may pass out any goods, materials, or services, make public announcements or presentations on behalf of the SGA or themselves, announce their possible candidacy, or post on any social media about their possible candidacy.
- i. Cyber bullying will not be tolerated in any form. (Definition: the electronic posting of mean-spirited messages about a person (as a student) often done anonymously.

3.0 Voting

- a. The Board of Elections will designate the dates and hours for voting.
- b. **NO** campaign material may be given and/or verbalized within 50 feet of the designated voting locations (i.e. *absolutely no visible campaign apparel within voting locations (computer labs, etc.). Campaign apparel includes but is not limited to T-shirts, buttons, hats, etc.*)

- c. The Board of Elections shall be responsible for the tabulation results for all elections, and they shall not begin until the polls are officially closed. Announcements of official results shall be made within at least two business days after ballots have been counted. On-line voting will be handled by the Vice President of Student Affairs and the University's Internal Auditor.
- d. The returns shall contain all persons winning in each election. The election results shall be placed in several areas (Office of the Vice President of Student Affairs, the Student Government Association Office, and will be additionally announced on KGRM once the Election Commissioner has verified beyond a doubt). All records shall be kept on file by the Internal Auditor's Office, SGA Office, and the Vice President of Student Affairs' Office.

4.0 Restrictions and Guidelines

- a. There will be no campaigning that will compromise the dignity or integrity of the University. All campaign materials and practices are subject to approval by the Board of Elections. The Board of Elections may add additional regulations concerning campaigning as it deems necessary, as long as it is in accordance with the SGA constitution.
- b. There shall be no campaigning that will disturb class; this may include announcements during or prior to the beginning of classes.
- c. Flyers of **any kind (size, shape, etc.) ARE NOT** allowed to be used for campaign purposes, personal promotions, etc. This also includes business cards.
- d. Any person who qualifies as a candidate for any election will not hold the Board of Elections, Student Government Association or Grambling State University responsible for the infringement of any copyrighted material or monies lost during the election period.
- e. No campaigning material may be placed inside or on any buildings, light posts, telephone posts, statues, monuments, sidewalks, steps, or the square (Unless approved by the Board of Elections).
- f. No candidate or campaign member may make any negative public statement that will injure the reputation or character of another candidate. The Board of Elections reserves the right to decide what constitutes defamation.
- g. Each candidate will be held responsible for making certain displays are removed by 11:30 a.m. on the last day of campaigning, which will be determined by the Board of Elections.
- h. All candidates participating in the Parade **will not** be allowed to use eighteen wheelers, motor cycles, 3 or 4 wheelers, helicopters, fire trucks, limousines, animals, fire or explosives. The Vice President of Student Affairs, the SGA Advisor or the Board of Elections, and any other necessary departments must approve any other vehicles and/or special causes. A candidate shall have no more than three (3) cars in the parade. In order to participate in the parade all vehicles must be present by 4:00 p.m. on the given day and the Election Commissioner will assign positions in the parade. Parents may drive in the parade due to insurance issues but they may not

wear any campaign paraphernalia. (A University employee can only drive their car if they are the parent.)

- i. Individuals riding on cars in an unsafe manner or inappropriately will be removed from the parade.
- j. There will be no individual parades for any candidate.
- k. A candidate may only use a nickname for marketing purposes only. However, vulgar nicknames will not be allowed. Nicknames will not be placed on ballots and, if used, must be used as follows (For example: Brittany "Bri" Williams).
- l. The order of names on the ballot will appear in alphabetical order.
- m. Students **may distribute clearly labeled trademark, company logo (e.g., Coca Cola, Nabisco, Wendy's, McDonald's, etc.)** consumable food items during election activities.
- n. All candidates running for any position in the Student Government Association election will be treated fairly and impartially.
- o. Students will be allow to have campaign materials in academic buildings excluding computer labs. However, no campaigning will be allow in academic building including polling areas.
- p. **NO PARENTS OR NON STUDENT RELATIVES ARE ALLOWED TO ACTIVELY CAMPAIGN ON GSU'S CAMPUS.** (All campaign workers must be a registered student at the university.)
- q. No loud profane music.
- r. All SGA executive board candidates must be present for the debate.
- s. There will be no physical campaigning before 8 am and after 10 pm. (ie. Setting up booths, passing out materials, or ay other form of physically soliciting votes.
- t. **NO RESIDENCE HALL WALKS** are allowed before 12:00 noon and after 10:00 p.m. If found in violation, candidate may be subject to disqualification.
- u. No candidate or members of a campaign team are allowed to collect G-numbers to vote for students. If found in violation, candidate may be subject to disqualification.
- v. Only undergraduate students can participate on the campaign teams of students seeking undergraduate positions; however, graduate students can only participate in the campaign of Miss GSU.
- w. Acceptance letters must be picked up from the Office of Student Affairs for each Candidate's name to appear on the ballot.
- x. No University sponsored teams and groups can endorse a specific candidate.
- y. The current members of SGA and the Royal Court cannot endorse any candidates.

5.0 Violations and Penalties

- a. Any student who wishes to report an alleged violation of the Election Code must do so by filing a written account of the occurrence of the alleged violation to the Office of Student Affairs within 24 hours of the alleged occurrence. The written and signed letter must be submitted/delivered to the Office of the Vice President for Student Affairs (Grambling Hall, 2nd Floor).
- b. Any breach of rule in the Election Code or University rules by candidate will subject the violator to a penalty, including possible disqualification. The Board reserves the right to use its discretion in the interpretation of the Election Code.
- c. The Board of Elections will make consistent decisions regarding any penalties or any violation. Action may consist of but not be limited to a warning, restriction of full scale and active campaigning, or disqualification.
- d. All candidates are responsible at all times for their conduct to the Board of Elections. Anyone in violation will automatically be referred to the Office of Student Judicial Affairs.
- e. Any candidate may contest election results any time **before** the official results are posted, by notifying the Office of Student Affairs in writing. The Board of Elections may order a recount if deemed necessary or a new election if it will insure a fair result. The Board of Elections will establish the procedure of the new election.

6.0 Legalities

- a. All elected SGA officials (excluding freshmen) shall assume office on the day after spring commencement.
- b. All officials shall take oath of office in the fall semester.
- c. Appointed officials shall assume office after being approved by the Senate.
- d. All officials shall serve until the day of spring commencement.
- e. Freshman will assume office immediately after the election results have been verified and confirmed by the University President.
- f. The Vice President of Student Affairs will handle the Oath of Office for the Student Government Association.
- g. Any student found in violation of any negative posting on any social media forum regarding a candidate will be referred to the office of Judicial Affairs.
- h. If a candidate contests the election results then the Board of Elections shall have one week after the filing in which to decide what action is to be taken. The Board of Elections will make all decisions regarding disqualifications. Any appeals must be submitted to the Office of Student Affairs within 24 hours of the Board of Elections' decision.

All previous Election Codes are hereby repealed.

