

**School of Social Service Administration (SSA)
Student Government Association (SGA)
Election and Rules Handbook
Revised Winter 2016-2017**

Table of Contents:

1. Description of Positions (See SGA Handbook)

2. Elections Overview

2.1 Autumn Quarter Appointments

3. Candidacy

3.1 Requirements

3.2 Form Submission Guidelines

3.3 Candidate Forums

3.4 Transparency

3.5 Solicitation

4. Typical Elections Cycle Schedule

5. Voting Procedure

5.1 Process

5.2 Run -Off Process

5.3 Contested Outcomes

6. Campaigning Expenditures

6.1 Allowances

6.2 Reimbursements

6.3 Printing

6.4 Expenditures by Others

6.5 Expenditures Report

7. Campaigning

7.1 Campaigning Period (Week 1)

7.2 Respect and Courtesy

7.3 Permissible Campaign Materials

7.4 Campaign via Emails and Social Media

8. Infractions and Penalties

8.1 Infractions Points System

8.2 Permissible Candidate Literature Locations 2

8.3 Detailed Infractions and Points Breakdown

8.4 Reporting Infractions (Complaints)

8.5 Other Infractions

9. Disputes and Appeals

10. Referenda

11. Special Scenario: Interim Period Autumn 2015

11.1 Elections and Rules Managers

11.2 Abridged Elections Timelines

11.3 Campaigning

11.4 Allocating Funding to Student Organizations

11.5 Executive Board Responsibilities

11.6 Future Guidelines

12. Appendix

A1 - Petition for Office

A2 - Petition for Referenda 3 4

1. Description of Positions (See SGA Constitution)

- a. The President(s) serves as the Chief Executive Officer of Student Government Association and shall preside over all general meetings and ensure that the organizations' constitution and goals are fulfilled. The President appoints all committee members to standing SGA committees and may also appoint any special committees as necessary. The President serves as an ex-officio member of all committees. The President has the power to call special meetings, as s/he deems necessary. The President serves as the spokesperson and liaison from the SGA Executive committee and the student body to the Administration. The President represents the student body to the Dean of SSA and the Dean of Students of SSA. Finally, the President shall also perform such other duties as the position may require.
- b. The Vice-President(s) serves to assist the President to ensure that the goals of SGA are fulfilled. In the absence of the President, the Vice-President shall preside over general meetings. The Vice-President is responsible for the upkeep of the constitution and for reserving room space for meetings. The Vice-President shall serve as an ex-officio member of SGA committees as assigned by the President. Finally, the Vice-President shall also perform such other duties as requested by the President and as the position may require.
- c. The Treasurer(s) shall receive all money of the organization, keep an accurate record of money transactions, and design and operate the organization's budget as approved by the Executive committee of the organization. When necessary or requested by the President, the Treasurer(s) may set up special accounts. The Treasurer(s) in conjunction with the President, shall sign off on all organizational payments. The Treasurer(s) shall keep an accurate, up-to-date file of all receipts for such payments. The Treasurer (s) shall collect all funds resulting from any organizational fund-raisers and shall deposit the organization funds into the SAO account. A full and accurate report of inventory, sales and any funds collected, shall be submitted in writing to the President and Executive Committee within seven days of any sales or event. The Treasurer shall give a treasury report at all Executive committee meetings. The Treasurer shall train her/his successor and turn over all records by the 30th day of the sixth month of the year in which she/he leaves office. The Treasurer(s) shall perform other such duties as the office and the President may require. 5
- d. The Social Chair(s) shall plan and implement a minimum of one social event per quarter that are educationally, culturally, and socially enriching for the SSA student body, and that fulfill the social and civic quests of SSA SGA. Events will reflect the aforementioned purposes of SSA SGA and will also reflect a forward progression of relationship building with other University of Chicago graduate schools and the SSA Alumni Association. The Social Chair(s) shall perform other such duties as the office and the President may require.

e. The Graduate Council Representative(s): The Graduate Council Representative shall represent the SSA SGA Board and subsequently the SSA student body at all University of Chicago Graduate Council meetings and any joint sessions of Graduate and Undergraduate Councils; and as such, will represent the SSA student body via voting mechanisms. The Graduate Council Representative must be an elected SSA SGA Board Member. The Graduate Council Representative can designate a proxy if said Representative cannot be present for a specific meeting.

f. The Secretary(s) shall keep an accurate, permanent record of the minutes and the proceedings of the organization, a written record of attendance at all meetings, and written record of the membership standing of all members. The secretary(s) shall issue organizational notices for meetings and invitations for persons concerned, assist with organizational correspondence as needed, keep an up-to-date file of meeting notices, minutes, and relevant incoming and outgoing organizational correspondence. The secretary(s) shall maintain and post a monthly calendar of all SGA events and activities. The secretary(s) shall train her/his successor and turn over all records by the last day of the fifth month of the year in which he/she leaves office. The secretary(s) shall perform other such duties as the office and the President may require.

2. Elections Overview

2.1 Spring Quarter Voting Processes

All Senior Officers (President, Vice President, Treasurer, Senior Social Chair, and Senior Graduate Council Representative) will be elected in the beginning weeks of the Spring Quarter. All remaining open positions and all unfilled positions from the prior election will be elected in the first weeks of the Fall Quarter of the forthcoming academic year. Elections held in the Fall Quarter will be open to new incoming SSA students and the returning SSA student body.

3. Candidacy

3.1 Requirements

Candidates must be full-time, part-time day, accelerated or, EEP Master's students, or PhD students at SSA in good academic standing as defined by the school.

3.2 Form Submission Guidelines:

1. In order to appear on the ballot, candidates must submit petitions to the Election and Rules Committee by the Friday prior to the week of campaigning, which shall begin on the following Monday.
2. The number of valid signatures required for a candidate to appear on the ballot shall be as follows:
 - a. 30 SSA students for individual candidates
 - b. 50 SSA students for slates
4. All candidates shall be given a copy of the SGA governing documents, including the Election Code, a copy of SSA Constitution, and a copy of the University-wide Student Government Constitution and Bylaws for those running for the Graduate Council Representative. Candidates will also be informed of all material rules and regulations upon receiving petitions for candidacy.
5. Signatures on each petition will be checked for their validity, and confirmation will be given to candidates that names have been certified and approved by the Saturday prior to campaigning week. Signatures will be declared invalid if the signer is not a member of the SSA and/or the signer is not a member of the candidate's constituency.

4. Typical Elections Cycle Schedule

For Spring Elections for open positions, the following schedule is enforced:

Week 1 of Classes: Petition forms. will be made available for all students via email, and copies will be placed on the front desk at the SSA lobby. Elections rules and procedures, as well as an election timeline will be send to all students via email. Petitions are due by 5:00 PM on Friday of Week 2 via email to ssastudentgov@gmail.com

Week 2 of Classes: Students will have this week to campaign in accordance to the rules established by this rules and elections guideline and any SSA Constitution and Bylaws-- and in the case of Graduate Council Representative, guidelines established in by both SSA Constitution and Bylaws and the University Student Government Constitution and Bylaws.

Week 3 of Classes: Elections will open on Monday at 9AM and close at 9 PM on Tuesday. Students will be notified on Wednesday morning of elections results.

5. Voting Procedure

5.1 Process

Voting will be conducted using the Blueprint system available through the Center for Leadership and Involvement or through a comparable system determined by the SGA Board with the consultation of various campus members. Only students with a valid SSA UChicago ID will be eligible to vote. Students can be full-time, part-time day, EEP, PhD, or accelerated students.

5.2 Contested Outcomes

Candidates or students who wish to contend elections shall notify Rules and Election Committee in writing within three days after elections are held. Once the Rules and Election Committee receives the notice of contention there will be an open meeting held to hear the reason to contend the election. The Rules and Election will then decide whether re-elections will be held. If there are complaints against this process candidates shall follow the complaints proceeding defined in section in 9.4. 8

5.3 Complaints against the Rules and Election Committee

Candidates or student who wish to submit formal complaints against the Rules and Election Committee can do it with the current serving SGA Executive who have final authority on the election process in accordance with SGA Constitution. SGA Executive can in case of irregularities or violation can invalidate the election, SGA is the only body besides the Rules and Election Committee that can invalidate an election with the exception of the Graduate Council Representative position which can also be invalidated by the University Student Government Rules and Election Committee. The same hearing

and complaints guidelines should apply for complaints against the Rules and Election Committee as described in this document in section 5.2. SGA Executive Committee can at any time dismantle the Rules and Election Committee in which case they will be in charge of running the election.

6. Campaigning Expenditures

7.1 Allowances

1. Expenditures are limited to 40 dollars for individual candidates and 50 dollars for slates. Candidates shall not use personal resources purchased prior to elections. Candidates running for Graduate Council Representatives should follow the restrictions allowed under the Rules and Election Guidelines and Bylaws set by the University Student Government for such position. In the case the amount is more than 40 dollars the candidate should seek reimbursement by the University Student Government.
2. A copy account of 10 dollars for individual candidates and 25 dollars for slate candidates for printing and photocopying to be used at the (SSA production room). Using personal resources such as printers or photocopier for printing and copying is prohibited.
3. Expenses shall be measured by their fair market value, not their actual cost. Where an item or service is given at a markedly reduced price that is not available to the general public, fair market value shall be defined as the average or usual cost to obtain the item or service in the area in which it was obtained. Otherwise, the actual price of the item or service may be considered its fair market value, at the discretion of the SGA Executive Committee.
4. The Rules and Election Committee will review any and all expenditures.

7.2 Donations Campaign

Donations of any form are strictly prohibited. Donations may be defined as any material with cash that in any way supports the campaign that has not been produced by the candidate themselves. This includes materials donated by individuals, clubs or organizations which endorse a candidate's campaign (e.g. posters cannot be printed, groups cannot throw study breaks for the candidate etc.).

7.3 Expenditures Report

1. An itemized budget must be submitted to the Rules and Election Committee on the day after the campaign period ends. The itemized budget must include the fair market cost of each component of the item [see example in Annex].
2. Original receipts must be attached to the itemized budget.

3. If any items were received at a discounted rate, candidates should record their fair market value in the template and attach proof of current fair market value (e.g. print out from Amazon).

8. Campaigning

8.1 Campaigning Period (Week 2)

The campaign period will last for seven days.

8.2 Respect and Courtesy Endorsement vs. Slander:

While candidates may use social media to endorse other candidates, they may not post negative or slanderous comments. The definition of slander is “a malicious, false, and defamatory statement.” The definition of endorsement is to “approve or sanction.” The former is harmful, while the latter is productive and leads to collaboration between candidates.

8.3 Permissible Candidate Literature Locations

1. Fliers may be placed only in the following building areas, but not on wood, glass, or sidewalk surfaces:

- a. Bulletin boards, such as the SGA board on the East side of SSA and next to the cafe
- b. Clothing and persons
- c. Tables in the SSA lobby

2. Fliers may be placed in the following locations, but not on wood, glass, or sidewalk surfaces, only with the permission of the respective below authorities:

- a. Campaign literature may not be placed anywhere not above stipulated, including on bricks and stones, sidewalks, windows, stairwells, bulletin boards reserved for other purposes, and etc.

8.4 Campaigning via Emails and Social Media

1. Before election - Campaign Process

a. Advertising - Social Media:

- i. Candidates may not use social media to solicit donations from supporters.
- ii. Candidates may not use social media to encourage individuals who are unaffiliated with SSA to vote for them or other candidates.
- v. Student organizations may not endorse candidates. If a student organization does endorse a candidate without the candidate’s knowledge, candidates should contact the organization requesting the endorsement is taken down. Candidates may be asked to produce evidence of their request. Organizations endorsing

candidates may be penalized by SGA.

9. Infractions and Penalties

9.1 Infractions Points System

All components of campaigning regulations as presented in Section 7 & 8 are subject to Infractions and Penalties regulations. Any infraction of the stipulated regulations, as listed below, will result in the accumulation of Penalty Points as assigned to or as to be determined by the evaluation criteria prescribed to each violation. The Rules and Election Committee shall be responsible for investigating all reported infractions, and assigning Penalty Points to each candidate who violates a stipulated regulation. Penalty Points shall be cumulative.

Upon reaching a corresponding threshold of Penalty Points, sanctions shall result as follows:

1. 20 points: Candidate loses the privilege of campaigning via electronic and media messaging (including, but not limited to, email and Facebook Posts)
2. 30 points: Candidate loses the ability to campaign online (including, but not limited to, Facebook pages, YouTube, and Twitter), except material contained entirely on a personal campaign website
3. 40 points: Candidate further loses the ability to have a personal campaign website, and must take down all fliers and other campaigning literature.
4. 50 points: Candidate is disqualified

9.2 Detailed Infractions and Points Breakdown

The following constitute official infractions. Penalty Points will be assigned as indicated.

1. Level 1 Infractions (Resulting in penalties outlined in Section 9.1):
 - a. Publicly displaying literature in a prohibited area (2 points per flier)
 - b. Taking up more than 1/4 of a bulletin board with one's campaign materials. (5 points per bulletin board)
 - c. Deliberately tampering with or acknowledging the tampering of another candidate's campaign literature, or otherwise defacing or removing said literature (5 points per infraction)
 - d. Spending more than the permitted expenditure amount in Section 7 in effect to increase publicity of your candidacy, including materials distributed during events with the purpose of publicizing your candidacy (10 points per dollar over the permitted amount)
 - e. Failure to remove campaign literature in violation of stipulated infractions within

24 hours of the “send time” of the notification email (10 points per additional hour).
f. Failure to submit a Campaign Expenditure Report electronically or in-person to the Elections and Rules Managers by 5 PM on the last day of the campaign week (5 points per additional hour).

g. Failing to attend mandatory candidate meetings (5 points).

2. Level 2 Infractions (Resulting in the penalties outlined in 9.1); Penalty Points decided by election manager(s) based on determinant criteria:

a. Violation of electronic and social media campaigning procedures and rules (determined based upon the level of severity).

3. Level 3 Infractions (Resulting in automatic disqualification):

a. Displaying materials with the purpose of publicizing one's campaign after such activities have been prohibited by the Penalty Points System and/or Section 9.

b. Being untruthful to an Elections and Rules Manager about facts pertaining to the election

c. Harassment of other candidates based on race, gender, sexual orientation, disability, socioeconomic status, and other affiliations. Candidates who violate this rule may be also subject to subsequent report to the University Title IX coordinator.

Please note that as indicated above, literature in infraction of the above regulations must be removed within 24 hours of the time at the “send time” of the infraction notification email, unless this occurs during the weekend. The summary of all infractions will be publicly recorded on the SSA/SGA website.

9.4 Reporting Infractions (Complaints)

1. Any SSA student may file a complaint with the Rules and Elections Committee from the first day of the candidacy petition period until Friday at 5:00 PM of the week of voting.

2. Complaints must be submitted in writing or as an email attachment by completing the Election Complaint Form or the Candidate Violation Form. These forms must be submitted by email. The complaints will be received by the Rules and Election Committee and evaluated by the Rules and Election Committee. Anonymous complaints, and complaints submitted in any other form, will not be considered.

4. The Election Complaint forms and Candidate Violation forms must contain the following information:

a. Name(s) of individual(s)

b. The grounds for the request

c. Evidence

4. Complainants should not otherwise contact individual members of the Rules and Election Committee.

5. Election Complaints: Any SSA student may petition the Rules and Election Committee to void an election on grounds of an improper election process, integrity of the Rules and Election Committee, or mismanagement of the election that resulted in a violation of the University of Chicago's policies outlined in the University Student Manual. Students may also petition the SGA Board to void an election of an improper election process, integrity of the Rules and Election Committee, or mismanagement of the election that resulted in a violation of the University of Chicago's policies outlined in the University Student Manual and in the case of the Graduate Council Position on the University Student Government Constitution and Bylaws. In the case of the Graduate Council Position students can petition the University Student Government Rules and Election Committee.

In this case, the Rules and Election Committee will take the following steps:

- a. The President will receive the complaint and review the complaint with the rest of the Rules and Election Committee.
- b. The President must email the complainant to confirm receipt within 24 hours to schedule a mediation.
- c. Open meetings will be held in order to discuss the complaint; the Rules and Election Committee will post the date and time of the meeting via email to the student body and at the front desk of SSA.
- d. The Rules and Election Committee at the end of the election period will email a summary note of the number of complaints it has received and the ruling.
- e. The Rules and Election Committee reserves the right to dismiss a complaint to void an election if there is no substantial information supporting the following:
 - i. Adequate evidence to support the complainant.
 - ii. Adequate evidence found that the Rules and Election Committee is guilty of mismanagement of the election process or unable to carry out a fair hearing.
 - iii. Adequate evidence found that the conduct, as outlined in the University of Chicago's policies, was not followed over the course of the election and resulted in a violation of University Standards.
- f. Appeals: The complainant reserves the right to appeal to the SGA Executive Committee:
 - i. New evidence is available to support the complaint.
 - ii. New evidence is available that indicates mismanagement of the election.
 - iii. New evidence is available that indicates the conduct process as described in the University of Chicago's policies was not followed and resulted in a violation of University Standards.

If none of the aforementioned new pieces of evidence can be found, then the SGA Executive Committee reserves the right to dismiss the appeal as void.

g. Once an appeal has been received, and information as indicated in sections ii and iii are obtained, the SGA Executive Board will advise a new hearing.

h. Upon receipt of the appeal, the Executive Board has 24 hours to reply to the complainant and schedule an appointment for a hearing.

i. The Executive Board must make the appeal available to SSA students in the form of an email to the student body

j. If the SGA Executive Committee rules that there was mismanagement in the oversight of the election, they may void the election on the grounds that the mismanagement substantially affected the outcome of the election, impacted the election process, or that the conduct of the SGA Executive Board resulted in a violation of the University of Chicago's policies.

i. The Executive Board may not void an election on any other grounds.

ii. If the Executive Board voids an election, the outgoing SGA Executive Board must call for a new election to be held within two weeks of the following quarter, or as soon as it is possible.

6. Candidate Violation:

Any SSA student may submit a complaint against a candidate on the basis of alleged violation of election rules. In this case, the ERC committee will take the following steps:

a. The SGA Board will receive the complaint and review the complaint.

b. Once a complaint has been received, the President must email the complainant, and notify the respondent(s), within 24 hours, to arrange for a mediation. The respondent(s) has 24 hours to reply to the complaint against them.

c. Both the complainant and the respondent(s) are expected to attend the mediation as scheduled by the Rules and Election Committee. Though the mediation may continue without either complainant or respondent(s) present.

d. The complainant and the respondent(s) will discuss the complaint in an open meeting with the Rules and Election Committee.

e. Following mediation, the Rules and Election Committee will deliberate and make a decision in private.

f. If after one hour of deliberation no decision has been reached, the President will call for a vote unless a motion is presented to extend deliberation and that motion passes by a majority. If there is a tie, the President will vote and break the tie. Deliberation must take only one hour.

g. Appeals: The complainant reserves the right to appeal a ruling if:

- i. New evidence is available to support the complaint.
- ii. New evidence is available that indicates an unfair ruling.
- iii. New evidence is available that indicates the conduct process as described in the University of Chicago's policies was not followed and resulted in a violation of University Standards.

If none of the aforementioned new pieces of evidence can be found, then the SGA Executive Board reserves the right to dismiss the appeal as void.

h. Once an appeal has been received, and the SGA Board receives information as indicated in sections ii and iii, the SGA executive board will advise a new hearing.

i. Upon receipt of the appeal, the Executive Board has 24 hours to reply to the complainant and schedule an appointment for a hearing.

j. The Executive Board must make the appeal available to SSA students in the form of electronic posting on the SGA website.

k. If the Executive Board rules that there was mismanagement in the oversight of the complaint, they may decide on a new ruling on the grounds that the mismanagement substantially affected the outcome of the initial 14 ruling, impacted the complaint process, or that the conduct of the SGA Board resulted in a violation of the University of Chicago's policies.

- i. The Executive Board may not overturn a ruling on any other grounds.

7. Any member of the SGA Board may bring charges against any candidate they suspect of violating election rules. In this case, the Rules and Election will take the following steps:

a. Within 24 hours of starting an investigation, the President must email the candidate, detailing the nature of the investigation, and schedule mediation.

b. The President must then file a candidate violation before one week's time following the provisional ballot tabulation.

8. This process provides a method for the transparent and equitable resolution of complaints, misunderstandings, and grievances for SSA students during an election. This process is meant to allow SSA students to have their election-related concerns heard and considered in a reconciled, non-oppositional manner.

The Rules and Election Committee stands to ensure transparent, impartial, and timely resolutions. With this in mind, any SSA student has the right to contact members of the administration if they have a complaint or grievance, but are strongly encouraged to

resolve election complaints in mediation.

9. Annex

A1 - Petition for Office

Name/Slate Name:

Date:

UChicago Email:

Signature and student ID number or Student Email Address:
(30 Student Names are needed for individual candidates and 50 for Slate candidates.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

15.

16.

17.

18.

19.

20.

21.

22.

23.

24.

25.

26.

27.

28.

29.

30.

31.

32.

33.

34.

35.

36.

37.

38.

39.

40.

41.

42.

43.

44.

45.

46.

47.

48.

49.

50.

A2 – Expenditures Template

SSA Election Budget: _____

Item No.

Item Name

Units

Unit Cost

Total

Subtotal

Total Example:

SSA Election Budget: [Insert Candidate/Slate Name]

Item No.

Item Name

Units

Unit Cost

Total

1 Cookies

1.1 Sugar 1 .50 .50

1.2 Butter 1 1.00 1.00

1.3 Vanilla 1 3.00 3.00

1.4 Eggs 1 2.00 2.00

1.5 Flour 1 1.00 1.00

1.6 Baking Soda 1 .50 .50

1.7 Chocolate chips 1 2.00 2.00

1.8 Baking pan 1 5.00 5.00

1.9 Cellophane to wrap cookies 1 2.00 3.00

Subtotal 18.00

2 Posters 2 2.00 2.00

Subtotal 2.00

Total 20.00

A5 – Candidate Violation Form 2

Any SSA student reserves the right to file a complaint against a candidate on the grounds of election rules violations, as outlined in the SGA Election Rules. The deadline for submitting complaints is October 21st at 5PM.

Upon completion, please submit this form via email as an attachment to ssasudentgov@gmail.com. Please retain a copy of this document for your own records.

You should expect to receive an email from the committee confirming receipt of this complaint within 24 hours, or the next business day. If you have not received confirmation within 24 hours or the next business day, you may contact the SGA President at Pdaum@uchicago.edu.

2. Do not contact any member(s) of the Election & Rules committee individually regarding the details of your complaint, or it will be dismissed.
3. Anonymous complaints, and/or complaints submitted in any other form will not be accepted.
4. You are encouraged to attend the mediation hearing as scheduled by the SGA Executive Committee.
5. A copy of the committee's ruling will be emailed to both the complainant and the respondent within 24 hours of a decision. The complainant reserves the right to appeal a ruling if:
 - a. New evidence is available to support the complainant or respondent.
 - b. The sanctions are believed to be disproportionate to the violations.
 - c. The conduct process as described in the University of Chicago's policies contained in the University Student Manual was not followed and resulted in a violation of University Standards.
6. If a complainant wishes to appeal a ruling, they may submit an appeal form to the SGA Executive Committee no later than 48 hours after a ruling has been reached. The complainant will be notified via email by the SGA Executive Committee if an appeal will be heard. The SGA Executive Committee reserves the right to reject an appeal if they find that:
 - a. There is no new or substantial evidence available to adequately support the complainant or respondent.
 - b. There is evidence suggesting that the ruling is unfair.
 - c. There is no evidence to be found that the conduct process as described in the University of Chicago's Student Manual was not followed over the course of the hearing nor resulted in a violation of University Standards.
7. The Complainant will be notified of the SGA Executive Committee's decision to accept or reject an appeal hearing within 48 hours.

