



# Candidate Packet

# Autumn 2018 Elections

As approved by the Elections and Rules Committee (E&R)

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# Autumn 2017 Elections Campaigning Guidelines

*NOTE: The binding language that E&R considers when issuing rulings are in the governing documents namely House Rules, Election Code, By-Laws and the Student Government Constitution. What follows prior to the House Rules are useful summaries and interpretations:*

## **Expenditures and Donations**

- \$50 for College and Graduate Council (copying account in Reynolds Club). These amounts are not fungible; they represent totals of fixed numbers of color prints, black and white prints, color copies, and black and white copies, which together total the dollar amount allocated. Candidates will be told the distribution at the time they are given their copy codes.
- College and Graduate Council candidates are not reimbursed but must limit other expenditures, if any, to \$100.
- “Fair Market Value”: Expenses shall be measured by their fair market value, not their actual cost. Where an item or service is donated to a candidate or 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 E&R.
- E&R will review any and all expenditures.
- Campaign donations in any form are strictly prohibited. Donations may be defined as any material with cash value endorsing the candidate which has not been produced by the candidate him/herself OR has not been financed entirely by funds supplied by the Elections and Rules Committee. (i.e. clubs cannot print posters endorsing a certain candidate, groups cannot throw study breaks to generate publicity for the candidate, etc). Such donations reduce the reliance on funds provided by E&R, thus “padding” the candidate’s budget and allowing for greater functional spending.

## **Advertising**

- To cut down on litter and excessive waste of paper, a maximum of 200 posters will be allowed per Candidate at any one time.
- Posters should be hung according to University policy (i.e. not on doors, trashcans, the ground, etc.); posting policy is attached; candidates must also observe the chalking policy.
- Candidates may only use water-soluble chalk on campus sidewalks. Chalking may not be offensive or violate any of the University's policies. Paint or any type of spray-chalk is not allowed. Water-soluble chalk sticks that can be borrowed from the Student Activities Center at the Center for Leadership and Development or any other water-soluble sticks requiring application by hand are allowed
- Banners in the Bell Tower in Reynolds Clubs are only available for Slate and Liaison Candidates
- Please refer to the latter half of this document for further instructions on other forms of advertising (i.e. Chalking, etc.)
- Failure to abide by the university posting policy may result in infraction charges by the E&R Committee, and separately the University may assess fees.

- Note that the policies of University Dining and Housing apply as well. Because they are referenced in the Student Organization Posting Policy, they will be enforced as well.
- Academic buildings each have posting policies of their own. Candidates should get permission in writing from the building manager before hanging posters in order to ensure compliance.

## **E-Mail and Mass Communication**

- Before sending mass communications, candidates should familiarize themselves with:
  - The University’s Mass Email Use and Abuse Policy
  - <https://itservices.uchicago.edu/page/mass-email-use-and-abuse>
  - The University’s Acceptable Use Policy (AUP)
    - <https://itservices.uchicago.edu/page/acceptable-use-policy>
    - <https://itservices.uchicago.edu/page/electronic-mail-email-delivery-terms-use>
  - Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2003 (CAN-SPAM Act)
    - <https://www.gpo.gov/fdsys/pkg/STATUTE-117/pdf/STATUTE-117-Pg2699.pdf>
- Mass Email Use and Abuse Policy
  - Any email sent to more than two-dozen people must not display the list of recipients.
    - This can be achieved either by using list hosts, or by using the bcc header.
  - Any email sent to more than 100 people is a “mass mailing”.
  - Any email sent to more than 100 without specific solicitation is a “bulk mailing”. Bulk mailing is prohibited.
  - Mass mailings must be opt-in mailings. Recipients must have requested to be contacted generally via a sign-up sheet or web page. Anyone must be able to opt-out of the mailings at any time.
    - Joining the mailing list of a RSO, group, or prior campaign is not a specific enough opt-in. To send mass mailings to university email accounts or over University IT infrastructure, recipients must have explicitly opted in to your campaign for this specific election. Students who have opted to receive emails from prior campaigns should not be viewed as having consented to receiving campaign emails from you in this campaign.
  - If someone signs up for a mailing list by providing contact information, they must be notified that they have subscribed.
  - Bulk mail, the unsolicited emailing of a large audience, requires the University’s permission, and such mail must be sent via the University’s Bulk Mail service.
  - Violations of the Mass Email Use and Abuse Policy can lead to disciplinary action taken by the University as well as E&R.
- The AUP makes clear that violations of University ITS Policy may be reviewed by both ITS and the University’s Office of Legal Counsel.
  - ITS may delay, alter, or not deliver emails sent from servers that do not comply with email delivery standards, unsolicited email communication/spam, emails containing viruses, emails containing executable attachments, email containing attachments that cannot be scanned.

- ITS may also remove you from any or all list hosts as a result of commercial use or spam mailings.
- CAN-SPAM allows for unsolicited mass contact via email or facsimile provided:
  - A visible and functional opt-out link is present in every email below the message.
  - The “from” line in an email accurately states the organization or person from whom the email is sent.
  - A label is present if the content is adult.
  - A message cannot contain a false header.
  - A message cannot be sent through an open relay or to a harvested email address.
- Bottom Line:
  - If you send an email to more than two dozen people (with @uchicago email addresses, or using University IT infrastructure, or both), addressees must be concealed either through the use of a listserv or through the BCC line.
  - If you send an email to more than 100 people (with @uchicago email addresses or using University IT infrastructure), those people must have expressly opted to receive communication from your campaign.
    - They must be notified somehow that they have signed up to receive such communication.
    - Their opt-in must have been explicitly and singularly for your current campaign, not for prior ones or for other RSOs or groups.
    - Subscribers must be able to opt-out at any time.
  - If you send an email to more than 100 people (with @uchicago email addresses or using University IT infrastructure) without the recipients explicitly opting to receive communications from your campaign, then you are sending Bulk Mail, which is a violation of University regulations.
  - Your emails must honestly reflect who sent them.
  - If you contact people who exclusively are not using university accounts, and who are exclusively not using University IT infrastructure, then you should follow the provisions of the CAN-SPAM Act:
    - Unsolicited communication is acceptable if there is a working opt-out at the end of the email.

### **Before the Election Period**

- Paragraph (maximum 150 words) about each College or Graduate Council candidate is needed no later than 3:00 pm, Friday, October 6, 2017 for use on the SG website (sg.uchicago.edu).
  - Paragraphs about College or Graduate Council candidates that are longer than 150 words will be cut off.

### **Election Period Guidelines**

- Campaigning cannot take place within 50 feet of a polling station
- Since computers are used to vote, no campaigning can take place within 50 feet of any public computer
- Candidates are prohibited from approaching potential voters with a web-enabled electronic device on which voting software is open.

- Elections will be held online through Blueprint; polling will occur Wednesday, May 3<sup>rd</sup> at 10:00 am through Friday, May 5<sup>th</sup> until 4:30 pm.

### **After the Election**

- Posters and other campaign materials should be removed from campus within 48 hours after the polls close (Sunday, May 7<sup>th</sup> by 4:30 pm)
- Vote counting will begin at 4:45 pm on Friday, May 5<sup>th</sup>. Each candidate is permitted, though not required, to have one representative present at the counting.

### **Infractions**

- Infractions include any violations of the Election Code, Assembly By-Laws, Constitution, or any violation of Committee procedure as outlined in this packet.
- Infractions will be assessed by the E&R Committee according to the House Rules, Election Code, and By-Laws

### **How to Lodge Complaints**

- Complaints must be made via e-mail to the Chair of the committee. Statements must be signed with the name(s) and e-mail address(es) of the person(s) registering the complaint. Anonymous complaints will not be given consideration. The Chair will forward complaints exactly as received to the committee.
- Your complaint must include a reference to the rule or rules that you allege were violated and a description of the alleged behavior that may have violated them.
- You will receive a confirmation email within 48 hours (discounting weekends) from the E&R Chair.
- Complaints are confidential until E&R publishes them. You may confer privately with others but it is your responsibility to ensure that they are not publicized early.
- E&R may also inform you that your complaint does not appear to describe a rules violation, though you may choose to press the complaint anyway and attempt to convince the committee otherwise.
- You will be notified once a hearing has been scheduled should you wish to attend, though E&R will generally not attempt to schedule hearings around your availability.
- If you have any documentary evidence, please submit it at least one day in advance of the hearing.
- Once the complaint has been decided upon, you will receive another email from the E&R Chair with the verdict.
- Specific mechanisms of response based on the type of complaint are outlined in the House Rules.

### **If a complaint is lodged against you**

- If a complaint is filed against you, you will receive an email from the E&R Chair.
- You do not have a right to know the identity of the complainant(s).
- You have 24 hours to respond to the complaint so that E&R may consider it at its next meeting.

- Complaints are confidential until E&R publishes them. You may confer privately with others, but it is your responsibility to ensure that they are not publicized early.
- You will be notified if/when E&R schedules a hearing should you wish to attend, though E&R will generally not attempt to schedule hearings around your availability.
- When a verdict has been reached, you will receive another email from the E&R Chair with the decision and an outline of disciplinary actions, if applicable.
- If you wish to appeal your case, you may respond by e-mail to the E&R Chair with any new details, not mentioned before, that you feel may have affected the outcome of the decision had they been disclosed. However, as E&R is the only body to handle these complaints, please be aware that, unless significant new evidence surfaces, our decisions are final.

### **Inquiries**

- Questions about election rules and procedure should be directed to the E&R Chair.
- The Chair will respond to most questions within 24 hours (discounting weekends).
  - In the event that a question requires discussion with the committee members, the E&R Chair will notify you within 12 hours that the committee members are discussing and a response is forthcoming, though will require more than the usual 24 hours.
- Inquiries can become investigations at the discretion of E&R.
- More information about inquiries can be found in the House Rules.

### **Interactions with E&R, its members, and advisor**

- By participating in the 2017 SG Elections, you agree to behave in a civil, respectful manner toward the members of E&R and to abide by its judgments.
- Personal attacks on committee members, and other obstructions of the committee process **will not be tolerated, and may result in punitive action including disqualification from the election.**

## **E&R House Rules**

Spring 2017

### **Title I. House Rules**

- A. These rules govern Elections and Rules Committee (E&R) procedure and candidate conduct during E&R proceedings and events.
- B. E&R operates according to Robert's Rules of Order unless otherwise specified in the Constitution, By-Laws, Election Code, or House Rules (elections rules).
- C. E&R proceedings include:
  1. Meetings
  2. Hearings
  3. Sessions
  4. Consultations
- D. E&R events include, but are not limited to:
  1. Debate

2. Candidates Meeting
- E. The House Rules may be amended by majority vote of E&R during any time except from the period starting with the availability of petitions and ending with the culmination of the Spring Elections.
  1. During this time period, E&R may amend the House Rules only on a motion submitted by E&R's chair and approved unanimously. The new rules must then be posted in E&R's minutes, and take no retroactive effect.
  2. The House Rules may not be amended by ex-officio E&R members at any time. Ex-officio members must follow the House Rules, but all decision-making procedures are reduced to consensus. They must choose from among themselves someone to act as Chair.

## **Title II. Meetings**

- A. Meetings shall be conducted for the following purposes:
  1. Arranging election logistics.
  2. Resolving election disputes.
  3. Gathering information for E&R.
  4. Amending the House Rules, or other governing documents pertinent to the election, during the windows of time approved in those documents.
- B. Hearings must be conducted during meetings.
- C. Consultations may be conducted during meetings.
- D. Meetings shall be open to the public.
  1. Meetings shall be announced in advance online at [sg.uchicago.edu/elections](http://sg.uchicago.edu/elections).
  2. E&R reserves the right to prohibit the use of recording devices during E&R meetings.
- E. E&R will employ a secretary to record minutes for all meetings.
- F. The E&R Chair shall preside over all meetings in accordance with the House Rules and set the agenda at the start of each meeting, or delegate these tasks to another E&R member.
- G. Time must be set aside during E&R meetings for members of the public in attendance to ask questions of and make comments to the committee.
  1. E&R reserves the right to limit public participation during meetings in consideration of the time.
  2. E&R shall enforce the Honor Code.
- H. Priority in speaking during meetings is accorded first to E&R members and the CLI advisor, then to E&R meeting participants—such as complainants, defendants, and witnesses—and then finally to attendees.

## **Title III. Election Disputes**

- A. E&R resolves disputes where a complainant alleges that a defendant has violated an electoral rule or has not met the minimum requirements to appear on the ballot (elections violations). Complainants can be any student or student group, including

E&R. Defendants can be any candidate, slate, or campaign—on the ballot or write-in—whose election E&R governs.

- B. The E&R dispute process is designed to resolve the following types of dispute:
  - 1. Disputes involving the interpretation of electoral rules.
  - 2. Factual disputes upon which alleged violations of election rules rest.
  - 3. A mixture of the above.
- C. Election disputes are resolved according to the following procedure:
  - 1. An allegation is submitted to E&R. E&R manages the complaint process in sessions until an official complaint is lodged.
  - 2. E&R conducts a hearing to consider the rules-based and/or factual issues in dispute, hear arguments and gather evidence.
  - 3. E&R holds a session during which it resolves the factual and/or legal aspects of the dispute, levels an infraction or a warning (if applicable), and publishes a decision. This decision may be appealed to E&R with the submission of new information.
  - 4. If the parties to a dispute agree on a set of facts and/or a particular rules interpretation, E&R may accept those as valid for the purposes of the particular dispute unless the committee sees reason to reject them.

#### **Title IV. Complaints**

- A. To lodge an official complaint, a complainant must submit an allegation to E&R and the defendant must be given an opportunity to submit an initial response.
- B. Allegations can be submitted in one of two ways:
  - 1. Submission by email to the chair of E&R;
  - 2. Submission by the E&R committee to the chair upon majority vote. E&R thereby becomes the complainant.
- C. Allegations must include the following:
  - 1. Clear description of the action(s) that allegedly violated election rules.
  - 2. Specific reference to the rule(s) that were allegedly violated and an explanation of how the action(s) violated said rule(s).
  - 3. The identity and contact information of the complainant.
  - 4. The identity of the defendant.
- D. Once the allegation is submitted, E&R may decide one of the following:
  - 1. The allegation is properly formulated and E&R will attempt to contact the defendant.
  - 2. The allegation needs clarifying or E&R needs more information.
  - 3. The allegation is improperly formulated. This is limited to a strict lack of any of the required portions under section C and is not an interpretive decision.
  - 4. The action(s) described in the allegation is clearly remote from the rule violation described and E&R will issue an advisory opinion to that effect.



- E. Once an allegation has been received, E&R has 48 hours (not counting weekends) to notify the complainant of its decision under Title IV § D of the House Rules.
  - 1. If E&R requests clarification or for more information, E&R has another 48 hours to reply upon the complainant's response.
  - 2. If the allegation is improperly formulated, E&R must specify the deficient element(s) and the complainant may choose to submit a new allegation.
  - 3. If E&R issues an advisory opinion that the alleged action(s) is remote from the violation described, E&R must explain why. This creates a presumption in favor of the defendant during deliberations if the complainant decides to press the complaint notwithstanding the decision. Otherwise, the complainant may choose to submit a new allegation.
- F. If an allegation is properly formulated and, if assumed factually correct, appears to describe the violation of an election rule, or if the complainant decides to press the complaint despite an adverse advisory opinion under Title IV § D, the E&R committee must contact the defendant within the time limit specified in Title IV § D.
  - 1. The communication must include a description of the alleged action(s) and rule(s) allegedly violated.
  - 2. It does not need to include the name of the complainant nor must it reproduce exactly the allegation as received by E&R.
  - 3. It must notify the defendant of any relevant advisory opinions, and explain the presumption entailed.
- G. The defendant has 24 hours to respond to a proper allegation. The initial response can comprise any of the following:
  - 1. Acknowledgement and/or denial of any part of the alleged prohibited action(s) described in the complaint.
  - 2. Acknowledgement and/or refutation of the legal interpretation(s) of the rule(s) cited in the complaint as applied to the alleged action.
  - 3. New information not present in the original allegation.
  - 4. Requests for clarification or further information.
    - a. If the committee decides that the request for clarification or further information is warranted, the committee may offer an additional opportunity for response following E&R's reply with up to a 24 hour time limit.
  - 5. Request for more time to prepare an initial response.
- H. E&R may grant a specified extension in the case of extenuating circumstances, even if the defendant has not requested one.
- I. Once E&R determines that a proper allegation has been submitted and that the defendant has been afforded sufficient opportunity for response under this section, it will schedule a hearing and notify the participants.
- J. Prior to a hearing, E&R shall manage the complaint process confidentially in sessions. During this time, the complainant and defendant must also refrain from

publicizing the matter. They may confer with others in private, and are responsible for ensuring that informed third-parties abide by confidentiality.

#### **Title V. Sessions**

- A. Sessions shall be conducted for the following purposes:
  - 1. Deliberation.
  - 2. Consideration of preliminary allegations and responses prior to them being lodged as an official complaint.
  - 3. Special private sessions. See Title V § C (1) of the House Rules.
- B. Sessions are not open to the public, and the contents of E&R sessions are confidential other than those published in an official decision or complaint.
- C. Sessions may be scheduled immediately preceding or following a meeting unless:
  - 1. They are necessary special private sessions as determined unanimously by E&R in consultation with the CLI advisor as specified in Article 5 § 4 (a) of the Election Code.

#### **Title VI. Consultations**

- A. Campaigns may consult with the committee regarding E&R procedures, the elections process, or election rules. Inquiring campaigns should contact the E&R Chair.
- B. Consult inquiries can be either informational or interpretive.
  - 1. Informational inquiries are those that have already been answered in committee regulations and/or other publications produced by Student Government.
  - 2. Interpretive inquiries are where the Committee is being asked for an interpretation of elections rules. They result in advisory opinions.
- C. The Chair may respond to informational inquiries unilaterally, but must report these responses to E&R during the next scheduled meeting. The responses do not hold the status of an advisory opinion, and the Chair should note that in responses. E&R may choose to issue a follow-up advisory opinion.
- D. If there is an E&R meeting scheduled within the next 24 hours of an interpretive inquiry that is not time-sensitive, the consultation will be resolved at the meeting. Otherwise, the Chair will forward the inquiry, in its entirety, to the committee members with the Chair's recommended response. E&R will then conduct the consultation via correspondence.
  - 1. If a consultation is held by correspondence, two committee members may motion and second for an emergency convening of the committee in person if they see fit.
- E. E&R has up to 48 hours to respond to an inquiry unless it is time-sensitive.
  - 1. Time-Sensitive Inquiries: defined as a question that requires a response in less than 24 hours in order to maintain a campaign's ability to be active in the electoral process as determined by the Chair. E&R can overturn this determination.

2. Two committee members may motion and second for a time extension on non-time-sensitive inquiries. The Chair must notify the inquirer of the extension.
- F. Interpretive consultations are resolved by majority vote and result in advisory opinions.
1. If the interpretive inquiry is time-sensitive, the Chair may respond after giving E&R as much time as possible to come to a decision. The Chair's response is not an advisory opinion and this should be made clear. E&R must either confirm or reject the interpretation as soon as possible.
- G. E&R advisory opinions are non-binding. However, there is a presumption that takes effect during deliberations that they are correct unless proven otherwise. Unilateral Chair responses are not advisory opinions but can be evidence that a campaign did or did not willfully violate the rules.

## **Title VII. Hearings**

- A. Hearings shall occur for the following purposes:
1. Adjudicating election disputes, including
    - a. gathering information and evidence as to the facts in a dispute; and
    - b. affording the opportunity for complainants and respondents to argue their interpretation of the election rules relevant to their dispute for E&R's consideration.
  2. Gathering information regarding election activities that are not the subject of an official complaint.
  3. Hearing appeals.
- B. Participation in a hearing is voluntary, but advised so that complainants and defendants may respond to evidence and arguments against their positions. E&R may, at its discretion, make reasonable attempts to provide the opportunity for both parties to be present, though generally there should be no expectation that E&R will schedule around candidate availability.
- C. Electoral Dispute Hearings are divided into two parts: evidence gathering and rules interpretation. The complaint and response become officially and publicly lodged as of the start of these hearings, and form their basis.
1. Evidence gathering
    - a. Complainants, respondents, and others may offer testimony as witnesses to material facts in an election dispute.
    - b. E&R determines the order in which witnesses appear. No one may question witnesses other than E&R, though complainants and respondents alone may discreetly recommend a particular question to E&R. E&R may limit witness testimony.
    - c. Dispute parties or witnesses may introduce documentary evidence for E&R's consideration.

- d. Affidavits will not be considered unless there are extenuating circumstances and the testimony is essential to a fair hearing. This is an extremely narrow exception.
  - e. If E&R is the complainant, E&R will discuss the results of its own internal investigation, and provide the defendant the opportunity to respond, if present.
2. Rules interpretation
- a. Complainants and defendants, if present, may offer interpretations of elections rules in support of their respective positions. E&R may limit presentation time but must apportion it equally
  - b. Complainant may speak first, followed by defendant. Both may be given a brief rebuttal at E&R's discretion.
  - c. If E&R is the complainant, E&R shall explain the interpretive reasoning behind its complaint before allowing the defendant to respond.
  - d. E&R may ask questions of the parties at any time during an interpretive hearing, but if it is the complainant it must allow the defendant time to speak uninterrupted.

#### D. Investigatory Hearings

- 1. E&R may request that candidates, campaign teams, or others answer questions related to behavior that E&R is concerned may violate elections rules.
- 2. Those asked by E&R to present themselves to provide the committee with information may deliver uninterrupted opening statements
- 3. After statements have been made by those presenting, members of E&R shall have time to ask questions of each presenter.
- 4. If the investigation becomes the subject of an E&R-submitted complaint, then E&R may consider cooperativeness during these hearings as a mitigating factor when leveling infractions, but will not penalize uncooperativeness.
- 5. Following a hearing, E&R may issue an advisory opinion to relevant candidates.

#### E. Appeals Hearings

- 1. Appeals hearings will follow the same procedures as Election Dispute Hearings, but the basis for this hearing is the appeal.
- 2. Only the new information may be discussed at this appeal.
- 3. The party who won under the original decision may be present, and may rebut the appellant's argument after it is presented.

### **Title VIII. Mediation**

- A. For cases where due to University policy, or restrictions imposed by local, state, or federal law, E&R cannot decide a case, a special mediation may be called by unanimous vote of the committee.
  - 1. The protocol for mediation will be determined ad-hoc, but E&R reserves the right to enforce the mediation process.

### **Title IX. Deliberations**

- A. Deliberations shall occur privately after the public portion of the meeting concludes.
  - 1. E&R may only consider the following in deliberation:
    - a. The officially lodged complaint, including the allegation, the response, and related correspondence,
    - b. Any evidence and information submitted prior to the close of the relevant hearing and discussed therein,
    - c. Any publicly available information,
    - d. Any clarification obtained during a meeting or hearing; and
    - e. Presumptions accorded under the rules.
  - 2. E&R should consider the arguments presented regarding rules interpretation but is not limited to them.
- B. Advisory opinions, whether issued in response to a consultation inquiry or an allegation, afford a presumption that the interpretations issued in those opinions are correct. They can be overturned only if E&R determines they were issued in clear error.
- C. In leveling infractions, E&R should consider:
  - 1. Whether the violation was intentional, reckless, negligent, or unavoidable.
  - 2. If intentional, the intended result of the violator.
  - 3. The extent of the impact of the violation on election results and the election process.
  - 4. Relevant prior warnings, violations, consultations, and investigatory hearings.

### **Title X. Decisions**

- A. Only decisions following official dispute procedures are binding, while advisory opinions merely afford presumptions.
- B. E&R must publish its decisions in the minutes, and forward the same decisions to the relevant complainants and defendants. Advisory opinions do not need to be published, and the relevant presumptions hold only for the recipients of those opinions.
- C. Decisions must include the following:
  - 1. E&R's resolution of the disputed facts and any relevant evidence relied upon.
  - 2. E&R's interpretation of any of the rules in question as applied to the facts.
  - 3. Any additional rules and information that shaped E&R's ruling.

4. The infraction level determined by E&R as a result of information provided and the deliberative process.

## **Title XI. Appeals**

- A. A losing party in a dispute may appeal to E&R.
- B. To file an appeal, the losing party must submit the following:
  1. E&R's original published decision.
  2. New significant information that E&R did not consider as part of its ruling.
    - a. Without new information, appeals will not be considered.
    - b. E&R, per Article IV § 10 of the Student Government Constitution, is the final judge of all elections disputes.
  3. An explanation of why that information was not available to E&R during the Election Dispute Hearing.
  4. An explanation of how that information would have changed E&R's ruling.
- C. E&R will issue a decision as to whether the information is new and whether it is significant enough to consider at a hearing. If so, E&R will contact both parties in the original dispute to schedule a hearing.
- D. Until the hearing is scheduled, the process will occur in sessions, and the confidentiality rule is the same as that of the complaints process.
- E. E&R is the final appellate body for decisions made by Divisional Election Authorities or Dean's Councils for Graduate Schools or Divisions conducting elections under Article II § 12(f) of the Assembly By-Laws.
  1. E&R will only consider appeals of the Divisional Election Authority or Dean's Council decisions if significant new information is provided to E&R beyond what was considered by the Divisional Election Authority or Dean's Council.
    - a. If E&R deems significant new information is provided, the Committee will then either sustain or overturn the Divisional Election Authority or Dean's Council's decision on the basis of that new information. E&R's rulings are final.
  2. E&R will not consider appeals alleging that a Divisional Election Authority or Dean's Council erred in its interpretation of the case.

## **Title XII. Honor Code**

- A. Candidates must behave in a decorous manner at all E&R sponsored events and proceedings.
- B. Participation in the debates is not mandatory, though the Committee offers it as a good platform through which candidates may interface with each other and with voters.
- C. Professional behavior is required as determined by members of E&R, staff members from the CLI, university personnel, or law enforcement.

1. Unprofessional and rowdy behavior will not be tolerated, and may be grounds for dismissal from the event or proceeding and/or further infractions.
- D. No alcohol or illegal substances will be allowed at the debate, or at any other E&R event or proceeding.
1. Arriving at the debate intoxicated, or under the influence of illegal drugs, (as deemed by E&R, UC Police, or staff of the dean's office or the Center for Leadership and Involvement) is grounds for suspension of the offending candidate or supporter from the event or proceeding and/or further infractions.

### **Title XIII. Minutes**

- A. Minutes must include:
1. Date, time and attendance of all E&R members
  2. General summary of topics discussed and proceedings as well as key points raised.
  3. E&R decisions following disputes.
  4. Elections rules changes.

### **Title XIV. Media Interviews and Correspondence**

- A. The Chair shall be the sole contact for media interviews, is empowered to speak on E&R's behalf, and shall notify E&R of all interviews.
- B. The Chair may speak about specific rules or procedure, and may expound upon the rulings in official decisions.
- C. The Chair may not give personal opinions or predictions.
- D. The Chair may not comment on business conducted in sessions or deliberation unless or until such business is made public by an official complaint or decision, and may never reveal individual member votes in those sessions. The Chair is restricted to discussing the contents of the published complaint or decision, or of published documents.
- E. Neither the Chair nor the Committee as a whole bears responsibility for, or an onus to correct, material printed by media outlets about given candidates.

### **Title XV. Candidates Meeting**

- A. Candidates must attend a Mandatory Candidates Meeting as listed on the petition, or in extenuating circumstances, by arrangement with E&R.
- B. During the meeting, candidates can expect the following:
  1. An explanation of election rules by members of E&R and an opportunity to have questions clarified.
  2. An explanation of the elections timeline.
  3. An opportunity to sign up for tabling slots in Reynolds Club.
    - a. Sign up priority will be determined by random lottery
- C. Candidates will be required to sign a commitment to abide the rules.

1. Candidates who do not attend a Mandatory Candidates Meeting may not appear on the ballot as official candidates.
2. Candidates are still bound by the election rules in the period prior to the Mandatory Candidates Meeting. The commitment card merely formalizes the agreement any candidate makes by choosing to run.

**Title XVI. Debates**

- A. During the debate, members of E&R will accept paper submission of questions from audience members, which will then be asked by the moderator at the discretion of E&R members.
  1. A member of E&R shall moderate the debate.
  2. E&R reserves the right not to ask a submitted question for any reason or for no reason, but not for a reason which violates any election rule.
- B. The format of the debate shall be announced at the start of the debate.

**Election Code:**

Article I: Candidacy Requirements:

1. In order to appear on the ballot, candidates must submit petitions to the Election and Rules Committee (E&R) in advance of the election, and attend a candidates meeting as arranged by E&R.
2. The forthcoming availability of petitions for candidacy shall be announced at least one week in advance of their availability and at least three weeks before Executive Slate elections occur. For Council elections, petition availability shall be announced at least two weeks before the elections occur.
3. All candidates for office shall be given a copy of the SG governing documents, including this Election Code, and a Candidates Packet, and shall be informed of all material rules and regulations, upon receiving petitions for candidacy. Such information shall also be available in the Student Government office and be posted to the Student Government website.
4. The period of time allowed to obtain signatures for candidates' petitions shall be not less than five days, or greater than fourteen days.
5. Signatures on each petition will be checked for their validity. Signatures will be declared invalid if the signer is not a member of the Student Association and/or the signer is not a member of the candidate's constituency.
6. The number of valid signatures required for a candidate to appear on the ballot shall be as follows:
  - a. 300 for each Executive Slate from their respective constituencies;
  - b. 150 for each Student Liaison to the Board of Trustees candidate from their respective constituencies; and
  - c. 150 for each Community and Government Liaison candidate from their respective constituencies.



- d. 30 for each College Council candidate from their respective constituencies. Candidates for Graduate Council must submit petitions with the lesser of the following number of signatures:
    - i. 30 signatures from their respective constituency, or
    - ii. Signatures of 2.2% of their respective constituency rounded up to the next whole person.
      - 1. E&R shall list a table on the petition form, which shall include the name of each division, and how many signatures are needed based on the formula established in Article I § 6(e) of the Election Code. This determination
7. Candidates or candidate slates wishing to run as write--in candidates must do one of the following:
- a. submit a petition to E&R before the beginning of the elections which states an intention to run and which contains at least one valid student signature; OR
  - b. submit a timely petition to E&R after having been declared a winner of a position, which states an intention to accept the position and which contains at least one valid student signature.

Article II: Campaign Expenditures:

- 1. Executive candidates' slates shall receive a \$150 copying account at the Reynolds Club, and shall limit other campaign related expenditures to \$200, which will be reimbursed as set forth in the Candidates Packet. Write-in Executive candidates' slates shall limit campaign related expenditures to \$350.
- 2. Official Liaison candidates shall receive a \$50 copying account in the Reynolds Club, and shall limit other campaign expenditures to \$100, which will be reimbursed as set forth in the Candidates Packet. Write-in Liaison Candidates shall limit campaign expenditures to \$150.
- 3. Candidates for College Council shall receive a \$50 copying account in the Reynolds Club, and shall limit other campaign expenditures to \$100. Write-in College Council representative candidates shall limit campaign expenditures to \$150.
- 4. Candidates for Graduate Council representative shall receive a \$50 copying account in the Reynolds Club, and shall limit other campaign expenditures to \$100. Write-in Graduate Council representative candidates shall limit campaign expenditures to \$150.
- 5. Expenses shall be measured by their fair market value, not their actual cost. Where an item or service is donated to a candidate or 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 E&R.
- 6. Candidates shall keep original receipts of all campaign-related expenditures, and shall submit them to the E&R Committee in a manner specified by E&R.
- 7. Candidates may not spend beyond their respective limit. Refusal to cooperate with a request by E&R for production of any documents or records related to campaign expenditures, or

actions to purposefully mislead E&R on this matter, may be punishable as specified in this Election Code.

8. Recognized Student Organizations (RSOs) may not use money allocated to them by Student Government to support the campaign of any candidate or candidate team. Campaigns are prohibited from accepting this support.

Article III: Candidate Conduct:

1. Campaigning before the availability of petitions is prohibited. Such early campaigning is defined as attempts to gain votes prior to the announcement of the availability of the petitions. This includes flyer-ing, mass- emailing and public declarations of candidacy on social media, in a publication, or at a mass assembly of students. Reaching out to individuals to learn about issues, attempting to find running mates, and having exploratory conversations and email exchanges are not considered to be early campaigning. When identified, early campaigning should result in a warning for the offending candidate. If multiple warnings are issued, E&R may choose to bar the candidate from the election.
2. Promises of personal favors by candidates or slates attempting to gain votes may be punishable by vote penalties. ‘Personal favors’ should not be confused with exploratory conversations regarding leadership positions, platform plans, or proposed initiatives.
3. Unwarranted personal attacks are prohibited. Personal attacks are defined as attacks on a personal characteristic of a candidate that are calculated to create a negative impression of that candidate beyond the scope of the candidate’s platform or suitability for office and either
  - a. are not used to support a conclusion that a candidate is unsuitable for office or has a deficient platform; or
  - b. weakly support such a conclusion and there exists an obvious alternative way to support that conclusion at least as well without resorting to the personal attack.
4. Defamation, defined as the alleging of provably false facts about candidates in a manner calculated to undermine their campaigns, is prohibited.
5. Behavior at E&R -sponsored events, such as a formal debate, incongruent with the letter or spirit of the honor code in the Candidates Packet to engage in a civil and respectful manner may result in removal from that event and further penalties.
6. Collusion between separate slates, for the purpose of campaigning or undermining other slates may be punishable by vote penalties.
7. E&R hereby adopts the Student Organization Posting Policy, and any relevant interpretations as set out in the Candidates Packet, into the Election Code, and violations of this policy are infractions under the Code. For the purposes of this rule, candidates are subject to the same restrictions as RSOs except as specified in the Candidates Packet, and the relevant event is the election. The posting policy may be found here: <https://leadership.uchicago.edu/posting-policy>.
8. Campaigns are expected to be conducted in accordance with University regulations and local, state, and federal law. However, with the exception of the Student Organization

Posting Policy, these laws and regulations are not incorporated into the Election Code and an action that violates them is not also an Election Code violation that can be adjudicated by E&R, unless:

- a. Performing the action may benefit one's campaign or harm another campaign but candidates generally refrain from doing so because it is prohibited by law or university regulation;
  - b. The action is conducted with intent or effect to benefit the violator's campaign at the expense of another's or to harm another's campaign; and
  - c. E&R can conclude that the action violates the law or regulation on its face with minimal legal analysis.
9. Campaigning cannot take place within 50 feet of a polling station
- a. Since computers are used to vote, no campaigning can take place within 50 feet of any public computer
  - b. Candidates are prohibited from approaching potential voters with a web-enabled electronic device to solicit votes

#### Article IV: Infractions:

1. E&R shall level an infraction against any candidate or slate found to have taken actions that violated a rule that would have led to winning votes at the expense of other candidates. Such actions include, but are not limited to, early campaigning, illicit collaboration between slates, spending beyond a candidate's imposed limit, or removing the posters of another candidate or slate.
2. Infractions shall be classified as minor, major, or disqualifying, each corresponding to a particular penalty.
  - a. Minor infractions, such as limited overspending or unallowed postering, may result in a 5% deduction in overall vote total for candidates.
  - b. Major infractions, such as repeated minor infractions, extreme early campaigning, or unwarranted personal attacks, may result in a 10% deduction in overall vote total for candidates.
  - c. Disqualifying infractions, such as repeated major infractions or gross violations of the letter or spirit of the Election Code in a manner that undermines the integrity of the election, may result in immediate disqualification from the election. If the disqualification occurs prior to the actual administration of the election, the disqualified candidate or slate's name shall not appear on the ballot. Disqualifications shall require either a motion by the chairperson that is supported by a majority of E&R or a motion supported by all voting members of the committee.
3. Infraction level for a given offense is determined by the discretion of the committee.
4. For improper actions by candidates or slates that do not officially break rules, E&R shall issue warnings towards the goal of good sportsmanship and a clean election.
5. Candidates may be held responsible for campaign-related Constitution, By-Laws, Elections Code, or Candidates Packet violations committed by members of their campaign teams. A

campaign team is defined as a candidate or candidates for office and those people and groups actively and/or publicly working towards the election of the candidates.

6. Write-in candidates are subject to the SG Constitution, By-Laws, Elections Code, and Candidates Packet, with the exception of rules regarding petitions. Violations of these documents by write--in candidates are subject to the same penalties as rule violations by official candidates.

Article V: E&R Committee Procedure:

1. Allegations must be brought to E&R within one week of the end of the relevant elections. These allegations may be brought by any student, by any student group, or by any member of E&R or Student Government. Anonymous complaints will not be considered. Complaints will be received by the Chair of the E&R committee (who will post an email address to the SG website at which he or she may be reached) who will present the complaint, in its entirety, to the rest of the committee; otherwise, complainants should not contact individual members of E&R regarding their complaint. Information submitted to individual E&R members will not be considered.
2. Once an official complaint has been made, E&R will issue a formal decision pursuant to the House Rules in the Candidates Packet.
3. An appeal will only be considered if significant additional information is provided with the appeal. New information shall be submitted with an appeal along with a copy of the original decision to the SG Executive Committee and to E&R.
4. While the complainant(s) and the defendant(s) will lodge the complaint and defend their conduct in an open meeting, E&R will deliberate and make a decision in private.
  - a. If under extraordinary circumstances, and in consultation with E&R's CLI staff member, the Committee members find unanimously that the nature of a particular case is such that a public complaint process would be injurious to the safety or wellbeing of either the complainant(s) or the defendant(s) or both, then E&R may hear such complaints in a special private session called after the conclusion of its public meetings and prior to E&R's deliberation.
5. If after one hour of deliberation there has not been a vote, the Chair 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 Chair will vote and break the tie. Deliberation need not take one hour and the E&R Committee may vote at any point before the time limit is reached.
6. E&R in conjunction with the Center for Leadership and Involvement, will issue a Candidates Packet. The Candidates Packet may not contradict the Elections Code, the By-Laws, or the Constitution. The Candidates Packet will include the following:
  - a. House Rules detailing E&R Committee Procedure.
  - b. An Honor Code governing conduct and decorum at E&R-sponsored events.
  - c. Additional interpretations specific to the election regarding the University Posting Policy and Reimbursement guidelines.

- d. An agreement to abide by the Election Code, Honor Code, University Policies, and House Rules.
- e. Other useful information.

Article VI: Ballot Presentation and Voting:

1. The names of all candidates, their affiliation with any electoral group, and their School or Division shall be listed on the ballot. The order of the names shall be randomized.
2. Instructions regarding how to mark the ballot shall appear on each ballot.
3. When proposed amendments to the SG Governing Documents are to be voted on by the Student Association, the full text of such amendments shall appear on the ballot and links to the current documents shall be provided on the SG website.
4. For students voting for multi-member positions, such as Graduate or College Council Representative, one may submit votes for a number of candidates up to the number of actual representatives. For example, there are four College Council Representatives for each class year; when voting, students may select up to four candidates for whom to vote.
5. For students voting for multi-member positions, one may submit write-in votes for up to the number of actual representatives, as described above. Each submission for a write-in vote must be unique and may not duplicate names.

Article VII: Referenda:

1. Referenda shall be conducted in compliance with the process enumerated in SG Constitution Article VI § 2. The process requires a proper petition, a proper submission, and a proper act of referendum, as defined under this code. Referenda that do not comprise all three elements properly carried out take no effect.
2. In order for a petition to be proper:
  - a. All signatories must be current members of the Student Association, and each signature must include a Student ID number for verification.
  - b. Signatures must be collected in hard copy.
  - c. The complete text of the act of referendum, as specified in this code, must be made available for perusal to all signatories at the time of signing. The signatures are only valid to support an act of referendum identical to that which was made available to the signatories.
3. In order for a submission to be proper:
  - a. E&R must provide no fewer than three weeks' notice of the forthcoming referendum to the Student Association.
  - b. At minimum, notice must take the form of:
    - i. Email to all members of the Student Association;
    - ii. Posting on the Student Government website; and
    - iii. Notice directly addressed to any graduate student associations that may be affected by the proposed act of referendum.

- c. Notice must include the complete text of the act of referendum. This notice is only valid to support an act of referendum identical to that contained in the notice. Notice must also include the date and time of the referendum vote.
    - i. The complete text of the referendum must be in the body of the email specified in Article VII § 3(b)(i), and not merely in link form.
    - ii. Pursuant to the rules prohibiting undue advantage in any campaign elsewhere in this Election Code, the official E&R notice may not include additional information or links supporting or opposing the proposed act of referendum.
  - d. The ballot must include the complete text of the proposed act of referendum, as specified in this code.
  - e. The ballot question must be phrased as follows: “Should the act of referendum specified above pass?”
  - f. E&R must ensure that the act of referendum is unambiguous to the voter.
4. In order for an Act of Referendum to be proper:
- a. It must explicitly propose one, and only one, of the following:
    - i. Constitutional amendment.
    - ii. Assembly By-law amendment.
    - iii. Resolution as defined by Assembly By-Laws Article II § 2.
    - iv. Statute defined by Assembly By-Laws Article II § 2.
  - b. It must include the complete text of the amendment, resolution or statute being proposed and cite to where it would appear in governing documents, if applicable. Otherwise it must specify in full, with citation and a full text quote, the Article, By-law, resolution or statute which the act is proposing to repeal. If the act proposes an amendment to an existing Article, By-law, resolution, or statute, then it must include both the text and citation of the existing rule, and the proposed new language, and specifically propose that the latter replace the former.
  - c. The proposed amendment, resolution, or statute is subject to the same limitations as its Assembly counterpart. Therefore, proposed By-laws may not contradict the Constitution, and proposed resolutions and statutes may not contradict the By-laws or Constitution.
  - d. Proposed amendments, resolutions, and statutes may not contradict existing amendments, resolutions, and statutes of the same authority, unless the act of referendum explicitly proposes amending, replacing, or repealing the rule in question under Article VII § 4(c) of this code.
  - e. It may not include a preamble unless that is to become part of the enacted amendment, resolution, or statute. It may not include a title, which will be assigned by the Assembly if the act of referendum passes; this restriction applies solely to ballot presentation and to the notice specified in Article VII § 3 of this Code.
5. If E&R finds that any of the above steps are deficient, it may suspend the referendum process until it is either rectified or E&R deems it irreparable, at which point the referendum will be canceled.

6. The Parliamentarian shall be consulted if there are any questions regarding Article VII § 4(c)-(d) of this code.
7. Failure to meet the criteria for a properly petitioned and submitted act of referendum as specified in Article VII § 2-4 of this Election Code will render the act of referendum null and void.
8. E&R shall set the date of the referendum, as per the constitution. E&R should schedule referenda to coincide with regularly scheduled elections provided sufficient notice is provided as defined by Article VII § 3 of the Election Code.
9. Campaign efforts for referenda shall abide by all applicable normal election rules and procedures.
10. This article applies to E&R whether it comprises the five appointed members or the ex-officio members in the persons of the President of the Executive Committee and the Vice President for Administration.

#### **Article IV: Elections** (from the Assembly By-Laws as updated February 20, 2017)

1. The powers and duties of the Election & Rules Committee (E&R) shall be limited to those enumerated within the SG governing documents: the Constitution, By-Laws, and Election Code.
2. E&R shall have five members. Members of E&R shall be chosen by confirmation of the Assembly via instant runoff voting. The Executive Committee shall solicit applications no less than four weeks before the election, and make them available unaltered to the Assembly one week prior to the assembly's intended vote to confirm E&R members. E&R applicants shall present themselves to the Assembly for a vote on their confirmation at an Assembly meeting after the conclusion of Autumn Quarter Assembly Elections under the jurisdiction of E&R. The Assembly may not adjourn the final meeting of Winter Quarter unless the E&R committee has been fully constituted.
3. Any member of the Student Association is eligible to serve on E&R, though when seating E&R, the Assembly reserves the right to inquire about an applicant's expected graduation date, and study abroad plans for the Autumn Quarter. At least one E&R member shall be a member of a graduate school. Members of E&R shall choose one of their number to chair the E&R committee. The Chair will not vote except to break ties.
4. All E&R meetings will be open to the public and the time and location of the meeting shall be made available in advance of the meeting, and a Secretary shall be employed to maintain minutes.
5. E&R may recruit volunteers to aid the committee in the administration of the elections. These volunteers need not be approved by the Assembly. Volunteers are not involved in E&R proceedings and do not vote.
6. Upon acceptance of their positions, all members of E&R shall sign commitments of neutrality in the elections, which shall be kept on file by the Secretary until the end of their terms. If any member of E&R chooses to run for election or support a candidate for office, this member shall inform the chair of E&R and resign from the Committee.

7. The term of membership for E&R committee members shall continue until the Assembly seats the Committee for a new term after the next year's regularly scheduled Autumn Quarter Assembly Elections, though membership may be renewed for more than one term.
8. In the event of a vacancy on E&R, the Assembly shall choose a student to fill the vacancy.
9. E&R, per the Constitution and these By-Laws, shall adjudicate all allegations of election violations and shall attempt to handle all cases speedily and efficiently.
10. A voter is entitled to vote only for candidates from the electoral unit in which they reside, as defined in these By-Laws.
11. Voters shall be allowed to select write-in candidates, and space for the names of such candidates shall be reserved on the ballot.
12. One representative of each candidate or candidate team has the right to view the counting of votes.
13. The constituency of the Executive Slate shall be all members of the Student Association; the constituency of the Community and Government Liaison shall be all members of the Student Association; the constituency of the Graduate Liaison to the Board of Trustees shall be all graduate members of the Student Association; the constituency of the Undergraduate Liaison to the Board of Trustees shall be all College students of the Student Association; the constituency of all Graduate Council Representatives shall be all graduate members of the candidate's school or division; the constituency of all College Council Representatives shall be all students in the College who are members of the candidate's class year.
14. Election rules and procedures not listed in the Assembly By-Laws or Constitution may be adopted and amended by the Election and Rules Committee in an Election Code.
  - a. The Election Code and any amendments thereafter must be filed with the Vice President for Administration no later than a week prior to the final Assembly meeting before Spring Quarter Elections and presented to the Assembly for a consent resolution by majority vote. Following the final Assembly Meeting prior to spring elections, the most recent Election Code that has been consented to by the Assembly will be in force.
  - b. The Election Code shall be made available by the Elections and Rules Committee for public inspection.

## **Student Organization Posting Policy**

The University community may publicize their events in designated areas through several methods. The form and content of the publicity will not be restricted, unless it is libelous, obscene, incites riot or other unlawful action. Event advertising may not include any suggestions of the availability of alcohol. All publicity outside the Reynolds Club must state clearly the name of the organization or department, and if applicable event date, time and location. Violation of the publicity policy will result in consequences ranging from a penalty fine to suspension of the student organization.



Complaints and questions must be directed to the Center for Leadership and Involvement Student Activities Center (RC 001, 702-8787).

**\*POSTINGS (Announcements, Flyers & Posters)\***

Anonymous posting is allowed in the Reynolds Club only. These postings must be dated and will be removed two weeks after posting.

Posting must be placed only on designated bulletin boards, no more than one posting per event and the posting should not cover current postings belonging to other organizations or individuals. Individuals should only remove other's postings if the date of the event has passed. The Center for Leadership and Involvement monitors the bulletin boards in the Reynolds Club and Bartlett Hall only. If a member of the University community has any concerns about postings on campus please contact the Center for Leadership and Involvement Student Activities Center (RC 001, 702-8787).

**\*CHALKING\***

Chalking to publicize events is allowed only on campus sidewalks that can be washed out by rain. Water-soluble chalk must be used. If a member of the campus community objects to the chalking on a campus sidewalk, please contact the Center for Leadership and Involvement Student Activities Center (RC 001, 702-8787).

**\*BANNERS \***

Banner paper is available to all student organizations in the Student Activities Center (RC 001). Paint markers in a variety of colors are also available. Student organizations must clean up the area when finished.

A maximum of one six-foot banner per organization may be posted in the Reynolds Club, on walls or on the main arches of Mitchell Tower. Please do not cover windows, doors, or wood. Use the rolls of masking tape available from the Student Activities Center to post your banners, and remove banners carefully so as not to damage the walls or architecture of Mitchell tower. Banners should not cover current banners belonging to another organization. Organizations are responsible for removing banners within 24 hours of the event. Banners with no dates must be removed after a maximum of 2 weeks.

**\*SOLICITATION AND DISTRIBUTION OF HANDBILLS OR LEAFLETS\***

All handbills or leaflets must clearly state the name of the organization or individual. Policies on solicitation and the distribution of handbills and leaflets vary by building.

**\*ONLINE CALENDAR\***

To post your event on the University online calendar, go to [stuff.uchicago.edu](http://stuff.uchicago.edu) or [events.uchicago.edu/students](http://events.uchicago.edu/students). A listing of events posted on the student events calendar is sent in a weekly email to all students in the College and any other subscribers to the listhost ([orcsacalendar@listhost.uchicago.edu](mailto:orcsacalendar@listhost.uchicago.edu)). Online calendar postings must follow University publicity policy.

### **\*Reynolds Club Digital Vestibule Screen \***

Due to the limited time a frame can be displayed on the screen, only certain events will be displayed. Advertisements for large scale and well attended annual events can be submitted to Jen Kennedy at [jenken@uchicago.edu](mailto:jenken@uchicago.edu) for approval. All submissions should include the events name and description, the RSO putting on the event, the date-time-location of the event, and any pictures of previous events or RSO members. All events need to be submitted at least two weeks prior to the event(s). All submissions should be in jpeg format. Only events taking place within the next seven days will be displayed.

### **\*TABLE TENTS IN DINING HALLS\***

The College Housing Office must approve table tents for the two residential dining commons (Bartlett, Baker, and Cathey) and the Center for Leadership and Involvement (RC 006) approves the table tents for the C-Shop & Hutchinson Commons. All table tents must be approved. All requests must be submitted a minimum of five (5) days prior to the posting date. Only three table tents per table are allowed for a display of at most five (5) days. Unapproved table tents will be removed. Table tent advertisement must be for campus events ONLY. All table tents must have the name of the sponsoring student group and the date of removal of the table tent. Please contact College Housing at [housesystem@uchicago.edu](mailto:housesystem@uchicago.edu). Please contact Center for Leadership and Involvement at [rcsched@lists.uchicago.edu](mailto:rcsched@lists.uchicago.edu).

### **\*HOUSING\***

(Posting Policy: College Housing)

The only posters/flyers authorized to be posted on in-House bulletin boards or elsewhere within a House (other than those posted for House or Hall business) are those approved by a Recognized Student Organization (RSO). Each House has at least one bulletin board that is reserved for the Resident Staff of the House and RSOs may not post their posters/flyers on those boards. There are additional areas where posters/flyers may not be posted in the residence halls/Houses: inside stairwells, inside elevators or on elevator doors, and on student room doors unless the students in that room hang the poster/flyer hung on their own room door. Posters/flyers may not be hung using duct tape, nails, tacks, glue or any semi-permanent or permanent adhesive. Students are encouraged to use "blue tape" for hanging signs as it typically does not damage surfaces. Damages that result from the posting of posters/flyers will be billed to the organization that sponsored the event. RSOs are asked to remove their posters/flyers from the residence halls/Houses after their event has occurred. Flyers and announcements may neither advertise nor refer to the availability of alcohol at a specified event. If a poster contains obscene language and/or pictures, or if Resident Staff deem the poster to be offensive to a particular group or individual, they will remove the poster. Since many residents wish to be informed of fraternity and sorority events, these organizations may post one flyer/announcement per event, per House. Resident Staff are authorized to remove fraternity/sorority posters that are used to "wallpaper" House bulletin boards and walls, or are distributed directly to student rooms. Resident Staff will use their best judgment in determining which fraternity/sorority posters are suitable for posting in their House.

Door to door solicitation is not allowed. If resident staff members become aware of anyone going door to door to solicit students or to push commercial or other advertising materials under students'

doors, they will ask the individual(s) to leave, escorting those involved out of the building, and report the incident to their Community Assistant Director in College Housing.

**\*VIOLATIONS\***

Violation of the publicity policy will result in consequences ranging from a penalty fine to suspension of the student organization. Complaints against student organizations must be directed to the Student Activities Center ([studentactivitiescenter@gmail.com](mailto:studentactivitiescenter@gmail.com)).

Please consult the Center for Leadership and Involvement or your RSO advisor if you should have any questions or need further clarification.

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I, \_\_\_\_\_ agree to abide by the letter and spirit of the elections rules as defined in this packet, the governing documents, and applicable policy. In signing I understand that I agree to abide by E&R's decisions for the duration of the election cycle.