X. Direct Elections

APPROVAL AUTHORITY: Elections Committee
REQUIRED VOTE: Simple Majority

SECONDARY APPROVAL AUTHORITY: Senate
REQUIRED VOTE: Simple Majority

CHANGES TAKE EFFECT: January 1st of the following year.

The purpose of the Direct Elections Manual (herein “Manual” or “DEM”) is to enumerate the processes, rules, and procedures for directly electing officers of the Student Government Association of Northeastern University (herein the “Association”). Every Candidate for direct election, as prescribed in the Constitution and Bylaws of the Association, shall adhere to this Manual. This Manual shall be available to the University community.

A direct election is the process in which all full-time undergraduate students of Northeastern University (herein “Student Body”) take part in electing Association leadership (herein “Election”). This serves to reinforce the mission of the Association, which is to be the general advocate on behalf of the student body and serve as the liaison between the student body and University faculty, staff, administration, and the general public.

The Elections Committee (herein “Committee”) is a standing Association committee, and is responsible for overseeing, regulating, and conducting the Association’s elections. The Committee is chaired by the Elections Committee Chair (herein “Chair”) and vice-chaired by the Elections Committee Vice-Chair (herein “Vice-Chair”).

The Senate at any point may override rules prescribed in the Manual by a two-thirds vote.

1. Nominations
   1.1. Intent to Run Forms and Slate Declarations Forms (see Appendix A and B) shall be made available online on the Association Website at least four full academic weeks prior to the Full Body Senate meeting at which individuals are nominated for candidacy (herein the “Nominations Meeting”). The date of the Nominations Meeting is determined by the Chair and Executive Vice President of the Association.
   1.1.1. Intent to Run Forms shall require signatures of at least two percent of the Student Body (herein “Signatures”). Intent to Run Forms must be submitted to the Chair at least one week prior to the Nominations Meeting. Signatures may not be collected before the forms are officially released or on forms that are not officially marked.
1.1.2. Intent to Run Forms may not contain duplicate Signatures. If an Intent to Run Form contains duplicate Signatures, the Chair shall notify the potential Candidate in question of the violation at least three days before the Nominations Meeting. The procedure for remedying this violation shall be as follows:

1.1.2.1. Revised Intent to Run Forms shall require Signatures of an additional one-half percent of the Student Body. Revised Intent to Run Forms shall be submitted to the Chair at least twenty-four hours prior to the Nominations Meeting. Failure to comply with this procedure will result in Disqualification from the Election.

1.1.3. Forged Signatures will result in Disqualification from the Election.

1.2. Unless an individual qualifies under the provisions of Article 2, each individual running for nomination in the Election shall submit their own Intent to Run Form to be qualified.

1.2.1. Provided the individual satisfies the requirements contained herein, the Committee shall approve the Intent to Run Form and Slate Declaration Form at least three days prior to the Nominations Meeting, and Revised Intent to Run Forms or Slate Declaration Form prior to the start of the Nominations Meeting.

1.2.2. Each individual shall be listed under the appropriate candidacy of an approved Slate Declaration Form, as described in Article 3 Section 4. Individuals may not run independent of an approved Slate except in the emergency situation outlined in Article 2 of the Manual.

1.3. At the time of the Nominations Meeting, each candidate shall be nominated independently.

2. Emergency Nominations

2.1. If any Candidate(s) drops from any Slate(s) after the Nominations Meeting but before the Campaign Period begins, an individual may seek an Emergency Nomination to become a Candidate.

2.1.1. To be automatically eligible for an Emergency Nomination, the individual must complete and submit an official Intent to Run Form to the Committee at least twenty-four hours prior to the beginning of the Campaign Period. If the individual completes and submits an official Intent to Run Form to the Committee less than twenty-four hours prior to the beginning of the Campaign Period, the eligibility of the Emergency Nomination will be at the Committee’s discretion. The conflicting provisions of Article 1 Section 1 Point 1 do not apply. In particular, the individual does not need to obtain Signatures from the Student Body.

2.1.1.1. Should the Candidate for President drop from any Slate(s), the Candidate for Executive Vice President may assume the Presidential Nomination without re-submitting an official Intent to Run Form. The Slate will be required to submit an updated Slate Declaration Form as described in Article 2 Section 1 Point 5.
2.1.2. The Committee shall approve or deny the Intent to Run Form and notify the individual within twenty-four hours of its submission.

2.1.3. Should the Committee reject any part of the Intent to Run Form, the individual will be allowed to re-submit their form no later than twenty-four hours before the start of the Campaign Period, if the timeline permits. The Committee shall approve or deny the re-submitted Intent to Run Form and notify the individual within twelve hours of its submission.

2.1.4. If the timeline does not permit, the individual can not be approved for candidacy.

2.1.5. Within twenty-four hours of an Emergency Nomination approval, an updated Slate Declaration Form must be submitted. Committee will have twelve hours to approve or deny the Slate Declaration Form, as described in Article 3 Section 4. The conflicting provisions in Article 3 Section 4 do not apply.

2.2. Emergency Nominations will not be accepted after the Campaign Period has begun.

2.2.1. The remaining Candidate on a Slate can choose to drop out of the Election. If they choose to remain in the Election they will run alone in the position they previously decided to run for.

2.2.2. If the Slate with one Candidate wins the Election, normal succession procedures will be followed.

2.2.3. The name of the Candidate that dropped will be replaced with “Vacant” on the Ballot.

3. Slates

3.1. A Candidate for President and a Candidate for Executive Vice President shall share a Slate.

3.2. Voters are not given the option to vote for Candidates from two or more different Slates.

3.3. A Candidate is not eligible to be on a Slate if they are an official member of Elections Committee for the current Election year.

3.4. Each Slate shall complete a Slate Declaration Form to be approved by a simple majority of the Committee. Slate Declaration Forms are due to the Chair at least one week prior to the Nominations Meeting. The Committee shall approve or deny the Slate Declaration Form within twenty-four hours of its submission. Should the Committee reject any part of the Slate Declaration Form, the Slate shall be allowed to re-submit their form prior to the start of the Nominations Meeting. Should the Slate disagree with the decision of the Committee, the Slate may file an appeal through the process outlined in Article 12 of the Manual. An appeal of the Committee’s decision shall be filed at least three days prior to the Nominations Meeting.

3.4.1. The Slate Declaration Form may be rejected by simple majority vote of the Committee for the following reasons:

3.4.1.1. A Slate name is deemed inappropriate;

3.4.1.2. Copyright infringement;

3.4.1.3. An individual on the Slate Declaration Form is not eligible for candidacy;
3.4.1.4. The Slate Declaration Form is incomplete;
3.4.1.5. Any other reason unanimously approved by the Committee.
3.4.2. In all instances, rejections shall be accompanied by the reason for rejection.

4. Candidates Briefing
4.1. Within seventy-two hours of the close of nominations, the Committee will convene a single meeting where attendance will be limited to at least half of the Committee’s members, all Candidates, a Campaign Worker from each Campaign.
4.2. The purpose of the Candidates Briefing is to educate the Candidates regarding Election and Campaign policies. The Candidates Briefing will act as an informational session for all Candidates and Campaign Workers present. During the Candidates Briefing, this Manual shall be reviewed, and all applicable information pertaining to the Election shall be presented.
4.3. The Candidates and Campaign Workers present must acknowledge the rules set forth in the DEM and all information presented in the Candidates Briefing the DEM Slate Agreement Form (see Appendix C).
4.4. The minutes and memoranda of Formal Agreements, if any, will be distributed to the Campaign Teams and Committee members within twenty-four hours after the Candidates Briefing.
4.4.1. If a Slate plans to propose a Formal Agreement (see Appendix D), the document must be submitted for review to the Committee and any other Slate(s) 24 hours prior to the Candidates Briefing.
4.4.2. Should the need for additional Formal Agreements arise during the Candidates Briefing, the Committee shall review said Formal Agreement(s) during the Candidates Briefing.
4.4.3. Any Formal Agreements presented must be approved by all other Slates present and by two-thirds vote of present Committee members prior to the conclusion of the Candidates Briefing. Approved Formal Agreements will be enforced per the DEM.
4.5. The Committee may excuse a Candidate’s attendance under Extenuating Circumstances by a simple majority vote.
4.6. At the Candidates Briefing, the Chair shall notify all Candidates of the places and times of all Voting Stations and any other specified areas of campus that are off-limits for Campaigning.
4.7. Candidates shall instruct all Campaign Workers to adhere to the Manual and any Formal Agreements approved at the Candidates Briefing.

5. Election Timetable
5.1. The Campaign Period will commence at the Committee’s discretion following the Candidates Briefing.
5.2. This period, including the Voting Period, shall be no longer than three weeks and no less than two weeks.

5.3. No Campaign-Related Activities are permitted before this period.
   5.3.1. Campaign-Related Activities include, but are not limited to, any activity directly relating to obtaining votes in the Election.
   5.3.2. Disseminating biographical information, qualifications, and goals, upon written or verbal request, does not constitute a Campaign-Related Activity. The procurement of Campaign Materials by the Candidates and their respective Campaign Teams also does not constitute a Campaign-Related Activity.
   5.3.3. All emails (or other forms of communication) regarding candidacy and for the purpose of scheduling Campaigning events with Student Organizations prior to the Campaign Period (herein “Emails”) must first be sent to Committee for approval.
      5.3.3.1. Content of approvable Emails shall be determined by Committee and discussed in the Candidates Briefing.
      5.3.3.2. Proposed Emails may be sent to Committee following the conclusion of the Candidates Briefing.
      5.3.3.3. Committee shall not approve or deny proposals until the start of Northeastern University’s official spring break. Upon the start of break, Committee will have twenty-four hours to approve or deny proposals as they are submitted.

5.4. No unapproved Campaign Material may be released prior to the start of the Campaign Period.

5.5. Online voting shall occur during a time established and approved by the Committee for a minimum of five days. Online voting shall end on the last day of the Campaign Period.

6. Campaign Finance
   6.1. The Association will reimburse each qualified Slate with a maximum sum of $1041 for Campaigning purposes. Slates may not spend more than the amount prescribed by the Committee; spending over this limit may result in Sanctions and the exceeding amount will not be reimbursed.
   6.2. In the event that a Slate does not spend the entirety of its allotted funds, the remaining funds shall be retained by the Association.
      6.2.1. Under no circumstance can additional funds be requested from the SAF.
      6.2.2. The Election fund and amounts received are indexed to inflation.
   6.3. Financial or material sponsorships beyond the sum provided by the Association, outside sponsorships, and/or donations are strictly prohibited. All goods and/or services used for the promotion of a Slate shall be included in the Slate’s Financial Disclosure Forms. The listed retail value of the provided goods and/or services shall align with the publicly advertised price at a major retailer. Goods and/or services shall be equally accessible by all Slates.
6.3.1. Campaign Teams are prohibited from soliciting or accepting any Commercial Endorsements.

6.4. All Campaign Material shall identify the Slate sponsoring the material. It shall read, “Paid for by the [Slate’s name]” or any similar phrase approved by the Committee.

6.5. All Slates shall disclose to the Committee all Campaign Team spending and receipts with applicable forms according to the financial disclosure timeline.

6.5.1. The Cumulative Summary Report is due at midnight on each Sunday during the Campaign Period.

6.5.2. The Final Report is due at midnight the day following the close of the Election.

6.6. The Committee shall review and approve or deny each Slate’s Financial Disclosure Forms within three days. In the event that the Committee denies a Slate’s Financial Disclosure Forms, the Slate may re-submit all forms within forty-eight hours. Committee shall review the re-submitted forms and approve or deny them within twenty-four hours. If after resubmission the Committee denies the forms again, the Slate may file an appeal as described in Article 12 of the Manual.

6.7. The Committee’s viewing of and deliberation on Financial Disclosure Forms shall be held in Executive Session. Financial Disclosure Forms shall be kept confidential between each Slate and Committee members until the Committee’s post-Election report on the Election, as described in Article 13 of the Manual.

7. Campaign Rules

7.1. Members of a Campaign Team are subject to University policies at all times. Violations of University policy should be reported to the Office of Student Conduct and Conflict Resolution.

7.2. Members of a Campaign Team shall respect other Candidates' right to Campaign and advertise.

7.2.1. Actions that constitute examples of Disrespect include but are not limited to: defacement of Campaign Materials, acts of slander or libel against an opposing Slate or Referenda sponsor, or support of slander or libel against a Slate or Referenda sponsor by parties outside of a Campaign Team.

7.3. Members of a Campaign Team shall not enter students' rooms or suites for the purpose of Campaigning or encouraging students to vote, unless explicitly invited by the student.

7.4. Members of a Campaign Team shall not Campaign or encourage students to vote in classes, be it one’s own class or otherwise, unless permitted by the instructor in advance.

7.5. Members of a Campaign Team shall not use online messaging systems intended for academic use, such as Blackboard, for the purpose of Campaigning or encouraging students to vote.

7.6. Members of a Campaign Team shall not Campaign or encourage students to vote in Student Organization meetings, unless permitted or invited to by the organization in advance.
7.7. Members of a Campaign Team shall not use their Student Government Association, Resident Student Association, Federal Work-Study, or any other University-paid positions for the purpose of Campaigning or encouraging students to vote.

7.8. Members of a Campaign Team are prohibited from Intimidating Voters or Directly Facilitating Voting.

7.9. Members of a Campaign Team are permitted to Campaign in the presence of a Voting Station according to guidelines set forth by the Committee during the Candidates Briefing. Candidates and Campaign Workers shall comply with any requests of the Committee in the presence of a Voting Station.

7.10. A Campaign Team cannot base its operations out of the Association office. This includes, but is not limited to, Campaign-related meetings, production and/or mass storage of Campaign Materials.

8. Election Promotion

8.1. Any giveaways used by the Committee for voting incentives shall be awarded on a random basis. The Committee reserves the right to require proof of voting for certain giveaways.

8.2. Each Candidate shall submit a complete Candidate Information Sheet (see appendix E) to the Committee within twenty-four hours of the conclusion of the Candidates Briefing. This information will be posted on the myNortheastern portal and the Association Website.

8.2.1. Information from the Candidate Information Sheets may also be distributed in other Association publications, at the discretion of the Executive Cabinet and the Committee, for election promotion purposes.

8.2.2. The Committee reserves the right to edit information on Candidate Information Sheets, or request that the Slate of the sheet in question make edits, if deemed necessary. The Committee shall notify the Slate of any edits made to their Candidate Information Sheet(s).

8.3. Each Slate shall submit an official full list of Campaign Workers to the Committee within twenty-four hours of the conclusion of the Candidates Briefing. This list may be made public on the Association Website by the Committee. The list may be changed during the Election Period by notifying the Committee.

8.3.1. Slates may request to remove Campaign Workers from the official list during the Election Period. Removal of a Campaign Worker is permanent.

8.3.2. A maximum of 10 additional Campaign Workers may be added to the official list during the Election Period.

8.4. Candidates are allowed and encouraged to participate in speaking engagements, including Public Debates, during the Campaign Period.

8.4.1. The Committee is required to hold an event or function for the purpose of educating the Student Body about the Candidates and Referenda. This event or
function may take the form of, but is not limited to, a Public Debate or town hall meeting (herein “Committee Education Event”).

8.4.1.1. Only the Chair or the Chair’s designees may declare an event to be a Committee Event.

8.4.1.2. The Committee Education Event(s) shall be announced at the Candidates Briefing.

8.4.1.3. The Committee Education Event(s) shall be scheduled on the Student Life calendar via Engage no less than one week prior to the event.

8.4.1.4. A Committee Education Event shall consist of all Presidential Candidates, all Executive Vice-Presidential Candidates, or all Candidates for both positions. All Referenda Sponsors shall be invited as well. All parties shall be physically present at the Public Debate, unless otherwise agreed upon unanimously by the Committee.

8.4.2. Student Organizations, with the exception of the Association, have the right to invite Candidates to speak at Private Events anytime during the Campaign Period. In addition, Students-at-Large are afforded the aforementioned right.

8.4.3. If a Slate or Campaign Team chooses to engage in Dorm Storming on any particular day, the Slate must report it to the Committee at least twenty-four hours prior to that day.

8.4.3.1. A Slate must report via email to the Committee.

8.4.3.2. Necessary items to report include: the time of Dorm Storming, identification of Campaign Workers and/or Candidates who will participate, the residence hall(s) and floor(s) that will be Dorm Stormed.

8.4.3.3. Committee withholds the right to audit the Dorm Storming locations to ensure that no Slate or Campaign Team is Intimidating Voters or Directly Facilitating Voting.

8.5. The Committee may set up Voting Stations to encourage students to vote.

8.5.1. Only the Committee shall administer the Voting Stations.

8.5.2. Computer screens in Voting Stations shall be private to the voter.

8.5.3. The Committee shall provide Candidate information at the Voting Station. No Candidate shall be given preferential treatment.

8.5.4. Candidates and Campaign Workers may Campaign at Committee-sanctioned events and Voting Stations at the behest of the Committee.

8.5.4.1. Candidates and Campaign Workers shall respect all requirements set forth by the Committee at Committee-sanctioned events or Voting Stations. Requirements shall be further explained at the Candidates Briefing.

8.5.4.2. All Candidates and the Committee shall unanimously agree upon the times at which any Candidate or Campaign Worker may attend a Committee-sanctioned event or Voting Station.
8.5.4.3. Candidates and Campaign Workers may be subject to disciplinary action by the Committee for non-compliance of any requirement.

8.6. Only the Committee may facilitate Voting Stations within Northeastern University residence halls.

8.6.1. Computer screens in Voting Stations shall be private to the voter.

8.6.2. The Committee shall provide Candidate information at the Voting Station. No Candidate shall be given preferential treatment.

8.6.3. Candidates and Campaign Workers may not Campaign in that particular residence hall during the Committee’s presence.

9. Voting Procedure

9.1. Each member of the Student Body enrolled at the beginning of the Campaign Period has one vote.

9.2. Each eligible student may cast their vote for all directly elected positions via the myNortheastern portal.

9.3. All votes cast are final, unless in the case of an Informational Technology Services error, in which a hearing held by the Committee shall determine the necessary action.

9.4. In the case that there are two or fewer Slates running, each voter shall cast their vote for one Slate. In the case that there are more than two Slates running, Instant Runoff Voting (herein “IRV”), a derivative of preferential voting, will be used. In either case, a voter may also Abstain from voting or vote No Confidence.

9.5. The Committee, at a time up to twelve hours before the end of the scheduled Voting Period, pending Informational Technology Services constraints, may extend the voting period by no more than five days, with a maximum of one possible extension, by a simple majority vote. An extension may be made in an effort to respect the voice of the entirety of the Student Body. Conflicting provisions described in Article 10 may be suspended at the discretion of the Committee.

9.6. A minimum of twenty percent of the Student Body shall cast votes in order to validate the results of the Election.

9.6.1. If this threshold is not met, the Full Body Senate (as described in Article 10 Section 3) shall determine the winner of the Election from the Slates previously presented on the Ballot by a simple majority vote. A vote of the Full Body Senate to determine the winner of the Election shall be done by secret ballot.

9.6.2. If there is a tie, the Full Body Senate determines the winner of the Election from the Slates previously presented on the Ballot by a simple majority vote. A vote of the Full Body Senate to determine the winner of the Election shall be done by secret ballot.

9.7. In that case that no slate obtains a majority of the Student Body votes, the Committee may choose to extend the voting period as described in Article 9 Section 5. If a majority is still not achieved, a Full Body Senate shall be called for an Emergency Election as defined in the Association's Constitution.
10. Elections Results

10.1. The total number of votes cast in the Election shall be publicly displayed in real time on the Association Website. Election results shall remain confidential until their official announcement to the Full Body Senate following the conclusion of the Voting Period (herein “Results Senate”), as defined in Article 10 Section 3, with the exception of the process outlined in Article 10 Section 2.

10.2. Slates and Referendum Sponsors will be notified of the Election Results by the Chair at least one hour before the Results Senate.

10.3. Upon the conclusion of the Voting Period, the Chair and Vice-Chair shall verify each Slate’s Campaign Financial Disclosure Forms for completeness. Following this verification, the Chair and Vice-Chair shall coordinate a meeting with a Senior Leadership Team Member (or designee) and the University Vice President for Information Services (or designee) to verify the Election results. All records shall be turned over to the Chair and Vice-Chair. The Chair and Vice-Chair will coordinate with the Executive Cabinet of the Association to administer the results in the Results Senate.

10.4. Results shall be made public on the Association Website immediately following the Results Senate.

10.5. The results of the Election shall not be verified if any meritorious Grievance is pending against any Slate.

11. Grievances

11.1. A Grievance may be filed by any Campaign Team, Student-at-Large, faculty or staff member, or the Committee, and shall be submitted to the Committee via a Grievance Form (see Appendix F) within seventy-two hours of the alleged violation. This limitation may be overturned by a two-thirds vote of the Committee. Grievances shall not be accepted after the public announcement of the Election results.

11.1.1. If a Grievance is not anonymous, the filer may withdraw their Grievance at any point before the start of the hearing. If the Committee determines that the Grievance has merit, the Committee may still hold a hearing on the filer’s behalf.

11.2. A Grievance may be filed anonymously by all parties identified in Article 11 Section 1 except if submitted by a Campaign Team or the Committee. The filer shall submit a completed Grievance Form, excluding their name and university email address. The Northeastern University ID number shall be subject to verification by the University administration.

11.3. Once a Grievance is filed, the Chair shall inform the Slate in question of the Grievance via email within twenty-four hours and with at least one additional official member of the Committee cc’d onto the email as a witness.

11.4. Provided the Chair finds the Grievance complete and With Merit, the Committee shall convene a hearing within no less than twenty-four hours, and no more than seventy-two hours of notification. The date, time, location and agenda shall be specified by the Chair.
11.4.1. The hearing shall be held in accordance with the Grievance Hearing Procedure outlined in Appendix G.

11.4.2. The press shall be allowed to attend the hearing for only the Opening and Closing Statements described in Appendix A.

11.5. If a Candidate, a Slate, or a Slate’s associated Campaign Worker(s) is found to be in violation of the Manual, per the filed Grievance, the Slate shall be subject to Sanctions. The Committee shall have the following Sanctions at its disposal during the Election Period:

11.5.1. Assignment of Demerit Points to a Slate:
   11.5.1.1. Each Slate is limited to three Demerit Points. Upon receiving a total of three Demerit Points, a Slate shall be immediately Disqualified.
   11.5.1.2. Whole Demerit Points shall be assigned based on the severity of the violation. The Committee shall only assign whole Demerit Points. More than one whole Demerit Point may be assigned per violation.

11.5.2. Mandating the removal or alteration of Slate’s offending Campaign Material in any medium.

11.5.3. Suspension of the privilege to actively Campaign for an amount of time determined by the Committee.
   11.5.3.1. The Campaign Team may not perform any additional Campaigning or solicit support beyond any prior Campaigning. This restriction includes but is not limited to: distributing or making public any additional Campaign Material or interacting with the Student Body for the purpose of Campaigning.

11.5.4. Disqualifying a Slate.

11.6. If multiple violations are brought forth to the Committee in one Grievance, the Committee shall consider each violation separately.

11.6.1. Repeat violations shall be taken into consideration by the Committee when assigning Sanctions to a Slate.

11.7. The Committee shall immediately announce a decision, with Sanctions if applicable, at the conclusion of the deliberation.

11.8. All decisions of the Committee shall immediately be made public on the Association Website.

12. Appeals

12.1. An appeal may only be based upon the following criteria:
   12.1.1. Established policies and procedures were not followed, and/or
   12.1.2. The Committee's decision was arbitrary or capricious, and/or
   12.1.3. The severity of the Sanction was unnecessarily harsh in nature compared to the severity of the violation.
12.2. An individual With Standing shall submit a written appeal request to the Parliamentarian within 48 hours of the decision. The appeal can include but is not limited to the following:

12.2.1. All decision memos.
12.2.2. All supporting materials presented or provided to the Committee.

12.3. The Parliamentarian shall receive the appeal and determine if the appeal has merit based on criteria established in this Manual. The Operational Appeals Board shall consider an appeal that has been found to have merit within three days of receipt.

12.4. The decision of the Operational Appeals Board is final.

13. Post-Election Report

13.1. The Committee Chair shall prepare a post-Election report evaluating Committee performance and policies within this Manual following each Election. The report may also include any recommendations for amendments to this Manual. The initial report shall be submitted to the Senate no later than June 30th of the given year. Any addenda to the report shall be submitted no later than October 15th of the given year. The final report, including addenda, shall be made available upon request.
Appendix A: Sample Intent to Run Form

Intent to Run forms for Student Body President or Executive Vice President will be made available on the Association Website and OrgSync. This nomination form requires Signatures from at least two percent of the Student Body. This form is due to the Chair at least one week prior to the Candidates Briefing. Please note that all Candidates are required to run on a shared Slate. Any questions can be directed to the Chair.

Sample Intent to Run Form:

Intent to Run Form:
Student Body President or Executive Vice President

This nomination form requires:
● Signatures from at least two percent of the undergraduate student body at Northeastern University. The current undergraduate population can be found on the University website under “Diversity at Northeastern”.

This form is due to the Chair of the Elections Committee at least one week prior to the Full Body Senate for Nominations.

Candidate Information

Name: ________________________________

NUID #: ______________________________

E-Mail Address: _________________________

By signing below, I attest that I meet the following requirements as prescribed by the Association’s Bylaws:
● President: Association membership for 25 weeks (not including intersessions)
● Executive Vice President: Senatorial membership for 25 weeks (not including intersessions)

Signature: ______________________________

Date: ______________________________
By signing below, I am supporting ________________________'s nomination for Student Body President or Executive Vice President. I understand that a signature is not an endorsement or vote. I understand that my email address and information will not be given out, but may be used for communication from SGA.

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Appendix B: Slate Declaration Form

Slate Declaration Forms will be available on the Association Website and Engage.

Sample Slate Declaration Form:

Slate Declaration Form

This form is to be filled out by each Slate and turned in to the Chair at least one week prior to the Candidates Briefing.

Name of Slate ________________________________

Candidate for President ________________________________

Candidate for Executive Vice President ________________________________

Signed,

______________________________
Candidate for President, Date

______________________________
Candidate for Executive Vice President, Date
DEM Slate Agreement Form

The Direct Elections Manuel outlines the rules and regulations to be followed by all Candidates and Campaign Workers during the Student Body Election period. By signing below, the Slate agrees to uphold the rules, as well as ensure that they are followed by all members of their Campaign Team. In addition, by signing below the Slate acknowledges that any violation of the rules set forth in the DEM will result in sanctions, as stated in Article 11 of the DEM.

Date

Slate Name

Candidate for President’s Signature

Candidate for Executive Vice President’s Signature

Campaign Worker’s Signature (Optional)
Appendix D: Formal Agreement Form

Formal Agreement Title

Proposed by: Slate Name

Slate Name proposes the following provision to be followed by all Slates and Campaign Teams during the Elections Period:

Drafted formal agreement

By signing below, both Slates agree to adhere to the Formal Agreement.

_______________________________
Slate Name

_______________________________
Candidate for President’s Signature

_______________________________
Candidate for Executive Vice President’s Signature

_______________________________
Slate Name

_______________________________
Candidate for President’s Signature

_______________________________
Candidate for Executive Vice President’s Signature
Appendix E: Sample Candidate Information Sheet

Sample Candidate Information Sheet:

**Candidate Information Sheet**

This form is to be filled out by each Candidate and turned in to the Chair at least one week prior to the Candidates Briefing.

**(Slate Name and Website)**

Presidential Nominee: _______________________________

Graduation year: _______________________________

Major(s): _______________________________

Minor(s): _______________________________

SGA Association Experience? (Positions, length of involvement, awards received, etc.)

__________________________________________________________

Personal Statement: (500 words or less)

(Headshot Here)
Appendix F: Grievance Report Form

Grievance Report Forms will be available in the Association office and on the Association website.

GRIEVANCE REPORT FORM

This form is to be used to file a Grievance against a Candidate for office based on violation(s) you have personally witnessed during the course of the Election Period. The Direct Elections Manual defines a Grievance as an “An allegation that a Candidate, a Slate, a Slate’s Campaign Worker(s), or a Campaign Team have violated the Manual”.

For any Grievance report to be found With Merit and/or considered, it shall be submitted prior to the verification of election results.

Submitter’s Information

Name(s) and/or Campaign Team and/or Committee: ________________________________

NU ID Number(s) (if filing as Campaign Team, please submit the Slate’s NU ID Numbers, if filing as Committee, submit the Chair’s NU ID Number):

______________________________________________________

Email(s):

______________________________________________________

Phone Number(s):

______________________________________________________

Please Note: If you would like to submit this Grievance anonymously, please omit all information except your NU ID number. A member of the Northeastern administration will use this to verify your student status. Your identity will not be shared with any member of the Elections Committee or parties of this Grievance. By submitting this Grievance anonymously you are forfeiting your right to represent yourself at a hearing or any subsequent appeals.

Violation Information

Name of Slate: ________________________________

If applicable, name of Candidate(s)/Campaign Worker(s):

______________________________________________________

Date of Violation: ________________________________
Time of Violation: ____________________________________________

Location of Violation: __________________________________________

Please provide a full description of the violation(s) you witnessed, including any and all relevant evidence. You may attach additional sheets of paper, documents, photographs, etc.

_____________________________________________________________________________________
___________________________________________________________________________________
_____________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

By signing and dating below, I confirm that all information written on this form and/or attached to this form is accurate and truthful.

_____________________________________________________________________________________

Signature and Date

Please return (in a sealed envelope) to the Association office, addressed: GRIEVANCE CLAIM
ATTN: Elections Committee, Chair

--- or ---

Email a scanned copy to the Chair.
Appendix G: Grievance Hearing Procedure

1. Definitions
A.1.1 The Complainant is the party filing grievance charges against a Campaign, limited to three representatives, one of which shall be delegated as speaker.
A.2.2 The Campaign is the Campaign accused of violating the Manual, limited to three representatives, one of which shall be delegated as speaker.
A.2.3 Witnesses are individuals who are not members of the Complainant or the Campaign.

2. Inherent Rights
A.2.1 The Committee reserves the right to require a party to restate, change, or terminate a given question if it is deemed irrelevant, argumentative, or otherwise inappropriate.
A.2.2 The Committee reserves the right to declare a party in contempt should an action warrant such reprimand. If so, a party may be subject to a loss of the right to participate in the hearing process.
A.2.3 Parties shall have only the right to call points of parliamentary inquiry (i.e. to ask the Chair a question regarding the parliamentary rules governing the hearing), and points of personal privilege (i.e. a request related to personal comfort or safety).

3. Procedure
A.3.1 The Chair shall state the charges brought against the Campaign.
A.3.2 The Complainant, then Campaign, shall present opening statements, and declare all witnesses.
A.3.2.1 The statements shall be considered testimony and their respective sides of the story.
A.3.2.2 Any evidentiary materials shall be disclosed during testimony of parties.
A.3.2.3 No new evidence shall be allowed after this point unless at the request or permission of the Committee.
A.3.3 Each witness shall give testimony and be examined exclusive of all other witnesses.
A.3.3.1 Witnesses may only address evidentiary materials that were disclosed in opening testimony.
A.3.3.2 A witness is excused from the hearing after the conclusion of their examination. Should a witness wish to be present, they may not in any capacity interact with either party.
A.3.3.3 The Complainant shall call their witnesses first, followed by the witnesses of the Campaign.
A.3.3.4 For each witness, the party calling the witness shall first question their witness.
A.3.3.5 The remaining party shall question the witness.
A.3.3.6 The Committee shall question the witness.
A.3.4 Complainant and Campaign Examination
A.3.4.1 The Complainant may question the Campaign.
A.3.4.2 The Committee may question the Campaign.
A.3.4.3 The Campaign may question the Complainant.
A.3.4.4 The Committee may question the Complainant.
A.3.4.5 The Committee may question both parties.
A.3.5 The Complainant and Campaign shall each have two minutes for a closing statement.
A.3.6 The Committee shall deliberate in executive session.
Appendix H: Center for Student Involvement Chalking Policy

The policy below is the most updated chalking policy approved by the Center for Student Involvement. The Center for Student Involvement can update this policy at any time. Candidates are responsible for the most updated version at the time of the Election Period. All violations of this policy should not be reported as a Grievance, and should be reported to the Center for Student Involvement. All sidewalk chalk purchased using money from the Association must be approved by the Director of the Center for Student Involvement, or a designee. Candidates may not use chalk provided by the Center for Student Involvement that has been purchased with the Student Activity Fee.

Chalking may only be done by recognized student organizations and University departments that are sponsoring an approved activity and/or program. The focus of the advertising must appeal to the general interest of the Northeastern community.

Guidelines
All student organizations MUST only use chalk made available by the Center for Student Involvement. Please visit CSI to obtain the chalk—it is free for your use. • Any writing done with other chalk will be considered vandalism and is subject to referral to the Office of Student Conduct and Conflict Resolution (OSCCR). • Any cleaning charges as a result of using unapproved chalk will be billed to the individual or student organization responsible. • No spray chalk is permitted on campus. • No chalking is permitted on any step, stoop, or vertical surface (vertical surface to include, but not limited to, pillars, risers, or windows). Please be sure that the area you are chalking on can be reached by rain. • Chalking is limited to 25 words or less per event in any one area. Please be brief in your message. • Please include the following: - Name of Event - Location - Date - Time - Sponsor

Chalking shall be restricted to the following areas:
• Snell Library Quad • Snell Engineering walkway, leading toward Forsyth Street • Centennial Common (between Shillman and Ryder Halls, and Forsyth and Leon Streets) • Sculpture Park and Robinson Quad to the steps of Columbus Garage Bridge • Stetson Quad from Speare Common to Opera Place and Forsyth Street • World Series Way (between Forsyth Street and Hayden Hall) • West Village Quad • Bulfinch Pathway from Krentzman Quad to Snell Library Quad • Sidewalks surrounding International Village (not to include Ruggles MBTA station steps and landings) • Cabot Court Quadrangle Note: No chalking on Boston public sidewalks is permitted.
Appendix I: Glossary

This glossary is a comprehensive set of definitions for terms used in the Manual and throughout the elections process. The Elections Committee reserves the right to define any term not listed below.

1. **Abstain**: When a voter does not wish to cast their vote for or against any of the Slate(s). An Abstention will not count towards the final vote count.

2. **Association Website**: The official website of the Association, as maintained by the Director of Information Management within the Association.

3. **Ballot**: The medium through which the Student Body may vote in the Election.

4. **Campaign/Campaigning**: Any verbal or written communication concerning any Candidate or Slate directed to any person outside of the Campaign Team for the purpose of influencing the Election. This includes but is not limited to creating or distributing Campaign Material, giving speeches, advocating for any Candidates or Slates. Committee reserves the right to determine other instances that constitute Campaigning.

5. **Campaign Material**: Any viable form of Candidate or Campaign promotion. This includes but is not limited to: websites, chalking, posters, club cards, giveaways, and digital media. University-owned whiteboards and mirrors are not considered viable platforms for Candidate or Campaign promotion.

6. **Campaign Period**: The time period between the Candidates Briefing and the close of voting.

7. **Campaign-Related Activities**: Any activity performed by members of a Campaign Team and related to obtaining votes for certain Candidates or Slates in the Election.

8. **Campaign Team**: The Candidates of a particular Slate and their corresponding Campaign Workers.

9. **Campaign Worker**: Someone who performs work, supplies services, or puts forth effort for the purpose of electing a particular Slate at the behest or knowledge of a Candidate of that Slate or their designee. A Campaign Worker cannot be an official member of the Committee. The names of all Campaign Workers must be submitted to the Committee by the Slate prior to any participation in Campaign-Related Activities, as described in Article 8 Section 3.

10. **Candidate**: An individual running in the Election for the position of President or Executive Vice President of the Association. To become a Candidate, an individual must follow the rules outlined in Articles 1 and/or 2 as applicable.

11. **Candidate Information Sheet**: A Candidate profile to be posted on the myNortheastern website during the Voting Period, in accordance with the Manual, Article 8 Section 2 to include name, graduation year, major(s), minor(s), and a description of Association experience.

12. **Commercial Endorsement**: Any financial, verbal, or written support made by a non-undergraduate organization or representative of said organization.

13. **Demerit Point**: An available sanction for violations of the Manual. Each Grievance that is sustained may be assigned Demerit Points that will be added to the total of the convicted Candidate or Slate. Each Slate is limited to three Demerit Points. Upon receiving a total of three Demerit Points, a Slate shall be immediately disqualified.
15. Disqualification: Not allowing a Slate to run in the Election due to lack of adherence to the Manual.
16. Disrespect: defacement of another Slate’s Campaign Material, defamation of character, producing slander or libel against another Slate, or anything deemed so by the Committee.
17. Dorm Storming: Entering a Northeastern University Residence Hall with the intention of Campaigning.
18. Election Period: The time period from the conclusion of the Candidates Briefing to the public announcement of the Election results.
19. Emergency Nomination: A nomination that is proposed after official nominations and before the start of the Campaign Period in the event that a Candidate(s) drops out of the Election.
20. Engage: A website facilitated through Northeastern University which connects students with organizations, programs, and departments on campus in a private online community.
21. Executive Session: A private discussion between the committee members.
22. Extenuating Circumstances: Illness, death in the family, serious prior academic engagement or any other circumstance approved by the Committee; all verified with a written notice.
23. Financial Disclosure Forms: The forms associated with a Slate’s finances and discussed in the Candidates Briefing.
24. Formal Agreement: A written, approved, and signed understanding between the Slates at the Candidates Briefing regarding a certain aspect of the Election not covered by the Manual.
25. Grievance: An allegation that a Candidate, a Slate, a Slate’s Campaign Worker(s), or a Campaign Team have violated the Manual.
26. Grievance Form: The form through which a Grievance may be filed, as outlined in Article 11.
27. Instant Runoff Voting (IRV): Voters are told to rank Slates in order of preference. If there is not a Slate with a majority of the votes, the Slate with the least number of votes is eliminated. If the eliminated Slate was a voter’s first choice, then their vote gets cast for their second choice Slate, and so on. IRV is only used in situations where more than two Slates are on the Ballot.
28. Intent to Run Forms: Forms filled out by each Candidate that include the names, NUID numbers, email addresses, and written signatures of two percent of the Student Body.
29. Intimidating Voters: Forcing voters to vote a certain way, or persuading them to vote for a particular Candidate at the time the vote is cast.
30. No Confidence: When a voter does not support any of the Slates running, they may select No Confidence.
31. Private Event: Anytime a Candidate discusses their candidacy outside of their private residence with the intent of gaining votes. This event is not sponsored by the Association and does not require all Candidates to be present.
32. Public Debate: Any Committee-sanctioned event in which two or more Candidates from more than one Slate engage in the process of answering questions, and where the event has been publicized through any form of media or where the audience consists primarily of affiliates of any specific group (for example, Student Organizations).
33. Referendum/Referenda: A direct vote in which the Student Body is asked to either accept or reject a particular proposal. A Referendum shall be classified as a Sense of the Student Body, as a Call for the Northeastern Administration to Act, or as a Call for the Student Government Association to Act.

34. Sanctions: Levels of punishment according to the offense committed.

35. Slate: A Slate consists of exactly one Presidential Candidate and exactly one Executive Vice Presidential Candidate running together on a Campaign Team in the Election.


37. Student-at-Large: All members of the Student Body with the exception of Candidates, Campaign Workers, Committee members, and Chair, for the duration of the Election Period. A Student-at-Large may not participate in any Campaign-Related Activities.

38. Student Organizations: An undergraduate student organization that is fully recognized by and in good standing with the Center for Student Involvement (CSI). This includes any sorority or fraternity recognized by CSI under the umbrella of the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Council. Informal organizations, such as those under the scope of the Cultural and Spiritual Life Centers or groups sponsored by a specific college at Northeastern University, are not included in this definition.

39. Voting Period: The period of time in which the Ballot is live on myNortheastern for the Student Body to vote in the Election.

40. Voting Station: A public place where voting in the Election is facilitated.

41. With Merit: Grievances that have been filled out completely and present significant evidence that a violation has occurred as decided by the Chair. The Committee can overrule the decision of the Chair with a two-thirds majority vote.