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Cite this Handbook: Elec. Hand.

To cite the provisions in this Handbook, use section and inferior subdivision number. Thus, Elec. Hand. § 000(a) refers to subsection (a) of section 000 of the Elections Handbook (also, section 000(a) of the Elections Handbook). For more information, see Appendix B of the Senate Constitution.

To cite a suggested practice in the Handbook, use article and practice number. Thus, Elec. Hand. SP 0-1 refers to suggested practice 1 of article 0 of the Elections Handbook (also, suggested practice 0-1 of the Elections Handbook).
ARTICLE I—GENERAL PROVISIONS

§ 101. Election Rules

(a) CONSTITUTIONAL AUTHORITY.—These election rules are established under section 802 of the Senate Constitution.

(b) PURPOSE.—In accordance with section 802(c) of the Senate Constitution, these election rules govern and provide for the orderly and efficient operation of—

(1) each USG election; and

(2) any referendum.

§ 102. Elections Managers

(a) APPOINTMENT.—For rules relating to the appointment of Elections Managers, see section 801 of the Senate Constitution.

(b) DELEGATION OF DUTIES.—

(1) CHIEF ELECTIONS MANAGER.—In accordance with section 801(d)(1) of the Senate Constitution and these election rules, the Chief Elections Manager shall oversee and have final responsibility for each election.

(2) DELEGATION TO OTHER ELECTIONS MANAGERS.—In accordance with section 801(f) of the Senate Constitution, the Chief Elections Manager may delegate any of the following duties to another Elections Manager:

(A) A duty provided in section 801(d)(2) through 801(d)(9) or in section 801(e) of the Senate Constitution.

(B) A duty provided in these election rules, unless the election rules specify otherwise.

(3) DELEGATION TO OTHER SENATE MEMBERS.—For any duty provided in these election rules that involves publishing information, an Elections Manager may delegate the technical action of publishing the information to another Senate member.

(4) DELEGATION TO OTHERS PROHIBITED.—An Elections Manager may delegate a duty provided in paragraph (2) only to another Elections Manager, except when paragraph (3) allows such delegation.

(c) PUBLISHING INFORMATION.—For any duty provided in these election rules that involves publishing information, the Chief Elections Manager’s duty to publish the information is satisfied if the information is made available to each undergraduate eligible to vote in that election.

(d) CAMPAIGN ACTIVITIES PROHIBITED.—In accordance with subsection 801(b) of the Senate Constitution, an Elections Manager shall not engage in campaigning or petitioning during the Elections Manager’s term of office.

Suggested Practice 1-1.

It is inadvisable to appoint a voting Senate member or a Class Government officer as an Elections Manager.
§ 103. Parliamentarian

(a) ADVISORY ROLE.—An Elections Manager may consult with a Parliamentarian about a procedural matter relating to an election if—

(1) the President has appointed the Parliamentarian in accordance with section 202(b)(1) of the Senate Constitution; and

(2) the Parliamentarian has not engaged in campaigning or petitioning during the Parliamentarian’s term of office.

Suggested Practice 1-2.

If the President chooses to appoint a Parliamentarian, the President should prohibit the Parliamentarian from engaging in campaigning or petitioning during the Parliamentarian’s term of office.

§ 104. Election Cycles

(a) TIMING.—

(1) FIRST DAY.—The first day of an election cycle is provided in sections 201 and 802(b)(1).

(2) LAST DAY.—The last day of an election cycle is the date on which an Elections Manager publishes the final results and vote counts for each election and any referendum in that election cycle.

(b) ELECTIONS IN EACH ELECTION CYCLE.—

(1) FALL.—The election for each Freshman Class Officer shall take place during the fall election cycle.

(2) WINTER.—The election for each Senator and each Executive Officer shall take place during the winter election cycle.

(3) SPRING.—The election for each U-Councilor and each Class Officer, except Freshman Class Officers, shall take place during the spring election cycle.

(c) REFERENDA.—Any referendum shall take place during the winter election cycle or the spring election cycle.

(d) SPECIAL ELECTIONS.—Any special election shall take place during a special election cycle, in accordance with section 802.

§ 105. Submission of Information

(a) IN GENERAL.—For any information that needs to be submitted to an Elections Manager, the Chief Elections Manager shall decide how the information shall be submitted.

(b) PUBLICITY.—The Chief Elections Manager shall inform each person who must submit information to an Elections Manager of the submission format decided under subsection (a).

(c) EMAIL SUBMISSION ASSUMED.—If the Chief Elections Manager does not set a submission format in accordance with subsection (a), the submission format shall be by email to usgvote@princeton.edu.
(d) EASTERN TIME ASSUMED.—Unless an Elections Manager specifies otherwise, a time scheduled by an Elections Manager shall be considered to be in the official time zone of New Jersey, as specified by law.¹

§ 106. Definitions

(a) DEFINITIONS.—For definitions of terms used in this Handbook, see section 1001.

(b) RULES OF CONSTRUCTION.—For rules of construction for this Handbook, see section 1002.

ARTICLE II—ELECTIONS IN GENERAL

§ 201. First Day of Election Cycle

(a) PRE-SCHEDULED DATE.—The first day of each election cycle is a pre-scheduled date.

(b) TIMING.—

(1) FALL.—The first day of the fall election cycle shall be 7 days before the candidate registration deadline of the fall election cycle.

(2) WINTER AND SPRING.—The first day of the winter and spring election cycles shall be 5 days before the referendum proposal submission deadline of the corresponding election cycle.

(c) CHIEF ELECTIONS MANAGER (CEM) ACTIONS.—

(1) SCHEDULING.—On or before the first day of each election cycle, the Chief Elections Manager shall schedule—

(A) the date of each pre-scheduled date in that election cycle; and

(B) the date and time of each pre-scheduled time in that election cycle.

(2) PUBLICITY.—On or before the first day of each election cycle, the Chief Elections Manager shall publish the schedule for that election cycle.²

§ 202. Rules Meetings

(a) IN GENERAL.—The Elections Managers shall hold at least two rules meetings during each election cycle.

(b) PRE-SCHEDULED TIME.—Each rules meeting shall occur at a pre-scheduled time, except for “Last Chance” rules meetings which the Chief Elections Manager may schedule during the elections cycle under the conditions described in subsection (f).

(c) TIMING.—

(1) IN GENERAL.—Each rules meeting shall occur no earlier than the first day of the election cycle and no later than the candidate registration deadline,

¹ The time zone of New Jersey is Eastern Daylight Time (UTC-4:00) during the period starting at 2:00 AM on the second Sunday in March and ending at 2:00 AM on the first Sunday in November. The time zone of New Jersey is Eastern Standard Time (UTC-5:00) at all other times.

² Suggested election calendars for each election cycle can be found in Appendix B. A summary of the regulations pertaining to election cycle scheduling can be found in Appendix C.
except for “Last Chance” rules meetings which the Chief Elections Manager may schedule under the conditions described in subsection (f).

(2) RECESS SCHEDULING PROHIBITED.—A rules meeting may not occur during an academic recess.

(d) PURPOSES.—The purposes of rules meetings are to—

(1) provide information about the offices to be filled by the election cycle;
(2) explain the election cycle schedule;
(3) explain the election rules; and
(4) answer candidates’ questions about campaigning, voting, and elections.

(e) ATTENDANCE REQUIREMENT.—Each candidate in an election cycle shall attend a rules meeting during that election cycle or arrange an alternative time to meet with the Chief Elections Manager, during the timeline described in subsection (c) to be permitted to run.

(f) LAST CHANCE RULES MEETINGS.—

(1) IN GENERAL.—During an election cycle, the Chief Elections Manager may schedule an additional rules meeting or meetings if the following condition is met.

(A) The number of approved candidates for a position is less than or equal to the number of candidates that can be elected to that position

(2) TIMING.—

(A) IN GENERAL.—“Last Chance” rules meeting may be scheduled after the candidate registration deadline and before the first day of campaigning

Suggested Practice 2-1.

The Elections Managers should allow candidates to sign in at each open house to indicate their attendance, preferably electronically.

The Elections Managers can invite a USG member not running in the election to an open house, in order to answer questions about USG offices and responsibilities.

The Chief Elections Manager should publish any “Last Chance: rules meetings in the same manner as the pre-scheduled rules meeting, along with information about which positions remain uncontested.

§ 203. Candidate Registration

(a) PRE-SCHEDULED TIME.—The candidate registration deadline shall occur at a pre-scheduled time.

(b) TIMING.—

(1) IN GENERAL.—The candidate registration deadline shall occur on a date no earlier than 7 days before the first day of campaigning and no later than 3 days before the first day of campaigning.

(A) EXTENSIONS FOR UNCONTESTED ELECTIONS.—The Chief Elections Manager may extend the candidate registration deadline for
potential candidates seeking a position that is uncontested after the initial candidate registration deadline has passed.

a) A potential candidate eligible for an extension must still attend a rules meeting and complete a valid petition to be submitted by the extended deadline.

b) The Chief Elections Manager may only extend the deadline until the day before the first day of campaigning.

(2) RECESS SCHEDULING PROHIBITED.—The candidate registration deadline may not occur during an academic recess.

(c) REQUIREMENTS.—

(1) IN GENERAL.—Before the candidate registration deadline, each candidate shall submit all of the following information to the Chief Elections Manager:

(A) The candidate’s name, class year, and contact information.

(B) The office the candidate intends to campaign for.

(C) A complete and valid candidacy petition.

(2) ADDITIONAL REQUIREMENTS.—The Chief Elections Manager may require candidates to submit additional information before the candidate registration deadline if such information is relevant to the orderly and efficient operation of the election.

Suggested Practice 2-2.

The Elections Managers are encouraged to require candidates to submit a candidate statement (up to 150 words) and a photograph of the candidate. Such information can be published during the campaigning period.

§ 204. Candidacy Approval

(a) TIMING.—No later than 72 hours after the candidate registration deadline, the Chief Elections Manager shall review each candidate’s registration information and either approve or disqualify the corresponding candidacy campaign.

(b) IN GENERAL.—The Chief Elections Manager shall approve a candidacy campaign for an office if—

(1) the candidate meets the eligibility requirements for that office, as provided in the Senate Constitution or the Class Government Constitution;

(2) the candidate has submitted all registration information, as provided in section 203(c), before the candidate registration deadline; and

(3) the candidate has indicated their intent to campaign for that office.

(c) DISQUALIFICATION.—If a candidate does not meet the criteria in subsection (b), the Chief Elections Manager shall disqualify the corresponding candidacy campaign.

3 Eligibility rules for voting Senate members can be found in section 805 of the Senate Constitution.

4 Eligibility rules for Class Government offices can be found in section 7 of the Class Government Constitution.
(d) MULTIPLE SUBMISSION.—If a candidate has submitted more than 1 copy of the registration information before the candidate registration deadline, the Chief Elections Manager shall approve the candidate’s campaign only for the office indicated on the candidate’s last valid submission.

Suggested Practice 2-3.
The Elections Managers should send each approved candidate a confirmation message.

§ 205. First Day of Campaigning

(a) PRE-SCHEDULED DATE.—The first day of campaigning is a pre-scheduled date.

(b) TIMING.—

(1) IN GENERAL.—The first day of campaigning shall occur no earlier than 10 days before the first day of voting and no later than 7 days before the first day of voting.

(2) RECESS SCHEDULING PROHIBITED.—The period beginning on the first day of campaigning and ending on the first day of voting may not overlap with an academic recess.

(c) CEM ACTIONS.—On the first day of campaigning, the Chief Elections Manager shall publish a list of the approved candidates for each office.

§ 206. Candidate Forum

(a) TIMING.—The Chief Elections Manager may hold a candidate forum for an office no earlier than the first day of campaigning for that office.

(b) ALL CANDIDATES FOR AN OFFICE TO BE INVITED.—If the Chief Elections Manager holds a candidate forum for an office, the Chief Elections Manager shall invite all active candidates for that office to the forum.

§ 207. Ballot Review Period

(a) PRE-SCHEDULED TIMES; TIMING.—

(1) BEGINNING OF BALLOT REVIEW PERIOD.—The beginning of the ballot review period is a pre-scheduled time that shall occur on the fourth day of campaigning.

(2) END OF BALLOT REVIEW PERIOD.—The end of the ballot review period is a pre-scheduled time that shall occur 24 hours after the beginning of the ballot review period.

(b) CEM ACTIONS.—

(1) BEGINNING OF BALLOT REVIEW PERIOD.—At the beginning of the ballot review period, the Chief Elections Manager shall send a copy of the ballot to each campaign leader.

(2) BALLOT CHANGES.—The Chief Elections Manager shall correct any information on the ballot if—

(A) the information does not correspond to accurate information duly submitted to an Elections Manager; and
(B) a campaign leader informs the Chief Elections Manager of the error before the end of the ballot review period.

§ 208. Expenditure Report Deadlines

(a) EXPENDITURE REPORT DEADLINE.—

(1) PRE-SCHEDULED TIME.—The expenditure report deadline is a pre-scheduled time.

(2) TIMING.—The expenditure report deadline shall occur on a date no earlier than the fourth day of campaigning and no later than the day before the first day of voting.

(b) AMENDED EXPENDITURE REPORT DEADLINE.—

(1) PRE-SCHEDULED TIME.—The amended expenditure report deadline is a pre-scheduled time.

(2) TIMING.—The amended expenditure report deadline shall occur no earlier than the end of voting and no later than the day after the last day of voting.

(c) EXPENDITURE REPORT RULES.—For rules about expenditure reports, see section 505.

ARTICLE III—REFERENDA IN GENERAL

§ 301. Referendum Sponsors

(a) IN GENERAL.—Each referendum called under section 1001(b) of the Senate Constitution shall have exactly 1 sponsor.

(b) SPONSORS MUST BE UNDERGRADUATES.—Each referendum sponsor shall be an undergraduate.

(c) IDENTIFICATION OF SPONSORS.—In all published communications relating to a referendum, each Elections Manager shall include the referendum sponsor’s name and class year.

(d) IDENTIFICATION OF SPONSOR’S TITLE.—In all published communications relating to a referendum, each Elections Manager shall include the sponsor’s official title if—

(1) the sponsor has earned the title by virtue of membership or leadership in a University group;

(2) the sponsor requests that the title be included; and

(3) the Chief Elections Manager determines that including the title would help voters understand the nature or context of the referendum.

(e) IDENTIFICATION OF SPONSORING GROUP.—

(1) IN GENERAL.—In all published communications relating to a referendum, each Elections Manager shall state that a referendum sponsor is sponsoring on behalf of an ODUS-recognized student group if—

(A) the sponsor is the president of the ODUS-recognized student group;

(B) the sponsor requests to sponsor the referendum on behalf of the ODUS-recognized student group; and
(C) the Chief Elections Manager determines that including this information would help voters understand the nature or context of the referendum.

(2) EXCEPTION.—Notwithstanding paragraph (1), a referendum sponsor may not sponsor a referendum on behalf of USG, the Senate, the Class Governments, any USG body, any USG committee, or any USG subcommittee.

(f) FORMAT OF SPONSOR IDENTIFICATION—Each Elections Manager shall identify the sponsor in the following format: “[name] [class year], [title], on behalf of [ODUS-recognized student group]”.

§ 302. Referendum Proposals

(a) IN GENERAL.—In accordance with section 1002(a) of the Senate Constitution, the Chief Elections Manager shall serve as the Vice President’s designee for receiving referendum proposals.

(b) REFERENDUM PROPOSAL DEADLINE.—

(1) PRE-SCHEDULED TIME.—The referendum proposal deadline is a pre-scheduled time.

(2) TIMING.—The referendum proposal deadline shall occur on a date no earlier than 10 days before the Senate referendum language review and no later than 7 days before the Senate referendum language review.

(c) REQUIREMENTS.—

(1) IN GENERAL.—Before the referendum proposal deadline, each referendum sponsor shall submit a referendum proposal with all of the following information to the Chief Elections Manager:

A) The sponsor’s name and class year.

B) The sponsor’s contact information.

C) A description of the purpose of the proposed referendum.

(2) ADDITIONAL REQUIREMENTS.—The Chief Elections Manager may require additional information in a referendum proposal if such information is relevant to the orderly and efficient operation of the referendum process.

(d) PUBLICITY.—On or before the first day of the winter and spring election cycles, the Chief Elections Manager shall publish the requirements for a referendum proposal.

Suggested Practice 3-1.

The Elections Managers are encouraged to require candidates to submit their availability for the week before the Senate referendum language review as part of the referendum proposal. This makes it easier for the Elections Managers to schedule the rules meeting.

§ 303. Rules Meeting

(a) SCHEDULING.—After receiving a referendum proposal, the Chief Elections Manager shall schedule a rules meeting with the referendum sponsor.

(b) TIMING.—The rules meeting shall occur no later than 48 hours before the Senate referendum language review.

(c) PURPOSES.—The purposes of the rules meeting are to—

Princeton USG
(1) explain the election rules pertaining to referenda;
(2) explain the procedure for the Senate referendum language review;
(3) discuss the powers of USG and how they relate to the purpose of the proposed referendum;
(4) help the sponsor draft the referendum resolution; and
(5) address any questions the sponsor has about the referendum process.

d) ATTENDEES.—
   (1) REFERENDUM SPONSOR.—
      (A) REQUIREMENT.—The referendum sponsor shall attend the rules meeting.
      (B) PENALTY.—The penalty for each violation of this paragraph is disqualification.
   (2) CHIEF ELECTIONS MANAGER.—The Chief Elections Manager shall attend the rules meeting and may not delegate this responsibility to another Elections Manager.
   (3) OTHER ATTENDEES.—Any undergraduate may attend the rules meeting with the mutual consent of the Chief Elections Manager and the referendum sponsor.

e) CEM ACTIONS.—Before or during the rules meeting—
   (A) the Chief Elections Manager shall inform the referendum sponsor of the date, time, and place of the Senate referendum language review;
   (B) the Chief Elections Manager shall give the referendum sponsor a copy of the election rules pertaining to referenda;
   (C) the Chief Elections Manager shall give the referendum sponsor a template of a properly formatted referendum; and
   (D) if the purpose of the proposed referendum could be accomplished by amending the Honor Constitution, the Chief Elections Manager shall give the referendum sponsor a copy of the Honor System Guiding Principles Document.

Suggested Practice 3-2.
The Elections Managers should consider inviting the referendum sponsor to meet with a voting Senate member with expertise in the topic of the referendum, if both are willing to meet. This meeting can help the referendum sponsor refine their ideas and can speed the Senate referendum language review.

Suggested Practice 3-3.
The Chief Elections Manager is encouraged to invite the Parliamentarian to each rules meeting.

§ 304. Confidentiality

Before the draft ballot question and draft referendum resolution have been submitted to the Executive Secretary, an Elections Manager shall not disclose any

5 Examples of properly formatted referenda can be found in Appendix E.
6 The Honor System Guiding Principles Document can be found in Appendix G.
information about a referendum sponsor’s proposal to another referendum sponsor without the first sponsor’s consent.

Suggested Practice 3-4.

If the Elections Managers determine that two referendum proposals have similar aims but may lead to conflicting referendum resolutions, they may do the following: Inform one of the sponsors that there is another referendum proposal that is similar to theirs, and ask the sponsor if the Elections Managers can share their name and proposal with the other sponsor. If the first sponsor agrees, inform the second sponsor of the first sponsor’s name and proposal, and ask the second sponsor if the Elections Managers can share their name and proposal with the first sponsor.

§ 305. Submission of Draft Ballot Question and Draft Resolution

(a) REQUIREMENT.—No later than 24 hours before the Senate referendum language review, each referendum sponsor shall submit a draft ballot question and draft referendum resolution to the Chief Elections Manager and the Executive Secretary.

(b) PENALTY.—The penalty for each violation of this section is disqualification.

§ 306. Senate Referendum Language Review

(a) PRE-SCHEDULED TIME.—The Senate referendum language review shall occur at a pre-scheduled time.

(b) TIMING.—

(1) IN GENERAL.—The Senate referendum language review shall occur on a date no earlier than 15 days before the first day of campaigning and no later than 8 days before the first day of campaigning.

(2) SENATE MEETING.—The Senate referendum language review shall occur during a Senate meeting.

(3) RECESS SCHEDULING PROHIBITED.—The period beginning on the date after the Senate referendum language review and ending on the referendum petition deadline may not overlap with an academic recess.

(c) COMPONENTS.—In order for the referendum sponsor to begin petitioning, the Senate must, by majority vote, pass a motion to approve the language of both the referendum resolution and the ballot question.

(d) SCOPE OF REVIEW.—

(1) REFERENDUM RESOLUTION.—The Senate shall approve the language of the referendum resolution if—

(A) the resolution is neutrally worded;

(B) the resolution clearly describes the direct effects of its adoption; and

(C) the resolution does not claim to exercise a power that cannot be exercised by an undergraduate referendum.

(2) EXCEPTION.—A section of a referendum resolution is exempt from the requirement that the section be neutrally worded if both of the following conditions apply:
(A) The section is issued solely under the advisory power.
(B) The resolution unambiguously states that the section is issued under the advisory power.
(3) BALLOT QUESTION.—The Senate shall approve the language of the ballot question if the ballot question clearly describes the referendum resolution.
(e) AMENDMENTS TO REFERENDUM.—
(1) ONLY SPONSORS MAY AMEND.—Only the sponsor may amend the language of the referendum resolution or ballot question.
(2) BEFORE APPROVAL.—Before the Senate approves the language of the referendum resolution and the ballot question, the sponsor may amend the language.
(3) AFTER APPROVAL.—After the Senate approves the language of the referendum resolution and the ballot question, the language shall not be amended.
(f) FRIVOLOUS REFERENDUM DETERMINATION.—If the Senate approves the language of the referendum resolution and the ballot question, the Senate may also determine the referendum to be frivolous in accordance with subsection 1001(c) of the Senate Constitution.

_Suggested Practice 3-5._
The Elections Managers, or the Parliamentarian, should consider briefing the Senate on the rules for the Senate referendum language review the week before the review occurs.

_Suggested Practice 3-6._
The “direct effect” of a resolution issued under the advisory power is to take an official position on a question of interest to undergraduates. The Senate should not consider such a resolution to have violated section 306(d)(1)(B) merely because the proposed official position of the undergraduates, as expressed in the resolution, lacks specificity.

§ 307. Referendum Petition Deadline and Approval

(a) REFERENDUM PETITION DEADLINE.—
(1) PRE-SCHEDULED TIME.—The referendum petition deadline is a pre-scheduled time.
(2) TIMING.—The referendum petition deadline shall occur on a date exactly 5 days after the date of the Senate referendum language review.
(b) REFERENDUM APPROVAL.—
(1) TIMING.—No later than 24 hours after the referendum petition deadline, the Chief Elections Manager shall review each petition and either approve or disapprove the referendum.
(2) IN GENERAL.—The Chief Elections Manager shall approve a referendum if—

(A) the sponsor has submitted a referendum proposal, as provided in section 302(c), before the referendum proposal deadline;
(B) the Senate has approved the language of the referendum at the Senate referendum language review; and
the sponsor has submitted a complete and valid referendum petition before the referendum petition deadline.

(c) DISAPPROVAL.—If a referendum does not meet the criteria in subsection (b), the Chief Elections Manager shall not put the referendum on the ballot.

(d) PUBLICITY.—Immediately after completing the review of each referendum, the Chief Elections Manager shall publish—

(1) the ballot question and referendum resolution of each approved referendum; and

(2) the deadline and requirements for an opposition proposal.

Suggested Practice 3-7.
The Elections Managers should send the sponsor of each approved referendum a confirmation message.

§ 308. Opposition Leaders and Proposals

(a) OPPOSITION LEADERS.—

(1) IN GENERAL.—Each referendum approved under section 307(b) may have exactly 1 opposition leader.

(2) OPPOSITION LEADERS MUST BE UNDERGRADUATES.—Each opposition leader shall be an undergraduate.

(3) SPONSORS MAY NOT OPPOSE THEIR OWN REFERENDA.—A referendum sponsor may not be the opposition leader of the sponsor’s referendum.

(4) IDENTIFICATION.—Once an opposition leader has been selected, all rules in section 301 that apply to the identification of referendum sponsors also apply to the identification of opposition leaders.

(b) OPPOSITION PROPOSAL DEADLINE.—

(1) PRE-SCHEDULED TIME.—The opposition proposal deadline is a pre-scheduled time.

(2) TIMING.—The opposition proposal deadline shall be no earlier than 48 hours after the referendum petition submission deadline and no later than the first day of campaigning.

(c) REQUIREMENTS FOR OPPOSITION PROPOSAL.—

(1) IN GENERAL.—An opposition proposal shall include—

(A) the opposition leader’s name and class year;
(B) the opposition leader’s contact information;
(C) an indication of the referendum the opposition leader seeks to oppose;
(D) an explanation of why the opposition leader opposes that referendum; and
(E) a statement of the opposition leader’s agreement to the election rules.

(2) ADDITIONAL REQUIREMENTS.—The Chief Elections Manager may require additional information in an opposition proposal if such information is relevant to the orderly and efficient operation of the referendum process.

(d) SELECTION.—The Chief Elections Manager shall select the opposition leader for each referendum from among the undergraduates who have submitted an opposition proposal for that referendum before the opposition proposal deadline.

(e) CEM ACTIONS.—On or before the first day of campaigning—
(1) the Chief Elections Manager shall give each opposition leader a copy of the election rules pertaining to referenda; and
(2) if an opposition leader is opposing a referendum that amends the Honor Constitution, the Chief Elections Manager shall give that opposition leader a copy of the *Honor System Guiding Principles Document*.7

**Suggested Practice 3-8.**

The Elections Managers should consider the following information when determining which opposition leader to choose: The student’s understanding of the election rules; the student’s expertise in the topic of the referendum; the strength of the student’s reasons for opposing the referendum; and the student’s ability to conduct an opposition campaign.

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§ 309. Opinion Statements and Rebuttals

(a) DEADLINES.—

(1) PRE-SCHEDULED TIMES.—The opinion statement deadline and the rebuttal deadline are pre-scheduled times.

(2) OPINION STATEMENT DEADLINE TIMING.—The opinion statement deadline shall occur no earlier than 48 hours after the opposition proposal deadline and no later than the third day of campaigning.

(3) REBUTTAL DEADLINE TIMING.—The rebuttal deadline shall occur no earlier than 24 hours after the opinion statement deadline and no later than the fourth day of campaigning.

(b) OPINION STATEMENT.—

(1) IN GENERAL.—Before the opinion statement deadline, each referendum sponsor and any opposition leader may submit an opinion statement for each referendum to the Chief Elections Manager.

(2) WORD LIMIT.—Each opinion statement may not exceed 300 words.

(c) SHARING OF OPINION STATEMENTS.—Immediately after the opinion statement deadline, the Chief Elections Manager shall share each referendum sponsor’s opinion statement with any opposition leader of that referendum, and vice versa.

(d) REBUTTAL.—

(1) IN GENERAL.—Before the rebuttal deadline, each referendum sponsor and any opposition leader may submit a rebuttal to the Chief Elections Manager, provided that the other campaign leader has submitted an opinion statement.

(2) WORD LIMIT.—Each rebuttal may not exceed 150 words.

(e) PUBLICITY.—After the rebuttal deadline, the Chief Elections Manager shall publish all opinion statements and rebuttals.

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7 The *Honor System Guiding Principles Document* can be found in Appendix G.
ARTICLE IV—PETITIONING AND CAMPAIGNING RULES

§ 401. Who May Petition

(a) CANDIDACY PETITIONS.—Only the candidate identified on a candidacy petition may collect signatures for that candidacy petition.

(b) REFERENDUM PETITIONS.—
(1) REFERENDUM SPONSOR.—A referendum sponsor may collect signatures for the sponsor’s referendum petition.
(2) PETITION HELPERS.—
(A) RECRUITMENT.—A referendum sponsor, or an undergraduate recruited in accordance with this paragraph, may recruit another undergraduate to collect signatures for the sponsor’s referendum petition.
(B) ELECTION RULES APPLY TO PETITION HELPERS.—Each undergraduate recruited in accordance with this paragraph shall follow all election rules.

§ 402. Petitioning In General

(a) DEFINITION.—As used in this section, the term “petitioning” means doing either of the following actions:
(1) Collecting signatures on a candidacy petition or referendum petition; or
(2) Recruiting another undergraduate to collect signatures for a referendum petition.

(b) DOOR-TO-DOOR PETITIONING PROHIBITED.—A campaign representative may not petition by going door-to-door in a residence hall.

(c) ELECTRONIC SIGNATURE COLLECTION.—A campaign representative shall collect signatures on an electronic form provided by an Elections manager:
(1) PETITIONS GENERALLY — The electronic form shall be set up so as to limit one submission per registered Princeton email and to automatically collect the emails of each signatory.
(A) PROHIBITION OF EXCESSIVE PETITIONING — The Elections Manager shall turn off a candidate’s electronic platform after the required number of signatures is met.
(B) ONE-ON-ONE INTERACTIONS ONLY.—A campaign representative may petition only through one-on-one interactions with individual undergraduates, either in-person or through electronic messages.
(2) PETITION FOR REFERENDUM — The provided form shall contain the text of the ballot question for the proposed referendum measure and a link to the referendum resolution.

§ 403. Criteria for Complete Petitions

(a) REQUIRED NUMBER OF SIGNATURES.—The number of valid signatures required for each type of petition can be found in column (B) of Table 1.
(b) VALID SIGNATURES.—A signature on a petition is valid during an election cycle if—
(1) the signature was collected on the provided electronic petition;
(2) the signature was collected during the petitioning period of that election cycle; and
(3) the signatory is eligible to sign the petition.
(c) DUPLICATE SIGNATURES.—If an undergraduate signs the same petition more than once, at most 1 of the undergraduate’s signatures on that petition shall be deemed valid.
(d) PETITIONING PERIOD.—A description of the petitioning period for each type of petition can be found in column (D) of Table 1.
(e) ELIGIBLE SIGNATORIES.—A description of the signatories who are eligible to sign each type of petition can be found in column (A) of Table 1.
(f) REQUIRED PETITION INFORMATION.—A description of the required petition information for each type of petition can be found in column (C) of Table 1.

<table>
<thead>
<tr>
<th>(A) Eligible signatories</th>
<th>(B) Number of valid signatures required</th>
<th>(C) Required petition information</th>
<th>(D) Petitioning period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candidacy petitions:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senate Executive Officers; U-Councilors</td>
<td>Any undergraduate</td>
<td>50 signatures</td>
<td>Candidate’s name, Candidate’s class year</td>
</tr>
<tr>
<td>Class Senators; Class Officers</td>
<td>Any undergraduate in the corresponding class year</td>
<td>25 signatures</td>
<td>Office candidate is petitioning for</td>
</tr>
<tr>
<td><strong>Referendum petitions:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If referendum does not amend the Honor Constitution:</td>
<td>Any undergraduate</td>
<td>10% of undergraduates</td>
<td>Referendum sponsor’s name and identification (in accordance with section 301)</td>
</tr>
<tr>
<td>If referendum amends the Honor Constitution:</td>
<td>Any undergraduate</td>
<td>200 signatures</td>
<td>Name and class year of undergraduate who collected signatures on each page of the petition</td>
</tr>
<tr>
<td>If Senate has declared referendum frivolous (whether or not it amends the Honor Constitution):</td>
<td>Any undergraduate</td>
<td>25% of undergraduates</td>
<td>Ballot question (as approved by Senate)</td>
</tr>
</tbody>
</table>

Table 1. Information for petitioning.
§ 404. Prohibited Early Campaigning

(a) EARLY CAMPAIGNING PROHIBITED.—Before the first day of campaigning, a campaign representative may not do any of the following:

1. Publish information about any campaign on the Internet.
2. Publish any media, including a video, about any campaign.
3. Send an electronic message, including an email, about any campaign, except for one-on-one electronic messages to gather signatures for a campaign representative’s petition.
4. Make an announcement about any campaign.
5. Publicly display campaign material about any campaign.
6. Communicate with a media outlet about any campaign.
7. Go door-to-door in a residence hall in furtherance of any campaign.
8. Communicate with a group of 2 or more people at one time about any campaign.

(b) PENALTY.—The penalty for each violation of this section is no more than 20 penalty points.

§ 405. Electronic Campaigning

(a) DEFINITION.—As used in this section, the term “electronic message” means an electronic message sent during an election cycle in furtherance of a campaign, including but not limited to posts on social media, direct messaging, and group chat messages.

(b) UNSOLICITED GROUP MESSAGES PROHIBITED.—

1. RULE.—A campaign representative may not send an electronic message to a preexisting electronic group unless the representative is a member of that group.
2. PENALTY.—The penalty for each violation of this subsection is no more than 5 penalty points per occurrence.

(c) MESSAGES TO ENTIRE CLASS YEARS PROHIBITED.—

1. RULE.—A campaign representative may not send an electronic message to all undergraduates in a class year.
2. PENALTY.—The penalty for each violation of this subsection is 20 penalty points per occurrence.

(d) MESSAGES TO ENTIRE COURSES PROHIBITED.—

1. RULE.—A campaign representative may not send an electronic message to all undergraduates in a course, class, lecture, seminar, or precept.
2. PENALTY.—The penalty for each violation of this subsection is 10 penalty points per occurrence.

(e) DISCLAIMER REQUIRED ON ELECTRONIC MESSAGES.—Any message sent or posted to more than ten individuals at a time shall include the following statement: “If you feel a campaign may be violating election rules outlined in
the USG Elections Handbook, please email usgvote@princeton.edu to report your complaint.”

**Suggested Practice 4-1.**

The Elections Managers are encouraged to send a school-wide email, with a copy of the Elections Handbook attached, with the following disclaimer during the campaigning period: “If you feel a campaign may be violating election rules outlined in the USG Elections Handbook please email usgvote@princeton.edu to report your complaint.”

**Suggested Practice 4-2.**

Senate members and Class Officers, who may have access to listservs including an entire class year, should be especially careful not to campaign via these listservs.

§ 406. Paper Campaigning

(a) PERMITTED POSTERING.—

(1) RULE.—A campaign representative may affix campaign material only to the following:

(A) A bulletin board in a University building, except an academic or administrative building.
(B) A bulletin board in an eating club.
(C) An outdoor kiosk.
(D) An outdoor lamp post.

(2) PENALTY.—The penalty for each violation of this subsection is 2 penalty points per piece of campaign material.

(b) REQUIREMENT TO GET PERMISSION.—

(1) RULE.—If permission from an authority is required to place or distribute campaign material in a location, a campaign representative shall get permission from that authority before placing or distributing campaign material in that location.

(2) PENALTY.—The penalty for each violation of this subsection is 2 penalty points per piece of campaign material.

(c) EXCESSIVE POSTERING PROHIBITED.—

(1) RULE.—A campaign representative may not cover more than half of a bulletin board with campaign material for a single campaign.

(2) PENALTY.—The penalty for each violation of this subsection is 5 penalty points per bulletin board.

(d) MARKING UNIVERSITY PROPERTY PROHIBITED.—

(1) RULE.—A campaign representative may not apply any mark to University property in furtherance of a campaign.

(2) PENALTY.—The penalty for each violation of this subsection is 15 penalty points per occurrence.

(e) DEFACING CAMPAIGN MATERIAL PROHIBITED.—

(1) RULE.—A campaign representative may not obstruct, deface, or remove the campaign material of another campaign.
(2) PENALTY.—The penalty for each violation of this subsection is 5 penalty points per piece of campaign material.

**Suggested Practice 4-4.**

Typically, in order to place flyers in a dining hall, campaign representatives must get permission from the administrators of the corresponding residential college (or from the administrators of the Center for Jewish Life). Typically, in order to place flyers in an eating club, campaign representatives must get permission from the officers of that eating club.

§ 407. Defamation

(a) DEFAMATION PROHIBITED.—A campaign representative may not, in furtherance of a campaign, disparage the reputation of a campaign leader by making a false statement or communication during an election cycle.

(b) PENALTY.—The penalty for each violation of this section is disqualification.

**Suggested Practice 4-5.**

Elections Managers should not penalize a campaign leader for defamation unless the statement in question is both provably false and provably made in furtherance of a campaign.

§ 408. Computer Voting Stations

(a) CAMPAIGNS MAY NOT OPERATE COMPUTER VOTING STATIONS.—

(1) RULE.—A campaign representative may not place an electronic device in a public space during the voting period for the purpose of collecting votes.

(2) PENALTY.—The penalty for each violation of this subsection is disqualification.

(b) SENATE COMPUTER VOTING STATIONS.—The Senate may place an electronic device in a public space during the voting period for the purpose of collecting votes, provided that the following conditions are met:

(1) A Senate member staffs the computer voting station at all times.

(2) No campaign leader staffs the computer voting station at any time.

(3) No election or campaign information, except for information published by an Elections Manager, is communicated or distributed at the computer voting station.

(4) The anonymity of undergraduates’ votes is safeguarded.

(5) The security of undergraduates’ personal information is safeguarded.

(6) A sign is posted at the computer voting station notifying the public that—

(A) the computer voting station is sponsored by the Senate; and

(B) the computer voting station is not affiliated with any campaign.

(c) CAMPAIGNING NEAR COMPUTER VOTING STATIONS PROHIBITED.—
(1) RULE.—If the Senate establishes a computer voting station, an individual may not act in furtherance of a campaign near the computer voting station.

(2) REMEDY.—A Senate member staffing the voting station may request that an individual in violation of this subsection move away from the computer voting station.

(3) PENALTY.—The penalty for failure to comply with a request made under paragraph (2) is disqualification.

§ 409. Bribery and Intimidation

(a) BRIBERY PROHIBITED.—A campaign representative may not spend or offer to spend money in exchange for an undergraduate’s voting, not voting, or voting for or against a campaign.

(b) INTIMIDATION PROHIBITED.—A campaign leader may not intimidate, threaten, or coerce an undergraduate to vote, to not vote, or to vote for or against a campaign.

(c) PENALTY.—The penalty for each violation of this section is disqualification.

§ 410. Policy Violations

(a) VIOLATING UNIVERSITY POLICY PROHIBITED.—A campaign representative may not violate University policy.

(b) VIOLATING LAW PROHIBITED.—A campaign representative may not violate a local, state, or federal law.

(c) VIOLATING TERMS OF SERVICE PROHIBITED.—If a campaign representative uses the services of a business in furtherance of a campaign, the campaign representative may not violate the business’s terms of service.

(d) REPORTING VIOLATIONS.—An Elections Manager may report a campaign representative who has violated a rule in this section to the appropriate authority.

Suggested Practice 4–6.

University policies that may be applicable to petitioning and campaigning include Rights, Rules, Responsibilities, ODUS’s policies on expression, and the University’s IT policy.

ARTICLE V—EXPENDITURES

§ 501. Expenditures in General

(a) DEFINITION.—As used in this article, the term “expenditure” means money spent in furtherance of a campaign.

(b) NO EXPENDITURES BEFORE CAMPAIGNING STARTS.—

(1) RULE.—A campaign leader may not make an expenditure before the first day of campaigning.
(2) PENALTY.—The penalty for each violation of this subsection is no more than 20 penalty points.

(c) REQUIRED EXPENDITURES.—

(1) IN GENERAL.—In order for a campaign representative to use a good in furtherance of a campaign, the campaign leader is required to spend money to acquire the good.

(2) EXCEPTION FOR REASONABLY ACCESSIBLE GOODS.—Notwithstanding paragraph (1), a campaign representative may use a good in furtherance of a campaign without making an expenditure if the good is reasonably accessible to all undergraduates at no cost.

(3) EXCEPTION FOR JOINT CAMPAIGNS.—A member of a joint campaign may use a good in furtherance of their campaign without being required to spend money to acquire the good as long as another member of the joint campaign spent money to acquire the good.

(4) PENALTY.—The penalty for each violation of this subsection is the assignment of penalty points at the Chief Elections Manager’s discretion.

Suggested Practice 5-1.
The intent of the rule in section 501(d) is to prevent campaign leaders from gaining an unfair advantage by using expensive goods that they already own.

In general, Elections Managers should interpret the term “reasonably accessible” broadly. All goods that the University provides to all undergraduates free of charge (e.g. office supplies) should be considered reasonably accessible. Other goods that nearly all students already own or could borrow (e.g. certain computer software) should also be considered reasonably accessible.

If the University provides all undergraduates with a good free of charge, a campaign leader does not need to use the University’s good in order to take advantage of the exception. For example, if the University provides all undergraduates with video editing software on library computers, a campaign leader may use video editing software that they already own on their personal computer without making an expenditure.

Suggested Practice 5-2.
If a campaign leader chooses to spend money on a good that is reasonably accessible to all students at no cost, the campaign leader has still made an expenditure and must report it.

§ 502. Expenditure Allowances
(a) IN GENERAL.—The total value of all expenditures made by a campaign leader in furtherance of a campaign may not exceed the campaign leader’s expenditure allowance for that campaign.\(^8\)

(1) EXPENDITURES ON CASH EQUIVALENTS PROHIBITED.—Campaign expenditures may not include cash or cash equivalents for which reimbursement is prohibited by University policy.

(b) VALUE.—

(1) IN GENERAL.—The value of an expenditure is the amount of money the campaign leader spends for the expenditure.

(2) EXCEPTION.—If a campaign leader acquires a good or service at an unreasonably low price, the value of the corresponding expenditure is the fair-market value of the good or service.

(c) EXPENDITURE ALLOWANCES.—

(1) CANDIDATES.—For each candidacy campaign, the expenditure allowance is $50.00.

(2) REFERENDUM SPONSORS AND OPPOSITION LEADERS.—For any referendum sponsor and any referendum opposition leader, the expenditure allowance is $500.00.

(3) PENALTY.—The penalty for each violation of this section is 10 penalty points per dollar in excess of the expenditure limit.

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**Suggested Practice 5-3.**

Elections Managers should consider a good or service to have been acquired at an “unreasonably low price” only in extremely rare cases. A good or service has not been acquired at an “unreasonably low price” merely because the campaign leader has paid less than the fair-market value of the good or service.

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**§ 503. Third-Party Expenditures**

(a) THIRD-PARTY EXPENDITURES PROHIBITED.—An expenditure in furtherance of a campaign may only be made by that campaign’s leader.

(b) PENALTY.—The penalty for each violation of this section is the assignment of penalty points at the Chief Elections Manager’s discretion.

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**Suggested Practice 5-4.**

All campaign leaders are strongly encouraged to print flyers on OIT cluster printers or on the USG photocopier in 204 Frist Campus Center. If a campaign leader spends money on printing, the candidate has both made an expenditure (which counts toward the campaign leader’s expenditure allowance) and used paper (which counts toward the campaign leader’s paper allowance).

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**§ 505. Expenditure Reports**

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\(^8\) See section 1002(d) for information about when a single undergraduate leads more than 1 campaign.
(a) IN GENERAL.—Before the expenditure report deadline and the amended expenditure report deadline, each campaign leader shall submit a report to the Chief Elections Manager and the Senate Treasurer with—
(1) the campaign leader’s name, class year, and contact information;
(2) the type of campaign that the campaign leader is leading;
(3) a description of each expenditure made to date in furtherance of each campaign run by the campaign leader;
(4) the number of pages of paper used to date in furtherance of each campaign run by the campaign leader;
(5) the value of each expenditure described in the report; and
(6) a receipt for each expenditure described in the report.

(b) ADDITIONAL REQUIREMENTS.—The Chief Elections Manager may require a campaign leader to submit additional information as part of an expenditure report if such information is relevant to the orderly and efficient operation of the election.

(c) ALL CAMPAIGN LEADERS MUST SUBMIT EXPENDITURE REPORTS.—Each campaign leader must submit an expenditure report and an amended expenditure report, whether or not the campaign leader has made any expenditures.

(d) PENALTIES.—
(1) INCOMPLETE OR INACCURATE EXPENDITURE REPORT.—The penalty for submitting an incomplete or inaccurate expenditure report or amended expenditure report is the assignment of penalty points at the Chief Election Manager’s discretion.
(2) LATE EXPENDITURE REPORT.—The penalty for submitting a late expenditure report or amended expenditure report is 10 penalty points per hour after the deadline.

§ 506. Reimbursements
(a) IN GENERAL.—The Treasurer shall reimburse each candidate for an expenditure if—
(1) the expenditure was made in furtherance of a candidacy campaign;
(2) the expenditure was listed on the campaign leader’s amended expenditure report; and
(3) the expenditure did not violate an election rule.

(b) NO REIMBURSEMENTS FOR UNCONTESTED CANDIDATES.—Notwithstanding subsection (a), the Treasurer shall not reimburse a candidate if that candidate was the only candidate approved to run for an office.

(c) NO REIMBURSEMENTS FOR REFERENDA.—USG, Senate, or Class Government funds may not be used to reimburse a referendum sponsor or opposition leader for the costs of a referendum campaign.

§ 507. Joint Campaigns
(a) DEFINITION.—A joint campaign, or “ticket,” is composed of two or more individual candidates that choose to conduct campaign activities that benefit both or all candidates.

(b) SCOPE.—A joint campaign is for campaigning purposes only. Each
campaign within the joint campaign will appear on the ballot individually, and voters will not be able to vote for the entire joint campaign at once.

(c) REGISTRATION.—A joint campaign must register with the Elections Managers.

   (1) DEADLINE.—The deadline to register a joint campaign is the candidate registration deadline.
   
   (2) RULE.—All members of the joint campaign must fill their individual registration forms and complete valid petitions.

(d) CAMPAIGN LEADERS.—All joint campaigns must have a single joint campaign leader. The joint campaign leader will have the following responsibilities:

   (1) Submitting the expenditure report and amended expenditure report detailing the join campaign’s expenses
   
   (2) Serving as the primary point of contact for communications with Elections Managers
   
   (3) Ensuring all members of the joint campaign follow all election rules

(e) EXPENDITURES

   (1) EXPENDITURE ALLOWANCE.—The expenditure allowance for each joint campaign is $50.00 plus $25.00 for each additional candidate after the first.

   (2) SINGLE EXPENDITURE LIMIT.—A joint campaign may not make a single expenditure that exceeds $50.00.

   (A) PENALTY.—The penalty for each violation of this section is 10 penalty points per dollar in excess of the expenditure limit.

   (3) EXPENDITURE REPORTS.—The joint campaign leader is responsible for submitting an expenditure report and an amended expenditure report detailing the expenses made by the entire joint campaign.

   (A) RULE.—The joint campaign expenditure reports replace the individual expenditure reports for all members of the joint campaign.

(f) PENALTIES AND PENALTY POINTS.—Any penalties or penalty points will be assigned to all members of the joint campaign.

(g) PROHIBITION ON JOINT CAMPAIGN ACTIVITIES WITHOUT REGISTERING AS A JOINT CAMPAIGN.—A campaign representative may not conduct a campaign action that also benefits a third-party campaign, unless the two campaigns registered as a joint campaign.

   (1) PENALTY.—The penalty for each violation of this section is the assignment of penalty points at the CEM’s discretion.

ARTICLE VI—PENALTIES AND APPEALS

§ 601. Complaints and Investigations

   (a) IN GENERAL.—Any individual may report a suspected violation of an election rule by making a complaint to an Elections Manager.

   (b) COMPLAINT DEADLINE.—The complaint deadline is a pre-scheduled time that shall occur 48 hours after the end of voting.
(c) OBLIGATION TO INVESTIGATE.—The Chief Elections Manager shall investigate a complaint if all of the following conditions are met:

1. The complaint includes the complainant’s name and contact information.
2. The complaint is submitted no later than the complaint deadline.
3. The complaint includes evidence sufficient to establish that a violation of an election rule plausibly could have occurred.
4. The complaint is not clearly frivolous.

(d) ELECTIONS MANAGERS MAY INVESTIGATE ANY VIOLATION.—An Elections Manager may investigate any alleged violation of an election rule, whether or not a complaint meeting the criteria in subsection (c) has been made.

(e) CEM MUST INFORM COMPLAINANT OF RESULTS.—If the Chief Elections Manager is required to investigate a complaint under subsection (c), the Chief Elections Manager shall inform the complainant of the results of the investigation.

§ 602. Honesty and Cooperation

(a) IN GENERAL.—Each campaign representative shall be honest and straightforward with the Elections Managers.

(b) COOPERATION WITH INVESTIGATIONS.—Each campaign representative shall cooperate with the Elections Managers in the process of any investigation.

(c) PROVIDING INFORMATION.—If an Elections Manager duly requests information from a campaign representative, the campaign representative shall provide the Elections Manager with that information in an accurate and timely manner.

(d) DECEPTION PROHIBITED.—A campaign representative may not deceive an Elections Manager about facts pertaining to an election.

(e) PENALTY.—The penalty for each violation of this section is disqualification.

§ 603. Penalties in General

(a) IN GENERAL.—An Elections Manager may penalize a campaign only for election rule violations committed in furtherance of that campaign.

(b) PENALTIES APPLY WITHIN ELECTION CYCLES.—An Elections Manager may penalize a campaign during an election cycle only for election rule violations committed during that election cycle.

(c) INFORMING CAMPAIGN LEADERS.—If an Elections Manager issues a penalty to a campaign, the Chief Elections Manager shall promptly send the campaign leader—

1. a description of the election rule violated;
2. a description of the action that violated the election rule;
(3) the name of the campaign representative who violated the election rule, if known;
(4) a description of the penalty the Elections Manager issued; and
(5) a summary of the campaign leader’s right to appeal the penalty.

(d) INFORMING THE PUBLIC.—Each day during an election cycle, the Chief Elections Manager shall publish a document containing the following information for each approved campaign:
(1) The name of the campaign leader.
(2) A description of each election rule violation committed in furtherance of the campaign.
(3) A description of whether each violation was committed by the campaign leader or another campaign representative.
(4) A description of the penalty for each violation, including any takedown notices or campaign restrictions.
(5) The total number of penalty points for the campaign.

§ 604. Penalty Points

(a) IN GENERAL.—The Chief Elections Manager shall assign penalty points to a campaign if—
(1) a campaign representative has violated an election rule in furtherance of that campaign; and
(2) the election rules specify that the penalty for the rule violation is the assignment of penalty points.

(b) PENALTY RANGES.—If the election rules specify a range of penalty points for a rule violation, the Chief Elections Manager shall—
(1) determine the number of penalty points based on the seriousness of the violation; and
(2) assign penalty points for the violation within the range specified by the election rules.

(c) PENALTIES AT CEM’S DISCRETION.—If the election rules specify that the penalty for a violation is “the assignment of penalty points at the Chief Elections Manager’s discretion,” the Chief Elections Manager shall determine the number of penalty points based on the seriousness of the violation.

(d) INDIVIDUATING VIOLATIONS.—If the election rules do not specify how to individuate violations, the Chief Elections Manager shall determine how to individuate violations on a case-by-case basis.

(e) GOOD-FAITH EXCEPTION.—If the good-faith exception in section 609 applies, the Chief Elections Manager may reduce the number of penalty points assigned for a rule violation.

(f) OTHER EXERCISES OF DISCRETION PROHIBITED.—Unless a condition in subsection (b) through (e) applies, an Elections Manager shall assign penalty points exactly in accordance with the penalty specified in the election rules.

9 For example, the penalty specified in section 406(a)(2), “2 penalty points per piece of campaign material,” specifies how to individuate violations.
§ 605. Takedown Notices

(a) IN GENERAL.—The Chief Elections Manager shall send a takedown notice to a campaign leader if the following conditions are met:

(1) A campaign representative has published print or electronic campaign material in furtherance of the campaign leader’s campaign.
(2) The publication of that campaign material violates an election rule, or the campaign leader is under a campaign restriction that prevents the publication of campaign material of that type.
(3) The campaign material can be removed.

(b) CONTENTS.—In addition to information required under section 603(c), each takedown notice shall contain—

(1) a description of the campaign material that must be removed;
(2) a notification of the deadline to comply with the takedown notice; and
(3) a notification of the penalty for failing to comply with the takedown notice.

(c) TAKEDOWN DEADLINE.—If an Elections Manager sends a campaign leader a takedown notice, the campaign leader shall remove the specified campaign material within 18 hours of the sending of the takedown notice.

(d) PENALTY.—The penalty for failing to comply with a takedown notice is 10 penalty points per hour after the takedown deadline.

§ 606. Campaign Restrictions

(a) IN GENERAL.—If a campaign has received at least the number of penalty points indicated in column (A) of Table 2, the Chief Elections Manager shall send the campaign leader notice of the campaign restriction indicated in column (B) of Table 2.

(b) DEADLINE TO COMPLY.—Each campaign representative shall abide by a campaign restriction sent by an Elections Manager during the time period—

(1) starting when the campaign leader learns of the restriction, or 4 hours after the Elections Manager sends notice of the restriction, whichever is earlier; and
(2) ending at the end of the election cycle.

(c) ASSOCIATED TAKEDOWN NOTICE.—If an Elections Manager issues a campaign restriction, the Chief Elections Manager shall issue an associated takedown notice if the conditions under section 605(a) are met.

(d) PENALTY.—The penalty for failing to comply with a campaign restriction is disqualification.

<table>
<thead>
<tr>
<th>(A) Penalty point threshold</th>
<th>(B) Campaign restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 points</td>
<td>A campaign representative may not send an electronic message in furtherance of the campaign leader’s campaign.</td>
</tr>
<tr>
<td>30 points</td>
<td>A campaign representative may not campaign electronically in</td>
</tr>
</tbody>
</table>
### Table 2. Penalty point thresholds and campaign restrictions.

<table>
<thead>
<tr>
<th>Penalty Points</th>
<th>Campaign Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 points</td>
<td>The campaign leader may not publish information on a personal campaign website.</td>
</tr>
<tr>
<td>50 points</td>
<td>The campaign leader is disqualified.</td>
</tr>
</tbody>
</table>

### Suggested Practice 6-1.

Campaign leaders who are under a campaign restriction that prevents them from sending electronic messages, but who wish to continue campaigning electronically, should consult the Elections Managers for information about which electronic campaigning is permissible. In this case, the Elections Managers should provide the campaign leader with examples of what counts as electronic messages.

Elections Managers should determine what electronic communications are messages by using the following principles:

- If the sender of a communication must specify a recipient at the time of the communication, the communication is likely to be a message.
- If the recipient of a communication can directly reply to the communication in the same form as the original communication, the communication is more likely to be a message.
- If, by adjusting the settings on the communication, the communication can be retroactively shared with the public, the communication is less likely to be a message.

### Suggested Practice 6-2.

Elections Managers should make every effort to send notices of campaign restrictions during daytime hours.

### § 607. Disqualification

(a) IN GENERAL.—The Chief Elections Manager shall disqualify a campaign if—

1. a campaign representative acting in furtherance of that campaign has violated an election rule for which the specified penalty is disqualification; or
2. the campaign has received at least 50 penalty points.

(b) CANDIDATES.—If an Elections Manager disqualifies a candidacy campaign during an election cycle—

1. the Chief Elections Manager shall remove the candidate from the ballot, if the disqualification occurs before the start of voting; and
2. the candidate shall not be elected during that election cycle.
(c) REFERENDUM SPONSORS.—If an Elections Manager disqualifies a referendum campaign during an election cycle—

(1) the Chief Elections Manager shall remove each referendum sponsored by the corresponding sponsor from the ballot, if the disqualification occurs before the start of voting; and

(2) each referendum sponsored by the corresponding sponsor shall not be adopted during that election cycle.

(d) OPPOSITION LEADERS.—If an Elections Manager disqualifies an opposition campaign before the start of voting, the Chief Elections Manager shall remove from the ballot—

(1) the identification of the corresponding opposition leader;

(2) each opinion statement by the corresponding opposition leader;

(3) each rebuttal by the corresponding opposition leader; and

(4) each rebuttal to an opinion statement by the corresponding opposition leader.

(e) NOTIFICATION.—If a campaign leader is disqualified, the Chief Elections Manager shall publish a special announcement of the disqualification.

Suggested Practice 6-3.

The Chief Elections Manager should consider using the following language for candidate disqualification announcements: “Please note that [name of office] candidate [candidate] has been disqualified due to election rule violations and votes for them in the election will not be counted.”

§ 608. Permitted Communications

(a) COMMUNICATIONS WITH ELECTIONS MANAGERS.—No election rule, takedown notice, or campaign restriction shall be construed to prohibit a campaign representative from communicating privately with an Elections Manager or a group of Elections Managers about a matter related to an election rule, no matter when the communication occurs.

(b) GET-OUT-THE-VOTE COMMUNICATIONS.—No election rule, takedown notice, or campaign restriction shall be construed to allow an Elections Manager to penalize a campaign for an official Senate communication that meets all of the following criteria:

(1) The communication is made for the purpose of increasing voter turnout.

(2) The communication is sent no earlier than the first day of campaigning.

(3) No election or campaign information, except for information published by an Elections Manager, is included in the communication.

(4) If the communication contains information about a campaign in an election, the communication contains equivalent information about each campaign in the same election.

(5) The communication is made available to—

(A) all undergraduates;

(B) all undergraduates in a class year; or
(C) all eligible undergraduates who have not yet voted in an election.

(6) The issuance of the communication does not involve spending money.

(c) REQUIRED COMMUNICATIONS.—No election rule, takedown notice, or campaign restriction shall be construed to prohibit a campaign representative from communicating with an individual or group if the communication is required by—

(1) the Senate Constitution;
(2) the Class Government Constitution;
(3) a standing rule of the Senate;
(4) an election rule;
(5) University policy; or
(6) local, state, or federal law.

§ 609. Good-Faith Exception

(a) IN GENERAL.—The Chief Elections Manager may reduce the penalty for an election rule violation if—

(1) a campaign representative other than the campaign leader committed the election rule violation; and
(2) the campaign leader has acted in good faith with respect to the violation.

(b) CRITERIA FOR GOOD FAITH.—The Chief Elections Manager shall consider the following criteria when determining if a campaign leader has satisfied the good-faith requirement in paragraph (a)(2):

(1) Whether the campaign leader was aware or should have been aware of the violation.
(2) Whether the campaign leader has committed similar violations during the election cycle.
(3) Whether the campaign leader cooperated with, encouraged, or allowed the campaign representative to commit the violation.
(4) The extent of the relationship between the campaign leader and the campaign representative who committed the violation.
(5) Whether the campaign leader promptly, sincerely, and reasonably attempted to stop the violation.
(6) Whether the campaign leader promptly, sincerely, and reasonably attempted to stop future violations by the same campaign representative.
(7) Whether the campaign leader has been honest, straightforward, and cooperative with the Elections Managers during the election cycle.

Suggested Practice 6-4.

Each campaign leader should be aware of what their supporters are doing and make every effort to prevent their supporters from violating election rules. Campaign leaders who report unintentional rule violations by their supporters may be more likely to be able to take advantage of the good-faith exception.

§ 610. Appeals
(a) APPEALS TO CEM.—An undergraduate may appeal an action by an Elections Manager to the Chief Elections Manager, provided that the undergraduate notifies the Chief Elections Manager of the intent to appeal no later than 48 hours after the end of voting.

(b) APPEALS TO SENATE.—An undergraduate may appeal an action by an Elections Manager to the Senate in accordance with Senate Standing Rule 3.

**Suggested Practice 6-5.**
The Elections Managers are not authorized to call for a revote. Undergraduates who believe a revote is necessary may appeal the Chief Elections Manager’s decision not to hold a revote.
ARTICLE VII—VOTING AND RESULTS

§ 701. Voting Period

(a) START OF VOTING.—
(1) PRE-SCHEDULED TIME.—The start of voting is a pre-scheduled time.
(2) TIMING.—
(A) FALL.—During the fall election cycle, the start of voting shall occur on a date no earlier than the fourth Monday after Labor Day and no later than October 22.
(B) WINTER.—During the winter election cycle, the start of voting shall occur on a date no earlier than the sixth Monday after the end of the fall recess and no later than the first Monday of December.
(C) SPRING.—During the spring election cycle, the start of voting shall occur on a date no earlier than the fourth Monday after the end of the spring recess and no later than April 21.
(3) RECESS SCHEDULING PROHIBITED.—The first day of voting may not occur during an academic recess.

(b) END OF VOTING.—
(1) PRE-SCHEDULED TIME.—The end of voting is a pre-scheduled time.
(2) TIMING.—The end of voting shall occur 48 hours after the start of voting.

(c) CEM ACTIONS.—
(1) ENSURING ABILITY TO VOTE.—The Chief Elections Manager shall ensure that each eligible undergraduate may vote at any time after the start of voting and before the end of voting.
(2) PUBLICITY.—On the first day of voting, the Chief Elections Manager shall publish information about how to vote.

§ 702. Election Platform and Settings

(a) VOTING PLATFORM.—All voting shall be conducted using the online platform Election Runner.

(b) VOTING RESTRICTED TO ELIGIBLE VOTERS.—The Chief Elections Manager shall ensure that only undergraduates eligible to vote in an election may vote in that election.

(c) ONE VOTE PER VOTER.—The Chief Elections Manager shall ensure that each undergraduate eligible to vote in an election may vote at most once in that election.

(d) ANONYMous VOTING.—The Chief Elections Manager shall ensure that each undergraduate's vote is anonymous.

(e) ABSTENTIONS PERMITTED.—For each election, the Chief Elections Manager shall allow each eligible voter to abstain in that election.

(1) ABSTENTIONS IN REFERENDUM ELECTION — For a referendum election, an Elections Manager should include an option with the text, “Abstain — I choose not to vote in this particular election.”
(f) WRITE-INS PROHIBITED.—The Chief Elections Manager shall not allow an undergraduate to vote for a write-in candidate.

**Suggested Practice 7-1.**

ODUS can provide the Elections Managers with a list of the emails of all undergraduates in a class year, which can be imported into Election Runner. The Elections Managers should check that only undergraduates in the corresponding class year can vote for Class Senators and Class Officers.

**Suggested Practice 7-2.**

For IRV questions, Elections Managers should select the “Allow Voters to Abstain” option. For approval voting questions, Elections Managers should set the minimum number of answers a voter can select to zero. For referenda, Elections Managers should add an option to abstain.

**Suggested Practice 7-3.**

The Elections Managers should randomize the answer choices for elections for office, but they should not randomize the answer choices for referenda.

§ 703. Question Types

(a) IRV ELECTIONS.—For an election for an Executive Officer or a Class Officer, except Freshman Class Officers, the Chief Elections Manager shall use Election Runner’s “Ranked Choice (IRV)” question type.

(b) APPROVAL VOTING ELECTIONS.—For an election for a Senator, a U-Councilor, or the Freshman Class Government—

(1) the Chief Elections Manager shall use Election Runner’s “Multiple Choice” question type; and

(2) the Chief Elections Manager shall allow each eligible undergraduate to vote for at least as many candidates as can be elected.

(c) REFERENDA.—For any referendum, the Chief Elections Manager shall use Election Runner’s “Multiple Choice” question type.

**Suggested Practice 7-4.**

If possible, when using approval voting, the Elections Managers should allow undergraduates to vote for up to the number of candidates who can be elected for an office (2 for Class Senators, 5 for Freshman Class Government, and 10 for U-Councilors).

§ 704. Information on the Ballot

(a) REQUIRED INFORMATION.—The Chief Elections Manager shall include information on the ballot for an election if the information is listed as “Required Information” in Table 3, unless an exception listed in Table 3 applies.

(b) OPTIONAL INFORMATION.—The Chief Elections Manager may include information on the ballot for an election if—

(1) the information is listed as “Optional Information” in Table 3; and
(2) each campaign leader in that election has an equal opportunity to provide such information.

<table>
<thead>
<tr>
<th>Elections for office</th>
<th>Required Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● The name of the office</td>
</tr>
<tr>
<td></td>
<td>● The name and class year of each approved candidate for that office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● A candidate statement for each candidate (or a link to a document with this information)</td>
</tr>
<tr>
<td>● A photograph of each candidate (or a link to a document with this information)</td>
</tr>
<tr>
<td>● A link to a document regularly updated with the penalties for each candidate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exceptions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A candidate shall not appear on the ballot if their candidacy campaign has been disqualified before the start of voting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referenda (if approved by an Elections Manager in accordance with section 307(b)) and Senate-Initiated Referenda (if submitted by a resolution in accordance with section 801)</th>
<th>Required Information for Referenda and Senate-Initiated Referenda:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● The ballot question for the referendum, as approved by the Senate</td>
</tr>
<tr>
<td></td>
<td>● The sponsor’s name and identification (in accordance with section 301)</td>
</tr>
<tr>
<td></td>
<td>● The opposition leader’s name and identification (in accordance with section 301), if any</td>
</tr>
<tr>
<td></td>
<td>● The sponsor’s opinion statement, if submitted before the deadline</td>
</tr>
<tr>
<td></td>
<td>● The opposition leader’s opinion statement, if submitted before the deadline</td>
</tr>
<tr>
<td></td>
<td>● The sponsor’s rebuttal, if submitted before the deadline</td>
</tr>
<tr>
<td></td>
<td>● The opposition leader’s rebuttal, if submitted before the deadline</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Information for Senate-Initiated Referenda Only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● The statement “Submitted by the Senate of the Undergraduate Student Government”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● A link to a copy of the referendum resolution</td>
</tr>
<tr>
<td>● A link to a document regularly updated with the penalties for each campaign leader</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exceptions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a referendum sponsor’s referendum campaign has been disqualified before the start of voting, all referenda sponsored by the sponsor shall not appear on the ballot. If an opposition leader’s referendum campaign has been disqualified before the start of voting, all identification of that opposition leader, all opinion statements and rebuttals by that opposition leader, and all rebuttals to that opposition leader’s opinion statements shall not appear on the ballot.</td>
</tr>
</tbody>
</table>

Table 3: Information on the ballot.

§ 705. Results

(a) IRV ELECTIONS.—

(1) IN GENERAL.—For an election for an Executive Officer or a Class Officer, except Freshman Class Officers, if an active candidate has a majority of the votes in the highest-numbered round of Election Runner’s tabulation process, that candidate shall be elected.

(2) TIEBREAKERS.—For an election for an Executive Officer or a Class Officer, except Freshman Class Officers, if the candidate with a majority of the votes in the highest-numbered round of Election Runner’s tabulation process has been disqualified, the Chief Elections Manager shall use the following tiebreakers, in successive order, to eliminate candidates until 1 active candidate is elected:

(A) Elect the active candidate with the most votes in the highest-numbered round of Election Runner’s tabulation process.
(B) Elect the active candidate with the most votes in any round of Election Runner’s tabulation process, starting from the second-highest-numbered round and continuing in order to Round #1.

(C) Elect the active candidate who wins a public, random draw conducted by the Chief Elections Manager, in which each tied active candidate has an equal chance of winning.

3 VACANCY.—An Executive Officer office or a Class Officer office, except a Freshman Class Officer office, shall be left vacant if—
   (A) there are no active candidates for that office; or
   (B) each active candidate for that office received no votes in every round of Election Runner’s tabulation process.

(b) APPROVAL VOTING ELECTIONS.—
   (1) CLASS SENATORS.—The 2 active candidates for Senator who obtain the most approval votes cast shall be elected.
   (2) U-COUNCILORS.—The 10 active candidates for U-Councilor who obtain the most approval votes cast shall be elected.
   (3) FRESHMAN CLASS OFFICERS.—The 5 active candidates for Freshman Class Officer who obtain the most approval votes cast shall be elected.
   (4) TIEBREAKER.—If there is a tie for the final office of Senator, U-Councilor, or Freshman Class Officer, the active candidates who win a public, random draw conducted by the Chief Elections Manager, in which each tied active candidate has an equal chance of winning, shall be elected.
   (5) VACANCY.—A Senator, U-Councilor, or Freshman Class Officer office shall be left vacant if—
       (A) there are no active candidates for that office; or
       (B) each active candidate for that office received no approval votes.

(c) REFERENDA.—The criteria for adoption of a referendum can be found in sections 1003(a) through 1003(c) of the Senate Constitution and section 707 of the election rules.

§ 706. Results Announcement

(a) SCHEDULED ELECTION RESULTS ANNOUNCEMENT.—
   (1) PRE-SCHEDULED TIME.—The scheduled election results announcement is a pre-scheduled time.
   (2) TIMING.—The scheduled election results announcement shall occur no earlier than 48 hours after the end of voting and no later than 2 days after the last day of voting.

(b) CHECKING RESULTS EARLY PROHIBITED.—An Elections Manager may not check the results of an election until 48 hours after the end of voting.
   (1) POTENTIAL VIOLATION.—The Deputy Elections Manager has not violated this rule if, in an attempt to fulfill the duty outlined in subsection (d) or review the fraud analysis they are required to view the results of the election.
   (c) CHECKING RESULTS DURING A COMPLAINT OR APPEAL PROHIBITED.—The Chief Elections Manager may not check the results of an election while a complaint or appeal relating to that election is pending.
(d) DEM ACTIONS.—The Deputy Elections Manager shall prevent publication of the results before the results announcement. If the Deputy Elections Manager sees the results of the election during this process, they may not divulge this information to anyone, including the Chief Elections Manager.

(e) CEM ACTIONS IF NO COMPLAINT OR APPEAL.—If no complaint or appeal for an election is pending, the Chief Elections Manager shall publish the results of the election at the scheduled election results announcement time.

(f) CEM ACTIONS IF COMPLAINT OR APPEAL.—If a complaint or appeal for an election is pending at the scheduled election results announcement time, the Chief Elections Manager shall publish the results of that election after the complaint or appeal has been resolved.

§ 707. Conflicting Referenda

(a) CRITERIA.—The procedures in this subsection apply if a group of 2 or more referenda meets all of the following criteria:

(1) All of the referenda in the group are on the ballot in the same election.

(2) Each referendum in the group is adopted in that election, based on the criteria in sections 1003(a) through 1003(c) of the Senate Constitution.

(3) At least 1 of the following subordinate criteria is met:

   (A) The referenda jointly bind the Senate to take actions that logically and substantively contradict one another.

   (B) The referenda jointly amend a governing document in a logically and substantively contradictory way.

   (C) The referenda jointly bind the Senate to take an action that would violate the Senate Constitution.

(b) TIEBREAKERS.—If a group of 2 or more referenda meets the criteria in subsection (a), the Chief Elections Manager shall use the following tiebreakers, in successive order of priority, to eliminate referenda until the conflict is resolved and the remaining referenda are adopted:

(1) Successively eliminate the referenda with the lowest proportion of votes in the affirmative, not including abstentions.

(2) Successively eliminate the referenda with the lowest number of votes in the affirmative.

(3) If a tie remains and the conflict has not been resolved, eliminate all tied referenda.

Suggested Practice 7-5.

Here are examples of each of the three subordinate criteria for conflicting referenda:

(A) One referendum binds the Senate to request a second vote on a curricular change approved by the faculty. A second referendum binds the Senate not to request such a second vote.
(B) One referendum amends the Projects Board Charter to change the definition of a quorum to a simple majority of Projects Board members. A second referendum amends the Projects Board Charter to change the definition of a quorum to 4 Projects Board members.

(C) Each of three referenda bind the Senate to allocate 50 percent of its budget to a separate Senate committee.

In general, two advisory-power referenda that include seemingly conflicting statements of opinion do not bind the Senate to take actions that logically and substantively contradict each other.

§ 708. Senate Action if Referendum Passes

(a) SENATE TO WRITE REFERENDUM REPORT.—Unless otherwise stated in the referendum resolution, if a referendum issued under the advisory power is adopted, the Senate shall write a report that includes—

1. an explanation of the official position of the undergraduates, as stated in the referendum resolution;
2. action steps for the Senate to further the undergraduates’ official position; and
3. recommendations for other relevant University or student groups to further the undergraduates’ official position.

(b) DEADLINE.—Unless otherwise specified in the referendum resolution, if the Senate is required to write a referendum report under part (a), the Senate shall complete the report no later than the first day of the semester after the semester in which the referendum is adopted.

(c) EXECUTIVE SECRETARY TO FORWARD REPORT.—Unless otherwise specified in the referendum resolution, if the Senate is required to write a referendum report under part (a), the Executive Secretary shall send a copy of the report to—

1. the President of the University;
2. the Dean of the College;
3. the Dean of Undergraduate Students; and
4. the Vice President for Campus Life.

(d) EXECUTIVE SECRETARY TO REQUEST RESPONSE.—If the Executive Secretary sends a copy of a referendum report to an individual, the Executive Secretary shall request a formal response from that individual.

Suggested Practice 7-6.

Referendum sponsors writing advisory power referenda are encouraged to include a section in the referendum resolution specifying whom to send a copy of the resolution and report.

ARTICLE VIII—OTHER ELECTIONS

§ 801. Senate-Initiated Referenda
(a) IN GENERAL.—The Chief Elections Manager shall put a referendum on the ballot during the winter or spring election cycle if, by a 1/3 vote of the entire voting Senate membership, the Senate passes a resolution that—
(1) calls for the referendum concurrent with that election cycle;
(2) specifies the ballot question and referendum resolution for the referendum;
(3) appoints an undergraduate to be the referendum sponsor.
(b) DEADLINE FOR RESOLUTION.—Once the criteria in subsection (a) have been met, the Chief Elections Manager shall put a Senate-initiated referendum on the ballot for the first winter or spring election cycle for which the referendum petition deadline has not yet passed.
(c) OPPOSITION LEADERS.—
(1) SENATE-APPOINTED.—The Senate may appoint an undergraduate to be the opposition leader for a Senate-initiated referendum by majority vote, provided that the undergraduate is not the sponsor of that referendum.
(2) OPPOSITION PROPOSALS.—If the Senate does not appoint an opposition leader before the referendum petition deadline of the corresponding election cycle, the Chief Elections Manager shall—
   (A) publicize the ballot question and referendum resolution of the referendum, and the deadline and requirements for an opposition proposal; and
   (B) select an opposition leader in accordance with the procedures in section 308.
(d) OPINION STATEMENTS AND REBUTTALS.—The rules for opinion statements and rebuttals in section 309 also apply to Senate-initiated referenda.
(e) ELECTION RULES.—All election rules in sections 404 through 708 that apply to a referendum also apply to a Senate-initiated referendum.
(f) HONOR CONSTITUTION AMENDMENTS INELIGIBLE.—In accordance with Article VI of the Constitution of the Honor System, a Senate-initiated referendum may not amend the Constitution of the Honor System.

§ 802. Special Elections

(a) IN GENERAL.—The Chief Elections Manager shall organize a special election if a special election is required by the Senate Constitution.
(b) RULES APPLICABLE TO SPECIAL ELECTIONS.—All election rules that apply to elections for Senate or Class Government office apply to special elections, with the following exceptions:
(1) FIRST DAY OF SPECIAL ELECTION CYCLE.—The first day of a special election cycle is the date on which the special election becomes necessary.
(2) CANDIDATE REGISTRATION DEADLINE.—The candidate registration deadline shall occur no earlier than 3 days after the start of the special election cycle and no later than 1 day before the first day of campaigning.
(3) FIRST DAY OF CAMPAIGNING.—The first day of campaigning shall occur no earlier than 7 days before the first day of voting and no later than 5 days before the first day of voting.
(4) FIRST DAY OF VOTING.—The first day of voting shall occur no later than 2 days before the constitutionally mandated deadline for the special election.

ARTICLE IX—AMENDMENT

§ 901. Amendment by Senate

The Senate may amend this Handbook by majority vote.

Suggested Practice 9-1.

If possible, the Senate should not amend the election rules during an election cycle.

§ 902. Revision of Suggested Practices by Chief Elections Manager

The Chief Elections Manager may add, remove, or revise a suggested practice in this Handbook, provided that the Chief Elections Manager promptly notifies the Senate of the change.

ARTICLE X—DEFINITIONS AND RULES OF CONSTRUCTION

§ 1001. Definitions

As used in this Handbook, unless the context indicates otherwise:

(1) ABSTAIN/ABSTENTION.—Abstentions give voters the ability to vote in some elections on a ballot without voting in others. A student that chooses to Abstain from a particular election does not contribute to the number of students that voted in that election nor does their selection factor into the final vote tallies in that individual election.

(A) Example: Candidate A receives 1,100 votes, Candidate B receives 900 votes, and 400 students choose to Abstain. 2,000 students voted in the election, so it meets the required threshold of \( \frac{1}{3} \) student body participation (assuming an enrollment of 5,000 undergraduate students). Candidate A wins the election with 55% of the vote (1,100 out of 2,000). Candidate B loses the election with 45% of the vote (900 out of 2,000). The 400 Abstentions are not included in the final vote tally even though 2,400 ballots were received because it is interpreted that only 2,000 votes were cast in this particular election.

(2) ACADEMIC RECESS.—The term “academic recess” means Labor Day, Fall Recess, Thanksgiving Recess, Winter Recess, Wintersession, Spring Recess, the period between Spring Term and Fall Term (Summer Recess), and any other recess on the academic calendar, as designated by the Registrar.

(3) ACTION.—The term “action” means an act or failure to act.

(4) ACTIVE CANDIDATE.—The term “active candidate” means a candidate—

(A) who has been approved by an Elections Manager under section 204; and
(B) whose candidacy campaign has not been disqualified by an Elections Manager.

(5) ADVISORY POWER.—The term “advisory power” means the power explained in section 301 of the Senate Constitution.

(6) CAMPAIGNING.—The term “campaigning” means doing any of the following:

(A) Doing any activity in section 404(a)(1) through 404(a)(8) in furtherance of a campaign.

(B) Spending money in furtherance of a campaign.

(C) Using a good in furtherance of a campaign, unless the good is reasonably accessible to all undergraduates at no cost.

(7) CAMPAIGN LEADER.—The term “campaign leader” means a candidate, a referendum sponsor, or an opposition leader, including a referendum sponsor or an opposition leader for a Senate-initiated referendum.

(8) CAMPAIGN MATERIAL.—The term “campaign material” means any print or electronic material containing information in furtherance of a campaign.

(9) CAMPAIGN REPRESENTATIVE.—The term “campaign representative” means a campaign leader or any individual who engages in petitioning or campaigning in furtherance of a campaign.

(10) CEM.—The term “CEM” means Chief Elections Manager.

(11) DISAPPROVE.—The term “disapprove” means to prevent a referendum from appearing on the ballot.\(^\text{10}\)

(12) DISQUALIFY.—The term “disqualify” means to disqualify a campaign in accordance with section 607.\(^\text{11}\)

(13) ELECTION.—The term “election” means an election for Senate or Class Government office, or a referendum.

(14) ELECTION CYCLE.—The term “election cycle” means the fall, winter, or spring election cycle; or a special election cycle.

(15) ELECTION RULES.—The term “election rules” includes all rules in this Handbook, but does not include any suggested practices or appendixes in this Handbook.

(16) ELECTIONS MANAGER.—The term “Elections Manager” means the Chief Elections Manager or another Elections Manager.

(17) IRV.—The term “IRV” means instant runoff voting.

(18) MONEY.—The term “money” means any form of currency or any medium of exchange that functions as currency.

(19) PAPER.—The term “paper” means any type of paper or cardboard or any material that functions as paper.

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\(^{10}\) This action applies only when a petition for a referendum is incomplete (see section 307(c)). Disapproval of a single referendum does not result in other referenda sponsored by the same undergraduate from being taken off the ballot.

\(^{11}\) In accordance with section 607, disqualification of a referendum sponsor’s referendum campaign results in each referendum sponsored by that sponsor being removed from the ballot.
(20) PENALTY.—The term “penalty” means an Elections Manager’s assignment of penalty points, issuance of a takedown notice, issuance of a campaign restriction, disqualification of a campaign, or disapproval of a referendum by an Elections Manager.

(21) PETITIONING.—The term “petitioning” means collecting signatures on a candidacy petition or referendum petition, or recruiting another undergraduate to collect signatures for a referendum petition.

(22) PREEXISTING ELECTRONIC GROUP.—The term “preexisting electronic group” means an electronic group in which at least one message has been sent before the first day of the election cycle.

(23) PRE-SCHEDULED DATE.—The term “pre-scheduled date” means a date during an election cycle that the Chief Elections Manager must schedule before the first day of that election cycle.

(24) PRE-SCHEDULED TIME.—The term “pre-scheduled time” means a time during an election cycle that the Chief Elections Manager must schedule before the first day of that election cycle.

§ 1002. Rules of Construction

(a) RELATION TO SENATE CONSTITUTION.—

(1) IN GENERAL.—Each provision in this Handbook shall be construed in accordance with the Senate Constitution.

(2) DEFINED TERMS.—If a term used in this Handbook is not defined in section 1001 but is defined in the Senate Constitution, the term shall be construed according to its definition in the Senate Constitution, unless the context indicates otherwise.

(3) RULES OF CONSTRUCTION.—Unless the context indicates otherwise, each provision in this Handbook shall be construed in accordance with the rules of construction of the Senate Constitution.

(b) SUGGESTED PRACTICES ARE NOT BINDING.—A suggested practice in this Handbook is not binding on Elections Managers or campaign representatives.

(c) APPENDIXES ARE NOT BINDING.—An appendix in this Handbook is not binding on Elections Managers unless stated otherwise.

(d) CAMPAIGN.—As used in this Handbook, the terms “campaign” shall be construed in accordance with the following principles:

(1) Each campaign has exactly 1 campaign leader.

(2) Each candidacy campaign is separate from all other campaigns. For example, if an undergraduate is both a candidate and a referendum sponsor, that undergraduate is leading 2 separate campaigns.

(3) Each campaign in favor of a referendum is separate from any campaign in opposition to that referendum.

(4) Each undergraduate who is a referendum sponsor or opposition leader has exactly 1 associated referendum campaign, even if the undergraduate is serving as a sponsor or opposition leader for a different referendum. For example, if an undergraduate sponsors 2 referenda and opposes 1 referendum in an election cycle, that undergraduate is leading 1 referendum campaign.
(e) ACTIONS IN FURTHERANCE OF A CAMPAIGN.—As used in this Handbook, the term “in furtherance of a campaign” shall be construed in accordance with the following principles:

(1) An action can be in furtherance of multiple campaigns.

(2) In order for an action to be in furtherance of a campaign, it is not necessary that the action be taken for the purpose of furthering a campaign.
APPENDIX A—APPLICABLE CONSTITUTIONAL PROVISIONS

The following are excerpts from the Senate Constitution pertaining to elections. Any questions about constitutional provisions relating to elections should be resolved by consulting the full text of the Senate Constitution.

§ 801. Elections Managers Generally

(a) CHIEF ELECTIONS MANAGER.—Subject to Senate confirmation in accordance with section 202(c), the President and Senior Class President shall jointly appoint the Chief Elections Manager.

(b) ELECTIONS MANAGERS.—The President, Senior Class President, and Chief Elections Manager may jointly appoint up to 2 Elections Managers for each election.

(c) PROHIBITION ON RUNNING FOR OFFICE.—The Chief Elections Manager and each Elections Manager shall not run for office while serving in their official capacities.

(d) DUTIES.—The Chief Elections Manager shall:

(1) In accordance with this article and the election rules established under section 802, oversee and have final responsibility for each election.
(2) Publicize each election.
(3) Publish the necessary forms for candidate registration prescribed by the Senate in the election rules under section 805(d).
(4) Organize the tabulation of electronic votes in conjunction with the Office of the Registrar, ODUS, and, if applicable, the IT Chair.
(5) Announce the results and vote counts of each election.
(6) Announce the results and vote counts for any referendum and any recall.
(7) Investigate each alleged violation of the election rules established under section 802 and determine if a violation has occurred.
(8) Assign the appropriate penalty to a candidate who has violated the election rules established under section 802.
(9) Each day during an election cycle, communicate updates on the violation of election rules.
(10) Before an appeal to the Senate in accordance with the election rules established under section 802, serve as the arbiter of any dispute among candidates.

(e) CANDIDATE FORUM.—The Chief Elections Manager may organize a candidate forum during an election cycle.

(f) DELEGATION TO ELECTIONS MANAGERS.—The Chief Elections Manager may delegate a duty provided in subsection (d)(2) through (d)(9) or in subsection (e) to an Elections Manager.

§ 802. Election Rules

(a) ESTABLISHMENT.—The Senate may establish the election rules by a majority vote.
(b) AMENDMENT.—The Senate may amend the election rules by a majority vote.

(c) AUTHORITY OF RULES.—

(1) IN GENERAL.—The election rules established under subsection (a) shall govern each USG election and provide for its orderly and efficient operation.

(2) REFERENDA AND RECALL.—In the election rules established under subsection (a), the Senate may prescribe provisions that govern the conduct of any referendum or any recall and provide for its orderly and efficient operation.

(3) ACCORDANCE WITH CONSTITUTION.—Each provision of the election rules shall be—

(A) supplementary to any applicable provision in this Constitution; and

(B) in accordance with the provisions of this Constitution.

§ 803. Election Dates

(a) IN GENERAL.—Subject to subsection (b) and the election rules established under section 802, the Chief Elections Manager shall set the date of each election.

(b) TIME OF ELECTION.—

(1) SENATOR AND EXECUTIVE OFFICER.—The election for each Senator and each Executive Officer shall be in November or December before winter recess.

(2) CLASS OFFICER; U-COUNCILOR.—

(A) IN GENERAL.—Except as otherwise provided in subparagraph (B), the election for each Class Officer and each U-Councilor shall be in April.

(B) FRESHMAN CLASS OFFICER.—The election for each Freshman Class Officer shall be in the fall semester before October 31.

§ 804. Voting; Runoffs

(a) IN GENERAL.—

(1) EXECUTIVE OFFICER AND CLASS OFFICER.—

(A) VOTING.—

(i) SINGLE TRANSFERABLE VOTE.—The election for an Executive Officer or a Class Officer shall be by the system of the single transferable vote (instant runoff voting).

(ii) RANKED VOTES.—For the election of an Executive Officer or a Class officer, each eligible undergraduate may rank the candidates for the corresponding office in order of preference.

(B) ELECTION.—Except as otherwise provided in subparagraph (C)—

(i) WHEN ONE CANDIDATE OBTAINS MAJORITY.—If a candidate for an Executive Officer office or a Class Officer office is ranked as the most preferred candidate on a majority of votes cast in the election for that office, that candidate shall be elected.

(ii) WHEN NO CANDIDATE OBTAINS MAJORITY.—In the election rules established under section 802, the Senate shall prescribe
the methods for determining which candidate for an Executive Officer office or a Class Government office will be elected if no candidate is ranked as the most preferred candidate on a majority of votes cast in the corresponding election.

(C) FRESHMAN CLASS GOVERNMENT.—The 5 candidates for Freshman Class Government who obtain the most approval votes cast shall be elected.

(2) SENATOR, U-COUNCILOR, AND FRESHMAN CLASS GOVERNMENT.—

(A) APPROVAL VOTING.—The election for a Senator, a U-Councilor, and the Freshman Class Government shall be by approval voting.

(B) ELECTION OF SENATOR.—The 2 candidates for Senator who obtain the most approval votes cast shall be elected.

(C) ELECTION OF U-COUNCILOR.—The 10 candidates for U-Councilor who obtain the most approval votes cast shall be elected.

(3) ELIGIBILITY TO VOTE.—

(A) EXECUTIVE OFFICER; U-COUNCILOR.—Each undergraduate may vote in the election of an Executive Officer or a U-Councilor.

(B) SENATOR; CLASS OFFICER.—Each undergraduate in the corresponding class may vote in the election of a Senator or a Class Officer.

(4) NO RUNOFFS.—Runoff elections shall not be held.

§ 805. Eligibility for Office

(a) ONLY UNDERGRADUATE MAY RUN.—Only an undergraduate may run for office.

(b) PROHIBITION ON RUNNING FOR MORE THAN ONE OFFICE.—A candidate may run for only 1 office during an election.

(c) SENATOR AND CLASS OFFICER; CORRESPONDING CLASS YEAR.—A candidate running for Senator or Class Officer must run for the office corresponding to the class year of the candidate.

(d) REGISTRATION FORMS; DEADLINE.—In the election rules established under section 802, the Senate shall prescribe the necessary forms for candidate registration and the final deadline by which a candidate must submit those forms to be eligible for office.

§ 806. Election Expenses Reimbursement

Subject to any limit prescribed in the election rules established under section 802, the Senate shall defray the direct election expenses of each candidate for a Senate or Class Government office.

§ 1001. Calling for Referendum Generally

(a) SENATE-INITIATED REFERENDUM.—The Chief Elections Manager shall organize a referendum concurrent with a regular election for Senate office if—
(1) the Senate, by a 1/3 vote of the entire voting Senate membership, calls for the referendum concurrent with the election; and
(2) the referendum does not amend the Constitution of the Honor System.

(b) REFERENDUM BY PETITION.—The Chief Elections Manager shall organize a referendum concurrent with a regular election for Senate office after receiving a duly completed petition that calls for the referendum concurrent with the election and is signed by—
(1) 10% of the undergraduates, if the referendum does not amend the Constitution of the Honor System; or
(2) 200 undergraduates, if the referendum amends the Constitution of the Honor System.12

(c) FRIVOLOUS REFERENDA.—
(1) SENATE DETERMINATION.—By a 5/6 vote at a regular meeting, the Senate may determine a referendum called under subsection (b) to be frivolous and thereby prevent that referendum from occurring.
(2) REFERENDUM NOTWITHSTANDING SENATE DETERMINATION.—
(A) IN GENERAL.—Notwithstanding paragraph (1), the Chief Elections Manager shall organize a referendum that the Senate has determined to be frivolous under paragraph (1) if, within 5 days after that determination, the Chief Elections Manager receives a new duly completed petition that calls for the referendum and is signed by 1/4 of the undergraduates.
(B) TIME OF REFERENDUM.—The Chief Elections Manager shall organize that referendum within 21 days after receiving the new duly completed petition under subparagraph (A).

§ 1002. Procedure for Referendum Petition

(a) UNDERGRADUATE SHALL NOTIFY VICE PRESIDENT.—Except as otherwise provided in subsection (c), an undergraduate who intends to submit a petition that calls for a referendum shall communicate that intention to—
(1) the Vice President; or
(2) the designee of the Vice President.

(b) FORM OF PETITION.—In the election rules established under section 802, the Senate shall prescribe the proper form and style of a petition.

(c) REFERENDUM LANGUAGE CONSULTATION.—
(1) IN GENERAL.—In the election rules established under section 802, the Senate may require that an undergraduate consult with the Senate or the designee of the Senate regarding the proper style, usage, grammar, and organization of an intended referendum question.
(2) CONSULTATION BEFORE COLLECTION OF SIGNATURES.—If the Senate creates a requirement under paragraph (1), the Senate shall require that

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12 This signature requirement is in accordance with Honor Sys. Const. art. VI.
the consultation occur before the undergraduate begins collecting signatures on the petition.

(d) DEADLINE FOR SUBMISSION.—The Senate shall have the power to outline specific guidelines and regulations regarding the deadline for submission as established under section 802.

§ 1003. Referendum Result

(a) IN GENERAL.—A referendum shall be binding on the Senate if—
(1) at least 1/3 of the undergraduates vote in the referendum;
(2) a majority of the votes cast in the referendum are in the affirmative; and
(3) the referendum has not been disqualified by an election rule established under section 802.

(b) RESULT FOR CONSTITUTION OR PROJECTS BOARD CHARTER.—Notwithstanding subsection (a), a referendum that amends the Constitution or the Projects Board Charter shall be binding on the Senate if—
(1) at least 1/3 of the undergraduates vote in the referendum;
(2) 3/5 of the votes cast in the referendum are in the affirmative; and
(3) the referendum has not been disqualified by an election rule established under section 802.

(c) RESULT FOR HONOR CONSTITUTION.—Notwithstanding subsections (a) and (b), a referendum that amends the Constitution of the Honor System shall be binding if—
(1) at least 1/3 of the undergraduates vote in the referendum;
(2) 3/4 of the votes cast in the referendum are in the affirmative, in accordance with Article VI of the Constitution of the Honor System; and
(3) the referendum has not been disqualified by an election rule established under section 802.

(d) RESULT FOR CONFLICTING REFERENDA.—In the election rules established under section 802, the Senate shall prescribe methods for determining which of multiple conflicting referenda adopted during the same election are binding.

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13 Honor Sys. Const. art. VI.
APPENDIX B—SUGGESTED ELECTION CYCLE CALENDARS

Suggested Practice B-1.

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<th>Sunday</th>
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<td>Candidate registration deadline at 8 PM</td>
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<td>Campaigning begins at 12 PM</td>
<td></td>
<td>Ballot review period begins at 8 PM</td>
<td>Ballot review period ends at 8 PM</td>
<td></td>
</tr>
<tr>
<td>Voting begins in Election Runner at 12 PM</td>
<td></td>
<td>Voting ends at 12 PM</td>
<td>Amended expenditure report due at 8 PM</td>
<td>Deadline to file a complaint at 12 PM</td>
<td>Results announced if no complaints</td>
<td></td>
</tr>
</tbody>
</table>

Suggested USG Fall Elections Calendar

All times EST

Referenda are not permitted during this election cycle
### Suggested Practice B-2.

**Suggested USG Winter Elections and Referenda Calendar (BOTH)**

*In years when October 1 falls on a Sunday, Monday, Thursday, Friday, or Saturday*

*All times Eastern; note the switch to EST in early November*

<table>
<thead>
<tr>
<th>Sunday</th>
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<td></td>
<td>First day of election cycle</td>
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<td>Referendum proposals due at 12 PM</td>
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</table>

**Referendum rules meetings scheduled with Chief Elections Manager**

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<th>Saturday</th>
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<tr>
<td>Open House 1 at 8:30 PM</td>
<td>Open House 2 at 8:30 PM</td>
<td>Open House 3 at 8:30 PM</td>
<td>Referendum petitions due at 12 PM</td>
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</table>

**Senate referendum language review at 8 PM**

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<tbody>
<tr>
<td>Candidate registration deadline at 8 PM</td>
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</table>

**Thanksgiving recess**

**Opposition leader proposals due at 12 PM**

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<tbody>
<tr>
<td>Campaigning begins at 12 PM</td>
<td>Opinion statements due at 12 PM</td>
<td>Rebuttals due at 12 PM</td>
<td>Ballot review period ends at 8 PM</td>
<td>Expenditure report due at 8 PM</td>
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</table>

**Voting begins in Election Runner at 12 PM**

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<td>Voting ends at 12 PM</td>
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<td>Deadline to file a complaint at 12 PM</td>
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</table>

**Amended expenditure report due at 8 PM**

**Deadline announced if no complaints**

### Suggested Practice B-3.

Princeton USG
**Suggested USG Winter Elections and Referenda Calendar (BOTH)**
*(In years when October 1 falls on a Tuesday or Wednesday)*

*All times Eastern; note the switch to EST in early November*

<table>
<thead>
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<th>Sunday</th>
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<td>First day of election cycle</td>
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<td>Referendum proposals due at 12 PM</td>
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<tr>
<td>Referendum rules meetings scheduled with Chief Elections Manager</td>
<td>Open House 1 at 8:30 PM</td>
<td>Open House 2 at 8:30 PM</td>
<td>Open House 3 at 8:30 PM</td>
<td>Referendum petitions due at 12 PM</td>
<td>Draft referendum resolutions and ballot questions due at 8 PM</td>
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<tr>
<td>Senate referendum language review at 8 PM</td>
<td>Candidate registration deadline at 8 PM</td>
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<tr>
<td>Opposition leader proposals due at 12 PM</td>
<td>Campaigning begins at 12 PM</td>
<td>Opinion statements due at 12 PM</td>
<td>Rebuttals due at 12 PM</td>
<td></td>
<td>Ballot review period ends at 8 PM</td>
<td>Expenditure report due at 8 PM</td>
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<tr>
<td>Voting begins in Election Runner at 12 PM</td>
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<td>Thanksgiving recess</td>
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**Suggested Practice B-4.**

Princeton USG
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<tbody>
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<td>Last day of spring recess</td>
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<td>Referendum proposals due at 12 PM</td>
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<td>Draft referendum resolutions and ballot questions due at 8 PM</td>
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<td>Opposition leader proposals due at 12 PM</td>
<td>Campaigning begins at 12 PM</td>
<td>Opinion statements due at 12 PM</td>
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<td>Results announced if no complaints</td>
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</tbody>
</table>

Suggested USG **Spring Elections and Referenda Calendar (BOTH)**

*All times EDT*
## APPENDIX C—SCHEDULING REQUIREMENTS

### In general (for fall, winter, and spring election cycles):

<table>
<thead>
<tr>
<th>Scheduled event</th>
<th>Earliest date/time</th>
<th>Latest date/time</th>
</tr>
</thead>
</table>
| First day of election cycle (§ 201)                  | *Fall:* Exactly 7 days before the candidate registration deadline  
*Winter and Spring:* Exactly 5 days before the referendum proposal submission deadline | Candidate registration deadline                        |
| Elections open houses* (at least 1) (§ 202)         | First day of election cycle                             | Candidate registration deadline                        |
| Candidate registration deadline* (§ 203)            | 7 days before the first day of campaigning              | 3 days before the first day of campaigning             |
| First day of campaigning† (§ 205)                   | 10 days before the first day of voting                  | 7 days before the first day of voting                  |
| Beginning of ballot review period* (§ 207)          | The fourth day of campaigning                           |                                                       |
| End of ballot review period (Last time to request a ballot change)* (§ 207) | Exactly 24 hours after the beginning of the ballot review period |                                                       |
| Expenditure report deadline* (§ 208)                | The fourth day of campaigning                           | The day before the first day of voting                 |
| First day of voting* (§ 701)                        | *Fall:* The fourth Monday after Labor Day  
*Winter:* The fourth Monday after the end of the fall recess  
*Spring:* The fourth Monday after the end of the spring recess | *Fall:* October 22  
*Winter:* The first Monday in December  
*Spring:* April 21 |
| End of voting (§ 701)                                | Exactly 48 hours after the beginning of voting          |                                                       |
| Amended expenditure report deadline (§ 208)         | The end of voting                                       | The day after the last day of voting                   |
| Complaint deadline (§ 601)                          |                                                          | Exactly 48 hours after the end of voting              |
| Scheduled election results announcement (§ 706)     | 48 hours after the end of voting                        | 2 days after the last day of voting                   |

*This event may not occur during an academic recess.
†The time period starting the first day of campaigning and ending on the first day of voting may not overlap with an academic recess.
Referendum-specific events (for winter and spring election cycles only):

<table>
<thead>
<tr>
<th>Scheduled event</th>
<th>Earliest date/time</th>
<th>Latest date/time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referendum proposal deadline (§ 302)</td>
<td>10 days before the Senate referendum language review</td>
<td>7 days before the Senate referendum language review</td>
</tr>
<tr>
<td>Senate referendum language review** (§ 306)</td>
<td>15 days before the first day of campaigning</td>
<td>8 days before the first day of campaigning</td>
</tr>
<tr>
<td>Referendum petition deadline** (§ 305)</td>
<td>Exactly 5 days after the day of the Senate referendum language review</td>
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</tr>
<tr>
<td>Opposition proposal deadline (§ 308)</td>
<td>48 hours after the referendum petition deadline</td>
<td>The first day of campaigning</td>
</tr>
<tr>
<td>Opinion statement deadline (§ 309)</td>
<td>48 hours after the opposition proposal deadline</td>
<td>The third day of campaigning</td>
</tr>
<tr>
<td>Rebuttal deadline (§ 309)</td>
<td>24 hours after the opinion statement deadline</td>
<td>The fourth day of campaigning</td>
</tr>
</tbody>
</table>

**The period beginning on the day after the Senate referendum language review and ending on the day of the referendum petition deadline may not overlap with an academic recess.

These tables list the date and time requirements for the events that the Chief Elections Manager must schedule before the first day of the election cycle.

**Suggested Practice C-1.**

When allowable and practical, the Chief Elections Manager should keep the following considerations in mind when setting the election cycle schedule:

The period from the first day of the election cycle to the last day of voting should overlap with academic recesses as little as possible.

There should be a regular Senate meeting scheduled around 2 days after the candidate registration deadline, around 2 days after the referendum petition submission deadline, and around 5 days after the end of voting. This practice allows the Senate to decide appeals in a timely manner.

All else being equal, the election cycle should be as short as possible.
All else being equal, the period from the last day of voting to the constitutionally mandated election deadline (as defined by section 803(b) of the Senate Constitution) should be as long as possible, to allow for the possibility of a Senate-required revote.
Petition for USG Office

Candidate: Fill out this information before collecting signatures.

We, the undersigned, hereby nominate _________________________,
Class of ________, for the office of ________________________________.

<table>
<thead>
<tr>
<th>Name and Class Year (Printed Clearly)</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
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<td>Name and Class Year (Printed Clearly)</td>
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Petition for Referendum

**Sponsor:**
Write name & class year. Write sponsor’s title or sponsoring group if authorized by an Elections Manager.

**Name & class year of petitioner:**
Write name & class year of the undergraduate who collected these signatures.

**Senate-approved ballot question:**

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APPENDIX E—Sample Referenda

Condensation (Ballot Question)
Shall the undergraduates call on Princeton University to take decisive action towards reducing carbon emissions by 1) establishing a task force to develop a strategy for tracking campus Scope III emissions, 2) setting a clearer timeline for meeting the 2046 carbon neutrality goal by establishing public benchmark dates for the strategies outlined in the 2019 Sustainability Action plan, and 3) actively including students in the decision-making process towards a carbon neutral campus?

Referendum Resolution
Calling on the administration and faculty to take firm action towards reducing carbon emissions by broadening its emission assessments to include Scope III emissions and involving the student body in decision-making and reporting.

Whereas the University’s actions are tied to climate change that will increasingly affect its own students, the local community, and all of humanity;

Whereas recent climate research (e.g., Intergovernmental Panel on Climate Change 2018 report and the United States’s 2018 National Climate Assessment) illustrates the necessity for more immediate climate action;

Whereas the University, in setting an example for peer institutions and the state of New Jersey, has a responsibility to its students and the world at large to set and achieve a comprehensive goal for carbon neutrality as efficiently and quickly as possible;

Whereas the Princeton University 2019 Sustainability Action Plan outlines a current commitment for carbon neutrality by 2046, established by the 2015 CO₂ Task Force convened by President Eisgruber;

Whereas we value the University’s renewed commitment to carbon neutrality which takes into consideration the ethical and moral obligations intrinsic in Princeton’s powerful influence and resources;

Whereas Princeton’s current carbon neutrality commitment is incomplete, incorporating only Scope I and II but not Scope III emissions;

Whereas the student body as a whole lacks awareness of the University’s commitment to carbon neutrality, despite a broad consensus among undergraduates in favor of strong climate action because of climate change’s current and projected impacts on future livelihoods and global equity;

Whereas Princeton must accelerate and strengthen its efforts towards carbon neutrality by assessing Scope III emissions and engaging with its undergraduates in implementing its carbon neutrality goal: Now, therefore, be it

Resolved by the undergraduates of Princeton University,

SECTION 1. FACULTY, DEPARTMENT HEADS, AND ADMINISTRATION.

Princeton USG
The undergraduates call on the faculty and administration to strengthen and accelerate the University’s carbon neutrality goal by:

1. Establishing a task force to develop a strategy for tracking campus Scope III emissions. This task force should be comprised of past CO₂ Task Force members, as well as other relevant faculty, staff, and administrators. The primary goal is to regularly quantify campus Scope III emissions as well as develop and implement comprehensive reduction strategies. The task force should widely disseminate emissions reports to the student body, invite students to periodic public presentation of findings, and seek student input on emissions reductions strategies.

2. Setting a clearer timeline for meeting the 2046 carbon neutrality goal by establishing public benchmark dates for the strategies outlined in the 2019 Sustainability Action Plan. These dates should incorporate both faculty and student input and should include deadlines for reaching 100% renewable energy procurement from the grid, fully electrified heating/cooling, and an entirely electric fleet of campus vehicles. We believe that benchmark dates will be a critical indicator of Princeton’s progress towards carbon neutrality and will help ensure that Princeton meets or exceeds its current goal of 2046.

3. Actively including students in the decision-making process towards a carbon neutral campus. On an annual basis, the administration should send a progress report directly to all undergraduates containing the carbon emissions data for that year, the status of efforts to reach carbon neutrality, and the future steps for decarbonization. This process should solicit student feedback, including through a series of public forums and an online survey form, which should then be incorporated into future strategies.

SECTION 2. USG SENATE.

As per Section 8 of the Referenda Handbook, the USG Senate will write a position paper detailing action items to be taken by the administration, as laid out by this referendum. The position paper must be written and sent to the administration by no later than the end of spring 2019 final exams on May 25, 2019.

SECTION 3. TRANSMITTAL OF RESOLUTION.

The Executive Secretary of the Senate shall transmit an official copy of this resolution to each of the following university officers:

(1) President Christopher L. Eisgruber ’83, President of the University.
(2) Rochelle Calhoun, Vice President for Campus Life.
(3) Shana Weber, Director of the University Office of Sustainability.
(4) Denise L. Mauzerall, Co-chair of 2015 CO₂ Task Force, Professor of Civil and Environmental Engineering and Public and International Affairs.
(5) KyuJung Whang, Co-chair of 2015 CO₂ Task Force, Vice President for Facilities.

14 This reference is outdated. To reference the Senate’s requirement to write a position paper after the passage of an advisory power referendum, reference section 708 of the Elections Handbook.

Princeton USG
Condensation (Ballot Question)
Shall the undergraduates amend the Senate Constitution to establish a standing Sustainability Committee with an elected chair who shall be a member of the Senate Executive Committee, a member of the Princeton Sustainability Committee, and a voting member in the Senate? The Senate shall then follow vacancy filling provisions to appoint a chair in February 2020 and create a charter to establish the committee’s purpose, composition, and responsibilities.

Referendum Resolution

Resolved by the undergraduates of Princeton University (three-fifths of the undergraduates concurring),

SECTION 1.
Section 701 of the Senate Constitution is amended to read as follows:

§ 701. Core Committees
The Core Committees are the—
(1) USLC;
(2) Academics Committee;
(3) Social Committee; and
(4) CCA Committee; and
(5) Sustainability Committee.

SECTION 2.
Section 501 of the Senate Constitution is amended to read as follows:

§ 501. Seniority of Executive Officers
In descending order of seniority, the Executive Officers are the—
(1) President;
(2) Vice President;
(3) Treasurer;
(4) U-Council Chair;
(5) CPUC Executive Committee Representative;
(6) USLC Chair;
(7) Academics Committee Chair;
(8) Social Committee Chair; and
(9) CCA Committee Chair; and
(10) Sustainability Committee Chair.

SECTION 3.
Section 703 of the Senate Constitution is amended by adding a new subsection, designated 703(h), to read as follows:
(h) SUSTAINABILITY COMMITTEE CHAIR.—
(1) PURPOSES, MEMBERSHIP, AND RESPONSIBILITIES.—The Senate shall prescribe the Sustainability Committee purposes, membership, and responsibilities in the Sustainability Committee Charter.

SECTION 4.

Before the spring semester of the 2019-2020 academic year, the Senate shall appoint a Sustainability Committee Chair in accordance with the procedures in Section 205 of the Senate Constitution.
APPENDIX F—SENATE STANDING RULE 3

SECTION 1. FILING AND SCHEDULING AN APPEAL

(a) FILING AN APPEAL.—The President shall schedule an appeal of an action of an Elections Manager if the following conditions are met:

(1) An undergraduate informs the Chief Elections Manager of the appeal.
(2) No later than 24 hours after the Chief Elections Manager is informed of the appeal, 3 voting Senate members file the appeal by informing the President of—

(A) the Senate members’ intent to appeal an action of an Elections Manager; and
(B) the action that the Senate members seek to overturn.

(b) CEM MUST BE NOTIFIED 48 HOURS AFTER VOTING.—If the action under appeal occurred during an election cycle, the notice requirement under paragraph (a)(1) is satisfied only if the Chief Elections Manager is notified of the appeal or a corresponding complaint no later than 48 hours after the end of voting in that election cycle.

(c) APPEALS ON BEHALF OF ANOTHER UNDERGRADUATE.—The Senate members may file an appeal on behalf of another undergraduate, including a campaign leader.

(d) CONFLICTS OF INTEREST.—A Senate member should not file an appeal if the Senate member is a campaign leader who could be affected by the appeal.

(e) SCHEDULING AN APPEAL.—If the President is required to schedule an appeal, the following procedures apply:

(1) IF THERE IS A REGULAR SENATE MEETING.—If there is a regular Senate meeting within 5 days of the filing of the appeal, the President shall add the appeal to the agenda of that Senate meeting.

(2) IF THERE IS NO REGULAR SENATE MEETING.—If there is no regular Senate meeting within 5 days of the filing of the appeal, the President shall—

(A) call a special meeting that occurs within 5 days of the filing of the appeal; and
(B) add the appeal to the agenda of that Senate meeting.

(f) INFORMING PARTIES OF THE APPEAL.—No later than 24 hours before the Senate meeting of the appeal, the Executive Secretary shall send the date, time, place, and nature of the appeal to—

(1) each voting Senate member;
(2) each Elections Manager; and
(3) each campaign leader potentially affected by the appeal.

SECTION 2. PROCEDURES AT SENATE MEETING

(a) APPELLEES MAY PRESENT ARGUMENT.—Before the Senate votes on an appeal, each of the following groups may present an argument:

(1) The Senate members who filed the appeal.
(2) The undergraduates on whose behalf the appeal was filed, if any.

(b) ELECTIONS MANAGERS MAY PRESENT DEFENSE.—Before the Senate votes on an appeal, the Elections Managers may present a defense.

(c) EXECUTIVE SESSION.—In order to discuss and vote on an appeal, the Senate should go into executive session.

(d) CONFLICTS OF INTEREST.—A Senate member should recuse themselves from executive session if they are a campaign leader who could be affected by the appeal.

(e) STANDARD OF REVIEW—

(1) IN GENERAL.—The Senate may overturn an action of an Elections Manager during an election cycle if, by a 2/3 vote, the Senate determines that the Elections Manager’s action was clearly mistaken.

(2) CLARIFICATION.—A Senate member should not vote to overturn an action of an Elections Manager merely because the Senate member would have acted differently.

SECTION 3. REMEDIES

(a) IN GENERAL.—If the Senate overturns an action of an Elections Manager, the Senate may specify a remedy by majority vote.

(b) EXAMPLES.—Possible remedies include

(1) assigning penalty points to a campaign;
(2) removing penalty points from a campaign;
(3) issuing or revoking a takedown notice;
(4) issuing or revoking a campaign restriction;
(5) disqualifying a campaign leader;
(6) revoking a disqualification;
(7) extending the voting period; or
(8) requiring a revote.

(c) REVOTES.—

(1) ELECTION RULES MUST BE SPECIFIED.—If the Senate requires a revote as part of an appeal, the Senate shall specify the election rules that apply to the revote.

(2) REVOTES MAY NOT OCCUR PAST THE CONSTITUTIONAL DEADLINE.—The Senate may not require a revote if the voting period for that revote would extend past the constitutional deadline for the election, as specified in section 803 of the Senate Constitution.

SECTION 4. DEFINITIONS AND RULES OF CONSTRUCTION

This standing rule shall be construed in accordance with the definitions and rules of construction of the Elections Handbook.\(^\text{15}\)

\(^{15}\) See Elec. Hand. § 1001-1002.
APPENDIX G—
HONOR SYSTEM GUIDING PRINCIPLES DOCUMENT

Prepared by the Honor Committee December 2019 and
Ratified by the Faculty Committee on Examinations and Standing
February 4, 2020

Generations of Princetonians have reaffirmed their commitment to the Honor System by giving academic integrity the highest place among their obligations as undergraduates. Established as a pact between the faculty and the student body and memorialized in a resolution adopted by the faculty in 1893, the Honor Code entrusts students with the responsibility of self-monitoring in-class examinations, which students take on their honor.

Under the Honor System, students are responsible for investigating and adjudicating violations of academic integrity during in-class examinations. The Honor Committee, a group of fifteen elected and appointed undergraduates, follow constitutionally mandated procedures to investigate and adjudicate alleged violations of the Honor Code. The Faculty-Student Committee on Discipline (COD) is responsible for investigating and adjudicating academic integrity violations pertaining to any academic work completed outside the classroom, including essays, problem sets, homework, lab work, and independent work. Given the similarity of the work performed by these two committees, their procedures and penalties must necessarily be aligned, a point which was strongly reaffirmed by the work of the Academic Integrity Report Reconciliation Committee in January 2019.

Since its inception, students have played a critical role in maintaining and shaping the Honor System. The Constitution has been amended a number of times since its initial establishment and was most recently amended during the spring of 2019, when members of the Undergraduate Student Government and the Honor Committee introduced referenda (1) giving students under investigation the option of having a dean present or on-call as a non-voting resource during hearings; (2) allowing the Honor Committee to use professional investigators; (3) eliminating the notion of a “standard penalty”; and (4) creating new penalties for certain types of disciplinary infractions.

The continued success of the Honor System is predicated on the active engagement of both students and faculty. The Honor System is a living entity, to which faculty and students should actively reaffirm their commitment throughout their time at Princeton.

The Honor Constitution and the Undergraduate Student Government Constitution provide the means by which the student body can amend the Honor System. To ensure student input going forward, and to maintain it within a framework that has proved durable for generations of Princeton students, we propose no changes to the student body’s deliberative mechanisms for alterations of the Honor System. Changes to the Honor System can currently be initiated in two ways: (1) on the initiative of 13 of the 15 members of the Honor Committee followed by a three-fourths vote of the Senate of the Undergraduate Student Government on an internal resolution, or (2) through a three-fourths vote on a student referendum initiated by the student body during USG’s annual election cycles.

Princeton USG
We do propose changes, however, to the procedural mechanisms by which changes to the Honor System detailed in a resolution or referendum can actually be implemented after a student vote. If the resolution or referendum passes the requisite voting thresholds, we recommend that the proposed changes to the Honor System then be brought to the next scheduled meeting of the Committee on Examinations and Standing by relevant representatives from USG and the original sponsors of the referendum or resolution. The Committee will not determine whether the changes should be adopted, but rather whether the proposals are substantive or procedural in nature and thus need to be taken up by a faculty vote. Its role is to delineate the boundary between procedural and substantive changes, and to make that determination on a case-by-case basis.

The Committee on Examinations and Standing will deliberate and formally vote on whether a full faculty vote is needed, and, if passed, a vote will be scheduled at an upcoming faculty meeting. Generally, faculty input will only be required if substantive changes are proposed to the Honor System. Procedural changes will not require a full faculty vote, and can be instituted directly by the Honor Committee and the USG.

Substantive changes include, but are not limited to, those that alter the definition of what constitutes a violation of the Honor Code; the evidentiary standards for a finding of responsibility; and the penalties imposed for a violation of the Honor Code. Procedural changes include, but are not limited to, those that change the Committee’s investigative procedures; how the Committee interacts and communicates with the larger student body; and the composition of the Committee itself. The Committee on Examinations and Standing will ultimately be responsible for determining whether a proposed change is substantive or procedural in nature and whether a faculty vote is required to formally implement that change after consulting with the relevant student parties.

If the Committee on Examinations and Standing finds that a faculty vote is required, the proposed resolution or referenda can only be implemented after a faculty vote is held with a simple majority in favor of the proposed changes to the Honor System.

Change is a vital component of a healthy and functioning Honor System, as it reflects serious and critical engagement with community norms and values concerning academic integrity. Responsible change is the product of campus-wide education efforts and dialogue among students, faculty, and administrators. Academic integrity is a bedrock value of the University and, accordingly, must be treated with seriousness and respect. While the Honor System may evolve with time, commitment to original academic work has and will remain a defining feature of the Princeton education.