

ELECTIONS CODE of the UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION
GEORGIA INSTITUTE OF TECHNOLOGY

Revised March 4, 2019

PREAMBLE

The Elections Code shall specify regulations and procedures for student elections within student government. The Elections Code shall include all necessary sections of the Constitution and the Bylaws that pertain to student elections.

The Code shall also include all effective legislation passed by the Undergraduate House of Representatives that pertains to student elections. The Elections Code contains all of the rules concerning elections. The Elections Committee is the primary source of judicial review for this code. Any other materials distributed by the Elections Committee are intended to facilitate the legal and fair execution of this election, but they are not to be thought of as substitutes for this code.

SECTION I. GENERAL RULES

1. Any person who wishes to become a candidate for office must complete and submit an official application through the format set forth by the committee on or before the deadline specified in the Elections Schedule. Any electronic disparities with submission of an application, should the Committee choose to utilize electronic applications, will be evaluated at the discretion of the Elections Committee.
2. Candidates are expected to check for email at least once per day during the campaign and voting period.
3. All candidates are required to attend an election orientation meeting with dates and times set forth by the Elections Committee. Each meeting will be led by the Elections Chair or member of the Elections Committee. Failure to attend any orientation without prior communication to the Elections Chair will result in a determination of ineligibility to run.
4. All candidates must complete an application in entirety and may only run for one office.
5. Email shall be the official mode of communication of the Elections Committee. Group communication may be utilized only through Institute-sanctioned portals, such as OrgSync, with official SGA documentation for the need for the communication.
6. All candidates must use their actual names on the ballot for the election. Exceptions will be made for students who are addressed as a direct and common derivative of their names- i.e. Mike, Trey, etc. However, no nicknames or references to affiliated groups will be allowed. The Elections Committee will determine the appropriateness of names on the ballot and inform the candidate of any problems before the election takes place.
7. All candidates and campaigns will be subject to Institute policies. This includes, but is not limited to, campus facility rules, faculty syllabi, trademark law, and the student code of conduct. Violation of any Institute policy by a candidate or campaign worker may, at the discretion of the Elections Committee, result in a violation.
8. Unless otherwise specified, the standard for the making of any decision by the Elections committee shall be a majority vote of the present, seated membership of the committee.
9. Failure to abide by the regulations set forth in this document is not excused by ignorance. SGA presented material may not cover all information set forth in this document; however, the
10. Elections Code will be upheld by the Elections Committee in its entirety.

SECTION II. APPORTIONMENT OF THE HOUSE

- A. The House shall be apportioned as set forth in Article VIII, Section 2 of the Bylaws.
 - 1. Terminology such as “school” or “college” and student classifications are determined by the Provost of Georgia Tech.

SECTION III. ELIGIBILITY

- A. Eligibility shall be determined as set forth in Article VIII, Section 3 of the Bylaws.
 - 1. For the purposes of Class Representative eligibility, years of enrollment shall be defined as the number of complete years since the first day of classes of the first semester of full-time college enrollment.
 - a. Freshmen must have completed 0 years;
 - b. Sophomores must have completed 1 year;
 - c. Juniors must have completed 2 years;
 - d. Seniors must have completed at least 3 years.

SECTION IV. ELECTORATE AND VOTING

- A. The electorate shall be determined as set forth in Article VIII, Section 4 of the Bylaws.
- B. General Voting Procedure
 - 1. All candidates shall be listed on the ballot in alphabetical order by last name grouped by office. Names will be listed as given in the candidate’s application.
 - 2. Write-in candidates will not be allowed, and no space shall be given to electors for a write-in opportunity.
 - 3. The results of elections not under review shall be announced within 72 hours of the close of voting.
- C. Undergraduate House of Representatives
 - 1. Each ballot shall allow voters to vote for a maximum number of candidates equal to the apportioned number of seats for a given position.
 - 2. The candidate(s) for the office of Representative receiving the highest number of votes in an election, up to the number of appointed positions, shall be elected to office.
 - 3. If a tie vote occurs which prevents the occupation of any representative position(s), a runoff of all candidates receiving the highest vote total for that position(s) will be held within seven (7) business days.
 - 4. If an initial runoff fails to produce a winner, a second runoff, subject to the same rules as the initial runoff, shall be held.
- D. Executive Branch
 - 1. The Student Body President and Executive Vice President shall campaign and be elected on a joint ticket by a vote of the Student Body. This joint ticket shall be called an Executive ticket. They shall be elected during Spring Semester and installed in office before the end of Spring Semester.
 - 2. Each voter may vote for a single Executive ticket.
 - 3. An Executive ticket will be elected by receiving greater than 50% of the votes cast. If no ticket is elected from the pool of candidates, then a runoff between the two tickets with the highest vote totals, and any other ticket tied with either, will be held within seven (7) days.
 - 4. If an initial runoff fails to produce a winner, a second runoff, subject to the same rules as the initial runoff, shall be held.

E. Special Elections by the Undergraduate House of Representatives

1. If a second runoff in any election fails to produce conclusive election results, a special election will be held by the sitting Undergraduate House of Representatives at the regularly scheduled meeting immediately following the closing of polls in runoff elections. If there are no remaining regularly scheduled meetings remaining in the semester, a special session for the purposes of conducting balloting shall be held.
2. If a special election is necessary, the election becomes the responsibility of the Undergraduate House of Representatives. All violations or appeals must be made directly to the Undergraduate Judiciary Cabinet.
3. Special elections may not be postponed.
4. The special election for each position shall be conducted separately.
5. Voting shall be conducted by named ballot; votes, however, shall not be made public.
6. No money may be spent on campaigning for a special election.
7. Balloting for Executive Special Elections
 - i. Balloting for special Executive elections shall continue until a candidate receives greater than 50% of votes cast.
 - ii. Abstentions shall count as un-cast ballots.
 - iii. After any round of balloting in which no candidate receives greater than 50% of votes cast, any candidate who failed to receive one of the two highest vote totals shall be eliminated from consideration.
8. Balloting for Representative Special Elections
 - i. Balloting for representative positions shall continue until the number of candidates remaining in the election is equal to the number of positions available
 - ii. After each round of balloting, the highest-ranking candidates, up to the number of positions available shall be considered elected.
 - iii. If a tie prevents the occupation of any representative position(s), another round of balloting for that position(s) shall commence. Balloting for class presidential special elections shall be governed by the rules set for representative special elections.

SECTION V. CAMPAIGNING

A. Campaigning is defined as:

1. The public distribution or posting of any material or information seeking votes for a candidate or candidates for office.
 2. Speaking before an organized group or in a public place with the purpose of seeking votes for a candidate or candidates for office.
 3. Any activity, on the part of either a candidate or a representative of a candidate, requesting the vote of a constituent for a specific candidate or candidates.
 4. Using electronic medium for the purpose of seeking votes for a candidate or candidates for an elected office.
 5. Encouraging student voting in general, without the specification or support for a particular candidate or group of candidates, before the campaign period as set by the Elections Schedule is classified as campaigning.
 6. Solicitation of campaign members to 2 or more people at once, prior to the official start of campaigning, is defined as campaigning.
 7. Campaign material being publicly searchable by anyone other than the reported members of the candidate's campaign team is classified as campaigning.
- B. The definition of campaigning shall not include the creation or design of campaign materials, the recruitment of direct campaign workers, the scheduling of speaking engagements, the discussion of campaign strategies, or other activities intended for the establishment of a campaign committee, as defined by the Elections Committee.

C. Campaign Teams

1. Solicitation of campaign members, before the official start of campaigning, must be done on an individual basis.
2. Prior to the official start of campaigning, campaign teams for the executive ticket may not exceed 25 people excluding the candidates themselves.
3. Prior to the official start of campaigning, campaign teams for representatives may not exceed 6 people, including the candidates themselves.
4. It is the responsibility of the candidate to educate any and all campaign workers and affiliates as to the rules set forth by this Elections Code. Candidates will be held responsible for the actions of those designated by the candidate to assist with the campaign, and candidates will receive violations based on the actions of individuals serving as listed members of the campaign team.

D. All materials of any form in a campaign must specify the person or campaign of origination.

E. Campaigning in Living Areas

1. No campaign material shall be distributed through, onto, or under doorways of individual rooms of residence halls or off-campus living areas without the permission of one or more of the residents and in accordance with Department of Housing policy.
2. No person engaged in door to door campaigning shall enter or remain in any room, suite, home or apartment over the objections of any of the residents thereof.
3. No candidate or supporter shall knock on any door or attempt to enter any residential room if there appears in plain view a written notice stating "No Campaigning" or words substantially to that effect, such as "No Solicitors."
4. No person shall engage in door to door campaigning without having received written, dated approval to do so from the governmental council of the living area or the Department of Housing. A copy of this documentation should be submitted to the Elections Committee before engaging in door-to-door campaigning.
5. The distribution of campaign materials in shared areas under Housing, not under the direct supervision of a Hall Director (such as the GT Connector, the North Ave. Gym, The Centennial Room, etc.) shall require the permission of the Housing Office associated with the building (ECHO, WCHO, NCHO, NANO).

F. An SGA Official Voting station is defined as any computer designated and maintained by the Elections Committee for the purposes of voting. The location of any Official Voting stations will be announced to all candidates ten (10) days prior to the start of campaigning.

G. Campaigning is not permitted within 50 feet of an Institute maintained computer cluster or an SGA Official Voting station during the voting period.

H. Candidates and all campaign workers are prohibited from maintaining a computer for the purposes of voting.

I. Materials distributed, or intended for distribution by the Elections Committee, or any individual or group of individuals acting on behalf of the Elections Committee, may not be redistributed or edited by any party, other than designees of the committee.

J. Under no circumstances shall a candidate's campaign display another candidate's name, logo, or slogan without written, dated approval of the specific use from the candidates submitted before the display of the materials.

K. Student organizations may sponsor candidates. A student organization shall be any organization run by students (including fraternities or sororities) who wish to officially sponsor a candidate, except SGA. The candidate must be made aware of the organization's intent to sponsor the candidate, and the candidate must sign a written consent form (the SGA Elections Organization Sponsorship form) acknowledging the organization's sponsorship of him/her. All expenditures incurred by the sponsoring organization must be reported in the candidate's Campaign Expense Report.

- L. Candidates may speak about another candidate's positions on campus issues and how they differ on these positions so long as these statements are truthful. Falsifying information about a candidate may result in immediate disqualification and will be dealt with at the discretion of the Elections Committee.
- M. The use of any Student Government Association logo, letterhead, office equipment, office supplies, meeting space, or personnel is prohibited.
- N. No campaign materials may display any image of a logo or trademark of the Georgia Institute of Technology, or any division thereof. Logos and trademarks, for the purposes of the Elections Committee, will be determined by Georgia Tech Licensing and Trademarks. The most recently updated document showing trademarked images as released by Licensing and Trademarks, directed by the Board of Regents, will be used as the Committee's standard for logos and trademarks of Georgia Tech and resulting issues. Candidates will be held to licensing and trademark agreements.

SECTION VI. SIGNS

- A. The definition of a sign includes posters, banners, flyers, and other printed material for the purpose of campaigning.
- B. All signs mounted using adhesive must use the adhesive according to Institute policy and approved by the building manager.
- C. Signs may be displayed on bulletin boards present in campus buildings and off-campus business establishments with appropriate, written permission.
- D. Signs may be displayed inside buildings with the written permission of the building director or facilities manager.
- E. Signs are forbidden on the following locations:
 1. Trees
 2. Public doors or windows
 3. Traffic signs
 4. The sides of public buildings or sculptures without the written permission of the appropriate facilities manager
 5. Cars or other property without the owner's written permission
 6. Public trash cans
 7. Roadways
 8. Georgia Tech-authorized transportation
 9. Campus green spaces and lawns
 10. Campus walkways, with the exception of chalking (See Section L)
- F. Signs may be displayed in residence halls with the written permission of the Housing Director. The number of signs displayed per floor may not exceed twice the number of Peer Leaders (PLs) or six times the number of Resident Advisors (RAs) on that floor. Signs displayed on individual doors do not count towards the amount displayed above.
- G. No sign for any campaign, except for an Executive, may exceed 11 x 17 inches in size.
- H. Campaigns for Executive tickets may display up to three signs exceeding 11 x 17 inches in size.
- I. No sign for any Executive ticket campaign may exceed 18 ft².
- J. All rules governing the size of signs or banners shall be in effect, both on and off of the Georgia Tech campus.
- K. Campaigns are limited to one sign per face of any bulletin board, and one sign inside any classroom/lecture hall.
- L. Chalking is permitted if done in accordance with Institute policies.
- M. Campaigning on private property without written permission of the owner is prohibited.
- N. The placing of any sign in a way designed to obscure any other sign belonging to another campaign is prohibited.

- O. Candidates and their official campaign teams will be responsible for taking down all non-electronic campaign materials within one week of the end of elections or may be subject to a fine by the Institute.
- P. All written permission must be submitted to the Elections Committee via email.

SECTION VII. MASS COMMUNICATION

- A. The use of the United States Postal Service and the Georgia Tech Postal Service is permitted.
- B. Electronic forum campaigning, such as the use of electronic bulletin boards, is permitted.
- C. All candidates must comply with Federal, State, Institute, and Departmental policies (Georgia Tech Postal Service, OIT) concerning mass communication.
- D. Candidates may not campaign using gatech.edu email addresses other than the candidate's OIT provided personal email account or accounts set forth by the Elections Committee.
- E. No candidate may, in any campaign materials, display their SGA email address, or that of any campaign affiliate.
- F. The creation or use of public groups or profiles on social and public media prior to the beginning of campaigning is prohibited. Private groups/pages related to the campaigning of more than 25 people, excluding the candidates, prior to campaigning period is prohibited as well.
- G. The public posting of a campaign website prior to the beginning of campaigning, shall be prohibited.
- H. Emails sent to any list which is used by a campus department or office to distribute information is prohibited.
- I. Emails sent to any list to which subscription is mandatory by virtue of a payment to the Institute are prohibited.
- J. Emails sent to any SGA maintained email list are prohibited.

SECTION VIII. CAMPAIGN FINANCING

- A. Presidential and Vice Presidential candidates on a singular ticket may spend no more than \$500 during the general election.
- B. Candidates for Representative position may spend no more than \$50 during the general election.
- C. In each runoff succeeding the general election, candidates for President and Vice President may spend no more than \$100.
- D. In each runoff succeeding the general election, candidates for Representative positions may spend no more than \$15.
- E. No money may be spent in campaigning for special elections conducted by the Undergraduate House of Representatives.
- F. Exceeding the spending limits submitted by the Elections Committee will result in a violation. Falsifying information in the campaign finance report will result in disqualification, permanent ineligibility from holding office in any branch in SGA, and referral for Institute disciplinary action.
- G. None of these expenses shall be reimbursed by SGA.
- H. Candidates are required to keep a written record of all campaign expenses, including original receipts. Expenditures, including any in kind donations, must be recorded at the price for which they are available to the general public, from the source from which they were obtained. The cost of printing black and white, and color pages is to be the price set by the OIT for the current scholastic year for black and white, and color pages respectively.
- I. The provision of any item of value, to be used in the campaign or distributed to non-campaign affiliated parties, shall be considered an in-kind donation, and must be reported at the full value of the item.

- J. Any expenditure by any party on behalf of any candidate must be reported on the candidate's campaign finance report.
 - 1. All such expenditures shall count toward the candidate's spending limit.
 - 2. Failure to report such expenditures shall be considered falsification of a campaign finance report.
- K. Candidates must submit the campaign expenditure report by the time designated by the Elections Schedule, even if no money is spent. The expense report should be turned in to the Elections Committee by the time set forth in the elections timeline. Failure to do so may result in violation. In the event of a runoff, candidates shall submit a supplementary campaign expenditure report.
- L. Any joint expenditure by candidates will be counted as expenditure for both campaigns. Joint expenditures must be shown in full on the expense report of each candidate.
- M. Replacement of campaign signs:
 - 1. In the case of the theft or destruction of a campaign sign exceeding 11"x17", the affected candidate may request an exemption from counting the cost of any replacement sign toward the spending limit, up to the cost of the original item.
 - 2. If the cost of the replacement sign exceeds that of the original, the difference in the costs must be reported as a new expenditure.

SECTION IX. PENALTIES AND VIOLATIONS

- A. Prior to each hearing, the Elections Committee shall send updates regarding all recently submitted violations to UJC. UJC shall approve designations of major and minor classifications of violations.
- B. Any violations deemed as major violations shall be heard by UJC. They shall mandate any disqualifications or punishments due to a major violation.
- C. Upon the rendering of judgment in any matter concerning violations, the Elections Committee shall explicitly state the level of violation found, the specific section of the elections code under which the candidate was found guilty, the remedy mandated by the committee, and the timeline for the completion of the remedy. This statement will be approved by the Undergraduate Judiciary Cabinet.
- D. Any person, including non-candidates, found guilty of tampering with the election process or results will be automatically disqualified, and forever be ineligible to hold office in any branch of Undergraduate Student Government at Georgia Tech, and will be subject to further disciplinary action by UJC and the Office of Student Integrity. The definition of tampering includes but is not limited to:
 - 1. Framing a candidate to gain that person's disqualification,
 - 2. Falsifying of vote results,
 - 3. Theft or destruction of property of another candidate,
 - 4. Forging of materials to give the appearance of origination from another person or campaign.
 - 5. The purposeful filing of deceitful violations against any candidate.
- E. The Elections Committee may, at its discretion, direct a campaign to take corrective action to remedy a violation, while declining to impose further sanctions or to officially record a violation.
- F. All elections violations shall be decided upon within 48 hours of Committee discussion, or before 1 hour prior to the announcement of elections results.
- G. Any undergraduate student of Georgia Tech may submit an election violation charge against any candidate by submitting the charge in writing to the Elections Committee. They may be identified by their GT Identification number and choose to withhold their name from hearings.
- H. The person(s) charged with any violation will be notified by electronic mail of the time and place of any possible hearing 24 hours in advance and will be given the opportunity to hear all charges and present a defense at this hearing.
- I. The person bringing the charge may present their case before the Elections Committee.

- J. In cases brought before the Elections Committee, the defendant may unseat as many as two (2) members, (the Chair cannot be struck), provided a quorum of five (5) members and the Chair remain.
- K. The Elections Committee will hear cases of minor Elections Code violations and pass judgment on the accused. Candidates shall have the right to appeal a disqualification decision, or an interdiction on the holding of office in SGA, to the Undergraduate Judiciary Cabinet.
- L. Successfully prosecuted election violations (not violation allegations) will be made available to the public and posted online through the official page of the Elections Committee on the SGA website.
- M. It will be the responsibility of the affected candidate to appeal any case resulting in disqualification to the Undergraduate Judiciary Cabinet for review.

SECTION X. ELECTIONS SCHEDULE

- A. The Elections shall be schedules in accordance with Article VIII, Section 1 of the Bylaws.
- B. The elections for Student Body President and Executive Vice-President shall coincide with the elections for Representatives, with the exception of the elections for Freshmen Representatives.
- C. The elections schedule shall be released no later than 8 weeks before the start of elections.

SECTION XI. EMERGENCY ELECTIONS

- A. If an election is found to be fraudulent or found to have been held outside the bounds of the SGA Constitution and Bylaws or the Elections Code by the Elections Committee, then a new election, of the same type as that found to have been fraudulent, will be held no earlier than three full business days after that decision has been made, and no later than six business days after the ruling.
- B. Any undergraduate student, believing that an election in which he or she was a candidate was fraudulent, or held outside the bounds of the SGA Constitution and Bylaws, may request that the Elections Committee determine the necessity of an emergency election.
- C. Emergency election requests must be made no later than forty-eight (48) hours after the official announcement of the results. If the election in question has resulted in a runoff, then emergency election requests must be made no later than six (6) hours prior to the scheduled opening of the pools in the next round of voting.
- D. Rulings of the Elections Committee regarding emergency elections may be appealed to the Undergraduate Judiciary Cabinet, which shall be the final arbiter on all such matters.
- E. Campaign spending limits for emergency elections shall be the same as those previously set for runoff elections.

SECTION XII. THE ELECTIONS COMMITTEE

- A. The Elections Committee shall complete all duties and comply with all regulations set forth in Article III, Section 4.A of the Bylaws.
- B. Members of the Elections Committee shall serve until the installation of the next Student Body President.
- C. An Elections Committee member who has an inappropriate interest in and/or relations to a particular campaign shall be removed by the chair from all hearings regarding that part of the campaign unless that member voluntarily removes himself or herself.
- D. Members of the Elections Committee shall uphold the Elections Code and Student Code of Conduct through all elections-related communications and meetings. Any sharing of Elections Committee communications or discussions to those outside of the committee may be grounds for dismissal from the committee and referral to the Office of Student Integrity.

- E. If a position on the committee for any reason becomes vacant, an alternate shall be appointed by the Chief Justice of the Undergraduate Student Government with approval from the Elections Committee Chair. These alternate appointees shall serve with the full powers of office unless the appointment is rejected at the next regularly scheduled meeting of the Undergraduate House of Representatives.

APPENDIX I. APPORTIONMENT OF SEATS IN THE UNDERGRADUATE HOUSE OF REPRESENTATIVES

Updated March 4, 2019

College of Architecture	School of Architecture	1
	School of Industrial Design	1
College of Computing	College of Computing	2
College of Engineering	Guggenheim School of Aerospace Engineering	1
	School of Biomedical Engineering	2
	School of Chemical and Biomolecular Engineering	1
	School of Civil and Environmental Engineering	1
	School of Electrical and Computer Engineering	2
	H. Milton Stewart School of Industrial & Systems Engineering	2
	School of Materials Science & Engineering (PTFE)	1
	George W. Woodruff School of Mechanical Engineering (NRE)	3
Ivan Allen College of Liberal Arts	School of Modern Languages	1
	School of Economics	1
	Sam Nunn School of International Affairs	1
	School of Public Policy	1
	School of Literature, Media, and Communication	1
College of Sciences	School of Biology	1
	School of Chemistry & Biochemistry	1
	School of Earth & Atmospheric Science	1
	School of Mathematics	1
	School of Physics	1
	School of Psychology	1
Scheller College of Business	Scheller College of Business	2
Class Representatives	Freshman Class	4
	Sophomore Class	4
	Junior Class	4
	Senior Class	4
Other Representatives	Co-Op	1
	Athlete	1
	International	1
	Transfer	1

APPENDIX II. POSSIBLE VIOLATIONS AND SANCTIONS

- A. Major violations for which the candidate will be disqualified include but are not limited to:
 - 1. Posting any slanderous material, as determined by the Elections Committee.
 - 2. Exceeding the spending limits by more than 5%.
 - 3. Failure to correct a violation as directed by the Elections Committee.
 - 4. Election interference, as determined by the Elections Committee.
 - 5. Failure to turn in a campaign finance report in any capacity.
 - 6. Failing to follow Federal, State, Institute, and Departmental policies (Georgia Tech Postal Service, OIT) concerning mass communication.
- B. Major violations for which the candidate may be disqualified, or for which the candidate may be subject to penalties, as decided by UJC, include but are not limited to:
 - 1. Campaigning in Institute maintained computer clusters or at official voting sites.
 - 2. Posting materials of any form which do not indicate the campaign of origin.
 - 3. Use of any Georgia Institute of Technology related resource other than the candidate's OIT provided account, or accounts set aside by the Elections Committee for the purposes of a campaign.
 - 4. Failure to turn in a complete campaign finance report in the time specified by the Elections Committee.
 - 5. Exceeding campaign spending limits.
 - 6. Excessive trademark violations.
 - 7. The purposeful filing of frivolous violations against another campaign.
 - 8. Three minor violations.
- C. Minor violations for which the candidate may be subjected to penalties as decided by the Elections Committee, include but are not limited to:
 - 1. Sign violations
 - 2. Other violations of rules specified in this Code.
- D. The Elections Committee shall be guided by the following guidelines while assessing sanctions:
 - 1. All sanctions should seek to eliminate any unfair advantage gained by the violating candidate.
 - 2. Sanctions may take the form of the following:
 - a. Reduction of budget.
 - b. Docking of votes from final total.
 - 3. A minor violation shall not result in a penalty of more than 2% of a candidate's budget, or 5% of a candidate's final vote total.
 - 4. A major violation shall not result in a penalty of more than 10% of a candidate's budget, or 15% of a candidate's final vote total.