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**Candidate Packet || Winter 2020 Election Cycle**

Dear Prospective Candidate, February 25th, 2020 (Amended March 11th **,** 2020)

Welcome to the declaration and candidacy process for the Winter 2019 LSA Student Government Election. This packet contains a Declaration of Candidacy, the LSA SG Election Code, and Standard Practice Guide (SPG) Policy 601.07. The Election Timeline is as follows:

* **Sunday, March 15th, 2020 at 5:00pm**: Filing Deadline
* **Wednesday March 11th and Sunday March 15th , 2020 at 7:00pm**: Mandatory Candidates’ Meeting, 1427 Mason Hall (March 11th ), then 1174 LSA (March 15th)
* **Wednesday March 15th, 2020 at 8:00pm**: Campaign period begins
* **Wednesdays March 11th, 18th , and 25th, 2020 at 8:00pm**: LSA SG General Meetings (1427 Mason/Kuenzel Room Union/1427 Mason, must attend 1 of these 3 dates)
* **Friday March 20th, 2020**: Mandatory Candidates Forum, 7:00pm in **TBD**
* **Friday March 27th, 2020**: Mandatory Executive Ticket Debate, 7:00pm in **TBD**
* **Sunday March 30th, 2020 at 11:59pm**: Candidacy withdrawal and Platform Submission deadline (to tziel@umich.edu)
* **Tuesday March 31st, 2020 at 11:59pm**: Campaign period ends and Financial Disclosure Forms are due
* **Wednesday April 1st and Thursday April 2nd, 2020**: Polls are open at vote.umich.edu for all LSA SG elections
* **Thursday April 2nd, 2020 at 11:59pm**: Polls close
* **Friday April 3rd, 2020**: Unofficial elections results released

All candidates are responsible for knowing the LSA SG Election Code, the rules of the University Residence Halls, and Standard Practice Guide (SPG) Policy 601.07. These documents will be thoroughly explained at the mandatory Candidates’ Meeting. Please direct any and all questions, comments and concerns regarding the process to the Election Director. Best of luck and Go Blue!

Regards,

Tyler Ziel

Election Director

tziel@umich.edu || (616)-446-2340

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**Declaration of Candidacy**

Winter20 Election Cycle||Wednesday April 1st & Thursday April 2nd, 2020 (Elections Dates)

For the Filling of Presidency, Vice Presidency, and Thirteen (13) Representative Seats

Please print and submit **this page only** to the LSA SG Office (1174 LSA) on the Filing Deadline, **Wednesday March 15th, 2020 at 5:00pm.** Alternatively, you can save this document as a **PDF/Word Document** and email it to tziel@umich.edu, or fill out the Online Form located here: [**https://forms.gle/4rBgBMuAECmKwTt7A**](https://forms.gle/4rBgBMuAECmKwTt7A)

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email/Uniquename: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UMID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year in School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you currently Enrolled in LSA (Please write Yes or No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**I am Declaring for (Check): President Vice President**



**ElectedRepresentative**

**For President/ Vice President Only:**

**My Running Mate is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: Both Presidential and Vice Presidential candidates MUST submit separate packets.**

*I affirm that I am declaring my candidacy for an elected position of the LSA Student Government. I affirm that all of the information in this Declaration of Candidacy is correct. I affirm that I have read the LSA Student Government Election Code and agree to comply with the conditions specific in the Code. I also understand that I must attend the Candidates’ Meeting on Wednesday March 11th, 2020 at 7:00pm in 1427 Mason Hall or Sunday March 15th, 2020 at 7:00pm in 1174 LSA, the Mandatory Candidates’ Forum Friday March 20th at 7:00pm at TBD, as well as one of the three LSA SG General Meetings during the Campaign Period. Also I understand that if I am running for President or Vice President I am expected to attend the Executive Ticket Debate on Friday March 30th at 7:00pm (if more than one party runs). Absences shall be under the jurisdiction of the Election Director, and acceptable conflict may include, but are not limited to, examinations, religious observances, and family obligations. I understand I need to turn in all forms, including my platform and Financial Disclosure Form, by their appropriate deadlines listed above.*

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chapter 18**

**LSA SG Election Code**

18.00.00 **Title and Short Title.** This chapter shall be known as the LSA SGCode of Election Rules. The short title shall be the LSA SG Election Code.

18.00.01 **Authority**. Empowered by Article V, Section E of the Constitution of The Student Government of The College of Literature, Science and the Arts (hereafter the College), LSA SG enacts this election code: "To conduct elections every semester for the purpose of electing the representative, referendum, and proposing ballot questions. During the winter semester elections, the President and Vice President slate shall also be elected.”

18.00.02 **Definitions**. For the purpose of this election code:

**(a)** **Candidate:** Any person seeking office in an election, and a President-Vice President pair seeking those offices in an election.

**(b)** **Campaign:** Urging, endorsing, or advertising for or against any candidate, party, or position on a referendum.

**(c) Official Polling Site:** An official polling site shall be any computer or electronic device that a student of the College uses in order to vote. A computer or electronic device is only an official polling site during the election period***.***

**(d)** **Demerit:** A demerit is the penalty for a violation of the Election Code by a candidate. Any individual receiving four or more demerits will be disqualified from running in the election. Any individual found guilty of nine or more demerits (for listing of violations please refer to Section 18.08.00-03) of the Election Code may be ineligible to run for a position in LSA SG for the remainder of their undergraduate career, to be decided at the discretion of the Elections Director.

**(e) Election Code:** The Election Code, as stated in 18.00.00, shall refer to the entirety of Chapter 18 of the LSA SG Bylaws.

**(f)**  **Sponsor:** Any individual, group, or organization which takes a public position on a referendum issue or petition or spends money and/or goods on behalf of a position on a referendum issue.

**(g)** **Party:** A group of candidates for President, Vice President, or representative identified by a common party name.

**(h)** **Election Director:** The individual commissioned by LSA SG to manage the elections must be an unbiased person. The Election Director will be disqualified from receiving a seat in that election.

**(i)**  **Official LSA SG Meeting/Meeting Space**: Shall denote any physical spaces in which LSA SG holds its meetings.

**(j)** **Candidates Meeting:** Refer to Section 18.03.03 within the LSA SG Bylaws.

**(k)** **Candidates Forum:** Refer to Section 18.03.05 within the LSA SG Bylaws.

**(l)** **Election Period:** The period of time after the hiring of the Election Director but prior to the final announcement of election results.

**(m)** **Endorsements:** For a candidate to be able to claim to be endorsed by an individual or student organization, they must receive explicit public support from the individual or student organization they are claiming to be endorsed by, and submit to the Election Director evidence of this explicit public support. Refer to Section 18.06.01 for more details.

**(n)** **Harvesting:** The gathering of emails for campaign purposes that were not gathered during the campaign period, or were repurposed from other email group lists. Violations shall be based on the number of email recipients and expressed in the Minor, Major, and Egregious Violations sections.

(o) **General All-College Elections:** The regularly scheduled November and March Elections which shall be held on the same days and in conjunction with the fall and winter term elections of the Central Student Government, unless LSA SG chooses different dates by a two-thirds vote.

(p) **Special Elections:** Any election other than the General All-College Elections. Refer to Section 18.00.07 for more details.

18.00.03 **Jurisdiction:** The Election Code shall apply to:

(a) All candidates, as defined in Section 18.00.02, for any position for which elections are administered by LSA SG.

(b) All individuals that support candidates in the LSA SG elections, have taken an official stance on any items on the LSA SG ballot including referendums or petitions, and/or is involved in any manner with the LSA SG election.

(c) Student organizations of the University of Michigan which campaign, and specifically including student organizations which endorse a candidate, take a public position on a referendum issue, or which spend (or donate) money or goods on behalf of (or to) a candidate or a position on a referendum issue.

18.00.04 **Exclusiveness**. This code defines the limits of LSA SG and all other student organizations in the LSA SG elections. The regulation and conduct of these elections shall be managed exclusively by this code, the Election Director, and the Central Student Judiciary (hereafter CSJ). No case under this code shall be brought before or considered by any non-student body, unless there is a violation of municipal, county, state, or federal law. Cases shall originally be brought to the Election Director. Any appeals to the decisions of the Election Director shall be filed with CSJ. The decision of CSJ shall be final.

18.00.05 **CSG Elections.** All LSA SG elections are to be conducted in conjunction with the Central Student Government **(**hereafter CSG) elections; the LSA SG Election Director may establish such additional operating procedures that are necessary for coordination, subject to the approval of LSA SG Executive Board. The LSA SG Election Director shall coordinate with the CSG Election Director and meet any ballot delivery deadlines set by the CSG Election Director.

18.00.06. **Parties.** No individual running to be President, Vice President, or Representative is allowed to run as part of a party or be endorsed by a party. Furthermore, no candidate in LSA SG elections may be officially endorsed by or run with a party in CSG.

18.00.07 **Special Elections.** In accordance with Article VIII Section B of the LSA SG Constitution, LSA SG may hold special elections in order to vote on referenda of any sort or to hold a new election for a given seat on the Government, a given set of seats on the Government, or on a given referenda question when the original results of the election were contested and, in the opinion of the Central Student Judiciary, a new election should be called to determine a result. A simple majority vote of the Executive Board and/or a two-thirds vote of the Government shall be required to call a special election. The decision of the Executive Board may be overturned by a two-thirds vote of the Government. Any deviations from standard election procedure must be formalized upon the calling of a special election.

**Election Director**

18.01.00 **Election Director.** LSA SG shall hire an external Election Director, in accordance with section 19.02.00, at least 35 days before the date of the election. The Election Director must be an unbiased person. Once hired, the Election Director will be disqualified from receiving a seat in that election. For an external Election Director, compensation will be dispensed according to Section 18.02 of the Bylaws. The Election Director shall have the general operating authority over the election, subject to the approval of the LSA SG.

18.01.01 **Contract and Review.** After being approved in accordance with the hiring process outlined in 19.02.00, the Election Director shall have the terms of their employment written out on an official contract drafted by the LSA SG Executive Board that shall be signed by the Election Director, the President, the Vice President, and Treasurer of LSA SG. After the elections, the Executive Board under which the Election Director was hired will review the contract of the Election Director and their performance to determine if there were any violations and any penalties that may result in a reduction in payment (refer to Section 19.02.00).

18.01.02 **Duties.** The duties of the Election Director shall be as follows:

(a) Thoroughly understand the Election Code and in conjunction with the Counsel, advise candidates on questions pertaining to the Election Code when necessary

(b) Confirm the receipt of applications with candidates via email within 24 hours of receipt, as in Section 18.02.04

(c) Schedule, preside at, and announce the Candidates Meeting at least 48 hours prior to its commencement, as in Section 18.03.03

(d) Schedule, organize, and advertise for the Candidates Forum, as in Section 18.03.05

(e) Schedule, organize, and advertise for the computer polling stations in the LSA SG Office on the days of the Election

(f) Shall set up and be responsible for managing the online voting system, as in Section 18.04.00

(g) Tabulate and verify with the LSA SG Counsel the Election Results, as in Section 18.04.04-18.04.09

(h) Review complaints and issue demerits for violations, as in Section 18.08

(i) Defend the actions of themselves and LSA SG, with the aid of the Counsel, if a violation decision or any other issue with election is brought to CSJ, except for a suit by LSA SG against the Election Director

(j) Shall formulate and distribute an orientation packet to the newly elected representatives

(k) The Election Director shall keep a transition folder that shall be passed on to his or her successor

18.01.03 **Backup Election Director.** In the case where the Election Director is terminated prior to the completion of the Elections Process, the President shall assume the role of Election Director until the end of the Elections Process. If the President is a candidate in the elections, the role of Election Director shall go to the next person in the Executive Board following the order listed in “Moving the Chair” in Section 2.00.11, who is not a candidate. If all of the members of the Executive Board are candidates in the elections, then an emergency session of Steering shall be called to decide who will be the next Election Director by a majority vote of all members of Steering not running in the election.

**Responsibility of the Candidates**

18.02.00 **Qualifications of candidates.** All candidates for LSA SG electedoffices must be currently enrolled students of the College. No candidate shall be allowed to run during the Fall elections if they apply to graduate and therefore disenroll from the College in December. Likewise, no candidate shall be allowed to run during the Winter elections if they apply to graduate and therefore disenroll from the College in May. No candidate shall also be a candidate for any offices on CSG.

18.02.01 **Questions of Election Code Conflict**. In all cases of doubt about any conflict, the burden of responsibility to conform to the code shall rest upon the candidate or group of candidates in question. The Election Director, the LSA SG Executive Board, and CSJ reserve the right to interpret these rules. Failure to consult the Election Director, ignorance, or misinterpretation of this code is not a valid defense of a violation.

18.02.02 **Candidate Packets.** The Election Director shall prepare and make available Candidate Packets at least 14 days prior to the filing deadline. Each Candidate Packet shall contain a Letter of Introduction, a Candidacy Filing Form, and the LSA SG Election Code. The Candidacy Filing Form shall be created and prepared by the LSA SG Election Director. The form must at least require candidates to list their full proper name or a reasonable substitution, current local address, telephone number, date of the filing, and a signed pledge to abide by the LSA SG Election Code which reads “I affirm that I am declaring my candidacy for an elected position of the LSA Student Government. I affirm that all of the information in this Declaration of Candidacy is correct. I affirm that I have read the LSA Student Government Election Code and agree to comply with the conditions specified in the Code. I also understand that I must attend the Candidates’ Meeting on (date of meeting) at (time and location of meeting) and the Candidates Forum on (date of event) at (time and location of meeting) as well as one LSA SG General Meeting during the Campaign Period. Absences shall be under the jurisdiction of the Election Director, and acceptable conflicts may include, but are not limited to, examinations, religious observances, and family obligations.” Candidates must complete the form in full for it to be considered valid. .

18.02.03 **Presidential-Vice Presidential slate.** A candidate for President and a candidate for Vice President shall run together as a slate. Any individuals running for President and Vice President must file their application forms independently.

18.02.04 **Filing Confirmation.** The Election Director shall confirm the submission of the completed candidate packet with the applicant via email within 24 hours.

18.02.05 **Withdrawal of candidacy.** Any candidate who files for any office may withdraw their candidacy no later than 48 hours before the opening of the election. A candidate who wishes to withdraw must do so in writing or via email with the Election Director.

18.02.06 **Candidate Attendance.** Each candidate seeking a representative seat and each candidate seeking the Presidency and the Vice Presidency must attend at least one LSA SG General Meeting between the date of the filing deadline and the election. Absences shall be under the jurisdiction of the Election Director, and acceptable conflicts may include, but are not limited to, examinations, religious observances, and family obligations. Failure to attend a LSA SG General Meeting, Candidates Meeting or the Candidates Forum will be considered a minor violation and result in a candidate receiving one demerit. The Election Director shall record and monitor candidate attendance at the Government meetings.

**Elections Timeline**

18.03.00**Time of elections.** The dates for the LSA SG elections shall be established by the Government at least six weeks in advance of the election dates and must correspond with the CSG elections.

18.03.01 **Declaration of Candidacy.** A candidate will declare their intent to run for office by filling out the Candidate Packet as described in Section 18.02.02. The window to declare candidacy shall be no shorter than 14 days. For a withdrawal of candidacy, please see Section 18.02.05.

18.03.02 **Filing Deadline**. The filing deadline for all candidates shall be set by LSA SG and shall be no less than 17 days before the election.

18.03.03 **Candidates Meeting.** The candidates for election shall hold a meeting within 48 hours after the filing deadline. At this time a review of the election procedures and an LSA SG Orientation shall take place. All candidates are required to attend the Candidates Meeting or else they are guilty of a Minor Violation of the Election Code, unless their absence is excused by the Election Director. If a candidate is unable to attend the candidates meeting, excused or not, they are required to meet with the Election Director at a different time to go over the elections procedures within one week of the original Candidates Meeting. If a candidate does not meet with the Election Director to go over the election procedures, they shall incur a major violation.

18.03.04 **Campaign Period.** The period of time between the end of the Candidates Meeting and the beginning of the Voting Period in which campaigning is allowed (for Campaign Period rules, see Section 18.06).

18.03.05 **Candidates Forum*.*** The Election Director shall be responsible for organizing and selecting a platform for all candidates to share their platforms with constituents in a fair and equitable manner. The platform shall be approved by the Government each year by simple majority. The initial proposal shall be presented no less than four weeks before the voting period.

18.03.06 **Voting Period.** The 48-hour period during which students of the College cast their votes for the election and during which no individual, sponsor, or student organization is allowed to campaign (for Voting Period rules, see Section 18.07) for any candidate.

**Mechanics of the Election**

18.04.00 **Form of the Electronic Ballot.** All students enrolled in the College shall be able to cast their votes for their preferred candidates and referenda issues on an electronic ballot hosted on vote.umich.edu. The format of this electronic ballot shall follow the guidelines listed in Article VIII, Section C, Subsection 2 of the LSA SG Constitution.

18.04.01**Order of listing candidates.** The order of listing of candidates for each office shall be completely random.

18.04.02 **Write-in votes.** There shall be a means to register a write-in vote on all electronic ballots.

18.04.03**Voting**. All voting shall be by secret ballot. The voter shall rank representative candidates in order of preference as described in Article VIII, Section C, Subsection 2 of LSA SG Constitution. .

18.04.04 **Tabulations and Certifications of Votes.** After the voting period closes, the Election Director shall tally and certify votes following the guidelines listed in Section 18.04.05-08.

18.04.05 **Tabulation.** The electronic votes for each position or question shall be tabulated to reach a final vote total. Immediately after tabulation, the Election Director shall send an email containing the unofficial results to all candidates running, noting that the results still have to be certified and demerits still have to be counted into final vote totals.

18.04.06. **Certification.** The Election Director shall certify the results with the LSA SG Counsel to ensure that results are accurate.

18.04.07 **Questions of Certification.** The Election Director must be notified in writing of an intent to file any disputes or challenges to the election results within twelve hours of the release of unofficial results. Any planned disputes or challenges will be brought before and decided by the CSJ and must be officially filed within one week of the Election Director being notified of the intent. After the conclusion of this twelve hour notification period, and in the absence of any pending challenges, the Election Director and Counsel are empowered to reach a consensus on certifying the election results. Upon certification, and after the Election Director accounts for all demerits, the election results are official. Once results are deemed official, they are final and not subject to further appeal.

18.04.08 **Accounting for Penalties.** After the results have been tabulated, the Election Director shall adjust the final vote totals of all candidates receiving demerits, with the reduction per demerit being as listed in Section 18.00.02, and the amount of demerits received for each penalty being as defined in Section 18.08.

18.04.09. **Official Notification.** Following the tabulation of votes, certification of the election results, final decisions on demerits, and adjusting the election results to account for any changes caused by demerits, the Election Director shall send an email to all candidates and the LSA SG Executive Board announcing the official results of the election. The Election Director, working in conjunction with the External Relations Officer, will publish the official results of the election on the LSA SG website. This marks the conclusion of the election period, as defined in Section 18.00.02.

**Referenda** **and Petitions**

18.05.00 **Petition certification.** When constitutional amendment initiatives, legislative initiatives, referendums, or recall petitions are filed for inclusion on the ballot, the Internal Review Committee shall review the petitions and hear any challenges to including them on the Ballot.The Steering Committee shall certify them for inclusion onto the ballot. Petitions of insufficient size due to demonstrably false, forged, or illegible signatures, or an insufficient number of signatures will not be included on the ballot.

18.05.01 **Form of petitions.** All petitions shall be headed with the title "LSA SG Constitutional Amendment Initiative Petition", "LSA SG Legislative Initiative Petition", "LSA SG Referendum Petition for Already-Passed Legislation", "LSA SG Recall Petition" as appropriate. The petition shall state in full the exact legislation or action desired as required by the Constitution. The petition shall then state "We, the undersigned students, hereby petition for a College of Literature, Science andthe Arts-wide vote on the above." The petition shall then have a column for the signature of the student, the student's name printed out, the student's address, and the date. After the signatures, there shall be a place for the signature, name printed out, address and date of the circulator, with the statement, "I have circulated this petition and believe all the signatures on it to be valid signatures of current students in the College of Literature, Science andthe Arts." The petition shall then state the name(s) of any official sponsor(s) or official sponsoring organization(s). To avoid disputes to the form of petitions and the form of proposals, it is advised that potential circulators of petitions consult with the LSA SG Counsel, Election Director, any committee chairs concerned with the subject of the petition, and election code. The responsibility to comply with this section lies with the circulator of the petition. Failure to comply with this section shall result in invalidation of the petition.

18.05.02 **Non-Binding Advisory Questions.** LSA Student Government shall formulate zero to three Non-Binding Advisory Questions to appear on an LSA SG ballot during elections in November and March. Each Committee Block and the Executive Board may submit zero to three Non-Binding Advisory Questions to propose to appear on the LSA SG ballot.

18.05.03 **Non-Binding Advisory Question Approval.** Non-Binding Advisory Questions to appear on the ballot for a particular election must be introduced during a General Meeting at least three weeks prior to the elections taking place. To appear on the ballot they must be approved by a simple majority vote at least two weeks prior to the elections. A total of zero to three may be approved by the Government for any particular election.

18.05.04 **Binding Referenda Questions.** Any binding referenda questions - as defined in Article VIII and Article IX of the Constitution of the Student Government of the College of Literature, Science, and the Arts - that are properly approved shall be added to the ballot for the next general election - or for a duly called special election - regardless of the number of Non-Binding Advisory Questions or other Binding Questions are on the ballot. If the approval process is not otherwise specified, the binding referenda question must be proposed during a General Meeting and approved by a simple majority vote at least two weeks prior to the elections.

**Campaign Period Rules**

18.06.00 **Implication of incumbency.** Only candidates previously elected to LSA SG may use the words "re-elect" or any other words implyingincumbency; however, previously appointed representatives may use the words “retain” or “re-seat.”

18.06.01 **Use of name in advertising.** Any individual in the election who uses the name of any student organization in advertising must secure and retain permission from the appropriate governing board and membership of the organization. Written permission signed by an appropriate official of the organization must be filed with the LSA SG Election Director. Under no circumstances may any individual running for a seat in the LSA SG election use the name of any CSG political party in advertising.

18.06.02 **Openness in campaigning.** All campaign materials must indicate the official source of the piece of campaign material. No person may campaign and no campaign literature may be posted in any computing site.

18.06.03 **Destruction of campaign materials.** No person under the jurisdiction of this election code shall, during the election campaign, engage in the destruction, defacement, removal, alteration, or transportation of posted campaign materials without the permission of the candidate they pertain to.

18.06.04 **Posting**. Campaign materials may be affixed or anchored to various surfaces in the following manner:

a) Rope, twine, or string may be used on any surface.

b) Thumbtacks and staples may be used on bulletin boards but not on any other wooden surfaces.

c) Masking tape or blue painter’s tape may be used on any surface.

d) Vinyl plastic bumper sticker material may be used on non-wooden surfaces.

e) No other adhesive or anchoring material may be used under any other circumstances.

f) Candidates must adhere to University policies as to the posting of posters and handbills.

18.06.05 **Prohibited Areas.**

a) No campaign materials shall be affixed to any glass or painted surface in or on any University building, except in designated posting areas.

b) There is no campaigning in the LSA SG Office or during LSA SG General Meetings.

18.06.07 **Defacement.** No campaign material shall be affixed to any surface that would be permanently and seriously damaged by the campaign material or the material used to affix or attach the campaign material.

18.06.08 **Rights of Access.** Candidates for LSA SG Representative, LSA SG President, LSA SG Vice-President, any other LSA sponsored election or seekers for any LSA referendum petition, shall have the same rights as any candidate for elected office as per University Housing’s guidelines.Any candidate campaigning within any housing unit after 12 AM will be guilty of a minor violation. University Housing must grant or deny the same rights of access to all candidates running in the election.

18.06.09 **Proper Use of Email Privileges.** A candidate can only send emails to email groups that are owned by the candidate as defined by “mcommunity.umich.edu.” and are created expressly for campaign purposes, during the current election cycle. The email group name must clearly indicate that it is a campaign related email group. Candidates and campaign volunteers are prohibited from harvesting student email addresses for campaign purposes.

18.06.10 **Campaign Finance Regulations.**

a) Candidates for Representative shall be allowed to spend up to $50 on their campaign. The Presidential and Vice Presidential Slate shall be allowed to spend up to $250 for their campaign.

b) Prohibited Donors. Any non-candidate is forbidden from donating to campaigns.

c) Report of Expenditures. The Election Director will be responsible for ensuring that candidates report their spending. The Election Director shall have discretion over the mechanism in which they require candidate expenditure reports.

**Voting Period Rules**

18.07.00 **Termination of Campaign period.** At 11:59 PM on the night before the voting period begins, all campaigning shall be terminated. This subsection applies to and includes but is not limited to verbal communication, social networking, texting, email messages, and canvassing in which a candidate promotes, or asks others to promote, their candidacy.

18.07.01 **Government promotion.** Candidates may disseminate an approved LSA SG election message sent directly from the Election Director using social networking. Media messages created by candidates may encourage voting in the election but may not mention any particular candidates.

18.07.02 **Speaking.** Every candidate may speak on behalf of the election or answer questions about whether or not a student is running in the election when prompted during the voting period. The candidate may not promote their own candidacy when answering questions pertaining to the election.

**Violations and Penalties**

18.08.00 **Violations of Election Code.** Violations to the Election Code are divided into three categories with varying levels of severity. If a violation is not specifically listed in Section 18.08.01-03, it is up to the discretion of the Election Director to determine the categorization of the violation.

18.08.01 **Minor Violations.** Candidates will receive one demerit for each Minor Violation. Minor violations shall constitute the following:

(a) An unexcused absence from a required event, such as the Candidates Meeting, a General Meeting prior to the election, and/or the Candidates Forum

(b) Posting in a prohibited area, or by a prohibited fashion, as defined in Section 18.06.04-07

(c) Implying an elected incumbency status that a candidate does not have, as defined in Section 18.06.00

(d) Campaigning in any residence hall after 12 AM as stated in Section 18.06.08

(e) Not denoting the official source of campaign material(s) as stated in Section 18.06.02

(f) Violation of Section 18.06.09 with email listservs containing 1-100 members

18.08.02 **Major violations.** Candidates will receive three demerits for each Major Violation. Major violations shall constitute the following:

(a) Destruction of another candidate's campaign materials, as defined in Section 18.06.03

(b) Campaigning during the voting period

(c) Campaign Finance Violation as defined in Section 18.06.10

(d) Deception in advertising, which shall be defined as breaking any of the guidelines for advertising set forth in Section 18.06.00-01

(e) Misrepresentation of Endorsement. Using the name of a student organization that a candidate does not have permission to use Section 18.06.01

(f) Violation of Section 18.06.09 with email listservs containing 101-399 members

(g) Parties: If the Election Director feels that a candidate has explicitly or subtly joined a party, they may reach out to them and ask them to cease and desist all references to this party within 24 hours. If the candidate cannot remove all notices to a party within 24 hours due to extenuating circumstances, they must inform the Election Director. Should the candidate not cease and desist within the designated time, a major violation should be applied.

18.08.03 **Egregious Violations.** Candidates will receive four demerits for each Egregious Violation. Egregious violations shall constitute the following:

(a) Preventing an eligible voter from voting in any manner

(b) Bribery. No candidate may promise or offer compensation, monetary or otherwise, in exchange for vote(s). Campaign pledges shall not constitute violations of this rule. The distribution of campaign material to voters shall not constitute a violation of this rule

(c) Violation of Section 18.06.09 with email listservs containing more than 400 members

18.08.04 **Exclusivity of Campaign Rules.** No single piece of campaign material may violate more than one campaign rule. All campaign rules shall be mutually exclusive. No candidate may be in violation of more than one campaign rule for a single act.

18.08.05 **Interpreting procedures.** In interpreting these procedures, it shall be the policy of LSA SG to encourage the active and free dissemination of materials relating to LSA SG and that all rules shall be construed liberally in favor of free and open communication and debate. The purpose of the rules and regulations regarding student government elections is not to be used as a method to remove candidates from election, but rather to protect the integrity of the election process.

18.08.06. **Extenuating Circumstances.** If an offense is listed under a specific category for Section 18.08.01-03, the Election Director may treat a violation as one that is from a less severe category if there are other circumstances that cause them to believe it should be punished less harshly. The Election Director may not, however, treat a violation from a less serious category as one from a more serious category.

18.08.07 **Charges of Violation.** The Election Director may assign demerits to Candidates. They may also find a student, group of students, or student organization guilty of violations of this election code. Any student, staff, or faculty member at the University of Michigan Ann Arbor may request that the Election Director investigate potential violations. All demerits can be appealed to the LSA SG Executive Board or CSJ. A CSJ decision is final.

18.08.08 **Penalties for Non-candidates.** Any violator of this election code who is not a candidate shall be subject to a fine of up to $250, possible disqualification from holding a future office in LSA SG or receiving an appointment from LSA SG, as determined by the Election Director or the CSJ. The necessity for a fine shall be determined by CSJ.

18.08.09 Penalties for Student Organizations. Any student organization who violates this election code may face a possible fine of up to $250 or denial of right to request funds from LSA SG for a limited period of time not to exceed one year, as determined by the Election Director or CSJ. The necessity for a fine shall be determined by CSJ.

18.08.10**Internal Appeals Process for Candidates.**Any demerit(s) and/or punishment(s) issued to candidates or Executive Tickets during the campaign period may be appealed to the LSA SG Executive Board, with all conflicted parties on the Executive Board recusing themselves. Examples of conflicted parties include but are not limited to: members who are directly involved with the candidate’s campaign, other candidates who are running in the elections for the same position, and members who have publicly campaigned for the candidate or an opposing candidate. If at least a third of the Executive Board recuse themselves, the process shall follow the procedures listed in 18.08.10 (a). If the Executive Board does not believe all conflicted parties have recused themselves, a decision regarding a candidate’s appeal will not be made until the Executive Board agrees unanimously that all conflicted parties have recused themselves. If any candidate(s) wishes to file an appeal, they must email the Election Director, the LSA SG Executive Board, and the LSA SG Steering Committee within 48 hours of the Election Director’s posted decision but no later than the start of the voting period. Appeals will be discussed when the Executive Board next meets. The Election Director and candidate(s) will be present when the Executive Board discusses the appeal. A two-thirds majority is required to change the initial decision of the Election Director to either fewer demerits and/or a less severe punishment. If there is not a two-thirds majority to change the initial decision of the Elections Director, then the initial decision stands. The Executive Board’s decision can be appealed to CSJ by the candidate and/or the Elections Director.

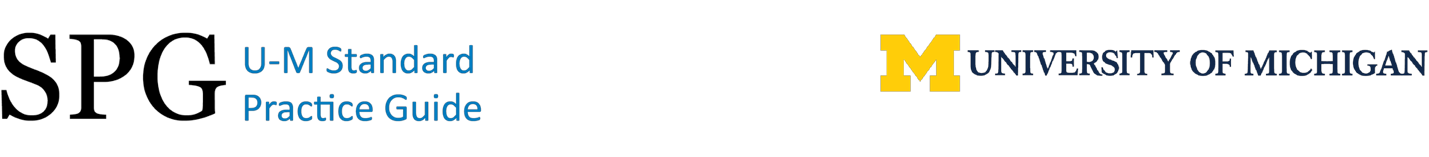
(a) **Steering Committee Appeals Process.** If at least a third of the Executive Board is either running in the election in question or considered a conflicted party and would have to recuse themselves, then the Steering Committee would make the appeal decision and any conflicted member(s) would have to recuse themselves from the appeal process. The Steering Committee shall be encouraged to converse on possible conflicted parties within the Steering Committee Appeals Process and ask any remaining conflicted parties to recuse themselves. If the Steering Committee does not believe all conflicted parties have recused themselves, a decision regarding a candidate’s appeal will not be made until the Steering Committee agrees unanimously that all conflicted parties have recused themselves. If at least a third of the Steering Committee recuse themselves, the process shall not proceed, but the appeal can still be filed to CSJ. A two-thirds majority in the Steering Committee is required to amend the initial decision. If there is not a two-thirds majority to change the initial decision of the Election Director, then the initial decision stands. The Steering Committee’s decision can be appealed to CSJ by the candidate and/or the Elections Director.

(b) **Appeals Process for Demerits and/or Violations Issued During the Voting Period.** Any demerit(s) and/or punishment(s) issued to candidates during or 12 hours after the voting period may be appealed to CSJ and shall follow the process stated in 18.04.07.

18.08.11 **Internal Appeals Process for Non-Candidates.** Any demerit(s) and/or punishment(s) issued to non-candidates may be appealed to the LSA SG Executive Board, with all conflicted parties on the Executive Board recusing themselves. If at least a third of the Executive Board recuse themselves, the process shall follow the procedures listed in 18.08.10 (a).

(a). If any non-candidate(s) wishes to file an appeal, they must email the LSA SG Executive Board and the LSA SG Steering Committee. A non-candidate will have a full academic semester to file an appeal, excluding the Spring and Summer semesters. Appeals will be discussed when the Executive Board next meets. The non-candidate(s) will be present when the Executive Board discusses the appeal and the Election Director’s posted decision. A two-thirds majority is required to change the initial decision of the Election Director to a less severe punishment. If there is not a two-thirds majority to change the initial decision of the Elections Director, then the initial decision stands. The Executive Board’s appeal decision shall be final.

18.08.12 **Hearings**. The hearing by CSJ in cases of possible violations shall be in accordance with the Constitution of the Student Government of the College of Literature, Science and the Arts.



**Standard Practice Guide Policies**

**Responsible Use of Information Resources**

Applies to: All Faculty, Staﬀ, Students, Aﬃliates, and Alumni

601.07

1. Overview

U-M information technology resources are primarily provided for university-related purposes and should be used in a manner consistent with the university’s academic, teaching, learning, research, clinical, campus life, public service, and administrative missions. The continuing ability to use these resources is contingent upon their appropriate and responsible use. Members of the university community are expected to be good stewards of the university’s information resources and data, and use them in a safe, responsible, ethical, and legal manner.

This policy is consistent with, and in addition to, relevant federal and state law and other university policies (see Related Policies). In addition, generally applicable laws, regulations, and university policies that deal with appropriate conduct apply equally to the use of university computing resources, including, but not limited to those dealing with discrimination, harassment, sexual harassment, and violence.

1. Purpose

The rights to freedom of thought, inquiry and expression, as deﬁned in Freedom of Speech and Artistic Expression (SPG 601.01) (hp://spg.umich.edu/policy/601.01), are paramount values of the university community. The university's commitment to the principles of open expression extends to and includes the Internet and information technology environments. In general, the University cannot and does not wish to be the arbiter of the contents of electronic communications. Neither can the University always protect users from receiving electronic messages they might ﬁnd oﬀensive.

It is the policy of the university to maintain access to local, national, and global sources of information and to facilitate an open culture that encourages vigorous exchange of ideas, including ideas that may be controversial or contain content that may be perceived by some as oﬀensive. In general, no conditions or restrictions should be imposed upon access to and use of information technologies more stringent than limits that have been deemed acceptable for the use of traditional channels of communication.

1. Scope

This policy applies to all members of the University of Michigan community and users of its information technology resources and services whether located at the university or elsewhere. Members of the university community who use personally owned devices (including those for which a university subsidy is received) to access U-M IT resources must abide by this policy while using such devices.

This policy is platform and device neutral. It applies to all university-owned or contracted-for information, as well as electronic and digital resources, whether individually controlled, shared, stand-alone, cloud-based, or networked.

Users are solely responsible for their personal use of U-M information resources as well as the content of their personal communications. For faculty and staﬀ members, such personal use must not interfere with the employee’s obligation to carry out job- related responsibilities in a timely, eﬀective, and appropriate manner.

Individual units across U-M serve diverse purposes and constuencies and may deﬁne additional conditions, restrictions, or guidelines directed at their speciﬁc community so long as they are consistent with this policy and do not lower the requirements established by this SPG.

1. User Responsibilities

The University of Michigan aspires to a high standard of digital citizenship for all its members. Members of the university community agree to abide by the following norms of behavior with regard to technology use:

1. Comply with Applicable Laws, Regulations, and U-M Policies

Comply with all federal, State of Michigan, and other applicable laws, regulations, contracts—including university or third party copyright, patents, trademarks, software license agreements, and university policies regarding electronic communications, protection of institutional data, and operation of information technology resources.

1. Respect the Intended Usage of Resources

1. Use only those computing resources that they have been authorized to use, and use them only in the manner and to the extent authorized.

2. Do not interfere with the intended use or proper functioning of information technology resources, or gain or seek to gain unauthorized access to any resources.

3. Do not circumvent or bypass security measures, requirements, or any standard protocols in place to ensure the confidentiality, integrity, and availability of U-M systems and networks.

4. Do not use university resources, including oﬃcial university email lists or listservs, to campaign for or against a ballot initiative or candidate running for oﬃce or to conduct a political campaign.

5. Do not send unsolicited mass communications unrelated to university business or activities.

6. Do not use information resources for personal commercial purposes or for personal ﬁnancial or other gain, except as permitted by Conﬂicts of Interest and Conﬂict of Commitment (SPG 201.65-1) (hp://spg.umich.edu/policy/201.65-1).

7. Refrain from creating the appearance that U-M is endorsing, aﬃliated with, or otherwise supporting any organization, product, service, candidate, or position.

1. Respect the Shared Nature of Resources

While U-M makes every eﬀort to accommodate the increased demands for anytime-anywhere IT resources, users should understand that these resources are ﬁnite and should:

1. Use information technology resources in a manner that respects the integrity of the system or network and in a manner that is consistent with the primary missions of the university.

2. Refrain from disproportionate uses that have the likelihood of consuming an unreasonable amount of resources, disrupting the intended use of these resources, or impinging on the access of others.

1. Respect the Rights and Privacy of Other Users

U-M is committed to respecting the privacy of individuals and will safeguard information about individuals subject to limitations imposed by federal and state law and other provisions described in Privacy and the Need to Monitor and Access Records (SPG

601.11) (hp://spg.umich.edu/policy/601.11). Members of the university community have a reasonable expectation of privacy in both their institutional roles and personal lives; in turn, they should:

1. Respect the privacy of other community members, regardless of whether their accounts are securely protected.

2. Respect the privacy of all individuals for whom the university maintains records.

3. Refrain from invading the privacy of individuals or entities that are creators or authors of information resources.

4. Not falsely assume another person’s or entity’s identity or role through deception or without proper authorization, or communicate or act under the name, email address, or any other forms of identification attached to a speciﬁc person, organization, or entity without proper authorization.

1. Safeguard the University’s Information Technology Resources

The university employs numerous measures to protect the security and integrity of its information resources and networks but cannot solely prevent unauthorized access or compromised accounts.

Users are responsible for following published security guidance to ensure that all their devices that access U-M IT resources are adequately protected.

All users of U-M information technology resources must promptly report all information security incidents, as deﬁned in

Information Security Incident Reporting Policy (SPG 601.25) (hp://spg.umich.edu/policy/601.25). V. Violations and Sanctions

Misuse or abuse of U-M information resources should be reported to the IT User Advocate (hp://safecompung.umich.edu/itua/) or the U-M Compliance Hotline (hp://compliancehotline.umich.edu/), which allows for anonymous reporting.

Violations of this policy may result in disciplinary action up to and including suspension or revocation of computer accounts and access

to networks, non-reappointment, discharge, dismissal, and/or legal action. Discipline (SPG 201.12) (hp://spg.umich.edu/policy/201.12) provides for staﬀ member disciplinary procedures and sanctions. Violations of this policy by faculty may result in appropriate sanction or disciplinary action consistent with applicable university procedures. If dismissal or demotion of qualiﬁed faculty is proposed, the matter will be addressed in accordance with the procedures set forth in Regents Bylaw 5.09. The Statement of Student Rights and Responsibilities and the Policy on Sexual Misconduct by Students (hps://oscr.umich.edu/statement) provide for student disciplinary procedures and sanctions. In addition to U-M disciplinary actions, individuals may be personally subject to criminal or civil prosecution and sanctions if they engage in unlawful behavior related to applicable federal and state laws.

SPG Number:

601.07

Date Issued:

May 31, 1990

Last Updated:

June 30, 2016

Next Review Date:

June 30, 2021

Applies To:

All Faculty, Staﬀ, Students, Aﬃliates, and Alumni

Owner:

Oﬃce of the Provost and Executive Vice President for Academic Aﬀairs

Primary Contact:

Oﬃce of the CI

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