

Howard University Elections Code

Spring 2013

Howard University Elections Commission

Please contact the Commission with any questions you may have about the
Elections Code. HUstudentelections@gmail.com

Howard University Elections Code

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The Elections Code

1. Candidates for any election shall be responsible for these regulations provided here within. Ignorance of these regulations shall not be an acceptable defense in response to any offense in any election, either by the candidates themselves or by individuals campaigning on behalf of a candidate.
2. These regulations are subject to interpretation only by the General Elections Commissioner and are subject to review only by the HUSA Senate Elections Committee. No other member of Student Government or the Election Commission is authorized to officially interpret the Elections Code.

The Composition and Duties of the Election Commission

The General Elections Commission shall conduct those campus-wide general elections, special elections, and referendum and ratification votes which are provided for by the Howard University Student Association Constitution, in accordance with the provisions of this Elections Code. These elections shall include but are not limited to HUSA President/Vice President and the Howard University HUSA Senate.

The General Elections Commissioner

The General Elections Commissioner shall be recommended by the HUSA President and confirmed by the HUSA Senate Elections Committee. The Commissioner's duties shall include but not be limited to:

1. To enforce these regulations and render punishment up to disqualification for any violation.
2. To select an Elections Commission composed of all members deemed necessary for efficient administration and operation of all elections.
3. To supervise and coordinate all activities of the Elections Commission and election officials.
4. To call and chair formal meetings of the Elections Commission as deemed necessary.
5. To conduct a Mandatory Candidate meeting prior to any election for the purpose of explaining the Elections Code and answering any questions prior to the campaigning of candidates.
6. To register any campaign material to be distributed by the candidates prior to its distribution.
7. To set office hours and hours of availability for the purpose of allowing candidates access to the General Elections Commissioner and/or the General Elections Commission.
8. To inspect and/or audit the expenditures of any candidate.

9. To direct a candidate to take specific action.
10. To confiscate all campaign materials in violation of the Elections Code and assess the appropriate penalty.
11. To work with Local Elections Coordinators in the coordination of all local elections.

Members of the General Elections Commission

1. No member of the Elections Commission or any election official shall file in any election or campaign for any office/candidate during any such election that he/she helps conduct.
2. The Elections Commission shall patrol campaign areas to enforce the Elections Code.
3. The Elections Commission shall consist of general members selected by the General Elections Commissioner and officers holding the following positions:

Director of Programs, who shall be responsible for:

- a. Coordinating Speak-Out times and locations.
- b. Putting together panels for HUSA/Trustee Speak-outs
- c. Scheduling Spring Mandatory Candidate Meeting & Candidate Interest Meetings
- d. Working with Local Elections Coordinator to produce & schedule School/College events
- e. Creating innovative events to spark student interest in elections
- f. Coordinating and planning staple election events as Campaign in BURR Day, Campaign on the Yard, and other programs requested by the Commissioner.

Director of Local Elections, who shall be responsible for:

- a. Advising General Elections Commissioner on Local Elections Chair Appointments
- b. Assist Local Elections Coordinators in planning and execution of individual school/college events such as speak-outs, campaign days, informal gatherings
- c. Attending Local School/College Speak-outs
- d. Meeting with Local School/College Coordinators weekly to stay updated on progress
- e. Establishing a general elections code for School/Colleges with Final Approval coming from the Elections Commissioner

Director of Communications, who shall be responsible for:

- a. Corresponding with Campus media outlets including but not limited to The Hilltop, HUReaction, Office of University Communications, Spotlight Network
- b. Creating and maintaining a visible and positive image for the Elections Commission on Social Media Outlets such as Twitter, Facebook, Ustream
- c. Fostering a working relationship with the Graphic Designer to create a publicity campaign to advertise election events and dates.

Office Manager, who shall be responsible for:

- a. Maintaining a clean and organized office space fully stocked with the working equipment needed to run an efficient office.
- b. Registering and Keeping a published record of all Candidates' campaign materials.
- c. Submitting all clerical paperwork to appropriate offices.
- d. Maintaining a working relationship with the Office of Student Activities to receive

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Candidate's certificate of Eligibility

- e. Organizing a group of volunteers to assist throughout the election season
- g. Ensuring Elections Code is displayed throughout office for all staff members and visitors to see.
- h. Maintaining Published Records of Office Hours served by commission members.

Graduate/Professional Coordinator, who shall be responsible for:

- a. Advising General Elections Commissioner on Graduate/Professional Elections Coordinator Appointments
- b. Assist Graduate/Professional Coordinators in planning and execution of individual school /college events such as speak-outs, campaign days, informal gatherings
- c. Attending Graduate/Professional School/College Speak-outs
- d. Meeting with Graduate/Professional Coordinators weekly to stay updated on progress
- e. Establishing a general elections code for Graduate/Professional School/Colleges with Final Approval coming from the Elections Commissioner.

(F)*Office Assistant (2)*, who shall be responsible for:

- a. Greeting visitors to the office and answering any questions that visitors may have
- b. Sending out correspondences to Candidates about meetings, violations, location changes etc.
- c. Performing any misc. office task concerning Elections as directed by the Office Manager or any other member of the commission.

4. All members of the General Elections Commission are hired at will and can be terminated at any time at the discretion of the Elections Commissioner if performance is deemed unsatisfactory and does not meet the exceptions set forth of them as outlined in the Elections Code.

Election Officials

1. An election official shall be defined as any person on the Elections Commission or appointed by the General Elections Commissioner; however, no election official shall be a candidate for office or have campaigned for any candidate appearing on the ballot in the election that he or she helps conduct.
2. The election official(s) shall be students appointed by the General Elections Commissioner to enforce these regulations and the HUSA Constitution.
3. All Election Officials are serving at will and can be terminated at any time at the discretion of the Elections Commissioner if performance is deemed unsatisfactory and does not meet the exceptions set forth of them as outlined in the Elections Code.

Candidates Filing for Office

1. The Elections Commission shall provide to each candidate a filing a packet containing:
 - (A) The Elections Code
 - (B) Dates, times, and locations for Mandatory Candidate Meetings

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- (C) Any other information deemed necessary by the HUSA Senate Elections Committee or the General Elections Commissioner.
2. Filing for Elections will occur at the Blackburn University Center between the hours of 10:00 a.m. and 5:00 p.m. Eastern Time no later than two (2) weeks after the initial availability of candidate applications.
 3. Within three (3) class days of the close of filing, a representative from the Office of Student Activities will provide the Elections Commission with certification of each candidate's academic eligibility and good standing with the University.
 4. Each HUSA slate and Trustee candidate must assign one individual (at the time of candidate registration) to serve as a tally observer to the Ballot Committee. These individuals will be present during the ballot counting and will serve as witness for the candidate's camp, for whom they represent. Once these persons are selected, they can only be altered **in writing** up to (7) seven business days prior to the Election Day. No other representatives will be permitted in the ballot room on Election Day.
 5. Upon receiving the candidate's certificate of eligibility from the Office of Student Activities, candidates will be interviewed by the Elections Commission in regards to their knowledge of the duties of the office they are running for. Upon successful completion of interview, candidates will be deemed eligible for office.

Candidate Meeting

1. The mandatory candidate meeting must be held within (2) weeks following the close of filing.
2. At the mandatory candidate meeting, the General Elections Commissioner will explain the Elections Code, answer any questions, and announce any interpretations of the Elections Code that differ from previous elections.
3. The Elections Commissioner will announce the days and times that expenditure forms and receipts are due, and the location(s) at which they must be deposited in writing at least seven (7) days before the due date.

The Election Process

Election Dates

By mandate of the HUSA Constitution, General Elections shall be held no later than the first Wednesday in the month of April. Special Elections shall be held no later than the fourth Wednesday of September to fill vacancies left from the General Election in the Spring.

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The General Elections Commissioner maintains administrative discretion in determining the official date of elections. The General Elections Commissioner has the authority to change the start date of an election if unforeseen circumstances arise that would warrant such a change.

The Spring 2012 General Election will take place on **Thursday, February 28, 2013**
If necessary, the run-off election will take place on **Wednesday, March 6, 2013**

Voting

The Election will be conducted online via Howard University's BannerWeb. Ballots will be marked in the manner designated by the Elections Commission. Students may vote only once and only with their own student ID number.

The Online Ballot

1. The online ballot will be maintained by an employee of Howard University.
2. On Election Day, the online ballot will be available from 7:00 *am* until 8:00 *pm* with an extension to 9:00 *pm* in cases of announced technical difficulties by ISAS and the General Elections Commission.

Ballots

1. Ballot positions for the ballot used during the actual election and the sample ballot will be alphabetically (Last Name, First Name, M.I.). The sample ballot will not be used for any voting. It will only be used for a candidate to verify that their name has been properly recorded for the election process, and for other administrative purposes as needed by the Elections Commission.
2. Candidates who wish to withdraw their names from the ballot following the Mandatory Candidate Meeting must do so in writing, via email no later than seven (7) days prior to Election Day. A hard copy must be submitted to the Elections Office during business hours within 48 hours of electronic submission of race withdrawal.
3. No phrases, slogans, nicknames, or slate names may be attached to a candidate's name on the ballot. The name that will appear on the ballot must be the name that appears on the candidate's Howard University student identification card.
4. The Elections Commission will post the sample ballot for the purpose of correcting errors by 10:00 a.m., on **Thursday February 21, 2013** seven (7) class days prior to the day of the election. If a candidate does not appeal any error on the sample ballot by 5:00 p.m. the following day, **Friday, February 22, 2013** he/she loses his/her right to appeal on this issue.

5. The Election Commission will post the final sample ballot for any election at least three (3) class days (**Monday, February 25, 2013**) prior to the election and shall also submit a copy of the final sample ballot to *The Hilltop* for publication at that time.
7. Ballot order in run-off elections shall be determined by the number of votes each candidate received in the general election, with the candidate having the higher number of votes in the general election receiving the first ballot position. In the event of a tie, ballot order for those tied shall be determined by ballot order in the general election, with the candidate having the higher ballot position according to the final sample ballot receiving the higher ballot position in the run-off.

Voter Qualifications

1. A voter must be an enrolled student at Howard University.
2. A voter must be financially validated at Howard University for the current semester.

Election Results

1. Results of all elections must be verified by a majority of the General Elections Commission and certified by the HUSA Senate Elections Committee in order to be valid. This certification may occur no later than 72 hours after result verification.
2. Unofficial results of all elections shall be announced by the Elections Commission no later than Midnight of Election Day, and the results shall be posted immediately thereafter. Results are not official until certification by the HUSA Senate Elections Commission and approval by the HUSA Senate. Once approved by the HUSA Senate, Final results shall also be submitted to *The Hilltop* for publication.

Write-in Candidates

Write-in candidates are obligated to follow all guidelines for campaigning set forth by the General Elections Commission. Write-in candidates will be subject to the same penalties as other candidates as outlined in the General Elections Guidelines.

In addition:

1. A write-in candidate for any office must submit a petition containing signatures amounting to **at least 15%** of the constituency he/she seeks to represent as well as appropriate contact information as required by the General Elections Commission.
2. Posting or distribution of campaign materials prior to submission of signatures and contact information is not allowed and votes will not be counted for candidates who have not been verified by the General Elections Commission as write-in candidates. Potential candidates who disobey this item may be disqualified.
3. Write-in candidates will NOT be allowed to participate in speak-outs or formally coordinated campaigning events. Write-in candidates are allowed to **attend** such events.

4. All write-in candidates shall be held subject to all Elections Guidelines beginning the first day of the Election Season; therefore, write-in candidates will be retroactively penalized for any/all violations during the election season.

Votes Required to Win

Election winners are determined by a majority vote from voters of at least one candidate for that position. A run-off election shall be held, if necessary, if no candidate garners fifty-one percent (51%) of the vote of the relevant student constituency. If there is a tie for the last remaining seat in a HUSA Senate constituency, all those candidates having tied for that seat shall proceed to a run-off. Trustee and HUSA Senate candidates need not garner fifty-one percent (51%) of the vote, simple majority is required.

Recounts

Should a candidate wish to call for a recount of the vote, he/she must enter into a contract with the Elections Commission stating that if the outcome of the election changes; the Elections Commission will cover the financial costs of the recount. However, should the outcome of the election not change, then it is the candidate's responsibility to cover any charges incurred in recounting the ballots.

Election Contestation

A candidate may contest an election no later than twenty-four (24) hours after the official results are posted by filing a written appeal with the General Elections Commission stating the basis on which the election is contested.

Administrative Error

If prior to HUSA Senate Elections Committee certification, it is discovered that the winning candidate was not qualified because of an error in the certification provided by the Office of Student Activities, the HUSA President will declare the post vacant.

Run-Off Elections

1. Run-off elections shall be conducted in the same manner as general elections with the following exceptions:
 - (A) Candidates need only receive a simple majority in run-off elections.
 - (B) No write-in votes shall be accepted in a run-off election.
 - (C) In the event of an exact tie in a run-off election, the election shall be decided by a coin toss to be held in the presence of the HUSA Senate Elections Committee. The General Elections Commissioner shall administer the coin toss using a coin of his/her choosing, which may be inspected by the candidates prior to the toss. The candidate with the higher percentage of votes in the original election will call the coin in the air.

2. In run-off elections, those names to be placed on the ballot shall be those of the two (2) candidates/slates having the greatest number of votes in the general election. Exceptions to this shall be the following:
 - (A) If a tie for the first place occurs, only the candidates tied for first place shall run, with the winner having a majority vote of those voting for at least one candidate for that position.
 - (B) If a tie for the second place occurs, the first place candidate and all those candidates tied for second place shall run with a plurality deciding the winner.

Duties of the Candidates

General Qualifications for Office

1. Each candidate must be a registered/financially validated Howard University student, currently enrolled in good standing. The academic requirements for retention of an elected position are good academic standing (HUSA Candidates) and a 3.0 G.P.A. on a 4.0 scale for Trustee Candidates.
2. Undergraduate Students may be classified as freshmen, sophomores, or juniors according to the number of course hours they have completed if that places them ahead of their class year. Graduate Students are considered to be in their own classification.

Position Specific Requirements

1. HUSA President and Vice-President
 - (A) At the time of filing the candidates for HUSA President and Vice-President must have a minimum overall G.P.A. of 2.7 and post at least a 2.7 for the preceding semester.
 - (B) The HUSA President and Vice-President shall have been registered at and in good standing with Howard University for at least two (2) consecutive fall/spring semesters preceding his/her election to office.
2. HUSA Senate
 - (A) A candidate for a HUSA Senate seat must be a member of that constituency during the upcoming academic year.
 - (B) Students of freshman classification not on scholastic probation are eligible to run during the fall special elections. They must post a minimum G.P.A. of 2.7 at the end of the semester in which they are elected or they will be automatically removed from office.

- (C) Newly elected HUSA Senate members (Undergraduate and Graduate) must have a minimum overall G.P.A. of 2.7 at the time of filing, and post at least a 2.7 for the preceding regular semester or the two preceding summer sessions and during the term of office or he/she will be automatically removed from office.
3. Persons campaigning for the Graduate and Undergraduate Trustee positions are required not only to follow the General Elections Commission guidelines as listed, but also the Guidelines for selecting Trustees, pursuant to the bylaws of the University Board of Trustees, through the Secretary of the Board.
 4. All duly elected officials are required to attend the Student Leadership Retreat sponsored by the Office of Student Activities in the spring, as well as, the Student Leadership Workshops in the subsequent fall semester of the following year.

Candidates Filing for Office

1. By filing, the candidate agrees to abide by this Elections Code.
2. All candidates for positions elected under the supervision of the Election Commission shall file their intention to run for office with the Election Commission. Filing shall be done **in person** by each candidate and in accordance with the guidelines set forth within this Code. Each candidate is responsible for seeing that his/her filing is carried out completely and correctly.
3. **A candidate must submit the following at the time of filing:**
 - (A) A Candidate Application form containing at least the candidate's current address, phone number, email address, and the candidate's name as it shall appear on the ballot must be submitted online
 - (B) Signed petition forms that contain no less than **5%** of the **validated** Howard University constituency for which the candidate seeks to represent, as stated in the HUSA Constitution. If running on a slate with another candidate, each candidate is required to submit separate petition forms.
 - (C) A signed copy of the Code of Fair Campaign Practices which must be submitted online.
 - (D) Any other reasonable information required by the Elections Commission.
4. Students may not be a candidate for two offices in the same election
5. Any candidate who files for election and fails to comply with all filing requirements shall not be qualified for election to any office.

6. Any Student Government official removed from office because of excessive absences will not be allowed to file for any Student Government office for one year after subsequent removal.

The Mandatory Candidate Meeting

1. Any candidate who is unable to attend the Mandatory Candidate meeting must contact the Election Commission electronically by email at least twenty four (24) hours prior to the meeting to report a University excused reason for his/her absence. The candidate must name an agent to attend the meeting in the candidate's place. The agent must show written verification from the candidate, identifying the person as an agent.
2. To be excused from attending the Mandatory Candidate Meeting, a candidate must submit a University excused absence that would have also prevented them from appointing an agent to attend the meeting in their absence to the Election Commissioner within twenty four (24) hours of the meeting. All candidates failing to do this will be disqualified.
3. All candidates are responsible for all information covered at the Mandatory Candidate Meeting without exception.

Rulings of the Election Commission

Candidates must adhere immediately to all rulings and directives issued by the General Elections Commissioner/General Elections Commission. Failure to do so will place the candidate subject to disciplinary action by the Election Commission.

Campaign Finances

General Expenditures

1. Each candidate for any office shall be required to keep accurate, up-to-date records of all campaign receipts and expenditures.
2. The term "expenditure" is defined as the fair market value or actual cost, depending on the appropriate circumstance, of all campaign materials used or obtained by any candidate in his/her campaign and any fines incurred by the candidate.
3. It is the responsibility of the candidate to obtain from the Elections Commission a fair market value for any campaign materials not easily identifiable. If the Elections Commission is not able to provide a fair market value for a specific item, the candidate must report the actual cost of that item.
4. When the actual cost of an item is reported it must include the cost of tax.

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5. Candidates must list the entire cost of each individual expense that results in campaign material that in any way suggests support for their candidacy.
6. Any campaign material bearing the name of more than one candidate must be expensed at full cost by each candidate named.
7. Candidates campaign finances are not allowed to exceed the expenditure cap set forth by the Elections Commissioner.
 - HUSA/Trustee Candidates: \$5,000.00
 - All Other Candidates: \$3,500.00
8. Any materials produced by an organization for the purpose of soliciting votes outside that organization will be considered campaign materials and must be included on that candidate's finance forms. It is the candidate's responsibility to obtain approval from the General Elections Commissioner prior to their distribution.
9. A finance report must be submitted five (5) business days (**Tuesday, February 22, 2013**) before Election Day. Candidates failing to comply will be penalized 10 points the first (1st) day and 5 points for each subsequent day the report is late. Winning candidates are required to submit a final finance report within seven (7) business days after Election Day.
10. The Elections Commission will contact, via e-mail, all candidates who fail to turn in their finance reports to remind them to do so.

Rules of Campaigning

Campaigning

1. Campaigning is defined as an operation or series of operations energetically pursued to accomplish a purpose; any group, individual, or organizations seeking to gain, encourage, or incite public attention for support of any slate or candidate. The General Elections Commissioner reserves the right to be the judge of what additionally constitutes campaigning.
2. All areas inside the Armour J. Blackburn University Center, Mordecai Wyatt Johnson Administration Building, and the Rankin Memorial Chapel are off-limits to campaigning during the campaigning period, except when a group or organization allows candidates to speak at their meetings and when the General Elections Commission sponsors an event. In these cases, the candidate may only campaign in the immediate room in which the meeting or event is being held. The only exception to this rule is that T-shirts may be worn *any time, anywhere* during campaigning. T-shirt restrictions will apply on Election Day.
3. No demonstrations, gatherings, or other form of campaigning, which interfere with the natural flow of either pedestrian or vehicular traffic, shall be permitted. Riding in the bed of

a truck, pulling trailers, or offering students rides in order to solicit votes or promote a candidate are not be permitted.

4. Dining hall public address systems may not be used for campaigning purposes. While campaigning in dining facilities, candidates must adhere to standards of conduct established by the Department of Food Services.
5. No candidate or his/her supporters may remove, deface, destroy, or obscure the campaign material of any other candidate.
6. Door-to-door campaigning hours and rules will be established by the Office of Residence Life and the Elections Commission. No one may campaign door-to-door on campus at any other time. This restriction will not affect campaigning at organizational meetings or campaigning outside the residence halls.
7. Candidates are not permitted to display campaign slogans or other campaign related messages by marking them on University sidewalks or buildings in chalk.
8. Off-campus campaigning on public property must comply with applicable municipal, state, and federal laws.
9. In order for a candidate to display campaign material on another person's private property, the candidate must have that person's authorization. The Election Commission will supply one (1) standardized form, to each candidate, which shall require the property owner's printed name, address, phone number, and signature. These forms shall be submitted to the Election Commission twenty-four (24) hours prior to placement of election material on private property. Forms shall be submitted for the run-off period only if the candidate places campaign material on a new owner's private property.
10. Before a candidate embarks on an activity not expressly mentioned in these regulations, he/she must obtain approval, in writing, from the General Elections Commissioner prior to the start of that activity. The candidate is restricted from proceeding with the activity until approval has been obtained. The General Elections Commissioner will have a maximum time of one (1) business day to rule on the activity in question and notify the candidate of the ruling.
11. All e-mail advertising a specific candidate during the campaign period must include a disclaimer at the bottom of the e-mail that reads, "Please reply to sender if you do not wish to receive further e-mail from this candidate. If you still receive e-mail from this candidate please contact the Election Commission at (202) 806-4510." The candidate or the candidate's staff will not send e-mail to any recipient who chooses to be removed from the candidate's mailing list until the election has concluded. Any candidate who sends e-mail to a recipient who has chosen to be removed will be subject to disciplinary action by the Elections Commission.

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12. Listservs may be created by a campaign for the purpose of campaigning or informing a campaign staff and/or supporters. E-mails sent to any previously established University listserv are not permitted.
13. Websites created for the purpose of campaigning may not be accessible online prior to the campaigning period.
14. Each candidate shall be responsible for the removal and disposal of all displayed campaign materials within seventy-two (72) hours of the announcement of election results, with the exception that candidates proceeding to run-off elections have until seventy-two (72) hours following the announcement of run-off election results.
15. All candidates shall conduct themselves according to the Howard University Student Code of Conduct.
16. Any candidate or member of the candidate's staff who violates departmental or University regulations, municipal, state, or federal law in an action related to campaigning shall be subject to disciplinary action by the Election Commission and the appropriate authorities.
17. No live animals, nor babies, or children under the age of 18 may be used for campaigning.
18. The use of campus affiliated media outlets is acceptable; however, all correspondence between the candidate and media outlet must be presented to the General Elections Commission prior to publication or broadcast. Outside media outlets are not permitted and will subject candidates to campaigning violation penalties.
19. Notice of all rallies, parties, debates, fund-raisers, etc. must be submitted to the Elections Commission, in writing, three (3) business days prior to the event. The Elections Commission will be the sponsor for all campaign-related requests for University facilities; however, the candidates shall be responsible for any damages or misuse of facilities.
20. In accordance with University liability regulations, only foods pre-packaged by the manufacturer will be allowed to be dispersed.
21. The defacing, destruction, altering, or misuse of any campus structure, land, facility, or other University property is strictly prohibited and vigorously enforced. There is to be no posting or display of any campaign materials in the Blackburn Center, Rankin Chapel, or the Administration Building. There shall be no posting of election materials on any windows (glass or synthetic), doors (with the exception of residence halls where permitted), trees, walls, or the ground (grass, concrete, or brick). No material shall be erected in the grass or any other place where they will leave a *permanent mark*.
22. All candidates are prohibited from writing campaign related messages on all chalkboard or dry erase boards.

Voting Day Marketing

1. Anyone may help advertise the time, place, and manner of elections.
2. The Elections Commission will provide a detailed addendum to the aforementioned Voting Day Guidelines no later than seven (7) days prior to Election Day.

Campaign Staffs

1. A candidate may form a campaign staff prior to the campaign period in order to research a platform, and help the candidate prepare for the campaigning period.
2. A candidate or a candidate's representative must ask people to join his/her campaign staff on an individual basis.. A candidate or campaign staff may not reserve meeting space in any Howard University facility without the approval of the General Elections Commission or their respective local Elections Chairs.
3. The candidate will be held responsible for the actions taken by his/her supporters.

Contacting the General Elections Commissioner

Campaign managers may contact the General Elections Commissioner during the Commissioner's set office hours or hours of availability for the purpose of consultation pertaining to the election guidelines. Attempts to contact the Elections Commissioner outside these times, as it relates to Election matters, should be for emergencies only at (410) 814-9106. As an exception, the General Elections Commissioner may be contacted anytime via e-mail.

Campaign Materials

1. Campaign materials are defined as anything distributed or displayed for the purpose of soliciting votes for a candidate. However, recognized student organization communication will not be considered campaign materials as long as it is not distributed outside the organization for the purpose of soliciting votes.
2. All printed campaign materials must be registered and approved by the Elections Commission and secondly, by the Office of Central Scheduling prior to distribution or display. Campaign materials such as clothing and other items difficult to stamp must be registered and approved by the General Elections Commission prior to distribution or reproduction. Any materials not registered shall be confiscated and the candidate shall be subject to disciplinary actions regardless of the origin of the campaign materials.
3. The Elections Commission **will only stamp originals** and will not give the stamp to Candidates if they do not bring in originals **before reproduction**. The Office of Scheduling will also stamp originals and will not stamp any material that has not been **pre-approved by the Elections Commission**.

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4. No candidate shall employ a trademarked symbol or any copyrighted material as campaign materials, with the exception that Howard University trademarks and copyrights may be used provided that the Elections Commission has secured approval from the Office of Vending and Licensing.
5. Each student is required to adhere to the Guidelines for Posting and Distribution of Posters, Flyers and/or Materials at Howard University distributed by the Office of Central Scheduling.
6. Flyers and Posters
 - (A) The term “flyer” is defined as a single piece of paper with a surface area no larger than 93.5 square inches (equal to that of an 8 1/2 inch by 11 inch piece of paper). The term “poster” is defined as a piece of paper with a surface area no later than 247 square inches (equal to that of a 13 inch by 19 inch piece of paper)
 - (B) Campaign materials may be distributed with a maximum of one flyer or poster per bulletin board and three per kiosk for each candidate.
 - (C) Candidates may need to obtain approval from a departmental office or building manager before posting flyers or posters on bulletin boards in university buildings, including residence halls. It is the responsibility of the candidate to obtain any needed approval before posting flyers of poster on campus bulletin boards. Bulletin boards reserved for departmental or organizational announcements or designated for official use only shall not be used for campaigning.
 - (D) The term "bulletin boards" shall be defined as the cork board and the surrounding frame.
7. In the residence halls and dormitories, campaign materials may be placed in accordance with that specific hall’s rules and regulations according to the Department of Residence Life.
8. Campaign materials being distributed to rooms in residence halls must be placed under the doors and completely out of sight.
9. No materials may be placed in mailboxes except through the U.S. Postal Service.
10. The Elections Commission has the power to remove or order the removal of any materials that are in violation of the Elections Code.
11. All slates are required to leave two (2) copies of each piece of campaign material with the General Elections Commission. One copy will be forwarded to the Office of Central Scheduling. In the case of T-shirts, hats, jackets, and other clothing, one (1) piece of each must be given to the General Elections Commission to be kept on file as approved material. The GEC reserves the right to define the category to which items belong.

12. Campaign materials cannot contain vulgar nor slanderous language. The General Elections Commission reserves the right to define “vulgar” and deny approval of any materials deemed as such.
13. All rules applicable to the posting of flyers are also applicable to the posting of handbills and posters.

Endorsements

1. The General Elections Commissioner shall be the judge of what constitutes an endorsement.
A.) The term “endorsement” shall be defined as approval or support for a candidate by public statement (either written or verbal), monetary sponsorship or campaign assistance
2. No student government organization (HUSA, Arts and Sciences Student Council etc.) may endorse a candidate for office. However, candidates may accept endorsements from other recognized student organizations so long as they do not involve financial inputs. Additionally, no candidate may accept from any recognized student organization its assistance as a recognized student organization to obtain for a candidate any university resource to which that candidate would not have access as an individual student. No candidate may accept from any recognized student organization financial contributions of any type.
3. Appointments can be made with a recognized student organization to seek endorsements from that particular organization before campaigning begins.
4. No endorsement can occur before campaigning begins.

General Elections Commission Events (Debates, Candid Talks, Rally Day)

Candidates for HUSA are required to attend ALL General Elections Commission sponsored events. Candidates for Undergraduate Trustee are required to attend General Elections Commission sponsored events located in the undergraduate student locations. Graduate Trustee candidates are required to attend all General Elections Commission sponsored events located in graduate student locations. Candidates for additional offices are required to attend ALL events for their respective School/College. Upon candidate verification, an addendum will be provided that lists General Elections Commission events, their date and format.

Violation and Appeals Process

A student who wishes to report an alleged violation of the Elections Code may do so by filing a written account of the alleged violation with the General Elections Commission within twenty-four (24) hours of the alleged violation. If violation is not filed with the General Elections Commission within this time, the allegation will be considered invalid and will not be recognized by the Commission.

- A. Purpose. The purpose of this section is to insure that a fair and impartial election has been held. No person, or group of persons, shall prevent this upright purpose from being achieved by violating the provisions of this Elections Code.
- B. Scope. These provisions on violations govern the procedure in all cases and proceedings on violation of this Elections Code, and in any appellate review thereof. They shall be construed to secure the just determination of every action.
- C. Definitions. The term “violation” is further defined in Appendix One (1). Items, which will be considered violations, are outlined in Appendix One (1) also, Section Eight (8) of the Howard University Student Code of Conduct outlines activities, which will be considered illegal as well.
- D. Procedure for filing charges. Any Howard University student shall have the right to file charges against students or groups of students. All charges must be presented in writing to the General Elections Commission via the Elections Commissioner.
- E. Complaint Form. No complaint shall be considered valid unless it contains the following information in form of Appendix Two (2).
 - 1. Time Limitations. No complaint, with the exception of failure to remove campaign material, shall be accepted later than 5:00 p.m. on the Monday following the last Election Day. Charges of failure to remove all campaign materials from all University property may be filed until noon of the Wednesday immediately following the election. Candidates are still subject to actions of the General Elections Commission even though the election may be certified.
 - 2. Service of Charges. For each complaint form filed with the General Elections Commission, a copy of the complaint shall be sent with all due and reasonable speed, to the alleged violator, to the student filing the complaint, and to the HUSA Senate Elections Committee. The General Elections Commissioner shall be responsible for serving all copies. Service of the copies of the complaint shall be by e-mail and *may* be accompanied by an oral communication of the same.
 - 3. Counseling. The General Elections Commission shall work under the premise that blatant violations of this Elections Code must be corrected with all due speed so that they do not occur in the future. When the General Elections Commissioner receives a complaint form, a copy of the form will be mailed to the alleged violator via e-mail. The alleged violator must submit a written response to the Commission within twenty-four (24) hours of notification.
 - 4. Decision. No later than twenty-four (24) hours after the receipt of the alleged violator’s response, a majority of the General Elections Commission will convene and render a decision. Once a decision has been made, with all due and reasonable speed, the General Elections Commission will notify the alleged violator. If the alleged violator wishes to appeal the decision of the General Elections Commission, they must do so in writing, within twenty-four (24) hours of the receipt of the Commission decision. The first appellate body for decisions rendered by the General Elections Commission shall be the Violation Appeals Board.
- F. Violation Appeals Board. There shall be a panel of students called the Violation Appeals Board. This Board shall consist of the Director of Local Elections as chair of the Board, and four (4) randomly selected Local Elections Coordinators. Members of the Board will

rotate on a weekly basis throughout the duration of the elections season. The General Elections Commissioner shall serve as an ex-officio member of the Board. The violation board shall review all appealed decisions to determine if the decision rendered was made in accordance with the provisions of this Elections Code, and to determine if there is evidence of injustice.

1. If the Violation Appeals Board determines, by a simple majority vote, that a decision was made in accordance with the provisions of this Election Code and that there was evidence of injustice, the ruling by the General Elections Commission will stand.
2. If the Violation Appeals Board determines, by a simple majority vote, that a decision was not made in accordance with the provisions of this Elections Code and/or that there was evidence of injustice, the ruling by the General Elections Commission will be overturned and the case will be remanded to the General Elections Commission for reassessment.
The Violations Board, using its discretion, may refer cases directly to the HUSA Senate Elections Committee.
3. The Violation Appeals Board shall not have the power to levy penalties against an alleged violator based on an examination of the violations against him/her in accordance with the Elections Code. The Violation Appeals Board will serve as an appellate body only.

G. HUSA Senate Elections Committee

1. Candidates may appeal decisions to the HUSA Senate Elections Committee in either of these two instances:
 - a. When the Violation Appeals Board upholds the decision of the General Elections Commission or
 - b. When the Violation Appeals Board overturns the decision of the General Elections Commission and the General Elections Commission reassesses its' initial decision and renders a new decision that the alleged violator believes is not in line with these guidelines.
2. When hearing an appeal, the HUSA Senate Elections Committee can accept the reassessed decision of the General Elections Commission or overturn the decision and replace it with a finding of their own, so long as it is consistent with these Election Guidelines. The ruling of the HUSA Senate Elections Committee is final.

H. Howard University Policy Board

Only matters pertaining to disqualification or those infractions/violations that would definitively alter the outcome of the election may be appealed from the HUSA Senate Elections Committee to the Howard University Policy Board. Upon consultation with the General Elections Commission, the HUSA Senate Elections Committee reserves the right to define "definitively alter the outcome of the election." In all other matters, the final decision of the HUSA Senate Elections Committee will stand.

A. Penalties.

1. 1. Penalties for candidates: Penalties for candidates are detailed in Appendix

One (1).

2. Penalties for non-candidates. Upon finding that a non-candidate or non-candidates has/have violated any part of this Elections Code, the Elections Commission may impose upon the non-candidate(s) one or more of the following penalties in addition to the penalties detailed in Appendix One:

- a. Disqualification from holding any elected or appointed Student Government Association office for one calendar year, beginning on the date of imposition.
- b. Disqualification from holding any position on any Student Government committee or agency for one calendar year, beginning on the date of imposition.
- c. Disqualification from being appointed to any position requiring HUSA Senate approval for one calendar year, beginning on date of imposition.
- d. Referral to the Howard University Student Judiciary for appropriate action.

Appellate Ethics

If at any time during the appeals process, the integrity of a member of the appellate body can be legitimately questioned or if a direct conflict of interest arises, that is, the member is required to make a decision that directly affects them or a known associate, then in the interest of fairness and the integrity of the process, the member must recuse themselves or may be dismissed from the body with a majority vote.

Appendix One (1)

Howard University Student Elections Code VIOLATIONS

Violations of the Elections Code of Howard University will not be tolerated.

What follows is a listing of what will be defined as a violation of the Elections Code. Each item will be considered a violation and the consequences outlined in the Elections Code will apply.

Howard University Elections Commission

- A. Violations in the following section may be assessed a penalty ranging from (10 to 30 points per instance up to disqualification), at the discretion of the General Elections Commission.**

Campaign Materials

Flyers/Posters must meet University standards. If it is in any residence hall or University building it must be stamped by the proper authority. It must also be hung in the proper places. These places are public bulletin boards only or other General Elections Commission designated locations. Candidates must not hang their paraphernalia anywhere else. If a bulletin board is labeled "Department Use Only" candidates may not hang your posters there.

Howard University Elections Code

1. Materials are not allowed to be placed in any University mail-boxes.
2. No permanently adhesive material. Items secured with scotch tape are forbidden. Masking tape will not be allowed for posting purposes.
3. Posters should never be removed by anyone but the proper authorities. Candidates are not allowed to remove or deface posters. Candidates may not "stagger" posters.
4. Only one layer of posters on a bulletin board is permitted.
5. Campaign paraphernalia is not allowed to be passed out in classrooms during class. This is disruptive to the educational process. This does not apply to students who wear candidate badges or material lying around. The candidates are charged with removing any materials that might be lying in classrooms and disposing of it.
6. Any placement of campaign material that is illegal by city, county, state, or federal law is in violation of the Howard University Student Elections Code. The Elections Commission will be charged with the responsibility of filing criminal charges in the instance that this occurs.
7. No campaign materials are to be displayed or publicly distributed before the campaign officially begins.
8. No University facility is to be used to produce campaign material. This includes, but is not limited to: The Office of Student Activities, any University owned computer, any University office, and the supplies kept in these places. This does not apply to places like the I-Lab. I-Lab policies and procedures will apply.
9. Candidates are not allowed to place campaign materials on any University server or use any University-sponsored listserv.
10. Campaign literature that has more than one candidate listed holds joint responsibility for violations. For example, a poster taped to a wall is considered a violation by each candidate listed.
11. All other violations pertaining to campaign materials shall not be penalized in excess of 30 points per instance.

B. Violations in the following section may be assessed a penalty ranging from (20 to 40 points per instance up to disqualification), at the discretion of the General Elections Commission.

Residence Halls:

1. Candidates, or agents acting on their behalf, are not allowed to hand out, post materials or influence the residents to go online and vote in residence halls on Election Day.
2. To ensure that candidates are not wrongfully charged with a violation, when a resident places your campaign poster on his/her door, ask them to please sign the front, lower right hand corner.

C. Violations in the following section may be assessed a penalty ranging from (30 to 50 points per instance up to disqualification), at the discretion of the General Elections Commission.

Candidates

1. There shall be no active electioneering within fifty (50) feet of the entrances of the buildings where Howard University owned and operated computers are located on Election Day. Failure to adhere to this will result in a fine and potential disqualification.
2. No candidates may loiter within fifty (50) feet of the entrances of the buildings where Howard University computers are owned, operated or located with the exception of the time it takes the candidate to cast his/her own ballot on Election Day.
3. Students are not permitted to access the system under another login name other than their own. Shall a student be found connected to the candidate and in violation of this policy; the candidate will be automatically disqualified from the election with further consequences.
4. University policy strictly prohibits "solicitation" in residence halls. Covered under this policy is "dorm sweeping," where one or more candidates will canvas a hall, knock on the door, and offer a brief campaign speech. Dorm sweeps will only be allowed at the times specified by the General Elections Commission.
5. Candidates are not allowed to solicit votes before the date indicated in the Elections Code.
6. Candidates are responsible for agents acting on their behalf. This is defined as someone campaigning for you. Previous knowledge is not an issue. If someone has a stack of materials to distribute, it is very likely that the candidate has authorized it.
7. Candidates are not allowed to campaign in any student organizations' office or the HUSA office. Campaigning in any University office will be considered disruptive and is punishable.
8. Non-candidates electioneering for a candidate inside the polling place, who are commonly known as "runners," will not be tolerated. These people are considered

agents of the candidate(s). The candidate will ultimately be responsible for their actions.

9. All other violations pertaining to a candidate or their agent(s) behavior is punishable by a minimum penalty of 30 points up to disqualification.

- D. Any other violation of this Elections Code is punishable at the discretion of the General Elections Commission. Additionally, all other behavior deemed to undermine the integrity of the election process, but may not necessarily be listed in these guidelines, will fall under the jurisdiction of the General Elections Commission and may be punishable. The General Elections Commission reserves the right to define “undermine the integrity of the election process.”
- E. The General Elections Commission reserves the right to issue a “warning” and not fine a party should extenuating circumstances warrant such an action.

G. PENALTIES

Once a candidate exceeds

One-third (1/3) of the point penalty allotment they will be prohibited from attending or campaigning at local and general election programs (i.e., hallway/lobby campaigning, candidate meet and greets, socials) except speak outs and debates.

Two-thirds (2/3) of the point penalty allotment the candidate will be prohibited from developing and/or distributing new forms of PR (i.e. new poster designs, commercials, elections paraphernalia, signs, t-shirts, Facebook announcements/flyers, or any other forms of PR as defined by the Elections Commission)

The maximum point penalty allotment, they will be automatically disqualified from the election, and to the extent possible, removed from the ballot.

The candidate point allotment is as follows:

- ☐ HUSA Candidates/Trustees: 200 points
- ☐ All Other Candidates 150 points

H. GROUNDS FOR AUTOMATIC DISQUALIFICATION

At the discretion of the General Elections Commission, candidates may be automatically disqualified from the election process if they are found to have “egregiously” violated these guidelines, the Howard University Student Code of Conduct, or are found to have participated in activities deemed to be unlawful or “grossly unethical.” The General Elections Commission reserves the right to define “egregiously” and “grossly unethical.”