SPRING ELECTIONS INFORMATION PACKET

SPRING 2021

Fisher Student Center 2029-L
sgaelections@uncw.edu
www.uncw.edu/sga

Dear Candidates,

I am thrilled that you have decided to run for a position within a student organization that truly represents the voice and vision of the student body. Being a part of the Student Government Association (SGA) requires commitment and dedication, but rewards each individual with knowledge, leadership skills, personal experiences, and countless rewarding memories.

Elections are run by the SGA Elections Board. This committee is made up composed of seven (7) students, (three (3) off-body members and four (4) on-body members (including myself)). I will serve as the Elections Board chair and therefore will oversee the election process and serve as your contact person throughout the process. The Elections Board created this packet to help you understand the rules and regulations of the SGA Elections.

The Elections Board will need to verify your eligibility to run for your desired position within the Student Government Association (SGA). The Campus Activities & Involvement Center and Office of the Dean of Students will be used to verify your eligibility as a student in good judicial standing with the university. **The basic requirements to become a member of the UNCW Student Government Association are as follows:**

- ❖ All candidates must be a registered as a full-time student at the time of candidacy with the exception of graduate and non-traditional students.
- ❖ All candidates must have a current **or** cumulative grade point average of at least 2.5 except in the case of students running for the positions of Student Body President or Student Body Vice President, which requires a current **and** cumulative GPA of at least a 2.5.
- ❖ Candidates cannot currently be on disciplinary probation.
- ❖ All candidates must agree to allow appointed faculty/staff members to verify grades, disciplinary history, selected major, and hours earned.
- ❖ Candidates must be classified as a member of their respective class by the beginning of the fall semester of their term in office.
- ❖ Any candidate who runs for an office representing a particular academic school, such as the Cameron School of Business, the College of Arts and Science, etc., must have been officially accepted by that school.

For a candidate's name to appear on the ballot, they are required to:
- ❖ Complete and submit the Statement of Qualifications on WaveLink by *5:00pm on Wednesday, March 3rd*
  - o The answers on the Statement of Qualifications will also serve as your platform statement for use with the online ballot links. Forms submitted after **5:00pm on Wednesday, March 3rd** will not be accepted for candidacy and your name will not appear officially on the elections ballot, regardless of any possible extenuating circumstance.
- ❖ Attend one (1) Candidate's Information Session
- ❖ Attend two (2) Senate Meetings

All candidates should be aware that, if elected, they will be required to attend Senate meetings during their term in office. Weekly Senate meetings are held on Tuesdays at 6:30pm in both the fall and spring semesters. Further expectations for the Senate are outlined in our constitution and statutes, including completing two (2) office hours a week, becoming a member of two (2) SGA committees and attending those committee meetings regularly, and attending required training sessions. These requirements can be accessed via our website: www.uncw.edu/sga.
I hope that you will find the Elections Board helpful and the election process straightforward. The committee is thrilled about working with all of you to ensure your campaigning experience is enjoyable! This packet contains all of the information you need to know regarding your campaigning efforts and the election process. If you need further explanation or have any questions or concerns, please contact me anytime by email at pfb7248@uncw.edu.

Best of luck!
Peter Brucia - Senior Class President, 2021

Charge for Candidacy – The Spirit of Running for Office

Dear UNCW Student Leader and Fellow Seahawk,

Representing your peers in student government is an opportunity of distinction and honor. For some, this experience will help to round out a complete undergraduate experience and provide essential skills that will help you become more marketable and successful after commencement. For others, this will be the first of many experiences in public service, civic engagement and democratic governance (many former SGA leaders advance to continue their careers in political science, municipal/state/national government, non-profits and various other related career areas).

While being elected by popular vote by your peers is a thrilling and ego-satisfying experience, the opportunity to serve and represent the needs of fellow students should be the primary motivation for your ambition to be elected to an SGA office. The decisions you make and work you do will have a direct impact on the satisfaction of your fellow students' college experiences, including those who are in marginalized groups, and on the quality of the broader UNCW campus. As is the case in politics and other offices of public service, the work will often be thankless, complicated and exhausting, and the number of things you seek to accomplish during your term may exceed the time you have to complete them.

The university expects that students will honor the Seahawk Respect Compact, our guiding philosophy for membership to the UNCW community. More than just words on paper, this mantra distinguishes UNCW students, faculty and staff from any other campus across the state and beyond. Applying this philosophy to SGA elections means being ethical and respectful of opponents while campaigning (not engaging in "dirty politics"), speaking to key issues versus personally attacking opponents during debates, doing sufficient research before formulating an opinion and position ("doing your homework"), taking into consideration your peer's input on various campus issues, supporting the university on decisions made for the welfare of the whole, and relying on advisors and the university administration for support and critical feedback relative to your role in office. Just as practice improves the game, learning these skills at the outset of your student governance experience will translate into productivity if you are elected to office.

Finally, remember that college isn't just about what you will become, but *who* you will become. Use this experience to improve your skills and marketability, but also to hone your ethical core and to solidify your values as a citizen in the American democracy. Like the motto for UNCW's Fundraising Campaign, *Like No Other,* we are confident your experience as a student leader will be unique and fulfilling.

Thank you for your ambition and interest, and good luck!

Sincerely,
Dr. Mike Walker
Associate Vice Chancellor for Student Affairs/Dean of Students

2021 Spring Elections Timeline
Classes resume Wednesday, January 30th, 2021

Wednesday, February 10th, 2021	Elections packet is available online (www.uncw.edu/sga) at 9:00am.
Thursday, February 11th, 2021	Candidate's Information Session #1 at 5:30pm via Zoom (Zoom link will be posted on the UNCW SGA Website at www.uncw.edu/sga)
Tuesday, February 16th, 2021	SGA Senate Meeting at 6:30pm via Zoom (Zoom link will be posted on the UNCW SGA Website at www.uncw.edu/sga)
Wednesday, February 17th, 2021	Candidate's Information Session #2 at 5:30pm via Zoom (Zoom link will be posted on the UNCW SGA Website at www.uncw.edu/sga)
Tuesday, February 23rd, 2021	SGA Senate Meeting at 6:30pm via Zoom (Zoom link will be posted on the UNCW SGA Website at www.uncw.edu/sga)
Tuesday, February 23rd, 2021	Candidate's Information Session #3 at 5:30pm via Zoom (Zoom link will be posted on the UNCW SGA Website at www.uncw.edu/sga)
Monday, March 1st, 2021	Candidate's Information Session #4 at 5:30pm via Zoom (Zoom link will be posted on the UNCW SGA Website at www.uncw.edu/sga)
Tuesday, March 2nd, 2021	SGA Senate Meeting at 6:30pm via Zoom (Zoom link will be posted on the UNCW SGA Website at www.uncw.edu/sga)
Wednesday, March 3rd, 2021	Statement of Qualifications due via WaveLink by 5:00pm (LATE SUBMISSIONS WILL NOT BE ACCEPTED)
Monday, March 8th, 2021	Campaigning begins at 12:01am
Tuesday, March 9th, 2021	SGA Senate Meeting at 6:30pm via Zoom (Zoom link will be posted on the UNCW SGA Website at www.uncw.edu/sga)
Monday, March 15th, 2021	Election Polls open at 9:00am
Tuesday, March 16th, 2021	SGA Senate Meeting at 6:30pm via Zoom (Zoom link will be posted on the UNCW SGA Website at www.uncw.edu/sga)
Wednesday, March 17th, 2021	Elections Polls close at 4:00pm • Expenditure Report Form due via WaveLink by 4:00pm • (If Applicable) Elections Violation Form due via WaveLink by 4:00pm
Wednesday, March 17th, 2021	Elections results announced at 6:00pm (pending the certification of the Elections Board).
Wednesday, March 17th, 2021	In the event that a violation is filed and needs to be reviewed by the Elections Board, all election results will be announced by 7:00pm or at the earliest opportunity should the Elections Appeal Board be needed
Monday, March 22nd, 2021	IF NECESSARY: Run-Off Election Polls open at 9:00am
Tuesday, March 23rd, 2021	IF NECESSARY: Run-Off Election Polls close at 3:00pm • (If Applicable) Elections Violation Form due via WaveLink by 3:00pm • Expenditure Report Form due via WaveLink by 3:00pm
Tuesday, March 23rd, 2021	IF NECESSARY: Run-Off results announced by 6:00pm (pending certification of the Elections Board).
Tuesday, April 13th, 2021	SGA Inauguration at 6:00pm via Zoom (Zoom link will be posted on the UNCW SGA Website at www.uncw.edu/sga)

<div align="center">**Candidate's Information Sessions**</div>

- ❖ Each candidate <u>must</u> attend at least one (1) of the **Candidate's Information Sessions** scheduled for the following dates:
  - o **Thursday, February 11th, 2021**
  - o **Wednesday, February 17th, 2021**
  - o **Tuesday, February 23rd, 2021**
  - o **Monday, March 1st, 2021**

Late arrival and/or early departure will constitute an absence. If you cannot make any of the dates, you must schedule a one-on-one meeting with the Senior Class President by contacting him at pfb7248@uncw.edu before **5:00pm on Wednesday, March 3rd**. Absences, late arrivals, and/or early departures will only be excused by the Elections Board if proper documentation and reasoning is presented to the Elections Board Chair at least forty-eight (48) hours prior to the start of the meeting.

- ❖ Failure to submit any and all required forms on time will lead to immediate disqualification.
- ❖ All dates, times, and locations are subject to change at any time. Changes will be communicated by the Elections Board Chair (Peter Brucia) via email and/or the SGA website.
- ❖ In the event that a date and day do not align on the timeline, the numerical date will supersede the day of the week.

<div align="center">**Senate Meetings**</div>

- Each candidate <u>must</u> attend at least two (2) entire Senate Meetings scheduled for the following dates:
  - a. **Tuesday, February 16th, 2021**
  - b. **Tuesday, February 23rd, 2021**
  - c. **Tuesday, March 2nd, 2021**
  - d. **Tuesday, March 9th, 2021**

Candidates must attend the Senate Meetings from 6:30pm until the Student Body Vice President adjourns the meeting. Late arrival and/or early departure to a Senate Meeting will not count towards a candidate's two required attendances. Absences, late arrivals, and/or early departures will only be excused by the Elections Board if proper documentation and reasoning is presented to the Elections Board Chair at least forty-eight (48) hours prior to the start of the meeting. Emergency situations that arise less than forty-eight (48) hours before the meeting time will be considered by the Elections Board only if proper documentation is provided within twenty-four (24) hours following the incident and the Senate meeting when provided to the Elections Board Chair. The Elections Board reserves the right to use their discretion in excusing a candidate from a meeting. **Reasons such as studying, work, class or any other commitments that can be foreseen and planned ahead of time will not be entertained or excused by the Elections Board. Acceptable reasons include illness (must provide documentation of doctor/hospital visit within twenty-four (24) hours before or after the meeting) and family emergency (must receive email from the Office of the Dean of Students as documentation). Other circumstances will be entertained at the discretion of the Elections Board.**

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 Elections Packet Available @ 9:00am	11 1st Candidate's Information Session @ 5:30pm via Zoom	12	13
14	15	16 SGA Senate Meeting @ 6:30pm via Zoom	17 2nd Candidate's Information Session @ 5:30pm via Zoom	18	19	20
21	22	23 3rd Candidate's Information Session @ 5:30pm via Zoom SGA Senate Meeting @ 6:30pm via Zoom	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 **4th Candidate's Information Session @ 5:30pm via Zoom**	2 **SGA Senate Meeting @6:30pm via Zoom**	3 **Statement of Qualifications due via WaveLink by 5:00pm**	4	5	6
7	8 **Campaigning Begins @ 12:01am**	9 **SGA Senate Meeting @6:30pm via Zoom**	10	11	12	13
14	15 **Election Polls Open @ 9:00am**	16 **SGA Senate Meeting @ 6:30pm via Zoom**	17 **Election Polls Close @ 4:00pm** **Expenditure Report Form due via WaveLink by 4:00pm** **Elections Violation Form due via WaveLink by 4:00pm (If Applicable)** **Election Results Announced @ 6:00pm**	18	19	20
21	22 **IF NECESSARY: Run-Off Election Polls Open @ 9:00am**	23 **IF NECESSARY:** **Run-Off Election Polls Close @ 4:00pm** **Expenditure Report Form due via WaveLink by 4:00pm** **Elections Violation Form Due via WaveLink by 4:00pm (If Applicable)** **Run-Off Election Results Announced @ 6:00pm**	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13 SGA Inauguration @ 6:00pm via Zoom	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Candidate Expectations/Campaigning Policy

1. Students are required to remain in good standing with the University Conduct system as well as adhere to The Code of Student Life, Academic Honor Policy, all UNCW Housing and Residence Life policies, and all policies contained within those documents/areas. Students are further expected to adhere to all local, state, and federal laws. Any pending investigation against a candidate by the University, or outside Government entity may be grounds to remove a candidate from the process under the Election Board's discretion.

2. Campaigning begins at **12:01am on Monday, March 8, 2021.** Campaigning of any kind (including but not limited to posting flyers, word of mouth, t-shirts, chalking, social networking sites, etc.) before this time will be deemed a violation and will be addressed accordingly by the Election Board.

3. Social networking websites such as Facebook, Twitter, Instagram, etc., are not controlled by the Election Board. No violations may be filed in regard to these matters except for as stated in #2 (above) pertaining to the start time of campaigning.

4. Campaigning, including the distribution of campaign materials must be done in accordance with University policy (found in the "Code of Student Life") and the rules set forth in this packet. Conduct for mass emails must align with the UNCW Mass Email Policy, stating that no mass emails must be sent out to a group of students unless said group has "opted in" to emails of that nature or the authority of said group determines that the message is appropriate for the group (07.200.14 UNCW Mass Email Policy).

5. No one besides the candidate, or one of their designees, may remove their own material. If the material is in violation per the determination of the Elections Board Chair or Elections Board Committee, the material may be removed by either the Elections Board Chair or the candidate's designee.

6. Candidates may not solicit the use of laptop computers, university maintained or personal computers, or any other electronic devices (i.e., iPod touch, smartphones, tablets, etc.) as a means of voting.

7. Neither candidates nor their representatives may "go door to door" to campaign and/or solicit votes on campus including residence halls, as well as off-campus residences.

8. Candidates may contact an organization at any time during the campaigning and polling period. They may visit only after they are invited from the president or leader of the organization. A laptop or portable device may be used to display the candidate's platform or show the UNCW elections site, but not to vote or where to specifically click the candidate's name.

9. Use of the Student Government and Campus Activities & Involvement Center offices for campaign purposes is prohibited. This includes use of supplies (including promotional) and/or facilities in relation to their campaigns. During elections, candidates may only conduct business of the Student Government Association while in the Student Government and CAIC offices.

10. If a candidate has election or campaigning questions, they should contact the Election Board Chair via email at pfb7248@uncw.edu

11. If a candidate is disqualified from the election, they are then ineligible to run for the remainder of that term and may not run as a write-in candidate; (i.e. - if the candidate is disqualified in this Spring Election, the next time they can run for office is in the Spring Election of the following election term.) For more information about disqualification, refer to the Disqualification section on page 12.

12. Write-In candidates, or those seeking write-in candidacies, will be held responsible for Candidate Expectations/Policies 1-11 and 13-14 as outlined above.

13. Should an updated SGA Elections Packet fail to receive Senate approval in accordance with Title VI statute 605.2, the last approved update to elections policies for the previous term, these Statutes, and/or the SGA Constitution shall govern all election proceedings for that semester.

14. According to Title VI statute 605.4.1, should any information provided in the SGA Elections Packet be contradictory, the Elections Statutes shall supersede the Elections Packet.

Student Government Election Poster/Painting Policy

1. The Election Board adopts the posting policy as outlined in the Code of Student Life. This can be referenced but not limited to page 57 or the entire code can be found at: http://uncw.edu/odos/documents/cosl-current.pdf
2. Posters may not be hung with any adhesive backs or stickers of any kind unless that is the requirement of the particular building (i.e., residence halls). Except for in residence halls, all materials must be mounted with pushpins or staples to allow removal from the surface without defacement.
3. Handbills/handouts/campaigning materials may not include coupons.
4. All campaign materials must clearly identify who they are posted by and for what purpose. For banner policy, see Code of Student Life Section VI-3-H.
5. If a candidate has a specific posting need or request not addressed above, they should contact the Elections Board chair.

Reporting of Election Violations

The Elections Board holds all responsibility on hearing and interpreting all facts relevant to any incident. **Based on their discretion they hold the right to remove any candidate from the election process based on any upheld violation against the candidate.** During the process, the Elections Board will adjudicate all incidents fairly taking into account any prior violations that were upheld and any repeat incidents.

Any candidate who is found in violation of any three (3) infractions regardless of severity will be immediately removed from the election process and will no longer be eligible to run for a position either on the ballot or as a write-in candidate.

In line with SGA's goal to be transparent to the student body, all violations that are upheld will have the Elections Board summary posted online for students viewing. In the event of an appeal to the upheld decision, the current status of any violation will be kept current on the website including a summary of the Elections Appeal Board decision if necessary.

In order to report violations, students must acquire and submit an Elections Violation Form via WaveLink. This form can be found online at www.uncw.edu/sga under the "Elections" tab and on WaveLink. For a violation to be considered, the person filing the Elections Violation Form must be willing and able to appear before the Elections Board to present their claim. The person filing the Elections Violation Form will be notified within twenty-four (24) business hours of the reported claim of the date and time of the Elections Board and/or Appeal Board. Elections Violation Forms must be submitted to WaveLink no later than **Wednesday, March 17ᵗʰ by 4:00pm.**

Election Policy Enforcement

Interpretation and enforcement of the election rules shall be the responsibility of the Elections Board. If the Elections Board is not in operation, the responsibility falls to the Elections Board Chair. The Elections Board shall be responsible for interpretation of a candidate's eligibility to run. ***The Student Government Constitution and any applicable SGA Statutes govern the Student Government Elections.***

Elections Appeal Board

Any violation that is upheld by the Elections Board may be appealed for reconsideration by the Elections Appeal Board. The Elections Appeal Board is composed of five (5) students (two (2) off-body members and three (3) on-body members). The Elections Appeal Board will nominate and elect their Elections Appeal Board Chair. Appeals must be submitted on a Student Government Election Appeals Form, which can be obtained online at www.uncw.edu/sga or on WaveLink. There are two types of appeals:

1.) Candidates and write-in candidates may appeal an upheld violation decision made by the Elections Board, including but not limited to: rulings on election policy violations, rulings on the appropriateness of campaign material, rulings on candidate and write-in candidate eligibility, and sanctions imposed for election policy violations.

2). Candidates and write-in candidates may appeal election results announced by the Elections Board for

reasons directly related to the tabulation/reception of votes.

The person submitting an appeal must submit the Student Government Election Appeals Form via WaveLink within three (3) business days of the decision made by the Elections Board. Upon receiving an appeal, the Elections Appeal Board will be called to address the appeal. This committee shall consist of five (5) members (three (3) on-body members and two (2) off-body members). All decisions made by the Appeal Board are final. Elections Board members are ineligible for membership on the Appeal Board.

Required Votes

Candidates and write-in candidates for Student Body President and Student Body Vice President must receive a *simple majority* of votes (50% + 1). Candidates and write-in candidates for all other senate positions must receive a *plurality of votes* (more votes than all other candidates)*.*

Run-Off Election

In the case that there is no simple majority for the position of Student Body President and/or Student Body Vice President, a Run-Off Election will be held between only the candidates or write-in candidates (write-in or official) tied for most votes received. If only one candidate remains on the ballot, the election will be open to any eligible students to run as write-in candidates. Run-Off Elections will be held within seven (7) calendar days to determine the winning candidate or write-in candidate. The winning candidate must receive a majority of the votes (50% +1). The Election Board will publicize the candidate's initial platform statement during the Run-Off Elections. In the event that any other position experiences a tie, a Run-Off Election will also be held within seven (7) calendar days to determine the winning candidate or write-in candidate. The winning candidate for positions other than Student Body President and Student Body Vice President must receive a plurality of votes.

Study Abroad Elections Process

1. The study abroad elections process pertains to individuals actively participating in a study abroad program that wish to participate in the Elections process.
2. Study Abroad Candidates will be held responsible for Candidate Expectations/Policies 1-11 and 13-14 as outlined above.
3. Candidates must Zoom in to participate in the entirety of at least one (1) Candidate's Information Session and two (2) Senate Meetings.
4. The Statement of Qualifications must be submitted to WaveLink by **5:00pm EST on Wednesday, March 3rd, 2021.**
5. An Expenditure Report Form must be submitted to WaveLink with an uploaded digital or scanned copy of all receipts and donations by **4:00pm on Wednesday, March 17th, 2021**
   a. In the event that no campaign expenditures have been used, the candidate will still be required to submit an Expenditure Report Form via Wavelink by **4:00pm on Wednesday, March 17th, 2021**

Class Standing

Check to ensure that your class standing by credit hours aligns with the class position you wish to run for (i.e. freshman/sophomore/junior/senior). If your credit hours do not align with the class you wish to represent, please submit an explanation within the Statement of Qualifications on WaveLink with why you wish to represent a different class by **5:00pm on Wednesday, March 3rd, 2021**. The explanation is subject to review by the Senior Class President, and the student will be informed of a decision within forty-eight (48) business hours.

Campaign Finance

- All candidates running for office and write-in candidates in the Student Government Association shall be limited to spending $400.00 total expenditures. This includes all donations and personal expense. If the expenditures exceed $400.00, the candidate will be disqualified.
- Candidates and write-in candidates are required to verify their spending by providing receipts for all

campaign expenses and detailed documentation of all donations received via the Expenditure Report.

- In the event of a Run-Off Election, each candidate may use an additional $100.00.
- Even if campaign expenditures equal $0.00, an expenditure report is still required.
- Failure to provide an accurate expenditure report to the Elections Board shall result in disqualification of a candidate and write-in candidates.
- Write-in candidates will be required to submit an Expenditure Report Form within twenty-four (24) hours of being notified by the Elections Board of the election results.
- Each candidate must turn in a separate financial form showing their expenses even if they combined their allotted amounts.
- Items that are purchased for the purpose of the elections process must be declared including but not limited to chalk, t-shirts, posters, and promotional items.
- Items that are pre-owned and are incidental in nature, per the discretion of the Election Board Chair, do not need to be declared. Written confirmation must be obtained from the Election Board Chair for any pre-owned items.

Disqualification

A candidate can be disqualified for committing any one (1) of the following, or any combination of the following:

- Failure to submit a completed Statement of Qualifications via WaveLink by **5:00pm on Wednesday, March 3rd, 2021**
- Failure to submit a completed Expenditure Report Form via WaveLink by **4:00pm on Wednesday, March 17th, 2021**
- Failure to attend at least two (2) Senate Meetings
- Failure to attend at least one (1) Candidate's Information Session
- Receiving three (3) violations that are upheld by the Elections Board
- Receiving one (1) violation deemed worthy of disqualification by the Elections Board

Write-In Candidacy

Write-in candidates are allowed in all general SGA elections. Write-in candidates will be held accountable for policies 1-11 and 13-14 outlined in this packet. Write-in candidates may not have their classification changed to accommodate altered credit hours: they may only be written in for the class which applies to their class standing by credit hours. Those individuals elected via the write-in process must submit a completed Statement of Qualifications and Expenditure Report Form via WaveLink within twenty-four (24) hours of being notified by the Elections Board of the election results if they wish to accept the position.

Election Certification

The Elections Board Chair and the Vice Chancellor of Student Affairs, or their designee must certify all election results.

Posting of Election Results

The Elections Board shall post the total number of votes cast in the general election in the SGA office (Fisher Student Center, Room 2029-L) within twenty-four (24) business hours of the closing of the voting period assuming no Run-Off Election is necessary.