University of Colorado Denver Student Government Association Election Policy

Amended Spring 2015

Article I
General Provisions and Definitions

This code shall be liberally interpreted so that all eligible electors may be permitted to vote and those who are not eligible electors may be kept from voting in order to prevent fraud and corruption in elections.

Qualifications for Office

Elected offices of CU Denver SGA shall be President, Vice President, members of the Senate, CU Denver SGA representatives to the Student Advisory Committee to the Auraria Board of Directors (SACAB), and College Council.

i. There are eighteen (18) senators, two (2) SACAB Representatives, and seven (7) members of the College Council.

A. CU Denver SGA constituents are eligible to serve in elected office of CU Denver SGA subject to the following conditions:

i. Undergraduate students must be degree-seeking and enrolled in a minimum of six (6) credit hours for the duration of the term. Graduate students must be enrolled in a minimum of three (3) credit hours for the duration of their term or receiving thesis/dissertation credits.

ii. All students holding elected office within CU Denver SGA must remain in good academic standing as defined by CU Denver, in good standing with their respective academic program(s), school(s), and/or college(s), and clear of extensive student conduct charges.

iii. All students holding elected office within CU Denver SGA must disclose any affiliations with any/all recognized CU Denver and/or student fee funded organizations. The President, Chairs of standing committees of the Legislature, and members of the Judicial Branch may not concurrently hold any executive office, including, but not limited to, the offices of President, Vice President, Secretary or Treasurer in any student fee funded organization.
Article II
Election Process

Election Dates and Deadlines

B. The CU Denver SGA Election Commission shall meet with the Metropolitan State University of Denver (MSUD) and Community College of Denver (CCD) and SACAB during the fall semester to coordinate the date of General Elections. General Elections are generally held in the Spring semester during the second week of April.

i. Voting shall open at 8:00am on Wednesday, April 8th, 2015 and shall close by 6:00 pm on Wednesday, April 15th, 2015. All voting shall be done electronically on www.ucdenver.edu/election.

C. The Candidate Application Packet is due in the CU Denver SGA Office (Tivoli Room 301) no later than the end of the final Mandatory Candidate Meeting. In addition, we are requesting an electronic copy of the candidate’s picture along with a position statement that is no more than 300 words.

D. Candidates must attend one (1) of the three (3) Mandatory Candidate Meetings, which will be held in the CU Denver SGA Office. Candidates may attend any of the Mandatory Candidate Meetings from the dates and times specified in the Candidate Packet, as per their convenience.

E. The Candidate Expense and Revenue Tracking Form (including all relevant receipts) is due to the Election Commissioners every Friday by 5pm. This is required every week from the declaration of candidacy until the end of the elections.

i. Candidate Expense and Revenue Tracking Forms must be submitted, even if weekly costs/donations total up to zero.

F. If elected in April, the candidate is required to attend the mandatory SGA participation events as per the schedule outlined in the Candidate Packet.

Voter Eligibility

G. All students enrolled at CU Denver Downtown campus are constituents of CU Denver SGA, and thereby eligible to vote in any election held under the authority granted in this Constitution.—Article II Section A.
**Required Forms for Candidates**

H. All candidates must complete the following five (5) forms found in the Candidate Application Packet, submit a picture of the candidate, and submit a position statement by the deadline outlined in Article III, sections (B) and (C) of this Election Code.

i. General Election Candidate Letter

ii. Candidate Information & Eligibility Form
   
   a. “The Statement of Candidate Eligibility” found in the Candidate Information & Eligibility Form will act as the Campaign Contract. The candidate and one (1) of the Election Commissioners must sign the Campaign Contract no later than the close of the final schedule Mandatory Candidate Meeting to be eligible to run in the election.

iii. Petition of Candidacy Form
   
   a. Each potential Senator and/or SACAB Representative must have a minimum of fifty (50) signatures from enrolled CU Denver students to be considered a candidate. Each Executive Ticket must have a minimum of one hundred (100) signatures from enrolled CU Denver Students.
   
   b. The Election Commission shall verify and validate all signatures on the petition for candidacy through the Office of Student Life within one (1) week of submission.

iv. Campaign Team Form
   
   a. By signing this document, the candidate agrees to abide by AHEC posting policies and the Student Code of Conduct. The candidate is assumed to understand that any action in violation of these policies by either the candidate, or the candidate’s campaign team, will result in immediate disqualification of the candidate’s candidacy. Only the candidate’s campaign team is authorized to create, print, and post promotional material on the candidate’s behalf.

v. Candidate Expense & Revenue Tracking Form
   
   a. Campaign spending and contribution limits for Senators, college council, and SACAB Representatives shall be set at $500. Campaign spending and contribution limits for Executive Tickets shall be set at $1,000. The Office of
Student Life, located in Tivoli 303, will supply 50 black and white copies of a campaign flyer that you physically bring into the office.

b. Failure to submit the form within the given time limit, or exceeding campaign-spending limits will result in the disqualification of the candidate. If disqualified once in office, the candidate will be removed, and the losing candidate with the second highest number of votes shall assume the office from which the removal occurred.

Campaign Regulations

I. Disrupting or tampering with an election may constitute a violation of the CU Denver Student Code of Conduct. Any allegation against a student will be forwarded to the Office of Student Conduct and Community Standards for review.

J. All members of a campaign team shall follow CU Denver and AHEC respective building and campus posting policies as follows: Policies available at ([www.ahec.edu](http://www.ahec.edu))

K. A physical polling location is defined as a computer or set of computers set up in a specific location designated exclusively for election voting, run by an election official.

   i. If there is a physical polling location then there shall be no campaigning within a fifty (50) feet radius of a polling station and/or computer labs during the election season.

   ii. A vote must be made at the student’s discretion.

Procedures for Disqualification of Candidate

L. Candidates may be disqualified for the following reasons:

   i. Violation of the CU Denver Student Code of Conduct.

   ii. Falsification of candidate information.

   iii. Signatures not being in ink, printed name and/or student id is illegible.

   iv. Signatures on petition do not meet the requirements as outlined in the Candidate Packet.

   v. Failure to submit candidate expense and revenue tracking form at the designated deadline.
vi. Failure to follow the AHEC and CU Denver posting regulations.

vii. Violation of the campaign regulations and ethical standards outlined by this election policy.

M. The reporting party can file a complaint using the Grievance/Complaint Form available in the Candidate packet. Any violations of the election policy to be stated in the Grievance Form SHOULD be reported within 24 hours of the occurrence of the event for the responding party to ensure immediate redressal of the same.

N. Any candidate facing disqualification must be notified electronically within twenty-four (24) hours after the Election Commission has received any evidence of any violations of the election policy, allegedly committed by a candidate or candidates, and a special meeting between the candidate, the Election Commission, and one (1) Judicial member must be scheduled regarding the violation of election policy. This meeting shall be open to the public. If the candidate takes no action to respond to the violation within forty-eight (48) hours, they shall be disqualified from the election.

O. Only the Election Commission and one (1) Judicial member may disqualify candidates. If it is determined by the Election commission and the Judicial member that a candidate should be disqualified then the candidate may appeal that decision to the Senate within two (2) days of the decision by the Election commission and the Judicial member.

P. If a candidate decides to file a second appeal with the Senate, they must notify Senate within two (2) days of their intentions and schedule a meeting. Once a meeting established, the candidate must show up and plead their case. The candidate must receive at least two thirds (2/3) majority vote to be found not guilty. If not found guilty, the candidate may continue with their campaign. If found guilty, the candidate must drop all campaign efforts and will be eliminated from the election. All decision made by the Senate shall be considered final.

Vote Tabulation Process

Q. The election Commission and two (2) members of the judicial branch will begin the vote tabulation process no later than one (1) week after the close of the election window.

R. The candidate receiving the highest number of votes will be declared the winner of the available position up to the specified number of seats available. In the event of electronic voting,
an exact count is possible and therefore the need for an automatic recount is eliminated; a petition for a recount may be submitted as outlined in this policy.

**Recount Request Process and Announcement of Results**

S. Preliminary election results shall be announced seventy-two (72) hours after the close of voting in the election.

T. Candidates may make request for recount under limited circumstances, to the Election Commission using the recount request form available in the candidate packet.

U. All recount forms must be submitted within 24 hours of this Preliminary announcement. This form will require twenty-five (25) CU Denver voting students’ signatures who are eligible to vote.

V. Unless good cause is shown for re-count, which will be evaluated by the discretion of the Election Commission, the final results shall be announced within five (5) Business days after the end of the election.

**Election Report**

W. No later than three (3) weeks after the final results have been posted, the Election Commission shall submit a brief report to the CU Denver SGA outlining any special actions taken and certifying that any necessary preparations for the next election, such as ordering ballots, have been made. Copies of this report shall be sent to the Senate of the CU Denver SGA.

X. The Election Commission shall maintain a public file in the CU Denver SGA office containing the results of the past elections, previous budgets, documents and other materials deemed to be general or commission interest.

**Petition for Referendum**

Y. Upon approval by a majority vote of the sitting membership of the Senate and subject to prior approval by the Chancellor, questions may be submitted to the student body for approval at the next general election or at a special edition.

OR
Upon petition by at least ten percent (10%) of the CU Denver Student Body and subject to prior approval by the Chancellor, questions may be submitted to the student body for approval at the next general election or at a special election.

Y1. A referendum shall consist of a single question such that a student may vote either yes or no and any referendum submitted to the student body by student petition shall have the exact wording of the petition or motion initiating the election.

**Verification of Petitions**

Z. The Election Commission shall verify and validate all signatures on the petition for candidacy and Referenda through the Office of Student Life within one (1) week of submission. The process for referenda approval can be found in the Student Government Association Constitution.

**Article III**

**Election Commission**

**Selection and Removal**

a. The Chief Justice shall review application and interview applicants for the Election Commissioner positions. They shall appoint the most qualified candidate to the position.

b. The Election Commissioners appointed by the Chief Justice shall go before the Senate for review. The Senate shall then ratify the selection of the Election Commissioners after nomination by the President.

**Powers and Responsibilities**

c. The CU Denver SGA Election Commission shall prepare and submit for approval a budget for the election. The CU Denver SGA must approve the final election budget by a two-thirds (2/3) vote.

d. The Election Commissioners shall ensure that all elections run smoothly and in accordance with the CU Denver SGA Election Policy. They shall provide every candidate with a copy of this policy, hold candidate meetings, insure adequate publicity for CU Denver SGA elections, prepare the ballots, approve credentials of all candidates and referendum items, provide a forum
for public speeches, issue voting information, ensure that election reward zones are staffed and monitored and announce election results.