



Student Government Association

UNIVERSITY OF COLORADO **DENVER**

University of Colorado Denver Student Government Association Election Policy

Amended February 21, 2020

Article I General Provisions and Definitions

Qualifications for Office

The elected offices of CU Denver SGA shall be President, Vice President, members of the Senate, the Events and Planning Committee Chair, CU Denver SGA representatives to the Student Advisory Committee to the Auraria Board of Directors (SACAB), Student Fee Review Committee (SFRC), and College Council.

- i. There are twelve (12) senators, two (2) SACAB Representatives, one (1) Events and Planning Chair, 1 Student Fee Review Committee (SFRC), and eight (8) 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, i.e. not on academic probation, as defined by CU Denver, and in good standing with their respective academic program(s), school(s), and/ or college(s). Students must be clear of student conduct charges during the semester of which they are campaigning for any SGA position, as well as for the duration of their respective term of office.
- B. The Office of Student Life will assist the Election Commissioners in conducting academic standing and student conduct checks of all Candidates prior to and during Election Week. Candidates and tickets, including any write-in candidates, who do not meet the academic standing and student conduct standards during this time shall have their name struck from the ballot and all votes for such candidates will be invalidated.

- i. 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, Vice President, Chairs, 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. If the candidate holds the position prior to being elected, they have a week to resign from the previous position.
- ii. A candidate or any one (1) member of an Executive Ticket may only run for one (1) position within the CU Denver Student Government Association during any given election season.

Definitions

- A. A “(Declared) Candidate” is any eligible individual, whether or not part of any Ticket, who has met all requirements for office as set by the SGA Hiring Packet, completed all election paperwork prior to the Declaration of Candidacy Packet deadline, and has not been disqualified in any way for breaking Elections Regulations.
- B. The race for any SGA office is defined as “Contestable” if at least one (1) candidate or Ticket has declared their candidacy through the process of turning in the required documentation prior to the deadline. A race in which no (0) candidates have declared candidacy through the proper process is defined as a “Write-In” race.
- C. A “Ticket” comprises of two (2) eligible candidates running for the Executive office, made up of the positions of President and Vice-President.
 - i. Only eligible tickets are permitted to run for the Executive office. A candidate may not run for either Executive position alone/without being a part of a Ticket.
 - ii. Tickets are not permitted in any other race(s) in SGA elections other than that of the Executive. Running as part of a ticket in any other race will result in all members’ disqualifications from that race.
 - iii. All rules regarding candidates within this Election Code also apply to Tickets, as well as their individual members within, unless otherwise stated.
- D. “Campaign Materials” include, but are not limited to: posters, buttons, fliers, clothing, business cards, toys, or any material that is given or is emblazoned with the purpose of supporting any candidate or candidate’s campaign.
 - i. The Election Commissioner reserves the right to deem any material that any candidate or Ticket is using as legal or illegal for use in student elections
 - ii. Food items of any sort is illegal for use as Campaign Materials, that includes any sort of candy or desserts.
- E. A candidate may be permitted to be a “Write-In Candidate” in the race(s) of any office of SGA, and “Write-in Races” shall refer to those races of which no one (0) candidates (if applicable) has declared Candidacy.
 - i. During a Write-In Race, a Write-In Candidate must receive 30 votes in order

to hold that office. If any Write-In Candidate does not receive at least 30 votes, then that position will remain vacant until an eligible student is chosen through the normal SGA hiring process.

- ii. Write-In Candidates can choose to run in contested races, however, they are held to the same rules/regulations that Declared Candidates must follow, and are expected to have the same knowledge of these rules and regulations. Such Write-in candidates are expected to turn in a Campaign Expense and Revenue Tracking Form and Campaign Team ~~by~~ April 11th, 2020. Failure to provide such documentation will result in the Write-In Candidate's removal from the races and invalidation of all votes cast. Write-In Candidates for Contestable races additionally shall not receive the same printing privileges within the Office of Student Life, shall not appear on any SGA social media, and shall have the maximum "point limit" of infractions set to five (5) points for that Election Week.
 - iii. Write-In Candidates for the Executive office must meet the same requirements as to the definition of a "Ticket." Any Write-In votes for the Executive Team with only one candidate shall be invalidated.
- F. "SGA Materials and Resources" includes, but are not limited to, any clothing, spirit items, printed materials (including materials printed in the SGA Office), office resources, name tags, or office supplies as purchased, given, or otherwise provided by and/or for CU Denver Student Government Association events, offices, members, advisors, etc.
- G. "Campaign Team" refers to any CU Denver voting-eligible individual(s) who voluntarily campaign on a candidate's behalf. A Campaign Team member may not be a current Candidate in any student elections race. Only a candidate's Campaign Team is permitted to create, print, post, or distribute campaign material on a candidate's behalf.
- i. Team Members may not be monetarily compensated for their work on the behalf of a candidate or ticket; they must be volunteers.
 - ii. Any infractions committed by any member(s) of a candidate's campaign team will result in the appropriate disqualification and/or points deduction of that candidate. Candidates are expected to communicate the appropriate conduct and rules of campaigning to their teams, including the possible consequences if such rules are violated.
- H. An "Endorsement" is the mindful, informed, public approval/support for any Candidate, Ticket, and Referendum, made by an individual/organization.
- i. Professional staff members associated with the CU Denver Office of Student Life, SGA coordinator(s), ex-officio(s), and/or advisor(s), Election Commissioner, or any member of the SGA Judicial Branch are prohibited from endorsing any candidate/Ticket/question. b. Student organizations, clubs, and associations are both welcome and encouraged to endorse Candidates,

- Tickets, and Referenda that they support. c. Endorsements are highly recommended, but not required, to be made in writing as to easily verify the consent of the endorsement of any group/organizations, clubs, etc. d. Publicly advertised claims of any Endorsement made without the consent of said organization, group, club, etc. shall result in the disqualification of said Candidate or Ticket. e. It is highly encouraged that faculty and staff members not make/publicize any endorsements for any candidate, Ticket, or question.
- ii. An “Incumbent” candidate is one that has ever previously held any SGA office, including but not limited to those of Senator, College Council, SACAB, SFRC, the Executive Branch, the Judicial Branch, and First Year Council.
 - iii. A candidate is considered incumbent regardless of whether they were elected, appointed, or hired into their previous or existing position. B. A candidate is considered incumbent even if they do not currently hold an SGA position, but have held SGA office at all in the past.

Article II Election Process

Partisan Policy

- A. All CU Denver Student Elections shall remain non-partisan races, meaning that Candidates/Tickets shall not run on the platform of, be endorsed by, or identify as advocating for the platform/policy of any political association/party on any governmental level.
 - i. Partisan and political groups/clubs/associations/etc. on campus are permitted to endorse, criticize and/or in anyway discuss any candidates/Tickets/referenda in SGA elections, and are subject to the same campaign regulations/rules if such support/criticism is made public.

Election Dates and Deadlines

- i. Voting shall open at Monday April 6th 2020, and shall close by Friday April 10th 2020. All voting shall be done electronically.
 - i. The Declaration of Candidacy Packet is due online no later than March 11th, 2020, unless otherwise coordinated with election commissioners.
 - ii. The Election Commission withholds the right to revise, edit, and/or remove position statements that exceed the word limit, have major spelling and/or grammatical errors, contain any sort of vulgarity, or contain content that is otherwise prohibited by the regulations set forth by this code. Any content that qualifies as an infraction to be placed on a Candidate’s or Ticket’s record shall also be enforced by the Election Commission.
- B. Candidates and Tickets must attend one (1) of the two (2) available Candidate Meetings prior to the deadline to turn in the Declaration of Candidacy Packet on March 11th, 2020.

There shall be mandatory Candidate information meetings run by the election commissioners on March 12th and 13th after turning in their packet. Candidates are required to come to one session of the two listed dates, the times for the meetings will be posted on the SGA website alongside being informed by the election commissioners. There will also be a Candidate forum which includes a live stream on April 1 at 4pm until 6pm.

- C. The declaration of candidacy and eligibility packet (includes: candidate information, eligibility form, and campaign team form) will be completed and turned in online by March 11th
- D. If elected in April, every candidate is required to attend the following mandatory SGA participation events. In addition, Executive Ticket candidates are, in addition to attending the following events, to be regularly available throughout the summer and are discouraged from participating in other experiences that require a great deal of time like working full time, full time internships, taking a large academic course load or studying abroad. The President and Vice President consistently work 15-25 hours per week throughout the summer and academic year. The President and Vice President are also to attend New Student Orientation sessions throughout the summer.
 - i. Elected Candidates Training:
 - i. SGA Meeting on April 24, 2020 (Orientation)
 - ii. SGA Meeting on May 1, 2020 (Induction)
 - iii. SGA Student Leader Training on May 18, 2020 (Day long training)
 - iv. SGA President / Vice President Training – May 19, 2020
 - v. SGA Training Week – August 5-7, 2020 (all day)
 - vi. CU Denver New Student Prep Week & SGA Events– August 10-14,2020 (Time commitments TBA)

Voter Eligibility

- E. All students actively enrolled at CU Denver in the spring semester that have paid the student activity fee are eligible to vote in any election held under the authority granted in the University of Colorado Denver’s Student Government Association Constitution.

Required Forms for Candidates

- F. All candidates must complete the following four (4) forms found in the Declaration of Candidacy 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. Candidate Information & Eligibility Form
- G. “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 Declaration of Candidacy Packet Deadline to be eligible to run in the election.
 - i. Petition of Candidacy Form
 - i. Campaign Team Form
- H. By signing this document, the candidate agrees to abide by AHEC posting policies and the Student Code of Conduct. Any candidate or Ticket, whether declared or Write-In, is 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 their candidacy.

Only the candidate's campaign team is authorized to create, print, and post promotional material on the candidate's behalf. b. Candidates and Tickets shall inform the Election Commission any time before the end of Election Week of the addition of more members added to the respective candidate's or Ticket's Campaign Team.

i. Candidate Expense & Donation Tracking Form

- I. Campaign spending and contribution limits for Senators, College Council Representatives, SFRC Chair, and SACAB Representatives shall be set at \$350. Campaign spending and contribution limits for Executive Tickets shall be set at \$800. The Office of Student Life, located in Tivoli 303, will supply fifty (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 candidate with the next highest number of votes shall assume the office from which the removal occurred.

Withdrawal

- J. Any Candidate or Ticket may withdraw from the Election anytime before the announcement of the preliminary election results with seventy-two (72) hours of the closing of polls on Friday, the 10th of April. Withdrawals are declared through written and/or electronic correspondence, or verbal declaration to the Election Commission, who shall verify the withdrawal in writing.
- K. If a candidate or Ticket withdraws before Election Week, their name(s) shall be removed/not placed on the ballot. If a candidate or Ticket withdraws during Election Week or prior to the announcement of the preliminary election results, then all votes cast for that Candidate shall be invalidated, and, in the case of their majority, the Candidate or Ticket with the next highest amount of votes shall take their place as winner. ii. Withdrawal of any one (1) member of an Executive Ticket shall result in the withdrawal of the entire Ticket.

Campaign Regulations

- L. Disrupting or tampering with any election may constitute a violation of the CU Denver Student Code of Conduct. Depending on the severity of campaign related infractions, the Election Commission may decide to report candidates in question to the Student Conduct Office.
- M. 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)
- N. If there is a physical polling location then there shall be no campaigning within a fifty (50) feet radius of polling stations, computer labs, and/or any SGA and/or SACAB organized and sponsored meeting, events, etc. during the election week.

- i. 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 and/or any figure appropriately designated by the Election Commission.
- ii. Students must use their own devices or a designated neutral device provided by SGA or CU Denver computer labs for voting, a vote must be made at the student’s discretion.

Candidate Disqualification and Infraction System

O. Candidates may be immediately disqualified for the following reasons:

- i. Violation of the CU Denver Student Code of Conduct
- ii. Falsification of candidate information
- iii. Signatures on petition do not meet the requirements as outlined in the Declaration of Candidacy Packet.
- iv. Failure to submit candidate expense and revenue tracking form at the designated deadline.
- v. Campaigning as a team, or paying another person to campaign on a candidate’s or ticket’s behalf.
- vi. Any sort of campaigning in the SGA office or SGA tabling events or SGA sponsored tabling events unless otherwise told by the election commissioners

P. “Campaigning as a Team” is defined as multiple candidates working together to win their respective seats, which includes, but is not limited to, sharing campaign materials, using the same campaign funds, tabling, and endorsements. b. A candidate may not provide any monetary compensation to any person, CU Denver student, staff, faculty, or otherwise, for their voluntary help toward that candidate’s campaign.

- i. Filing a Grievance/Complaint against another candidate in bad faith, including for the purpose to disqualify that candidate from their respective race.
- ii. Providing compensation of any form, including, but not limited to, money, food, gifts, clothing, “spirit items,” etc. to a voter in direct exchange for a vote for a candidate/ticket/question.
- iii. Harassment, intimidation, threats, vulgar language, or any otherwise hostile interaction initiated toward the Election Commission and/or another candidate, ticket, or campaign team.
- iv. Falsely claiming the endorsement of any individual, group, organization, club, etc. without the consent of said entity.
- v. Disseminating any objectively false information in order to impede or influence any Election and/or Election Commission responsibilities and/or activities.
- vi. Disseminating any objectively false information in order to mislead, misinform, or deceive voters as to how, when, and where they can vote.
- vii. Failure to attend the Mandatory Senate and Final Candidate Meeting, without

- making alternate arrangements with the Election Commission
- viii. Viewing, completing, or otherwise exercising unfair influence on the voting choice of a student without their informed and expressed consent.

Student Government Association Infraction System

- Q. The infraction system is designed to ensure open, fair, accessible, and efficient elections, and discourage any candidates from participating in activities counter to the Election Code, AHEC posting policies, or University Code of Student Conduct. The Election Commission reserves the right to interpret and enforce campaign regulations and distribute infractions in the manner best fit for fair and accessible elections.
- i. Commissioners reserve the right to instruct candidates to avoid inappropriate conduct that is otherwise not enumerated in this Election Code.
 - ii. Candidates reserve the right to appeal any infractions to the Judicial Committee
- R. Candidates and Tickets will start with 7 total points. If the following rules are broken the respective points will be deducted from the total points. Once the candidate has 0 remaining points, they are disqualified from their respective race.
- i. Executive Tickets shall be treated as one candidate and shall have a combined total of 7 points for their Ticket's candidacy.
 - ii. Candidates shall be held responsible for the infractions committed by members of that candidate's campaign team, and infractions committed by team members shall be deducted from the points of that Candidate or Ticket.
- S. Write-In Candidates for Contestable races shall start with 5 total points. In addition to the disqualifying infractions, candidates/Tickets may also lose a predetermined amount of points for violations of any of the following minor violations/infractions;
- i. Improper Advertising (not following AHEC posting policies) – 4 pts If candidates post in improper areas, they will be penalized 4 points
- T. Interfering with other candidates' postings can lead up to disqualification
- i. Campaigning near computer lab – 3 pts If Candidates or Campaign Teams are found campaigning anywhere within 50 feet of any computer labs they will be penalized 3 points.
 - ii. Polling Stations – 3 pts If Candidates, Tickets, or Campaign Teams are found campaigning around Polling stations they will be penalized 1 point. They should be at least 50 ft. away from the polling station.
 - iii. Late on submission of campaigning budget – 2 pts If candidates are late on submitting their campaigning budget they will be penalized 2 points
 - iv. Wearing/Displaying CU Denver SGA clothing, materials, etc.-- 4 points
- U. A candidate/Ticket, including candidates/Tickets who are current members of CU Denver SGA, may not wear any clothing or nametags, distribute any materials, or in any way use SGA office resources (including storage space, computers, printing, etc.) logos,

materials and resources for the purpose of campaigning. This is to minimize confusion among students as to which activities are SGA related and which activities are for the purpose of campaigning.

- i. An incumbent and/or returning candidate is permitted to state, post, or mention that they are seeking re-election, as well as any previous work/initiatives, achievements, etc. completed whilst in office, but may not wear their SGA name tag, or use/display any of the aforementioned SGA materials and resources.
 - ii. Campaigning during SGA events - 3 points A candidate or Ticket soliciting support, votes, or otherwise conducting themselves in a manner deemed to be “campaigning” during an SGA-ran or -sanctioned event will be penalized 3 infraction points.
 - iii. Using the intellectual property of another person, organization, etc. without the permission of said property’s rightful owner. -- 3 points.
 - iv. Use of any illegal Campaign Materials -- 2 points
 - v. Disregard of Election Commission’s instruction - 2 points Any candidate or Ticket that makes any action deemed inappropriate or in violation of this Code that they were previously instructed to avoid by the Commission will be penalized two (2) points.
 - vi. Incomplete Completion of the Declaration of Candidacy - 3 points
- V. Any person in the office of CU Denver Student Life and/or any person eligible to vote can file a complaint/grievance against any candidate to the Election Commission. Additionally, the Election Commission has the authority to file complaints/grievances and investigate said complaints/grievances as a Commission.
- W. The reporting party can file a complaint using the Grievance/Complaint Form available in the Declaration of Candidacy packet. Any violations of the election policy to be stated in the Grievance Form must be reported within 24 hours of the occurrence of the event for the responding party to ensure immediate redressal of the same.
- X. 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.
- Y. 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.

Vote Tabulation Process

- Z. 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.
- AA. In the event of a tie, the election commission will hold a run-off election which will last for a period of three (3) business days, after which a winner will be declared by the election commission.

Recount Request Process and Announcement of Results

- BB. Preliminary election results shall be announced within seventy-two (72) hours after the close of voting in the election. Results will be available online on the Student Government Association Website, as well as in paper at the SGA office.
- CC. Candidates may make request for recount under limited circumstances, to the Election Commission using the recount request form available in the Declaration of Candidacy packet.
- DD. All recount forms must be submitted within seventy-two (72) hours of this Preliminary announcement. This form will require twenty-five (25) CU Denver voting students' signatures who are eligible to vote.
- EE. 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.
- FF. Election commissioner are not allowed to know the specific numbers of vote per candidate, rather the advisor will provide the percentage voter turnout during election week. This information will provide guidance for the election commissioners to know how much outreach is needed before the end of elections.

Election Report

- GG. No later than the end of the semester, 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.
- HH. A list of disqualified candidates and candidates with 7 or more infractions shall be made

available to the public. This information will be posted in the SGA website until the end of the election week.

- II. 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

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.

JJ. 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.

KK. Any student eligible to vote in CU Denver Student Elections may “campaign,” advocate for or against a referendum question as long as, a) the “campaign” of the referendum question is separated from the campaigns of any other candidate/question/Ticket, and b) Those participating in “campaigning” abide by all Campaign rules as set forth by the SGA Constitution and this document.

Article III Election Commission

Selection and Removal

- A. The Chief Justice shall review applications and interview applicants for the Election Commissioner position; which is made up of 2-3 commissioners. 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.
- E. The Election Commission shall attend all Senate meetings, Judicial meetings, and all other necessary SGA events, and will behave in a manner set forth by CU Denver’s Code of Conduct and the SGA Constitution and bylaws.
- F. The Election Commission shall additionally provide resources and access, plan events, inform and engage the student body, use social media, etc., among other activities and

initiatives, in order to encourage the largest percentage of voter turnout as possible.

- G. The Election Commission will also be responsible for encouraging voting-eligible students to research and discuss Candidates, Tickets, and referenda to be considered and to think mindfully of the Election and their vote.

Article IV Inclusivity Policy Right to Vote

A. The right of an eligible student to vote shall not be denied, abridged, or in any way hindered by the University of Colorado Denver's Student Government Association on the basis of, but not limited to, race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy.

Right to Run

- B. The right of an eligible student to be a candidate for CU Denver SGA office shall not be denied, abridged, or in any way hindered by the University of Colorado Denver's Student Government Association on the bases of, but not limited to, race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy.