

## APPENDIX I

### Student Government Election Code

#### **ARTICLE I. THE ELECTION CODE**

##### Section 1. The Candidate

- a. All candidates for Student Government Representative, Student Government Officer, or Student-Faculty Committee positions must be full-time students at Washington & Jefferson College.
- b. No candidate may be on academic or social probation.
- c. Candidates for Student-Faculty Committee and Student Government Officer positions must have completed at least eight courses at Washington & Jefferson College.

##### Section 2. Procedures Governing All Student Government-Sponsored Elections

- a. The student body shall be notified of nominations and elections no later than seventy-two (72) hours before the event.
- b. Polling procedures and the exact times for balloting shall be determined by the Elections and Procedures Committee to ensure maximum participation.
- c. The Elections and Procedures Committee shall remove all campaign posters from the building of the polling area on election day, if paper ballot voting method is used. (amend. '98)
- d. All full-time students registered at Washington & Jefferson College are eligible to vote in general elections for Student Government Officers and Student-Faculty Committee members.
- e. Write-in candidates must meet all requirements of eligibility. No write-in votes shall be allowed for run-off elections. Ballots containing write-in votes for these elections shall be considered invalid.
- f. The Elections and Procedures Committee and the Student Government Association Advisor shall count the ballots immediately following the election.
- g. The Elections and Procedures Committee shall make all results public as soon as possible through whatever means they deem best.

- h. The chairperson of the Elections and Procedures Committee shall retain all ballots, rosters of those who voted, and tally sheets of each election for the remainder of the semester in which the election was held.
- i. Students may submit an absentee ballot if a college function, an emergency, a job, or other matter, requires them to be off-campus during polling hours. The site and procedure for distribution and collection of the ballots will be decided one week before the election (amend. '98)

Section 3. Violations

- a. Violations of this Election Code which, in the opinion of the Elections and Procedures Committee in conjunction with the Student Government Advisor, have proven significant to the outcome of a Student Government-sponsored election or referendum, shall result in the voiding of said election or referendum results.
- b. In the event an election is voided, the Elections and Procedures Committee shall re-institute the entire election process.
- c. A two-thirds vote of the General Assembly of the Student Government may overturn the decision of the Elections and Procedures Committee to void an election.

Section 4. Amendments

- a. After an election is concluded, the Elections and Procedures Committee shall be empowered to make recommendations to the General Assembly for any changes in the Election Code.
- b. The procedures for amendment of the Election Code are the same as for amendments to the constitution. (See Article VI of the constitution.)

**ARTICLE II. STUDENT GOVERNMENT OFFICERS**

Section 1. Titles of the Elected Officers

- a. The elected officers of Student Government are a President, a Vice-President, a Secretary and a Treasurer.

Section 2. Election of Student Government Officers

- a. The election of the Student Government Officers shall be scheduled such that the officers are installed eight weeks before the beginning of the final examination period for the second semester or before Spring Break, whichever occurs first.

b. Procedure for Nomination

1. Two weeks before the General Election will be held, any student wishing to secure a place on the ballot must submit to the Elections and Procedures Committee chairperson a petition stating the position being sought, and bearing signatures of twenty-five (25) eligible voters from the campus at large.
2. The due date for petitions shall be announced, at a Student Government meeting, not less than one week before said date. Petitions will be accepted up until 5:00p.m. on the announced due date.
3. Students may sign, at the most, two petitions for each Student Government Office.
4. The names of the students qualifying as candidates for Student Government offices shall be presented at the Open Forum, the first Student Government meeting following the deadline for receipt of petitions.

c. Procedure for Elections

1. During the two week campaign period, the Elections and Procedures Committee shall sponsor the Open Forum to which all candidates shall be required to attend. The forum shall occur no less than four (4) days before the scheduled election date. The structure of the forum shall be that:
  - a. Each candidate for a particular position will have five to seven (5-7) minutes to discuss why they want the position and what they plan to do with it.
  - b. At the end of each candidate's speech for a particular position, there will be a brief five (5) minute question and answer program.
  - c. At the conclusion of the forum, there will be a ten (10) minute question and answer program open to all of the candidates.
  - d. For the sake of promoting political maturity, politically unprofessional behavior (i.e., verbal back-stabbing) will not be accepted.

- e. The chairperson of the Elections and Procedures Committee or a designee will serve as the moderator of the forum. An executive board member may preside of the committee chair is a candidate for office. (Amend. '98)
  - f. The Elections and Procedures Committee shall inform all candidates of these rules at least twenty-four (24) hours before the forum.
- 2. A candidate must receive the highest number of the votes cast by the school at large, for the office he/she seeks, in order to win a general election.
  - 3. A write-in candidate gaining the highest number of votes in a general election shall be considered duly elected. The name of a write-candidate who places first or second in a general election shall be placed on the ballot for the run-off election, if one is to be held.

### **ARTICLE III. REPRESENTATIVES**

#### Section 1. Election of Representatives

- a. The representatives to Student Government shall be elected within thirty (30) days of the first day of the academic year, and shall take their seats at the first regular meeting following their election.
- b. Procedure for Nomination
  - 1. Petitions for Student Government Representatives will be available at the beginning of the semester.
  - 2. To have their names placed on the ballot; nominees must submit a petition to the SGA executive board by the designated date.
- c. Procedure for Election
  - 1. Elections shall be held not less than one week following nominations and receipt of declarations of candidacy.
  - 2. Each class (freshmen, sophomore, junior and senior) will elect ten (10) class representatives.

### **ARTICLE IV. STUDENT-FACULTY COMMITTEES**

Section 1. The Committees

a. The Committees are:

1. Athletic Advisory Board – three (3) students
2. Arts & Lectures Committee – four (4) students
3. Publications Committee – two (2) students
4. Enrollment Advisory Board – three (3) students
5. Student Life Advisory Board – four (4) students and SGA President
6. Educational Technology Committee – one (1) student
7. Student Alumni Committee – at least four (4) students

b. The descriptions of the Committees and their charges are listed in Appendix II of this constitution.

Section 2. Nomination of Students to the Student Faculty Committees

a. The nomination process for the student members of the Student-Faculty Committees shall be chosen by the Executive Board prior to the General Assembly Meeting.