

EPC

Election Planning Committee (EPC)

This committee oversees the election process for the Student Member of the Board of Trustees, the Undergraduate Student Government, and the Student Members of the UIC Senate including the review of all complaints. The EPC is comprised of 3 to 5 UIC undergraduate and graduate students and 1 graduate assistant or professional staff member who serves as the advisor. The advisor reviews applicants for EPC and selects the committee members. The EPC reviews and approves all election rules and procedures prior to each election. The EPC is authorized to sanction and disqualify candidates if they are found to be in violation of election rules. The EPC has the authority to remove an elected Student Trustee from office if the candidate fails to meet the position qualifications as outlined in this election packet and/or supporting legislative statutes until July 1, 2019.

Campaign Information

Responsibilities of Candidates

- (1) Candidates and campaign workers must observe UIC student election and university policies and procedures.
- (2) Candidates are responsible for their own campaign activities and the activities of their campaign workers. This includes financial responsibilities incurred if rules, policies, or procedures are violated.
- (3) Any violation of election and/or campus policies and procedures is grounds for disqualification from an election. This also includes violations incurred by the candidate's registered or unregistered campaign workers.

Campaigning Rules

- (1) Only registered students of the University of Illinois at Chicago may campaign. Persons campaigning must furnish identification upon request to appropriate election officials or university administrators.
- (2) Campaign materials must be approved by EPC before distribution/posting can occur.
- (3) Distribution of campaign materials must not interfere with the regular course of University business.
- (4) Campaigning of any form is prohibited within 25 feet of a polling place.
- (3) Campaigning electronically is permitted. Candidates may not continue to send email messages after a student has expressed their desire not to be contacted. However, candidates may send e-mails to UIC owned list-serves.
- (4) Posting over or removing posters and leaflets of another candidate is not permitted.
- (5)

- (6) University bins may not be used for distribution of campaign leaflets.
- (7) Chalking must be done at locations that will be washed clean by the weather, i.e. not in areas protected by canopies or other building elements. Use chalk that will wash away, i.e. not artist's pastels or spray chalk. Messages can only go on horizontal surfaces of sidewalks, not on walls or stair risers or any other vertical surface.
- (8) Campaigning may not begin until after the candidate has been formally notified of their qualifications. Notification will occur on Friday, March 8th.
- (9) EPC must approve **all** campaign materials prior to their posting. EPC will begin to accept and review materials on Monday, March 11th. Materials can be submitted electronically to Cynthia Rosales at crossa4@uic.edu. EPC will render a decision within 24-48 hours

Content of Campaign Material

All campaign materials, regardless of delivery medium, including printed material and electronic messages, must conform to the following guidelines. Campaign materials that do not conform to the guidelines may be removed by University Election Officials or designees.

- (1) Visibly bear the name of the issuing person(s) or campaign committee/party slate.
- (2) State the funding source for the materials.
- (3) If in a language other than English, must bear an English translation.
- (4) EPC must review and approve all material for compliance with guidelines before any type of posting or distribution occurs.

Candidates who violate the rules related to the content of campaign materials may be subject to sanctions including disqualification. Campaign materials that violate the Student Disciplinary Policy may lead to disciplinary action against the candidate and/or creator of those materials.

Student Election Rules Violations and Sanctions

There are three levels of violations related to student elections. Level 1 and 2 violations are violations of student election rules and are subject to review by the Election Planning Committee (EPC). The EPC has the authority to determine the final outcome for complaints involving Level 1 and 2 violations.

For Level 3 violations, these are violations of the Student Disciplinary Policy and should be referred to the Office of the Dean of Students.

Level 1

Sample level 1 violations include but are not limited to the following:

- a) Violations of the election rules related to the content of campaign materials.
- b) Campaigning within 25 feet of an electronic device used for voting.
- c) Unauthorized use of University computers and/or copiers.
- d) Other types of posting violations.

Level 1 violation may result in one or both of the following sanctions:

- a) Probation throughout the duration of the election process. Probation is defined as an imposed condition on the student for a specified time and may be taken into consideration in case of future complaints.
- b) A minimum of a \$5.00 fine per violation. Fines will be donated to a campus charity fund.

Level 2

Sample level 2 violations include but are not limited to the following:

- a) Defacing others' campaign materials.
- b) Interfering with another candidate's activities
- c) Exceeding campaign spending limits.

Level 2 violations may result in one or any combination of the following sanctions:

- a) Probation throughout the duration of the election process. Probation is defined as an imposed condition on the student for a specified time and may be taken into consideration in case of future complaints.
- b) A minimum of a \$5.00 fine per violation. Fines will be donated to a campus charity fund.
- c) Disqualification of the candidate.

Level 3

Any candidate or candidate-elect who is found responsible for violations of the UIC Student Disciplinary Policy will automatically be disqualified. See the UIC Student Disciplinary Policy at: www.deanofstudents.uic.edu.

NOTE:

Any candidate who fails to comply with an EPC sanction will be subject to referral to the Student Disciplinary Policy. No candidate may hold office until all sanctions have been completed.

EPC Process

Complaint Information

- (1) If anyone believes that a violation of the student election guidelines has occurred, an election complaint form may be filed with the EPC. Election complaint forms are available in this packet, in the Office of the Dean of Students, 3030 SSB, or on-line at www.deanofstudents.uic.edu.
- (2) A complainant must complete the official complaint form and provide all of the necessary information, including a signature, before the complaint can be processed.
- (3) A typed complaint must be submitted to the Office of the Dean of Students, Room 3030, SSB no later than 48 hours after the violation has occurred, excluding weekends and holidays. **Complaints received after the 48 hour limit will not be accepted.**
- (4) Once a complaint form is submitted, the EPC will review it and begin facilitating the resolution process.

Resolution Process

- (1) The EPC is responsible for planning and facilitating the entire election process, reviewing all complaint forms, and determining the resolutions for each complaint.
- (2) Students who are accused of violating the election rules will be notified in writing, provided with a copy of the complaint, and given an opportunity to respond in writing. Responses must be received in the Office of the Dean of Students (3030 SSB) within 48 hours of the written notification, excluding weekends and holidays. **Responses after the 48 hour limit will not be accepted.**
- (3) The EPC will review the complaint within four days excluding weekends and holidays and after the 48 hour deadline for the accused student's response. If a complaint cannot be reviewed within four days, the complainant and all parties will be notified by email.
- (4) The EPC may choose to interview in private some or all of the parties involved.
- (5) The EPC will advise the Associate Dean of Students of the results of their review of the complaints and their final resolution for each complaint.
- (6) The complainant and all parties involved will be notified in writing of the EPC decisions.
- (7) Any alleged violations of the University Student Disciplinary Policy should be reported to the Office of the Dean of Students.

Example of Complaint Form
Election Violation Complaint Form

Please type responses to all the questions below:

Describe the facts surrounding the complaint and state the rule allegedly violated.

Date of incident:

Time of incident:

Location of incident:

Please type or print all persons against whom the complaint is being filed:

1.

2.

3.

Please list persons who were witnesses to the alleged violation (if any):

Person submitting complaint (please print your name):

Signature:

Date:

Telephone number(s):

E-mail Address(es):