

UIC Student Elections 2019-2020

Rules and Regulations

Election Information

Ballots

Candidates will be designated on the ballot by their formal name(s) as recorded with the Office of Records and Registration. A nickname by which they are commonly known can be included only to replace a middle name. Party slates may also be listed for each candidate. Ballot positions are determined randomly by the electronic voting system as students log in to vote.

Certification / Announcement of Results

Certification of the election will be made by the EPC. The Office of the Vice Chancellor for Student Affairs or designee will announce the official results. The election is not considered official until all complaints have been resolved and the official results are made public.

Election Complaints

Complaints related to violations of election rules should be submitted to the EPC in 3030 SSB using the official election complaint form which is located at the end of this packet. Additional forms are available in 3030 SSB (Office of the Dean of Students). The complaint must be typed and submitted no later than 48 hours after the violation has occurred, excluding weekends and holidays. Students accused of violations of the election rules will be notified and allowed to respond in writing no later than 48 hours after notification from the EPC.

When the above deadlines have expired, the EPC will review the complaint and the student's written response within four days, excluding weekends and holidays. If a complaint cannot be reviewed within four days, the complainant and all parties involved will be notified. Upon review of the complaint, the EPC will determine a final outcome. The outcome will be communicated, in writing, to the appropriate parties.

Declaration of Winner

The candidate with the most individual votes will be declared the winner by the EPC after all complaints have been resolved. If a candidate is disqualified by the EPC, the candidate with the next highest vote count will be declared the winner.

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.

Election Packet/Forms

The election packet contains information regarding the student election process, various forms, candidate qualifications, and election rules. The forms in the election packet may be copied but they may not be altered or recreated. It is the responsibility of each candidate to obtain and read the election packet. Students must complete the appropriate election forms, in their entirety, in order to be eligible as a candidate for office. Election forms that are missing information, incomplete or altered in any way may disqualify the individual from participating as a candidate in the election.

Party Slates

A party slate is defined as a group of candidates with similar platforms and political views organized under one name. Party slates will be recognized as a single entity for purposes of campaign rules and violations with the exception of the spending rules. Expenditures under a party slate must be directly tied to a candidate and are subject to the listed limitations. If a party slate is found in violation of campaign rules, all members of that party slate will bear the responsibility of the sanctions imposed by the EPC. Party slates must be created no later than the start of the campaigning period.

Petitions

Candidates for SMBOT must submit petitions containing the signatures of 250 students currently registered at the University of Illinois at Chicago in order to have his/her name placed on the ballot. Candidates for USG must submit petitions containing the signatures of 150 undergraduate students currently registered at the University of Illinois at Chicago in order to have his/her name placed on the ballot. Candidates are directly responsible for the accuracy of all student information contained on the petition. If it is discovered that there is an insufficient number of signatures and/or any signatures are inaccurate, the petition for candidacy may be denied.

Polling Place

Voting will be available by using any electronic device with access to the internet. Polling places can only be created and staffed by authority of the EPC.

Student Disciplinary Policy

The activities of candidates and their supporters are subject to the Student Disciplinary Policy.

Alleged violations of the Student Disciplinary Policy should be reported to the Office of the Dean of Students. The incident report form should be used and it is available in 3030 SSB (Office of the Dean of Students) or on line at www.deanofstudents.uic.edu.

Timeline/Deadlines

Candidates are responsible for adhering to the stated deadlines outlined in the election packet. Refer to the election timeline for specific information.

Vote Tally

Breakdown of student population who have voted will be published on Dean of Students website at the end of each voting day.

Voting Irregularities

In the case of a tie, a run-off election will be held at a time designated by the EPC.

Write-In Voting

Write-in voting is not allowed.

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.
- (5) 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.
- (6) Posting over or removing posters and leaflets of another candidate is not permitted.
- (7) University bins may not be used for distribution of campaign leaflets.
- (8) 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.
- (9) Campaigning may not begin until after the candidate has been formally notified of their qualifications. Notification will occur on April 28, 2019.
- (10) EPC must approve all campaign materials prior to their posting. EPC will begin to accept and review materials on March 4, 2019. Materials can be submitted electronically to Cynthia Rosales at crosal4@uic.edu. EPC will render a decision with 24-48 hours.

Campaign Funding

University funds and resources including, but not limited to, State, ICR, University Foundation, Student Fee, or SAFC accounts cannot be used for campaign financing. The spending limit for each candidate for Student Member of the Board of Trustees, USG President, and USG Vice President may not exceed the amount of \$500. The spending limit for candidates wishing to be elected in the UIC Senate or USG assembly may not exceed \$150. Any candidate running for more than one office may not exceed the larger of the two spending limits. Candidates must submit all receipts for campaign expenses to the EPC for review and approval. Candidates who violate the campaign spending rules may be subject to sanctions including disqualification.

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.

Campaigning in UIC Outdoor Facilities

- (1) Request for use of outdoor facilities for campaign activities such as a rally must be filed with the SCE Meetings and Conferences Office at 413-5040 or SCW Meetings and Conferences Office at 413-5225.
- (2) All campaigning activities involving the use of University facilities where a reservation is necessary must first be approved by the EPC.
- (3) The use of the exterior illuminated campus bulletin and directory boards is limited to University-originated materials for all campus purposes.

Size and Numbers of Posters (Public Spaces Only)

- (1) Size and number of posters will be governed by university/departmental regulations.
- (2) Kiosk: A candidate may post a maximum of 4 posters per kiosk (one on each side). A kiosk is a freestanding structure used for posting material.
- (3) Large Bulletin Boards: A candidate may post more than one poster on large bulletin boards (measuring 5 feet wide and 5 feet high), but may not cover more than a total of 9 square feet.
- (4) Banners are allowed for every candidate. Reservations for banner space in SCE and SCW must be made through Meetings and Conferences room 214 SCE.
- (5) Small Bulletin Boards: A candidate may post only 1 poster on boards measuring less than 5 feet in one dimension.
- (6) Posting is prohibited on city structures (*e.g.*, light poles, flag poles, *etc.*)
- (7) Posting is prohibited on glass, painted walls, doors, toilet stalls or any other surface that would not be considered a bulletin board in all university buildings.
- (8) In SCE, the only space permitted to hand out flyers is on the first and second floor by the escalators.

Posting Information (Student Center East and Student Center West)

All groups and individuals who wish to post fliers in the Student Centers facilities (SCE & SCW) must do so themselves on existing bulletin boards. Student Centers no longer posts fliers for groups and individuals. The use of the Student Centers' bulletin boards and kiosks is limited to recognized UIC students, faculty, staff, and departmental groups for campus events or services. Posting priority is given to student organizations.

On the east side of campus, fliers should be taken to the Student Centers Office in SCE for approval. On the west side, fliers should be taken to the Information Desk in the SCW lobby for approval. Both the SCW Information Desk and the SCE Service Centers accept fliers from 8:30 AM to 4:45 PM, Monday through Friday. To post in the Library of the Health Sciences, you must have all fliers stamped for approval at the Circulation Desk.

Failure to have Student Centers approve materials posted in the Student Centers will result in their removal. In addition to having illegally posted materials torn down, candidates will receive a warning letter for the first infraction and a \$25.00 fine may be sanctioned for the second infraction.

Posting on surfaces other than a bulletin board is not allowed and will be removed by Physical Plant. This includes such areas as windows, doors, painted walls, washrooms and toilet partitions.

EAST SIDE PUBLIC POSTING LOCATIONS

(30 Locations)

BEHAVIORAL SCIENCE BUILDING (2)

1st floor, middle cluster (one each side)

EDUCATION, PERFORMING ARTS, AND SOCIAL WORK BUILDING (4)

Basement, 1st floor, by west elevator and 2nd floor, by the east and west elevator

LECTURE CENTER (6)

C3, C6, D1, D4, F3, F6

LIBRARY (7)

Floors 1 - 3, by staircases (both sides), 4th floor, north side only

TAFT HALL (1)

1st floor, near entrance

ADDAMS HALL (1)

1st floor, near entrance

SCIENCE AND ENGINEERING LABS (1)

1st floor, NW corner (right of door in 1000 section)

SCIENCE AND ENGINEERING OFFICES (1)

1st floor, NW entrance

SCIENCE AND ENGINEERING SOUTH (4)

Near entrance to lecture center, 2nd floor, near elevators (SE entrance)

LINCOLN HALL (1)

1st floor, near entrance

DOUGLAS HALL (1)

1st floor, near entrance

STEVENSON HALL (1)

Kiosk on 1st floor

WEST SIDE PUBLIC POSTING LOCATIONS

(6 LOCATIONS)

COLLEGE OF NURSING (1)

Kiosk on 1st floor or board on 1st floor, north entrance

COLLEGE OF MEDICINE EAST (1)

Board on 1st floor, by Room 167-A

COLLEGE OF PHARMACY (1)

Basement near entrance to escalator

LIBRARY OF THE HEALTH SCIENCES (2)

Kiosk near elevators in basement and on 3rd floor (must get stamped approval at Circulation Desk)

ADMINISTRATIVE OFFICE BUILDING (1)

Kiosk on 1st floor

2019-2020 Election Complaints

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 Assistant 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.

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.