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 my 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.
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.
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):  ________________________________

*This form must be returned to the Office of the Dean of Students, Room 3030 SSB within 48 hours of the incident or dispute.*