



**The Student Government Association (SGA) Election Rules and Regulations**

Amended: December 6th, 2023

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These Election Rules will expire at the conclusion of the 2024 University of Maryland, College Park Student Government Association Elections.

**ARTICLE I – ELECTED OFFICES**

**Section 1 – Executive**

1. Executive positions are as follows:
  - a. Student Body President
  - b. Executive Vice President
  - c. Vice President of Financial Affairs
2. All undergraduate full time and part time students at the University of Maryland, College Park are eligible to vote for candidates for each of the Executive positions.

**Section 2 – Legislative**

**Subsection A – Academic Representatives**

1. Academic districts in the Legislature and their corresponding allotted representation (in parentheses) are defined as follows:
  - a. A. James Clark School of Engineering (3)
  - b. College of Agriculture and Natural Resources (1)
  - c. College of Arts and Humanities (2)
  - d. College of Behavioral and Social Sciences (3)
  - e. College of Computer, Mathematical, and Natural Sciences (4)
  - f. College of Education (1)
  - g. College of Information Studies (2)

- h. Philip Merrill College of Journalism (1)
  - i. Robert H. Smith School of Business (2)
  - j. School of Architecture, Planning, & Preservation (1)
  - k. School of Public Health (2)
  - l. School of Public Policy (1)
  - m. Undergraduate Studies (2)
2. All candidates running as an Academic Representative must intend to remain enrolled in that college for the remainder of the next academic year.
  3. All undergraduate students are eligible to vote for the Academic candidate(s) for the district that includes their major(s)

### **Subsection B – Residential Representatives**

1. The Residential districts in the Legislature and their corresponding allotted representation (in parentheses) are defined as follows:
  - a. Cambridge Community (1)
  - b. Courtyards Community (1)
  - c. Denton Community (2)
  - d. Ellicott Community (1)
  - e. Heritage Community (1)
  - f. Greek Residential Community (1)
  - g. Leonardtown Community (1)
  - h. North Hill Community (1)
  - i. Off-Campus – Neighboring (3)
  - j. Off-Campus – Outlying (5)
  - k. South Campus Commons Community (2)
  - l. South Hill Community (1)
2. All candidates running for Residential Representative must intend to reside in that residential district for the duration of the following academic year.
  - a. If asked, they would be expected to provide proof of residency to the election commission in the form of a signed lease or housing agreement.
3. All undergraduate students are eligible to vote for the residential candidate(s) for the community where they currently reside.

## **ARTICLE II – CANDIDATE AND TICKET REQUIREMENTS**

### **Section 1 – Candidate Eligibility**

#### **Subsection A – Individual Requirements**

1. Each candidate for an elected office in SGA must:
  - a. Be an undergraduate student in good financial, judicial, and academic standing at the University of Maryland, College Park.
  - b. Intend to be enrolled for both the upcoming fall and spring academic semesters.
2. All potential candidates for Academic Representative positions must have declared a major within the college they seek to represent or intend to declare a major in the college they intend to represent in the subsequent academic year prior to the deadline established for candidate registration in order to be eligible to run for that position.
3. To be eligible for Residential Representative positions, candidates must submit proof of housing or proof of intended housing as determined by Elections Commission.

#### **Subsection B – Incumbency Requirement**

1. An incumbent is defined as any member of SGA who has been elected or confirmed by

the Legislature who has served for thirteen weeks, in which a GBM was held, following their appointment during the year of the election.

- a. If an incumbent is running for a different position than the one they currently hold, they are not exempt from the requirements defined below.
2. Incumbents must meet the following benchmarks and/or requirements outlined in the bylaws, within reason and in accordance with University standards, in order to run for any elected position in the next election cycle:
  - a. Legislative incumbents are subject to the following requirements for eligibility:
    - i. Attend eighty percent of General Body Meetings, and an average of eighty-five percent of primary and secondary committee meetings or an attendance of eighty percent in both their primary and secondary committee.
    - ii. Complete their bill requirement or have worked on a long-term project.
    - iii. Held and satisfied eighty percent of their office hour requirements
  - b. Executive incumbents, who are members of the Executive Board or in the Executive Cabinet, are subject to the following requirements for eligibility:
    - i. Attend eighty percent of executive meetings, including Cabinet, and their respective committee meetings, and General Body Meetings.
  - c. Committee, Cabinet, and GBM attendance will be calculated as (present and tardy) divided by (present and tardy and unexcused absences).
  - d. Office hour completion will be calculated as (complete) divided by (complete and incomplete)
3. The Committee on Accountability and Ethics will meet with a liaison from the Elections Commission to review incumbency requirements and determine candidate eligibility of incumbent members 4 weeks prior to the candidate and ticket registration deadline as determined by the Election Calendar.
4. Representatives can appeal the ineligibility decision to the Governance Board within a week of a decision granted.
5. Excused absences are not counted in meeting attendance or office hour completion.

### **Subsection C – Participation Requirements**

1. No candidate may run for more than one office in SGA.
2. All candidates are required to:
  - a. Consent to verification by the Elections Commission and SGA Advisor that they meet all requirements stipulated by these rules.
  - b. Acknowledge that they:
    - i. Understand the formal commitment they are making to SGA.
      1. Understand and agree to abide by the Election Rules and Election Calendar.
      2. Understand and agree to abide by the SGA governing documents.
  - c. Attend all applicable mandatory meetings.
3. Each candidate must be certified as eligible by the Elections Commission in order to participate in the election.

### **Subsection D – Registration Requirements**

1. All candidates must register for the election through an application with the Elections Commission by a date specified by the Elections Calendar, following this procedure:
  - a. The Elections Commission will make applications available online.
    - i. Anyone requiring accommodations can contact the Elections Commission to receive a hardcopy of the application
  - b. A completed application shall include the candidate's:

- i. Name
- ii. Contact Information (Email and phone number)
- iii. Local and permanent addresses
- iv. Major(s)
- v. University Identification Number (UID)
- vi. Position sought
- vii. Ticket affiliation (if applicable)
- viii. Intended date of graduation
- c. Certification that, to the best of their knowledge, the candidate conforms to all of the participation requirements outlined in Art. II §1(B2) of the Election Rules.
- d. Upon submission, candidates shall receive a receipt for their application by a member of the Elections Commission.

### **Subsection E – Eligible Candidates**

1. The Elections Commission shall:
  - a. Post a list of all eligible candidates to the SGA website by a date specified by the Elections Calendar.
  - b. Inform all ineligible candidates of their status and the reason(s) they were deemed ineligible.
  - c. Have the authority to create any relevant platforms to distribute all information concerning information sessions, candidate eligibility, election and voting information, and all other information pertaining to the election.
2. Candidates declared ineligible by the Elections Commission shall have an opportunity to perform the following actions by a date specified by the Elections Calendar:
  - a. Rectify or otherwise solve any problem found during the verification process.
  - b. Present a written appeal with relevant documentation to the Elections Commission.
3. The Elections Commission shall be required to review and issue formal decisions on all written appeals, and must do so in a timely manner.
4. Previously ineligible candidates can only be made eligible through certification by the Elections Commission or through successful appeal to the Governance Board.

## **Section 2 – Ticket Eligibility**

### **Subsection A – Defining Tickets**

1. A ticket is defined as a group of undergraduate students containing at least two eligible candidates that exhibit the following properties:
  - a. The group displays common stylization, shared constituency, a top priority, or consistent branding.
  - b. The group's intent is to promote the election of its own members.
  - c. The group's existence is based on the SGA election cycle.
2. Tickets are only made up of candidates who are running for an elected position, a Ticket Chair, and affiliates.
3. There may be three types of tickets, all composed of at least two candidates:
  - a. Executive Tickets
    - i. Eligible candidates must only be running for Executive positions.
  - b. Legislative Tickets
    - i. Eligible candidates must only be running for Legislative positions.
  - c. Mixed Tickets
    - i. At least one eligible candidate must be running for a Legislative position,

and at least one eligible candidate must be running for an Executive position.

4. In regards to finance and violation rules, individual candidates seeking any elected position are considered a ticket.
5. Tickets are the only election-based group dynamic authorized by these rules.
6. There is no cap on the number of ticket members but Tickets may only have so many candidates as there are seats available per position and constituency.
7. Tickets, while recognized formally by the Elections Commission, are not considered student groups.

### **Subsection B – Ticket Formation**

1. Executive and Legislative candidates wishing to form a ticket must register the ticket through application to the Elections Commission by a date specified by the Elections Calendar, following this procedure:
  - a. Applications must be submitted to the Elections Commission.
  - b. A completed ticket application shall do the following:
    - i. Establish the ticket name.
    - ii. Name and provide contact information for the Ticket Chair.
    - iii. List the names of all candidates on the ticket.
  - c. Upon submission, the submitter of the ticket application shall receive a receipt for their application by a member of the Elections Commission.
2. Candidates must abide by the following regulations relating to tickets:
  - a. Candidates intending to exhibit any property of a ticket must register as a ticket, and may not purport to be a ticket unless registered as such.
  - b. Resources shall not be shared between multiple tickets or between tickets and individual candidates.
3. Tickets shall have the right to appeal a denial of their ticket name, so long as the appeal is submitted to the Elections Commission.

### **Subsection C – Ticket Membership**

1. The following rules govern the addition of candidates to a ticket, removal from a ticket, or change in position within a ticket:
  - a. A candidate will only be placed on a ticket if they have filed a candidate application indicating the ticket, and their name is included on that ticket's application.
  - b. The Ticket Chair will be able to add, change, or remove candidates and candidate information on the ticket by submitting a request to the Elections Commission by a date specified by the Elections Calendar.
  - c. The Elections Commission will remove a candidate from a ticket upon that candidate's request by a date specified by the Elections Calendar.
  - d. The Elections Commission will remove a candidate from a ticket upon the receipt of a two-thirds petition of candidates on the ticket by a date specified by the Elections Calendar.
  - e. The Elections Commission shall notify a candidate of a change in ticket status within 24 hours of approval of a request for addition or removal from a ticket.

### **Subsection D – Ticket Chair**

1. Each ticket and independent candidates must designate a Ticket Chair whom the Elections Commission shall contact with news affecting the ticket, specifically:
  - a. Date changes
  - b. Sanctions or fines

- c. Decisions of eligibility
  - d. Other pertinent information.
2. The Ticket Chair is:
    - a. Required to be an undergraduate student enrolled in classes at the University of Maryland, College Park during the spring semester.
    - b. Not required to be a candidate for an SGA office.
  3. A Ticket Chair may be an independent candidate, though they are not required to be.
  4. Duties of the Ticket Chair include:
    - a. Serving as the point of contact between the Elections Commission and the ticket.
    - b. Overseeing campaign finance for the ticket and submitting finance reports.
    - c. Organizing the ticket membership and submitting the ticket application and updated candidate rosters.
    - d. Ensuring ticket members are aware of their candidacy requirements.
    - e. Acting as the respondent to violations filed against their Ticket.
    - f. Attending an individual meeting with the Elections Commission to create and fix financial reports.
  5. The Ticket Chair may be changed or removed from the ticket upon request by the Ticket Chair, or petition of two-thirds of the ticket members to the Elections Commission.

#### **Subsection E - Affiliates**

1. An Affiliate is defined as an individual who contributes to a campaign but is not a candidate.
  - a. Affiliates may actively campaign for a Ticket or individual candidates but are not considered official endorsements.
2. Affiliates must adhere to the following rules:
  - a. Affiliates are required to attend at least one Information Session, though attendance at GBMs are not mandatory.
  - b. Affiliates are required to report any instances of violations to the Elections Commission.
  - c. Affiliates may not switch tickets following the candidate removal and change deadline.
  - d. Affiliates may contribute funds to their ticket, but it must be classified as a third party donation and are subject to the relative caps outlined in Art VII §1(a).
  - e. Affiliates may not share campaign information with the intent of negatively impacting other tickets or candidates.
  - f. Affiliates may not associate themselves with more than one Mixed Ticket or a combination of one Legislative and one Executive Ticket.
  - g. Affiliates are required to be informed of the violations of their Ticket or individual candidate.
  - h. Affiliates are adherent to all SGA Election Rules, the Elections Calendar, and the governing documents of SGA.
  - i. Affiliates may not also be classified as the Ticket Chair.
3. Affiliates will be tracked by a form released and monitored by the Elections Commission which includes the following fields:
  - i. Name

- ii. UMD email
  - iii. University ID Number
  - iv. Expected Graduation Date
  - v. Ticket Affiliation
  - vi. Proof of Contact
  - vii. Self-certification that, to the best of their ability, the affiliate shall remain in compliance with the SGA Election Rules, and standards of conduct as defined in Art VI §2.
  - viii. The Elections Commission shall publicize all affiliates for all tickets.
- b. Affiliates are required to report instances of violations to the Elections Commission.
  - c. Affiliates must attend at least one information session, but they are not required to attend one General Body Meeting.
  - d. Affiliates must also be informed of the violations of their Tickets and convey any rule clarifications, although it is considered the responsibility of the Ticket to manage their affiliates.
  - e. Affiliates may contribute funds to their ticket, but it must be classified as a third party donation and are subject to the relative caps outlined in Art VII §1(a).

### **Section 3 – Mandatory Meetings**

#### **Subsection A – Information Sessions**

1. All candidates, Affiliates, & Ticket Chairs are required to attend an Information Session.
2. At least five (5) Information Sessions shall be held on dates determined by the Elections Commission.
3. Each Information Session shall include:
  - a. General SGA information
  - b. Specific Executive/Legislative duties and responsibilities
  - c. The duties, responsibilities, and requirements of Affiliates
  - d. The role of the Ticket Chair and method of removal
  - e. A review of SGA Accountability and Ethics standards
  - f. A review of SGA Election Rules
    - i. This shall include all pertinent campaign finance rules, forms, and procedures.
  - g. The date and time of Inauguration which is mandatory for all elected Representatives and Executives.
    - i. This requirement may be waived with ample notice provided to the Elections Commission at least 48 hours prior to Inauguration.
4. All individuals attending Information Sessions shall include their names on a sign-in sheet provided by the Elections Commission.
5. All Ticket Chairs must meet with the Elections Commission at an individually scheduled time, prior to the deadline of the preliminary financial report

### **Subsection B – Legislative Meeting Requirement**

1. All candidates are required to attend one SGA General Body Meeting in its entirety on the dates outlined in the Elections Calendar.
2. The Elections Commission shall publicly advertise the time and location of each General Body Meeting.

### **Subsection C – Contingencies**

1. If a candidate cannot attend a mandatory meeting, and missing that meeting will result in the ineligibility of their candidacy, they must provide written notice through email to the Elections Commission.
  - a. Written notices should:
    - i. Always be submitted at least 24 hours prior to the meeting unless there are extenuating circumstances.
    - ii. Explain the candidate's circumstances, as well as any issues of the timeliness of the submission of the notice itself.
  - b. The Elections Commission may grant an excused absence and require the individual to attend a make-up meeting.
    - i. In the event that the Election Commission does not grant an excused absence, the potential candidate or ticket chair may appeal the decision to the Governance Board.
2. Undergraduate students studying abroad during the SGA Election will be exempt from any mandatory meetings.
  - a. Potential candidates must notify the Elections Commission through email of their interest in participating in the election.
  - b. The Head Commissioner of the Elections Commission shall make a reasonable effort to inform all candidates studying abroad of the information conveyed during mandatory meetings.
3. The Elections Commission, if confronted with unforeseen and unavoidable circumstances, may change the times and dates or number of mandatory meetings.

## **ARTICLE III – ELECTION PROCEDURES**

### **Section 1 – General Election Information**

#### **Subsection A – Election Calendar**

1. The SGA Election events will be held on the dates outlined in the Elections Calendar.
2. The Elections Calendar shall be created by the Head Elections Commissioner at least three weeks before the final General Body Meeting of the Fall semester.
  - a. In creating and approving the calendar, religious and cultural holidays, academic breaks in the semester, final exams and reading day, and any other extenuating circumstances of that academic year should be considered.
  - b. In the event that the Head Elections Commissioner is not appointed four weeks prior to the final General Body Meeting of the Fall semester, the Parliamentarian will create the Elections Calendar.
3. After the Elections Calendar is created with the Elections Commission and Executive Board consultation, it will be introduced to the Legislature as part of the Minibus legislation at the second-to-last General Body Meeting of the Fall semester, needing  $\frac{2}{3}$  in favor to be approved.



### **Subsection B – Voting Methods**

1. Undergraduate students can use any device with internet access to vote online at [sgavoting.umd.edu](http://sgavoting.umd.edu) or QR codes linking to [sgavoting.umd.edu](http://sgavoting.umd.edu) or using shortened links.
2. Electronic voting is the only approved method of voting for the SGA election.
  - a. At the discretion of the Elections Commission, if a student is unable to vote electronically, they may be permitted to vote using a paper ballot or with the assistance of an Elections Commission designee.

## **Section 2 – SGA Election Promotion**

### **Subsection A – Advertisement**

1. On a date specified on the Elections Calendar that is at least a week before the start of the first Information Session or General Body Meeting, the Elections Commission shall publicize and advertise all events and significant deadlines as well as any changes to the Election Rules or Election Calendar.
  - a. All changes to the Election Rules or Election Calendar must be posted within 24 hours of the change on all SGA platforms, and by email to all registered candidates or Ticket Chair.
2. The Elections Commission shall ensure the publicly posted Election Rules and Election Calendar are always up to date.
3. The Student Body President shall work with the University of Maryland Vice President of Student Affairs to send out an email to all students to remind them to vote during the election period.

### **Subsection B – SGA Sponsored Debates and Town Halls**

1. SGA shall sponsor at least one debate between all Executive candidates wishing to participate, on a date specified by the Elections Calendar.
2. SGA shall sponsor at least one town hall with the Residential candidates and one town hall with the Academic candidates on a date specified by the Elections Calendar.
  - a. Candidate attendance at the town hall will not be mandatory.
  - b. The time and date of the Academic and Residential town halls must be set up by the Elections Commission and shall be publicly advertised by SGA and the Elections Commission.
3. In the case of an unopposed executive role, a town hall format must be set up by the Elections Commission.
  - a. The time and date shall be publicly advertised by SGA and the Elections Commission.
4. More than one debate or town hall may be held if indicated in the Elections Calendar.

## **Section 3 – Election Ballot**

### **Subsection A – Appearance**

1. The Elections Commission may set a reasonable deadline for submission of the candidate statement and may reject any statement if the statement slanders or harasses any person, or uses obscene language, as determined by a majority vote of the Elections Commission.
2. For each position, the name of each candidate shall appear on the ballot in alphabetical order based on last name.
3. The ballot shall show the ticket affiliation of each candidate alongside their name.
4. The ballot shall show all of the candidates for the offices that the voter is eligible to elect.
5. Each candidate may have a 100 word statement displayed below their name.

### **Subsection B – Ballot Review**

1. The Elections Commission will provide an opportunity for Ticket Chairs and independent candidates to review the accuracy of the election ballot.
2. The Elections Commission must test the voting system for any issues prior to the start of voting.

### **Section 4 – Computer Voting Procedures**

1. A valid University of Maryland, College Park Student ID or Directory ID number is required to vote.
2. The computer program shall allow a student to vote only once, and it is a violation of the University of Maryland Code of Student Conduct to vote more than once.
3. The computer program shall determine the residency and official college affiliation(s) of the student.
  - a. Based on the voter classification established in the SGA Bylaws and this document, the program shall identify the legislative representatives the student is permitted to elect.
  - b. It is the responsibility of every student to provide their most updated information to the Office of the Registrar.
  - c. Reports of glitches or other system issues should be reported immediately to the Elections Commission.
4. Students shall vote by clicking in the boxes corresponding to the name(s) of the appropriate candidate(s).
5. The computer program used to conduct the election shall tally the votes, signal double voting, and provide a printout of the election results.
6. The computer program shall permit students to vote at any time in the day during the voting period.

### **Section 5 – Election Outcomes**

#### **Subsection A – Determining Winners**

1. The winners of the elections for all positions shall be those candidates who receive the most votes.
2. For districts where more than one candidate may be elected, the winners are those candidates who receive the most votes and their immediate runner-ups, ordered by vote total, that satisfy the district representation requirements.
3. A runoff election will occur for any position where the number of individuals receiving the most votes exceeds the allotted number of available seats, such as a tie for the seat or a change in the apportionment of the seats to that college.

#### **Subsection B – Results Verification**

1. The SGA Advisor, the Head Elections Commissioner, and the Chief Justice of the Governance Board shall verify election results within one week of the conclusion of the voting period.
  - a. If verification is not provided within one week of the conclusion of the voting period, an automatic review by the Elections Commission and Governance Board shall be initiated with supervision by the SGA Advisor.
    - i. This review shall evaluate the reasons for the delay and propose solutions.
    - ii. Current SGA members are required to continue their duties in the interim.

- iii. The joint commission shall release weekly updates on the status of results verification.
  - iv. All decisions require a majority vote of the present officers.
2. If any of the individuals responsible for election results verification are participating in the election, the Head Elections Commissioner shall appoint a comparable replacement, subject to confirmation by the Legislature.
    - a. The replacement may not be involved or affiliated with SGA elections in any way, and may be a faculty or staff member of the University of Maryland.

### **Subsection C – Post-Election**

1. The Elections Commission shall announce the election results publicly within 24 hours of confirming the results.
2. All newly elected Representatives are required to attend a Swearing-In Ceremony at a time and location to be decided and announced by the Elections Commission and the Coordinator of Recruitment & Retention.
3. Should any candidate or ticket fail to submit its final financial report, or submit its final financial report so late as to obtain a fine that puts the campaign over the spending cap, that candidate or ticket's candidates shall be removed from their elected offices.
4. Newly-elected Representatives are required to attend the final GBM of the previous legislative session and arrive at least 30 minutes prior to confer with their outgoing Representatives and coordinate any further transition document transfers or meetings as needed.
  - a. Representatives who are unable to attend the final GBM must submit a written excuse to the Elections Commission.
    - i. Those with excused absences should reach out to the Coordinator of Recruitment and Retention or another applicable member of SGA to schedule a time to meet with the outgoing Representatives and complete a transition meeting
    - ii. The Elections Commission must advertise this as a requirement during candidacy information sessions and at frequent periods prior to the final GBM.
    - iii. The Elections Commission will hand over a list of those excused absences to the President-elect after the final GBM
      1. If representatives do not attend the final GBM at any point or do not provide an excuse their seat shall be considered vacant.
        - a. Seats are not considered vacant until the GBM adjourns.
        - b. This shall not bar that candidate from being appointed to the Legislature at a later date.
        - c. The Representative may also appeal to the newly elected Legislative Leadership regarding their seat.
5. At the first GBM of the following academic year or the first GBM following the election of the Speaker, whichever comes later, Legislative Leadership shall review whether newly-elected legislators are members of their constituencies.
  - a. If a legislator is deemed ineligible, as they are not a member of their constituency, the seat will be considered vacant.

## ARTICLE IV –ELECTION AUTHORITY

### **Section 1 – Compliance**

1. All candidates and ticket members affiliated with a campaign but not meeting the requirements of a ticket must comply with University policies, as well as state, federal, and municipal laws.
  - a. In the event that UMD policies, state laws, or federal laws are ambiguous in their application to a candidate or election issue, the Elections Commission or SGA Advisor shall resolve the ambiguity.
2. All candidates, ticket members, and SGA members must abide by all relevant provisions in the SGA governing documents.

### **Section 2 – Jurisdiction**

1. The Elections Commission has jurisdiction over all campaign related events and violations during the election cycle
  - a. The election cycle is the period of time when ticket registration opens until the end of transition GBM.
2. Once a candidate or ticket registers with the Elections Commission, that individual or ticket membership explicitly agrees to abide by the Election Rules and recognizes that the Elections Commission has the authority to enforce the Election Rules.
3. The Elections Commission has authority to regulate campaigns as a result of the actions of unofficial collaborators or outside actors.
  - a. Any individual acting as an agent of a candidate or ticket shall be construed as campaigning for that individual or ticket, at the discretion of the Elections Commission, and any punishment for a violation of the Rules shall be applied to the appropriate campaign.

## ARTICLE V – LIMITATIONS ON CAMPAIGN ACTS

### **Section 1 – Rule Clarification**

1. If candidates are unsure of the legitimacy of certain actions, they can contact the Elections Commission for clarification or to report a potential violation.
2. Active campaigning refers to the designated period during the election cycle when candidates and their affiliated individuals engage in promotional activities to garner support from the student body.
3. Any time the Elections Commission clarifies a rule, it must notify all tickets, independent candidates, and the SGA Governance Board of the clarification, as well as other appropriate members of SGA.
  - a. Candidates and tickets can appeal rule clarifications to the Governance Board.
  - b. Decisions and clarifications must be posted to the SGA website within 24 hours of the decision being made, and emailed to all candidates and members of Tickets.
  - c. Any rule clarifications issued by the Elections Commission will not retroactively sanction actions that were compliant with existing rules at the time of their occurrence. Such actions will remain exempt from penalties for a period of 24 hours following the publication of the clarification.
    - i. Actions previously deemed a violation under the rules, but affected by subsequent rule changes or clarifications, may be subject to reassessment by the Elections Commission.
      1. This does not preclude the Elections Commission from adhering to previous precedent.

2. The process of reassessment may be initiated by either the Elections Commission of their own volition, or by the affected parties.
  - ii. Sanctions for these actions may be waived if the Commission determines that the actions were not committed with intent and were not severe in nature.
- d. Failure to post within 24 hours may result in the Deputy Commissioner of Publicity's immediate referral to the Ethics & Accountability Committee, or a plausible explanation behind a delay must be provided to the Legislature
  - i. If the Legislature finds the explanation to be unreasonable by a  $\frac{2}{3}$  majority, the Deputy Elections Commissioner of Publicity shall be suspended until a suitable replacement can be made at the confirmation of the Legislature or a  $\frac{2}{3}$  majority agrees to rescind the suspension.
- e. During an elections cycle the Elections Commission is subject to precedence from the current elections cycle.
- f. The Elections Commission must adequately document all decisions and submit them to the SGA Advisor.

## **Section 2 – Campaign Regulations**

### **Subsection A – Campaigning**

1. Campaigning shall be defined as any actions taken by candidates, ticket members, or other individuals to attempt to influence the outcome of the SGA election in favor of a certain candidate or ticket, including but not necessarily limited to:
  - a. Encouraging or discouraging students to vote in a prescribed way.
  - b. Providing background information in the context of supporting an election outcome.
  - c. Discussing ideological viewpoints regarding the election.
  - d. Actions which a reasonable person would believe are intended to impact the election may be considered campaigning by the Elections Commission under this clause.
2. Campaigning may not occur in any way, shape, or form prior to the official start of campaigning as stipulated by the Elections Commission.
  - a. Illegal campaigning prior to the official start of the campaign does not include ordering campaign materials, reserving domain and social media names, or meeting with members of the ticket.
3. Endorsing shall be defined as official support from student groups for tickets and individual candidates.
  - a. A student group may endorse at most one Mixed Ticket or a combination of one Legislative and one Executive Ticket.
  - b. Endorsements from individual candidates or tickets for other individual candidates or tickets are prohibited.
  - c. Endorsements are tracked through a form released by the Elections Commission before active campaigning.
  - d. Endorsements are publicly declarable and can be rescinded at the endorsing party's discretion.
    - i. To rescind an endorsement a student group must reach out to the ticket chair and the Elections Commission
      1. If an endorsing party rescinds their endorsement then the ticket or individual can not continue using the student group's likeness and image and must remove the image and likeness from any prior

- posts or campaign materials
- e. While not required, tickets and candidates can declare their endorsements, but if they do, they must maintain the branding and stylization of the stakeholders they aim to publicize.
    - i. False attempts to declare endorsements from any party will result in a violation.
  - f. To endorse a candidate, student groups must complete a form provided by the Elections Commission. The form requires the following information:
    - i. The name and UID of the President (or equivalent) and Treasurer (or equivalent).
    - ii. Three signatures from active undergraduate members, other than the President (or equivalent) and Treasurer (or equivalent), on the TerpLink roster.
    - iii. Name of the student group.
    - iv. Organization email.
4. While not required, a ticket or individual may choose to publish a platform
    - a. Platforms must conform to the following standards:
      - i. Platforms must adhere to University of Maryland policies regarding hate speech, obscenity, threats, and harassment.
      - ii. Platforms must adhere to University of Maryland policies regarding intellectual property and plagiarism
      - iii. Candidates are encouraged to present a review of the current SGA initiatives that they intend to continue.
        1. This review should identify areas for improvement and provide a plan for enhancing these initiatives.
      - iv. For a ticket to publish a platform, it must first be sent to the Elections Commission with 2/3rd of said ticket's candidates in support.
        1. Every candidate who provided their name will be emailed with the status of their platform submission upon review.
        2. Failure to do so will result in the Elections Commission providing a statement to the Legislature and the Office of the President.
  5. Candidates and tickets are permitted to spend campaign funds to purchase campaign materials prior to the start of official campaigning, so long as the materials are not distributed or used for campaigning prior to the official start of campaigning as stipulated by the Elections Commission.
  6. University-affiliated organizations or departments shall not campaign for or endorse candidates or tickets.
  7. In regard to both the campaigning and endorsement of an SGA election ticket, all events and actions held and performed by ticket members and undergraduate students at large, shall be undertaken in good faith.
    - a. In the event that a campaign has not been campaigning in good faith, harassing or smearing other campaigns/candidates, or otherwise hurting the legitimacy or sanctity of an SGA election, a ticket and its constituent members can and shall be punished fairly and consistently for violations thereof at the discretion of and suggestion to the Elections Commission.

### **Subsection B – Advertising and Promotion**

1. All unique and official promotional materials, including all official ticket and candidate social media posts, must noticeably contain the words “SGA Elections,” or “Student Government Association Elections,” and the election dates at least once per material.

- a. If dates change for SGA elections, campaigns shall not be penalized for using prior printed materials.
- b. All campaign materials, including but not limited to written, visual, or audio content, shall adhere to the principles of respectful and informative communication. Campaigns are prohibited from using or promoting content that includes hate speech, discrimination, or false information.
  - i. The Elections Commission has the jurisdiction to determine what constitutes hate speech, discrimination, and false information using the University of Maryland's Code of Student Conduct.
2. All promotional materials must also include "Report all SGA Elections Violations to a short link and/or QR code" provided by the Elections Commission.
3. In accordance with Dining Services' policy, campaign materials may not be posted in the Dining Halls or the dining area in Hillel.
4. Campaign materials to be posted in the Residence Halls must be approved through written consent by the Department of Resident Life.
5. Posting materials or advertisements off-campus is prohibited, except in private businesses/residences with the explicit written consent of the owner.
6. Advertising is permissible in the University Courtyards complex as long as it follows the rules and regulations established by the management of University Courtyards.
7. No campaign material may be posted in, attached to, or distributed in the Student Involvement Suite.

### **Subsection C – On-Person Materials**

1. On-person materials shall be defined as materials worn on, displayed by, or attached to your person.
2. On-person materials are permitted in the dining halls and residence halls, but campaigning in other forms is not permitted.
3. On-person materials are not permitted in:
  - a. The SGA office or Student Involvement Suite.
  - b. The Stamp Student Union during election dates unless worn by the candidates during the specified executive debate or town hall

### **Subsection D – Guidelines**

1. A violation of any of these guidelines constitutes a violation of the Election Rules:
  - a. University Guidelines on chalking, found at <https://president.umd.edu/chalking-guidelines>.
  - b. University Guidelines on demonstrations and flyering or leafleting, found at [http://thestamp.umd.edu/event\\_guest\\_services/policies#demonstrationsleafleting](http://thestamp.umd.edu/event_guest_services/policies#demonstrationsleafleting)
  - c. Guidelines for advertising in the Event Management Handbook, found at [http://thestamp.umd.edu/event\\_guest\\_services/policies](http://thestamp.umd.edu/event_guest_services/policies) under "Advertising."
2. The Election Rules of Practice for the SGA Election shall serve as basic operating procedures for the Elections Commission to carry out its functions and election monitoring authority.

## ARTICLE VI – RULES VIOLATIONS

### **Section 1 – Discretion and Responsibilities**

#### **Subsection A – Authority**

1. Perpetrating any activity that violates the Election Rules is prohibited, and can result in a sanction at the discretion of the Elections Commission
2. Perpetrating any activity, campaign related or otherwise, that violates the governing documents of SGA is prohibited.
  - a. Should a participant in the election cycle, SGA member or otherwise, have a claim raised that they violated the SGA governing documents, the Elections Commission shall consult the SGA Governance Board, and the Board will advise the Elections Commission whether that violation would result in a sanction and what that sanction could be.
    - i. If there is a conflict of interest within the Elections Commission that member must recuse themselves from that case.
      1. A conflict of interest shall be defined as any situation in which an individual's personal, financial, political, academic, or other interests could compromise their impartiality in election-related matters. In such cases, the individual must recuse themselves from their duties and responsibilities on the cases where they have a conflict of interest and an impartial replacement shall be appointed by the Head Elections Commissioner, subject to confirmation of the Legislature and the Governance Board.
3. Anyone may bring a potential violation to the Elections Commission, including Elections Commission members and non-students.
  - a. If there is a conflict of interest within the Elections Commission that member must recuse themselves from voting in that case.
  - b. If there is a tie amongst the Elections Commission following a recusal, the vote shall favor the Head Commissioner.
    - i. Should the Head Elections Commissioner recuse themselves, the acting Head Elections Commissioner shall be favored.
4. While anyone may bring a potential violation to the Elections Commission, violations against any students or non-students regarding the election may be dismissed if it is proven that they reasonably have or had no knowledge of the SGA Election Rules.
5. A candidate who is knowingly the recipient of any votes cast improperly is liable for action up to and including dismissal as a candidate, at the discretion of the Elections Commission.
6. The Elections Commission has the responsibility and reserves the right to dismiss any individual or group violator from the election due to the number or severity of their violations.
7. All members of a ticket must be notified of the outcome of any violations proceedings by the Deputy Commissioner of Publicity regardless of whether they are found responsible or not.

#### **Subsection B – Rights and Responsibilities in Regards to Violations**

1. The Elections Commission is responsible for:
  - a. Monitoring the election for potential violations.
  - b. Responding to all inquiries and violation claims in a timely manner.



- c. Enforcing corresponding fines and punishments for violations.
  - d. Reminding Ticket Chairs of responsibilities and deadlines.
  - e. Ensuring a working voting platform and providing alternative voting methods for any students who need them.
  - f. Notifying the accused and the accuser of any action taken on a claim.
  - g. Maintaining confidentiality during deliberations.
  - h. Weighing mitigating and aggravating factors when determining a sanction.
  - i. Using “clear and convincing evidence” as their standard of proof
  - j. Applying a presumption of innocence, particularly involving cases with non-Ticket or candidate associated parties.
  - k. Ensuring appeals and claims do not become moot and that recourse exists for every successful appeal, even if it means altering the Rules or the Calendar.
  - l. Posting the information presented at the Information Sessions to the SGA website and updating Information Sessions to include rules clarifications as needed.
  - m. Requesting information or evidence pertinent to active investigations from the appropriate parties as determined by the processes below:
    - i. The Head Elections Commissioner or the Deputy of Violations will submit a request for evidence to both the Governance Board and the SGA Advisor/s
    - ii. If the request is approved by the Advisor/s or the Governance Board by a majority vote, the request will be deemed relevant.
    - iii. Relevant requests will then be issued by the Elections Commission to the relevant party.
    - iv. Failure to comply with the request may be considered in the adjudication of the violation.
2. Individuals and tickets maintain the following rights:
- a. The right to due process with the understanding that the Elections Commission will promptly inform relevant parties of decisions.
  - b. The right to refuse to supply requested information from the Elections Commission, accepting the penalties involved with non-compliance.
  - c. A presumption of innocence, particularly involving cases with non-Ticket or candidate associated parties
  - d. The right to confidentiality in decisions lacking a sanction will be upheld by the Elections Commission to the extent that a campaign is not negatively affected by unresolved or inadequately supported claims.
  - e. The right to review a decision and request that potentially harmful information be redacted prior to its release.
  - f. The right to appeal any decision of the Elections Commission to the Governance Board.

### **Subsection C - Timeline of Violation Filing**

- 1. Within 24 hours of filing a violation, the accusing party shall be notified of whether or not the Elections Commission will pursue an investigation.
- 2. Following an affirmative pursuit of the violation, the Elections Commission must begin deliberation on the matter within 48 hours of the submission of the violation.
- 3. All rulings from the Elections Commission and Governance Board are sent to every candidate impacted in the rulings using the email addresses provided to the Elections Commission.
  - a. These rulings have to plainly state how much budget a ticket has left as well as tally of how many points a ticket or individual has accrued.

4. The involved parties must be notified of the date and time of the deliberation.
  - a. The filer may be removed from the deliberation if they significantly disrupt the proceedings.

## Section 2 – Violation System

### Subsection A - Violations

The sanctions for violations are at the discretion of the Elections Commission, taking into consideration the severity, intent, and ability to be upheld. The Elections Commission may consider a range of penalties, including but not limited to:

1. A decrease in active campaigning time.
  2. Budget reductions based on the severity of the violation.
  3. Impact on the ability to use print or digital materials.
  4. Mandatory workshops for specified candidates.
  5. Temporary suspension of campaign-related privileges.
  6. Probationary period for campaign activities.
  7. Loss of specific campaign privileges.
1. The violation system is designed as a two-tiered structure, where the process of point accumulation and the assignment of sanctions are regarded as distinct and separate stages.
    - a. The Points Disqualification System
      - i. The maximum amount of points a candidate or ticket may accrue is 100 points, which would immediately result in disqualification.
      - ii. Refer to the following table for classifications and their respective point assignment:

Classification	Points Accruable	Possible Sanctions
Class A	100	Disqualification
Class B	50-99	A decrease in active campaigning time (ranging from at least 2 to at most 3 days), budget freeze on remaining funds available (up to 100%), impact on ability to use print or digital materials, mandatory workshop for specified candidates
Class C	25-50	A decrease in active campaigning time (ranging from at least 1 to at most 2 days), budget freeze on remaining available campaign funds (up to 80%), impact on ability to use print or digital materials, mandatory workshop for specified candidates
Class D	10-25	A decrease in active campaigning time (ranging from at least 8 hours to at most 1 day), budget freeze on remaining available campaign funds (up to 60%), ability to use print or digital materials, written warning, mandatory

		workshop for specified candidates.
Class E	0-15	No sanction, a decrease in active campaigning time (ranging from at least 4 hours to at most 1 day), budget freeze on remaining available campaign funds (up to 40%), impact on ability to use print or digital materials, written warning, mandatory workshop for specified candidates

- iii. The Elections Commission shall assess severity and intent only for point assignment, working within the scales provided.
    1. The Governance Board can assess the point assignment recommended by the Elections Commission and may adjust it as necessary within the given scales.
      - a. Any changes to the point assignment by the Elections Commission must be justified in the final decision.
  - b. The Sanction System
    - i. The maximum number of sanctions that may be assigned is 3 with the appropriate justifications by the Elections Commission.
    - ii. Sanctioning involves providing explicit reasoning for the chosen sanctions for each violation class, considering the appropriateness and proportionality of the sanctions relative to the offense committed.
    - iii. The sanctions should be at the discretion of the Elections Commission in consideration of severity, intent, and ability to be upheld.
      1. Ability to be upheld may include, but is not limited to:
        - a. Available budget
        - b. Time remaining for active campaigning
        - c. Feasibility to host and attend workshops
    - iv. Failure to complete or adhere to the given sanctions, without justification, will subject the responsible party to further sanctioning, which may include but is not limited to, disqualification.
  - c. Applicable Regulations to All Offenses
    - i. All candidates are subject to a two-time Category A-C offense disqualification referral which results in an immediate recommendation for disqualification given the Ticket or candidate does not provide substantial reasoning behind the second offense.
      1. This may only apply to the same offense in both cases.
      2. If Tickets exhibit multiple candidates committing the same offense within the same time frame prior to a violation decision, that shall only be considered one offense.
2. Violations committed by a Ticket that are reported by the Ticket responsible, before another entity files the violation, may earn some leniency for a first-time Class C-E violations at the discretion of the Elections Commission and/or the Governance Board.

- a. The leniency may include a reduction in the severity of penalties, provided the violation is promptly and fully disclosed by the responsible entity.
3. Violations committed by a Ticket that are reported by a candidate on the Ticket that call for disqualification will not disqualify the filer from candidacy. The filer shall not face disqualification or any punitive action for reporting the violation.
4. Violations of SGA's Ethics & Accountability standards and the Elections Rules that are not explicitly classified may receive any range of points or sanctions, accounting for precedent set by the violation categories, at the discretion of the Elections Commission.
5. All decisions made by the Elections Commission may be appealed to the Governance Board within 24 hours of the violation notice.
6. If an appeal is filed, the Governance Board reserves the right to either upgrade or downgrade the classification of the offense so long as proper evidence and reasoning is provided for the alteration.
  - a. New evidence will not be permitted in appeals.
7. Any violations of the Code of Student Conduct may result in the Elections Commission referring the student to the Office of Student Conduct.

### **Subsection B - Standard Classification**

1. Violations will be assigned the following classifications:
  - a. Class A violations:
    - i. Bribery.
    - ii. Distributing alcohol or food to any individuals while campaigning.
    - iii. Providing or purchasing alcohol for the purpose of campaigning.
    - iv. Defacing or removing University or personal property.
    - v. Defacing or removing the campaign materials of other candidates or tickets.
    - vi. Exceeding the maximum fundraising and spending cap.
    - vii. Use of computers or phones owned by or under control of any candidate or ticket member to cast another individual's ballot.
    - viii. Use of contributions from organizations including 501(c)(3) groups, contributing any financial support for candidate or ticket election materials or candidate or ticket election funding.
    - ix. Purposeful forgery and/or fraud.
    - x. Falsifying election finance reports or any election documents with a clear intent of forgery.
    - xi. Threatening or coercing.
  - b. Class B violations:
    - i. Materials or resources owned by SGA used as, or employed in the production of, campaign material for a candidate or ticket.
      1. Use SGA-affiliated communications platforms to campaign.
    - ii. Materials are distributed or used for campaigning prior to the official start of campaigning.
    - iii. Campaigning prior to the official start of campaigning.
    - iv. Use of donations collected by an unidentified third party.

- c. Class C violations:
  - i. Campaigning or electioneering in the Student Involvement Suite or at SGA-sponsored events.
    - 1. Events solely funded through the Student Activity Fee allocations processes (Primary Allocations Process, Emergency Funding) are not considered SGA-sponsored events.
      - a. Events for which SGA provides financial support, public sponsorship, and or material resources are classified as SGA-sponsored events.
  - ii. Campaigning or other campaign activities (aside from on-person materials) within Dining Halls or the dining area of Hillel.
  - iii. Affiliates campaigning for Tickets or individual candidates other than their membership.
  - iv. Displaying campaign materials in private off-campus spaces that are not explicitly approved by any private businesses or private residential buildings.
    - 1. Proof of approval by businesses must be submitted to the Elections Commission.
  - v. Negligent attempts to imply or declare endorsements from student groups, individuals, tickets, individual candidates, campus stakeholders, or other unsanctioned parties.
- d. Class D violations:
  - i. Failure to remove endorsers that have indicated a withdrawal of support within 24 hours.
  - ii. Intellectual property theft.
  - iii. Campaigning in bad faith.
  - iv. Submitting multiple frivolous complaints to the Elections Commission.
- e. Class E violations:
  - i. Candidates may not come to SGA-sponsored events or SGA-associated meetings with a virtual background containing campaign images or symbols.
    - 1. This includes, but is not limited to, presenting your screen with any campaign materials showing, having any on-person campaign items during these meetings (campaign pins, shirts, etc).
  - ii. Any inconsistencies or omissions without a clear intent of forgery.
  - iii. Promotional materials that do not contain “SGA Elections,” the voting period, and/or “Report all SGA Election Violations to [insert shortlink],”
  - iv. Violation of University Guidelines on Chalking.
  - v. Violation of University Guidelines on Demonstrating and Leafleting.
  - vi. Violation of the Stamp Advertising Guidelines.
  - vii. Failure to submit a preliminary finance report by the deadline specified in the Elections Calendar.
    - 1. A failure to submit a preliminary finance report by the deadline shall result in a mandated meeting with the Vice President of

Financial Affairs, or a member of the Committee on Financial Affairs each day the report is not submitted.

2. At minimum 5 point deduction per day for the first two days.
3. At the third day, at minimum 10 point deduction per day.

### **Subsection C - Discretion in Sanctioning**

1. Elections Commission maintains the right to use discretion regarding classification and sanctioning
  - a. If the Elections Commission changes the severity of the violation or sanctions beyond the standard classification and suggested sanctions they must provide a written rationale.
2. The Elections Commission should consider mitigating and aggravating circumstances when reviewing classification and sanctioning.
3. To determine the classification and sanctioning the Elections Commission will be asked to evaluate severity and intent, using the following guiding questions:
  - a. To assess severity, the following must be considered:
    - i. What was the effect on voters?
    - ii. How many voters were potentially impacted?
    - iii. To what extent did the violation impact the validity/legitimacy of the elections or SGA?
    - iv. To what extent did the violation cause undue harm to a member/multiple members of the student body?
  - b. To assess intent, the following must be considered:
    - i. Were there steps taken to avoid or prevent the violation?
    - ii. Were there steps taken to hide the violation?
    - iii. Has the offender demonstrated continued neglect of the elections rules and procedures?
    - iv. Was there harmful intent toward another candidate or Ticket?
    - v. Were multiple members of a ticket involved in the violation?
    - vi. Is it more than likely that the accused committed the violation of their own volition?
    - vii. Is there a reasonable expectation that the accused knew the impact of the violation?
4. In operating with their discretion, the elections commission should consider if a violation was committed with general versus specific intent.
5. Unless otherwise stated, the above rules apply both to in-person and online campaigning.

## **ARTICLE VII – CAMPAIGN FINANCE RULES**

### **Section 1 – Fundraising and Spending**

#### **Subsection A - Fundraising and Spending Cap**

1. Tickets and individual candidates are subject to total budget restrictions:
  - a. Executive Tickets are restricted to a total budget of \$500.

- i. Each Executive candidate may contribute a maximum of \$200.
  - ii. Executive Tickets are restricted to a third party donation cap of \$200 collectively.
- b. Legislative Tickets are restricted to a total budget of \$500.
  - i. Each Legislative candidate may contribute a maximum of \$100 each.
  - ii. Legislative Tickets are restricted to a third party donation cap of \$200 collectively.
- c. Mixed Tickets are restricted to a total budget of \$1000.
  - i. Each Executive candidate may contribute a maximum of \$200.
  - ii. Each Legislative candidate may contribute a maximum of \$100.
  - iii. Mixed Tickets are restricted to a third party donation cap of \$200 collectively.
- d. Individual candidates are restricted to the following budgets:
  - i. Executive individual candidates are restricted to a total budget of \$150
    - 1. Executive individual candidates are restricted to a third party donation cap of \$50.
  - ii. Legislative individual candidates are restricted to a total budget of \$100
  - iii. Legislative individual candidates are restricted to a third party donation cap of \$25.

#### **Subsection B- Tickets**

1. Tickets are able to pool and share the resources of their members.
2. The number of ticket members do not impact the fundraising and spending cap of a ticket.

#### **Subsection C- Donations**

1. Third party donations for elections shall only come from donors that are not candidates or, if they are organizations, have members that are candidates on the same ticket.
  - a. Individual third party donors may not contribute more than \$50 to any single ticket or individual.
2. No student organizations, political organizations, or 501(c)(3) groups shall contribute any financial support for candidate or ticket election materials or candidate or ticket election funding.
3. All campaign contributions received must be included in the financial report with evidence of the donation such as uncropped screenshots, emails, or other evidence with a timestamp.

### **Section 2 – Financial Reports**

#### **Subsection A – General Rules**

1. Financial reports are required for all tickets and independent candidates.
2. All financial reports must include the name and contact information of the person who compiled the report, and the ticket name if submitted by a ticket.
3. All tickets and independent candidates must submit:
  - a. A preliminary financial report outlining fundraising and spending by a date

- specified by the Elections Calendar.
- b. A final financial report outlining total fundraising and spending for the entirety of the campaign, including those items in the preliminary report, by a date specified in the Elections Calendar.
4. Proper documentation must accompany all financial reports, and is subject to review by the Elections Commission.
    - a. The Elections Commission may amend the value of all items on any financial report if the amount paid is not reasonably within fair market value.
      - i. Fair market value is defined as the price that a product would sell for on the open market. It is important to note that items on sale, purchased at an under-the-table discount, or received for free still have a fair market value of the product at its regular price.
      - ii. The Elections Commission, through the SGA Finance Committee guidelines, shall determine the fair market value of any item in question.
      - iii. The Elections Commission shall consider the adjusted total in any determination of Rules violations.
      - iv. Any candidate or ticket adversely affected by an adjustment may appeal within one week of receiving the adjustment to the Governance Board.
    - b. The Elections Commission may request additional documentation if documentation is lacking or insufficient.
  5. The Elections Commission shall be responsible for verifying the authenticity of all financial reports.
  6. The Elections Commission reserves the right to request additional reports at any time.
  7. Any member of the Committee on Financial Affairs who is not seeking election and is not affiliated with any individual candidate or ticket, shall participate in the review of all financial reports.
  8. The Elections Commission is required to release campaign finance reports submitted by candidates and tickets within a reasonable time after the submission deadline on the election calendar.
    - a. For donations, only the donor's name and contribution amount will be included in the public report.
    - b. If there are any remaining funds for a Ticket, the Elections Commission shall calculate how the funds should be returned relative to each candidate and the specified donor's contributions within 72 hours upon the conclusion of the voting period.
      - i. Failure to return any remaining funds shall constitute an immediate removal of office of the parties responsible as indicated on the final finance report.

### **Subsection B – Items in a Report**

1. All contributions to a campaign must be included on that campaign's financial reports, and each element listed must include the name and address of each contributor and the date they made that contribution.
  - a. For monetary contributions, the report must include the following information:
    - i. Full name of contributor.
    - ii. Phone number of contributor.
    - iii. Email address of contributor.
    - iv. Physical address of contributor.



- v. If a candidate, their classification (Executive or Legislative).
  - vi. Donation amount.
  - vii. Donation date.
  - viii. Donation method (such as cash, bank transfer, or online banking services).
  - ix. Dated screenshot of any virtual transfers.
  - x. Email or text confirmation from the contributor specifying the donated amount.
  - xi. In the event of an excess of funds, if the donor would like funds to be returned relative to their contribution to the campaign
  - xii. In the case of a text confirmation, a screen recording that displays the user's phone number must be provided.
- b. If multiple contributions are made over time by the same entity, each contribution must be reported separately.
  - c. For contributions of goods or services, the report must include a description of the contribution and a reasonable estimate of its fair market value.
    - i. Time expended campaigning by any individual candidate or non-candidate ticket member shall not be considered in the calculation of fundraising.
    - ii. The same procedures for documentation and the assessment of fair market value apply.
2. All campaign expenditures must be included on the financial reports, and each item purchased must include:
    - a. Date of the expense.
    - b. Purpose of the expense.
    - c. Vendor or source of item.
    - d. Total of the expense.
    - e. Party responsible for purchase.
  3. A preliminary financial report must include all campaign contributions and expenditures up to two days prior to the start of campaigning.
  4. A final financial report must include all information contained in the preliminary report, as well as any additional contributions and expenditures since the preliminary report was prepared.

### **Subsection C – Transparency**

1. The Elections Commission Chair must ensure that all financial reports are posted on the SGA website within 24 hours after the time of their submission.
  - a. The Elections Commission shall provide relevant information and documentation for any financial report upon request, within reason and in a manner that ensures confidential material is not compromised.
  - b. The Elections Commission shall update the online postings of the financial reports in the event that a report has been amended.
2. Any falsifications, omissions, or fabrications of items in a financial report constitute a violation of the Election Rules.
3. If a ticket or independent candidate fails to turn in a financial report on time, then the ticket or candidate may be sanctioned at the discretion of the Elections Commission.