
**SUBJECT: SOUTHERN UTAH UNIVERSITY STUDENT ASSOCIATION ELECTIONS
BY-LAWS**

Article I – SUUSA Elected Positions

In accordance with the SUUSA Constitution, Article IX, Section I, there shall be eighteen (18) generally elected offices in SUUSA. The executive offices consist of: The President, Academic Vice President, Involvement Vice President and Activities Vice President. The generally elected legislative offices consist of two senators from each respective academic college or school. In addition to the generally elected officers, there shall be two delegates elected from each club category. Delegate election procedure is covered in Article VII of these election bylaws.

Article II – Election Standards

Section 1: Timeline

- A. The SUUSA Elections shall be held on two consecutive Wednesdays in the month of March during which university classes are regularly scheduled and held. The physical voting places shall be open to receive votes from 8:00 am to 5:00 pm on the designated Wednesdays. Online ballots shall also be available on both Tuesdays preceding the Wednesday Election days. The Election Director must publicize to students when Primary and General Elections shall take place by the fourth week of the Spring Semester.

Section 2: Eligibility to Vote

- A. Any enrolled student at SUU may cast one (1) vote for the candidates for each Executive Office, and two (2) votes, one per Senatorial candidate, in his or her respective college.
- B. In the case of undeclared, composite, and/or secondary education majors, the student may choose which college to vote in. Double majors declaring majors in two colleges will choose which college to vote in.
- C. As a qualification to vote, the student must have a valid SUU login, or if wanting to vote with an absentee ballot, he/she must show his or her valid SUU Student ID to the election proctors at the voting place. The proctors shall verify majors for the absentee ballots, and the computer network shall determine majors automatically.

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Article III – Election Director

Section 1: Selection and Ratification

- A. The Election Director shall be selected by the SUUSA President no less than four (4) months prior to on campus campaigning. The Election Director shall be independent and impartial, must not be running or intending to run for SUUSA office and shall not explicitly support any candidate running for SUUSA office.
- B. The appointment of the Election Director shall be finalized by a three fourths (3/4) vote of Executive Officers and by a ratification of the Senate.

Section 2: Duties

- A. Organize an Elections Calendar consistent with these bylaws. The calendar shall be made official upon approval of the Activities Vice President no less than three (3) months prior to on campus campaigning.
 - 1. The Elections Calendar must include an open meeting in order to disburse these Election By-Laws and answer questions of candidates. This meeting shall occur prior to the initiation of active campaigning.
- B. Appoint members of the Election Committee to act as liaison(s) between each candidate.
- C. Chair the Election Committee meetings.
- D. Print and provide a Declaration of Candidacy form, and make it readily available to all students desiring to run for office.
- E. Provide Ballots (which must be electronic) and Absentee Ballots, consistent with the guidelines of these bylaws.
- F. Provide voting booths.
- G. Review any ballot indicated by the Election Committee where the voter has designated a choice for more than one (1) candidate for any Executive Office or more than two (2) Senatorial candidates and make an initial decision regarding the vote's validity for counting.
- H. Report the ballot counts and election results to the Director of Student Involvement and Leadership for final certification, and announce the election results to the student body at a designated time on Election Day.

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- I. Provide results of the ballot count to all interested parties.
- J. Conduct a meeting with the Election Committee and candidates, or potential candidates, to advise of the instructions, guidelines, and particulars of these bylaws.
- K. Appear before the Senate at its next meeting following the General Election to present any suggested revisions to these bylaws for implementation in advance of the next election cycle.
- L. Receive and evaluate disbursement and other expense information from candidates.
- M. Submit grievances to the Judicial Council if a candidate is not in compliance with Election By-Laws.
- N. Other duties as deemed necessary to carry out a fair and issue based elections.
- O. Approve, with the help of the Activities Vice-President all campaign-related activities. All activities must be approved by 5:00 pm, seven (7) calendar days prior to the commencement of on-campus campaigning.
- P. Schedule all rooms, tables, and/or locations for campaign related activities.

Article IV – Elections Committee

Section 1: Purpose and Composition

- A. The purpose of the Elections Committee is to ensure an orderly election process for both the candidates and the student body.
- B. The Election Committee is an independent and autonomous body consisting of students in good academic and social standing, not running or intending to run for SUUSA office, or explicitly supporting any candidate running for an elected SUUSA office
- C. The Elections Committee must be comprised of:
 - 1. An Election Co-Director if appointed by the Election Director.
 - 2. One eligible Senator from each College or School appointed by the Academic Vice President.
 - a.If no Senator can be found eligible from a College or School, the Election Director must appoint any eligible student from that College or School to fill the vacancy.
 - 3. Any appointment by the Election Director.

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- D. Elections Committee appointments do not fall under appointed positions in the SUUSA Constitution.

Section 2: Duties

- A. Assist the Election Director with his/her duties whenever possible.
- B. Make available, a copy of these bylaws, Election Calendar, and a Declaration of Candidacy form to all interested parties.
- C. Provide the University Journal and other interested media with the date and time deadline by which the Declaration of Candidacy form must be filed. The time from the first publication to filing cannot be fewer than ten (10) calendar days.
- D. Election Committee liaisons shall:
1. Report candidate's financial expenditures to the Election Director.
 2. Answer election-related candidate questions.
 3. Work with the candidate to help them assess the value of resources that a candidate is considering or actually using for their campaign.
 4. Organize election proctors for the Primary and General Elections.
 5. Count ballots under the direction of the Election Director.
 6. Ensure that all election signs, banners, materials etc. are properly removed by the designated time.

Section 3: Election Co-Director

- A. The Election Co-Director, under the appointment of the Elections Director, may carry out any of the duties of the Elections Director.

Article V Candidate Procedures

Section 1: Candidate Eligibility

- A. To be considered for candidacy, a student must meet the requirements for office as outlined in the SUUSA Constitution.
- B. Candidates must read all election by-laws and articles of the SUUSA Constitution which pertain to the office for which they are running.
- C. Senators must major in a subject within the college or school they represent, and must have declared and/or switched to respective college or school before a Declaration of

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Candidacy is filed.

Section 2: Declaration of Candidacy

- A. Any member of SUUSA may declare candidacy with the Election Director by filing a completed Declaration of Candidacy no later than 5:00pm five (5) calendar days prior to on campus campaigning.
- B. Candidacy shall be declared by submitting a completed Declaration of Candidacy form to the Election Director. In order to be considered official, the Declaration of Candidacy must be signed by the Director of Student Involvement and Leadership, verifying the candidate's eligibility to hold office.

Section 3: Withdrawal of Declaration

- A. Candidates wishing to withdraw their Declaration of Candidacy may do so at any time by notifying the Election Director in writing. After the Election Director has received the withdrawal, the candidate may not be reinstated as an official-candidate.

Section 4: Insufficient Candidates

- A. If, after the official filing deadline, there are no constitutionally qualified candidates for every office, the Election Committee shall re-open the filings for the available offices only. Notice of the second deadline shall be publicized by the Elections Committee, in the University Journal as well as other means available at that time i.e. SUU websites.

Section 5: Write-in Candidates

- A. Write-in candidates must meet the eligibility requirements of candidacy in order to hold the office. Write-in candidates are subject to all parts of the Election By-Laws with exception to the requirement to file a Declaration of Candidacy.

Article VI Debates

Section 1: General

- A. The Election Director and Elections Committee shall organize debates for the executive council candidates.
 - 1. Two debates shall be held for the executive council candidates. Debates shall be held before the primary and general elections.
- B. The Elections Committee may organize debates for the senatorial candidates, as the need

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arises.

Article VII Delegate Elections

Section 1: Eligibility

- A. To be considered eligible to run for Delegate, a student must meet the requirements for office as outlined in the SUUSA Constitution and be a member of a club in the category they declare to run in.

Section 2: Election Procedure

- A. Candidates for the delegate position will campaign and be elected during the general election.
- B. There is no limit on the number of candidates that may run for a delegate position.
- C. There will be two delegate positions available for each category within Clubs and Student Involvement. The only exception to this is the Greek delegate, which will be elected by the United Greek Council according to the Clubs and Student Involvement Bylaws. The categories available include:
 - 1. Academic Development
 - 2. Arts and Entertainment
 - 3. Athletics and Recreation
 - 4. Greek and Service
 - 5. Support and Multicultural
 - 6. Professional Development
- D. Club members will be the only students who can vote for delegates.
 - 1. Students must be a member of a club within a particular category in order to vote for candidates who are running in that particular category.
 - 2. Individual club members will be permitted to vote for two candidates within the particular category in which they are a member.
 - i. If an individual club member is a member of two or more categories, they will be required to choose only two categories in which to vote.
 - 3. Club members will vote for delegates only during the days of the SUUSA General Election.

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4. Individual club members will be required to show their student ID, and must have their name on an official club roster submitted to Clubs and Student Involvement before they will be permitted to vote.

Article VIII Campaign Ground Rules

Section 1: General

- A. A candidate is not responsible for unrelated third party actions made on their behalf; unless, by a preponderance of evidence, it can be shown that they were connected to the actions by participation or facilitation.
- B. All campaigning must conform to the existing Southern Utah University Student Responsibilities and Rights . Publicity and campaign-related actions shall not be racially or sexually derogatory in any manner. No official trademark or logo can be used without express written permission of the responsible party.
- C. Prior to the Monday before Primary Elections, the only form of on-campus campaigning shall be verbal communication; any itemized distribution by a potential candidate is prohibited.
- D. There can be no advertising or campaigning of a candidate, by the use of online means prior to the Monday before Primary Elections.
- E. All candidates shall nurture good community relations and adhere to all local, state and federal laws.
- F. Food that is not prepackaged may not be distributed by anyone who does not hold a valid Food-Handlers Permit.
- G. All candidates eliminated in the Primary Election are responsible for the removal of their own campaign materials within twenty-four (24) hours of the announcement of Primary Elections. Other candidates shall remove campaign materials within twenty-four (24) hours of announcement of the General Elections.
- H. Campaigning in the library is prohibited. Only upon expressed approval of faculty may candidates campaign in classes.
- I. Only computer generated campaign materials are approved for posting areas in classrooms, or rooms used for University classes. Students are prohibited to petition

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faculty for support of a specific candidate.

- J. No personal campaigning may occur within 50 feet of an official voting booth or any computer labs on the days of Primary and General Elections.
- K. There shall be only approved campaigning in campus housing. All campaigning must comply with campus housing regulations, i.e. no door to door campaigning.

Section 2: Publicity

- A. No person affiliated with any campaign is allowed on campus before 6:00 a.m. the day campaigning begins with the intent to publicize their campaign. The 6:00 a.m. signal shall be determined by the Election Director and shall be made known to candidates before active campaigning begins.
- B. Signs shall:
 - 1. Be anchored and secured to the ground.
 - 2. Be more than 36 (thirty-six) inches from any official walkway
 - 3. Not exceed a size of 10ft x 10ft x 10ft space.
 - 4. Not impede or obscure any entrance, exit, or official walkway.
 - 5. Not display the likeness or name of an individual who is not listed on a pending ballot
 - 6. Not be supported by any permanent structure.
 - a. This includes but is not limited to: rocks, trees, buildings, light posts, university garbage cans, etc.
- C. Posters shall:
 - 1. Not be affixed to any University structure other than bulletin boards.
 - 2. Not be larger than six (6) square feet.
 - 3. Be approved with the official student activities approval stamp, which may be obtained in the office of student activities.
 - 4. Be computer generated if displayed on any University bulletin boards.
- D. No campaign paraphernalia shall be hung from the exterior of campus buildings or structures.
- E. Handbills or flyers must contain the following information: **“Please Recycle, Do not litter.”**

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- F. Such items as, spray paint, chalk, and crayons shall not be permitted to publicize a campaign on permanent structures or property of SUU.
 - a. This includes, but is not limited to the SUU Rock.
- G. Candidates are not allowed to use SUUSA Government resources including, but not limited to copy machines, printers, computers, paper, telephones, office supplies, offices and technical equipment.

Section 3: Individual Finances

- A. All resources used during the campaign shall not exceed the following:
 - 1. \$500 for each Executive Council Candidate.
 - 2. \$150 for each Senatorial Candidate.
 - 3. \$75 for each Delegate Candidate.
- B. If a public activity, tangible good or service is used by an official candidate, on or off campus, for the purpose of affecting potential voters, said cost must be included as part of the budget.
- C. The fair market value of shared promotional materials must be divided by the number of candidates and deducted from each participating candidate's allotted budget involved in the sharing of materials.
- D. All resources donated and used in the campaign must be assessed at the current fair market value. All donations must be accompanied by a receipt.
- E. If the Election Director deems a resource immaterial for campaigning purposes, it shall not be counted as part of the candidate's budget.
- F. All violation fines must be attributed to the guilty candidate's campaign budget. In the event that multiple candidates are involved in the same violation, all guilty parties shall be assessed the same fine.
- G. All fines collected shall be allocated to the SUUSA President's budget.

Section 4: Budgets

- A. Each candidate must submit an updated daily budget to their liaisons.
 - 1. Budgets must include a list of resources used by the candidate up to that point and fines.
 - 2. Budgets are due by 5:00 p.m. each day during campus campaigning. If the budget

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has not changed from the previous day's submitted budget, a written submission of "No Change" must be submitted to their liaison.

3. Affiliated candidates may submit budgets combined, though individual totals must be specified.
- B. If a candidate has exceeded his or her spending limit, no further campaign spending shall be allowed for the said candidate for the remainder of the election period. If a candidate exceeds his or her budget excessively, punitive action may be taken.

Article IX Enforcement

Section 1: Grievances

- A. A grievance may be filed by any member of SUUSA as a result of any violation of these bylaws.
- B. The Election Director shall provide grievance forms to all SUUSA students.
- C. All grievances regarding a candidate shall be submitted in writing to the Chief Justice.
- D. The actual grievance shall remain private until the issue is officially resolved.
 1. Submissions of violations shall not be considered without name and contact information of the submitter.
 2. All grievances resulting in penalties or fines shall be public information.

Section 2: Process of Grievances

- A. All grievance hearings submitted before the announcement of general election results shall be resolved within forty-eight (48) hours time.
- B. Each violation of these bylaws may be subject to a fine or penalty, to be assessed by the Judicial Council.
- C. Guilt of violations shall be decided upon by a simple majority of the Judicial Council.
- D. Penalties to candidates may include any of the following but shall not be limited to: fines, restrictions on campaigning, suspension of campaigning, removal of publicity items, disqualification from the election, or a combination of any of the above mentioned penalties.
- E. Non-compliance to Judicial Council rulings will result in automatic removal of official candidacy.

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- F. Candidates shall not be held liable for any ex-post facto violations of rulings made by the Judicial Council.

Article X Election Procedures

Section 1: Plurality to Elect

- A. Primary Elections for Executive Council positions shall be held only if three (3) or more candidates are competing for the same position.
- B. Primary Elections for Senate positions shall be held only if more than four (4) candidates are competing for Senate positions within an individual college.

Section 2: Primary Election Procedures

- A. The two (2) Executive Council candidates receiving the largest number of primary election votes shall proceed to general elections.
- B. The four (4) Senate candidates within their respective college receiving the largest number of primary election votes shall proceed to general elections.
- C. In the event an Executive Council candidate advancing to the general elections is disqualified or withdraws, the eliminated candidate with the highest amount of votes in the Primary Elections shall automatically advance to the General Elections, not exceeding two (2) total executive council candidates for the same office.
- D. In the event a senatorial candidate advancing to the general elections is disqualified or withdraws, the eliminated senatorial candidate with the highest amount of votes in the Primary Elections shall automatically advance to the General Elections, not exceeding four (4) total senatorial candidates for the same college or school.

Section 3: General Election Procedures

- A. The Executive Council candidate receiving the largest number of general election votes shall be declared the winner.
- B. The two (2) Senate candidates receiving the largest number of general election votes shall be declared the winners.
- C. The two (2) Delegate candidates receiving the largest number of general election votes shall be declared the winners.

Section 4: Recount Procedures

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- A. A mandatory recount shall occur if the margin of victory is less than ten (10) votes.
- B. A recount may occur upon the request of a candidate if evidence of a counting anomaly has occurred and upon the approval of the Judicial Council.
- C. If the Election Director deems necessary, a recount shall occur.
- D. The Judicial Council will recount the votes, under the supervision of the Dean of Students.

Section 5: Equal Votes

- A. In the event that two or more candidates have an equal number of votes, an automatic recount shall occur. If after the recount, the results stand, the following actions shall take place:
 - 1. In the Primary Election, all candidates that have equal amount of votes shall advance to the General Elections.
 - 2. In the General Elections, a Special Election shall be held between tied candidates at a time designated by the Election Director.

Section 6: Ballots

- A. The Election Director must provide electronic ballots. All ballots must appear the same, except for authorized absentee ballots. Network ballots must be provided by a non-biased third party.
- B. All ballots, including network ballots, shall be provided to allow the voter to write in the name of another person whose name does not appear on the ballot.
- C. A name of party affiliation may appear on the ballot at the request of the candidate.

Section 7: Absentee Ballots

- A. Voters may obtain absentee ballots from the Election Director, upon proof of identification, and being currently enrolled in SUU.
 - 1. The ballot must be completed when obtained and cast with the Election Director, and must be placed in the ballot box prior to the election.

Article XI Ratification

Section 1: Bylaws

- A. These By-Laws shall become effective upon the approval by two-thirds of a quorum of the SUUSA Senate.