



THE UNIVERSITY OF CHICAGO

UNDERGRADUATE STUDENT GOVERNMENT ELECTIONS & RULES COMMITTEE

Candidate's Packet Spring 2024 Elections

As issued by the Elections and Rules Committee (E&R):

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Spring 2024 Elections Timeline

Visit uchicagocollegecouncil.com/elections for updated information and times.

- **Wednesday, March 20th**: Petitions will become available uchicagocollegecouncil.com/elections.
- **Wednesday, March 27th**: Petitions collected in Reynolds 016 until 5:00 PM CT.
- **Thursday, March 28th**: Mandatory Candidates Meeting at 6PM CT, Kent Chem Lab 120.. Candidates who are unable to attend must make alternate arrangements in advance with the E&R Chair.
- **Monday, April 15th**: Voting will open; the ballot link will be emailed to all voters.
- **Friday, April 19th**: Voting will conclude, and results will be tabulated.

Spring 2024 Elections Campaigning Guidelines

NOTE: The binding language that E&R considers when issuing rulings are in the governing documents — namely House Rules, Election Code, By-Laws and the Undergraduate Student Government Constitution. What follows prior to the House Rules are useful summaries and interpretations:

Expenditures and Donations

- All official candidates will be reimbursed by the Undergraduate Student Government for campaign related expenditures. Expenditures: limit of \$200 for Tickets, \$100 for Cabinet Members, and \$75 for CC candidates.
 - The original receipts must be produced in order to receive reimbursement. Scans will not suffice
 - The Financial Operations Office cannot reimburse services. For example, if Candidate A buys plastic covers, metal backs, paper, and ink to make buttons, the cost of the parts will be reimbursable if Candidate A makes the buttons for free with the button press in the CLI. If, however, custom-made buttons are procured, it is then a service rendered, and it is no longer a reimbursable expense. Submit an inquiry to the Chair if you are in doubt about whether something is or is not a service. Visit <http://leadership.uchicago.edu/reimbursement> for more information.
 - Printing is a service. Official candidates may request copy codes to be deducted from their expenditure limits.
 - Student workers, in certain instances, can be an exception to the rule about services. Students who are eligible workers can be paid by University payroll for services rendered. Campaigns must declare the reimbursable hours worked, and workers who have not previously been paid through the University will be contacted to submit I-9 forms. However, volunteer work will not count against your expenditure limit since it is generally available on campus.
- “Fair Market Value”: Expenses shall be measured by their fair market value, not their actual cost. Where an item or service is donated to a candidate or given at a markedly reduced price that is not available to the general public, fair market value shall be defined as the average or usual cost to obtain the item or service in the area in which it was obtained. Otherwise, the actual price of the item or service may be considered its fair market value, at the discretion of E&R.

- E&R will review any and all expenditures. Failure to submit accounts to E&R by the close of balloting and prior to tabulation will result in the levying of infractions.
- Campaign donations in any form are strictly prohibited. Donations may be defined as any material with cash value endorsing the candidate which has not been produced by the candidate him/herself OR has not been financed entirely by funds supplied by the Elections and Rules Committee. (i.e. clubs cannot print posters endorsing a certain candidate, groups cannot throw study breaks to generate publicity for the candidate, etc). Such donations reduce the reliance on funds provided by E&R, thus “padding” the candidate’s budget and allowing for greater functional spending.
- Candidates are prohibited from providing any funding toward their own campaign, other than funding provided by E&R, and are prohibited from soliciting or accepting outside funding.

Advertising

- To cut down on litter and excessive waste of paper, a maximum of 200 posters will be allowed per Candidate per campaign. Candidates who exceed this maximum will be penalized.
- Posters should be hung according to University policy (i.e. not on doors, trashcans, the ground, etc.); posting policy is attached; candidates must also observe the chalking policy
- Candidates may only use water-soluble chalk on campus sidewalks. Chalking may not be offensive or violate any of the University's policies. Paint or any type of spray-chalk is not allowed. Water-soluble chalk sticks that can be borrowed from the Student Activities Center at the Center for Leadership and Development or any other water-soluble sticks requiring application by hand are allowed.
- Please refer to the latter half of this document for further instructions on other forms of advertising (i.e. Chalking, etc.).
- Failure to abide by the university posting policy may result in infraction charges by the E&R Committee, and separately the University may assess fees.
 - Note that the policies of University Dining and Housing apply as well. Because they are referenced in the Student Organization Posting Policy, they will be enforced as well.

E-Mail and Mass Communication

- Before sending mass communications, candidates should familiarize themselves with:
 - Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2003 (CAN-SPAM Act)
 - <https://www.gpo.gov/fdsys/pkg/STATUTE-117/pdf/STATUTE-117-Pg2699.pdf>
 - The University’s Acceptable Use Policy (AUP)
 - <https://itservices.uchicago.edu/page/acceptable-use-policy>
 - <https://itservices.uchicago.edu/page/electronic-mail-email-delivery-terms-use>
 - The University’s Mass Email Use and Abuse Policy
 - <https://itservices.uchicago.edu/page/mass-email-use-and-abuse>
- CAN-SPAM allows for unsolicited mass contact via email or facsimile provided:
 - A visible and functional opt-out link is present in every email below the message.

- o The “from” line in an email accurately states the organization or person from whom the email is sent.
- o A label is present if the content is adult.
- o A message cannot contain a false header.
- o A message cannot be sent through an open relay or to a harvested email address.
- The AUP makes clear that violations of University ITS Policy may be reviewed by both ITS and the University’s Office of Legal Counsel
 - o ITS may delay, alter, or not deliver emails sent from servers that do not comply with email delivery standards, unsolicited email communication/spam, emails containing viruses, emails containing executable attachments, email containing attachments that cannot be scanned.
 - o ITS may also remove you from any or all list hosts as a result of commercial use or spam mailings.
- Mass Email Use and Abuse Policy
 - o Any email sent to more than 100 people is a “mass mailing” and any email without specific solicitation is a “bulk mailing”.
 - o Any email sent to more than two-dozen people must not display the list of recipients.
 - This can be achieved either by using list hosts, or by using the bcc header.
 - o Mass mailings must be opt-in mailings. Recipients must have requested to be contacted generally via a sign-up sheet or web page. Anyone must be able to opt-out of the mailings at any time.
 - o If someone signs up for a mailing list by providing contact information, they must be notified that they have subscribed.
 - o Bulk mail, the unsolicited emailing of a large audience, requires the University’s permission, and such mail must be sent via the University’s Bulk Mail service.
 - o Violations of the Mass Email Use and Abuse Policy can lead to disciplinary action taken by the University as well as E&R.

Election Period Guidelines

- Campaigning cannot take place within 50 feet of a polling station
- Since computers are used to vote, no campaigning can take place within 50 feet of any public computer
- Candidates are prohibited from approaching potential voters with a web-enabled electronic device on which voting software is open.
- Elections will be held online through Blueprint; polling will occur Monday, April 15th at 8:00 am through Friday, April 19th at 4:00 pm.

After the Election

- Posters and other campaign materials should be removed from campus within 48 hours after the polls close (Sunday, April 21st by 4:00 pm)
- Vote counting will begin at 5:00 pm on Friday, April 19th. Each candidate is permitted, though not required, to have one representative present at the counting.

Infractions

- Infractions include but are not limited to any violations of the Election Code, USG By-Laws or Constitution, or any violation of Committee procedure as outlined in this packet.
- Infractions will be assessed by the E&R Committee according to the House Rules, Election Code, and By-Laws

How to Lodge Complaints

- Complaints must be made via e-mail to the Chair of the committee. Statements must be signed with the name(s) and e-mail address(es) of the person(s) registering the complaint. Anonymous complaints will not be given consideration. The Chair will forward complaints exactly as received to the committee. Information not directed to the Chair will not be considered.
- Your complaint must include a reference to the rule or rules that you allege were violated and a description of the alleged behavior that may have violated them. If at all possible, attach any form of evidence you would like to present to the committee at this point.
- You will receive a confirmation email within 72 hours (discounting weekends) from the E&R Chair.
- Complaints are confidential until E&R publishes them. You may confer privately with others but it is your responsibility to ensure that they are not publicized early. Violation of this policy by the complainant may result in the complaint being thrown out. Violation of this policy by the defendant may result in additional penalties. Violation(s) of this policy by the complainant or defendant will result in penalties up to and including disqualification.
- E&R may also inform you that your complaint does not appear to describe a rules violation, though you may choose to press the complaint anyway and attempt to convince the committee otherwise.
- You will be notified once a hearing has been scheduled should you wish to attend, though E&R will generally not attempt to schedule hearings around your availability.
- If you have any documentary evidence, please submit it at least two days in advance of the hearing.
- Once the complaint has been decided upon, you will receive another email from the E&R Chair with the verdict. E&R decisions will be published online, and past decisions are available on request.
- Specific mechanisms of response based on the type of complaint are outlined in the House Rules.

If a complaint is lodged against you

- If a complaint is filed against you, you will receive an email from the E&R Chair.
- You do not have a right to know the identity of the complainant(s), or additional details on the nature of the complaint than are initially provided to you.
- You have 24 hours to respond to the complaint so that E&R may consider it at its next meeting.
- Complaints are confidential until E&R publishes them. You may confer privately with others, but it is your responsibility to ensure that they are not publicized early.

- You will be notified if/when E&R schedules a hearing should you wish to attend, though E&R will generally not attempt to schedule hearings around your availability. In the event you are unable to attend, a written statement is acceptable, though not required, in your absence.
- When a verdict has been reached, you will receive another email from the E&R Chair with the decision and an outline of disciplinary actions, if applicable.
- If you wish to appeal your case, you may respond by e-mail to the E&R Chair with any new details, not mentioned before, that you feel may have affected the outcome of the decision had they been disclosed. However, as E&R is the only body to handle these complaints, please be aware that, unless significant new evidence surfaces, our decisions are final.

Inquiries

- Questions about election rules and procedure should be directed to the E&R Chair.
- The Chair will respond to most questions within 24 hours (discounting weekends).
 - In the event that a question requires discussion with the committee members, the E&R Chair will notify you within 24 hours that the committee members are discussing and a response is forthcoming, though will require more than the usual 24 hours.
- Inquiries can become investigations at the discretion of E&R.
- More information about inquiries can be found in the House Rules.

Interactions with E&R, its members, and advisor

- By participating in Undergraduate Student Government Elections, you agree to behave in a civil, respectful manner toward the members of E&R and to abide by its judgments.
- Personal attacks on committee members, and other obstructions of the committee process **will not be tolerated, and may result in punitive action including disqualification from the election.**

E&R House Rules

Title I. House Rules

- A. These rules govern the Elections and Rules Committee (“E&R” or “the committee”) procedure and candidate conduct during E&R proceedings and events.
- B. E&R operates according to *Robert’s Rules of Order Newly Revised* unless otherwise specified or its provisions found in the *Constitution, By-Laws, Election Code, or House Rules* (elections rules).
- C. E&R proceedings include:
 1. Meetings
 2. Hearings
 3. Sessions
 4. Consultations
- D. E&R events include, but are not limited to:

1. Debate
 2. Candidates Meeting
- E. The *House Rules* or *Election Code* may be amended by a majority vote of E&R during any meeting, provided that these amendments are submitted by the chair, except for meetings during the period starting with the availability of petitions and affidavits for regular Autumn Elections and ending with the culmination of the Spring Elections.
1. During this time period, E&R may amend the House Rules only on a motion submitted by E&R's chair and approved unanimously. The new rules must then be posted in E&R's minutes, and take no retroactive effect.
 2. The House Rules may not be amended by ex-officio E&R members at any time. Ex-officio members must follow the House Rules, but all decision-making procedures are reduced to consensus. They must choose from among themselves someone to act as Chair.

Title II. Meetings

- A. Meetings shall be conducted for the following purposes:
1. Arranging election logistics.
 2. Resolving disputes.
 3. Gathering information for E&R.
 4. Amending the House Rules, or other governing documents pertinent to the election, during the windows of time approved in those documents.
- B. Hearings must be conducted during meetings.
- C. Consultations may be conducted during meetings.
- D. Meetings shall be open to the public.
1. Meetings shall be announced in advance online at uchicagocollegecouncil.com/elections.
 2. E&R reserves the right to prohibit the use of recording devices during E&R meetings.
- E. E&R will employ a secretary to record minutes for all meetings.
- F. The E&R Chair shall preside over all meetings in accordance with the House Rules and set the agenda at the start of each meeting, or delegate these tasks to another E&R member.
1. As per the Undergraduate Student Government By-Laws, if an E&R member is unable to attend an E&R meeting, they must submit notice to the E&R chair so that the E&R chair may exercise that member's vote pursuant to any guidance the member may offer. All proxies for absent E&R members must be exercised by the chair.
- G. Time must be set aside during E&R meetings for members of the public in attendance to ask questions of and make comments to the committee.
1. E&R reserves the right to limit public participation during meetings in consideration of the time.
 2. E&R shall enforce the Honor Code.

- H. Priority in speaking during meetings is accorded first to E&R members and the CLI advisor, then to E&R meeting participants—such as complainants, defendants, and witnesses—and then finally to attendees.

Title III. Election Disputes

- A. E&R resolves disputes where a complainant alleges that a defendant has violated an electoral rule or has not met the minimum requirements to appear on the ballot (“elections violations”). Complainants can be any student or student group, including E&R. Defendants can be any candidate, ticket, or campaign—on the ballot or write-in—whose election E&R governs.
- B. The E&R dispute process is designed to resolve the following types of dispute:
 - 1. Disputes involving the interpretation of electoral rules.
 - 2. Factual disputes upon which alleged violations of election rules rest.
 - 3. A mixture of the above.
- C. Election disputes are resolved according to the following procedure:
 - 1. An allegation is submitted to E&R. E&R manages the complaint process in sessions until an official complaint is lodged.
 - 2. E&R conducts a hearing to consider the rules-based and/or factual issues in dispute, hear arguments and gather evidence.
 - 3. E&R holds a session during which it resolves the factual and/or legal aspects of the dispute, levels an infraction or a warning (if applicable), and publishes a decision. This decision may be appealed to E&R with the submission of new information.
 - 4. If the parties to a dispute agree on a set of facts and/or a particular rules interpretation, E&R may accept those as valid for the purposes of the particular dispute unless the committee sees reason to reject them.

Title IV. Complaints

- A. To lodge an official complaint, a complainant must submit an allegation to E&R and the defendant must be given an opportunity to submit an initial response.
- B. Allegations can be submitted in one of two ways:
 - 1. Submission by email to the chair of E&R;
 - a. The allegation must be sent, originally, to the chair of E&R, unless that allegation is made by a member of E&R.
 - b. The chair of E&R must respond, indicating that the chair has found that the allegation is:
 - a. properly formulated,
 - b. improperly formulated,
 - c. requires more information or clarification, or is remote from the rule in question
 - c. In the event that the chair of E&R finds that the allegation is remote from the rule in question, the complainant may request that the chair of E&R submit the allegation to the committee. Then and only then may the E&R committee submit an allegation not made by a member of E&R to the chair upon majority vote.

- d. Should the chair find anything other than that the allegation is remote from the rule in question, the chair must allow an opportunity for the complainant to rectify the errors, which must be detailed in full by the chair of E&R, in their allegation.
 2. Submission by the E&R committee, either by the above procedure or of an allegation by a member of E&R, to the chair upon majority vote. E&R thereby becomes the complainant.
- C. Allegations must include the following:
 1. Clear description of the action(s) that allegedly violated election rules.
 2. Specific reference to the rule(s) that were allegedly violated and an explanation of how the action(s) violated said rule(s).
 3. The identity and contact information of the complainant.
 4. The identity of the defendant.
- D. Once the allegation is submitted, the chair of E&R may decide one of the following, with advice of the committee:
 1. The allegation is properly formulated and E&R will attempt to contact the defendant.
 2. The allegation needs clarifying or E&R needs more information.
 3. The allegation is improperly formulated. This is limited to a strict lack of any of the required portions under section C and is not an interpretive decision.
 4. The action(s) described in the allegation is clearly remote from the rule violation described and E&R will issue an advisory opinion to that effect.
- E. Once an allegation has been received, E&R has 48 hours (not counting weekends) to notify the complainant of its decision under Title IV § D of the House Rules.
 1. If E&R requests clarification or for more information, E&R has another 48 hours to reply upon the complainant's response.
 2. If the allegation is improperly formulated, E&R must specify the deficient element(s) and the complainant may choose to submit a new allegation.
 3. If E&R issues an advisory opinion that the alleged action(s) is remote from the violation described, E&R must explain why. This creates a presumption in favor of the defendant during deliberations if the complainant decides to press the complaint notwithstanding the decision. Otherwise, the complainant may choose to submit a new allegation.
- F. If an allegation is properly formulated and, if assumed factually correct, appears to describe the violation of an election rule, or if the complainant decides to press the complaint despite an adverse advisory opinion under Title IV § D, the E&R committee must contact the defendant within the time limit specified in Title IV § E.
 1. The communication must include a description of the alleged action(s) and rule(s) allegedly violated.
 2. It does not need to include the name of the complainant nor must it reproduce exactly the allegation as received by E&R.

3. It must notify the defendant of any relevant advisory opinions, and explain the presumption entailed.
 4. If under extraordinary circumstances, and in consultation but not inherently consent of E&R's CLI staff member, if the Committee members find unanimously that an allegation fits the criteria for a disqualifying infraction specified in Article IV § 2(c) of the Election Code and is of the nature such that promptly informing the defendant of the complaint would pose a significant obstacle towards a fruitful investigation, then E&R may delay contacting the defendant until such time as this potential obstacle has been resolved.
 - a. E&R must reassess such a decision every 24 hours until it determines the obstacle has been resolved, or the vote to delay further is no longer unanimous.
- G. The defendant has 24 hours to respond to a proper allegation. The initial response can comprise any of the following:
1. Acknowledgement and/or denial of any part of the alleged prohibited action(s) described in the complaint.
 2. Acknowledgement and/or refutation of the legal interpretation(s) of the rule(s) cited in the complaint as applied to the alleged action.
 3. New information not present in the original allegation.
 4. Requests for clarification or further information.
 - a. If the chair of E&R decides that the request for clarification or further information is warranted, the committee may offer an additional opportunity for response following E&R's reply with up to a 24 hour time limit.
 5. Request for more time to prepare an initial response.
- H. E&R may grant a specified extension in the case of extenuating circumstances, even if the defendant has not requested one.
- I. Once E&R determines that a proper allegation has been submitted and that the defendant has been afforded sufficient opportunity for response under this section, it will schedule a hearing and notify the participants.
- J. Prior to a hearing, E&R shall manage the complaint process confidentially in sessions. During this time, the complainant and defendant must also refrain from publicizing the matter. They may confer with others in private, and are responsible for ensuring that informed third-parties abide by confidentiality.

Title V. Sessions

- A. Sessions shall be conducted for the following purposes:
 1. Deliberation.
 2. Consideration of preliminary allegations and responses prior to them being lodged as an official complaint.
 3. Special private sessions. See Title V § C (1) of the House Rules.
- B. Sessions are not open to the public, and the contents of E&R sessions are confidential other than those published in an official decision or complaint.
- C. Sessions may be scheduled immediately preceding or following a meeting unless:

1. They are necessary special private sessions as determined unanimously by E&R in consultation with the CLI advisor as specified in Article 5 § 4 (a) of the Election Code.

Title VI. Consultations

- A. Campaigns may consult with the committee regarding E&R procedures, the elections process, or election rules. Inquiring campaigns or candidates should contact the E&R Chair.
- B. Consult inquiries can be either informational or interpretive, and should be directed to the E&R chair.
 1. Informational inquiries are those that have already been answered in committee regulations and/or other publications produced by Undergraduate Student Government.
 2. Interpretive inquiries are where the Committee is being asked for an interpretation of elections rules. They result in advisory opinions.
- C. The Chair may respond to informational inquiries unilaterally, but must report these responses to E&R during the next scheduled meeting. The responses do not hold the status of an advisory opinion, and the Chair should note that in responses. E&R may choose to issue a follow-up advisory opinion.
- D. If there is an E&R meeting scheduled within the next 24 hours of an interpretive inquiry that is not time-sensitive, the consultation will be resolved at the meeting. Otherwise, the Chair will forward the inquiry, in its entirety, to the committee members with the Chair's recommended response. E&R will then conduct the consultation via correspondence.
 1. If a consultation is held by correspondence, two committee members may motion and second for an emergency convening of the committee in person if they see fit.
 2. E&R may delegate to the chair of E&R the power of unilaterally answering all interpretive inquiries for a given academic quarter
- E. E&R has up to 48 hours to respond to an inquiry unless it is time-sensitive.
 1. Time-Sensitive Inquiries: defined as a question that requires a response in less than 24 hours in order to maintain a campaign's ability to be active in the electoral process as determined by the Chair. E&R can overturn this determination.
 2. Two committee members may motion and second for a time extension on non-time-sensitive inquiries. The Chair must notify the inquirer of the extension.
- F. Interpretive consultations are resolved by majority vote and result in advisory opinions, unless as provided otherwise.
 1. If the interpretive inquiry is time-sensitive, the Chair may respond after giving E&R as much time as possible to come to a decision. The Chair's response is not an advisory opinion and this should be made clear. E&R must either confirm or reject the interpretation as soon as possible.
- G. E&R advisory opinions are non-binding. However, there is a presumption that takes effect during deliberations that they are correct unless proven otherwise.

Unilateral Chair responses are not advisory opinions but can be evidence that a campaign did or did not willfully violate the rules.

Title VII. Hearings

- A. Hearings shall occur for the following purposes:
 - 1. Adjudicating election disputes, including
 - a. gathering information and evidence as to the facts in a dispute; and
 - b. affording the opportunity for complainants and respondents to argue their interpretation of the election rules relevant to their dispute for E&R's consideration.
 - 2. Gathering information regarding election activities that are not the subject of an official complaint.
 - 3. Hearing appeals.
- B. Participation in a hearing is voluntary, but advised so that complainants and defendants may respond to evidence and arguments against their positions. E&R may, at its discretion, make reasonable attempts to provide the opportunity for both parties to be present, though generally there should be no expectation that E&R will schedule around candidate availability.
- C. Electoral Dispute Hearings are divided into two parts: evidence gathering and rules interpretation. The complaint and response become officially and publicly lodged as of the start of these hearings, and form their basis.
 - 1. Evidence gathering
 - a. Complainants, respondents, and others may offer testimony as witnesses to material facts in an election dispute.
 - b. The E&R Chair determines the order in which witnesses appear. No one may question witnesses other than E&R, though complainants and respondents alone may discreetly recommend a particular question to E&R. E&R may limit witness testimony.
 - c. Dispute parties or witnesses may introduce documentary evidence for E&R's consideration.
 - d. Affidavits will not be considered unless there are extenuating circumstances and the testimony is essential to a fair hearing. This is an extremely narrow exception.
 - e. If E&R is the complainant, E&R will discuss the results of its own internal investigation, and provide the defendant the opportunity to respond, if present.
 - 2. Rules interpretation
 - a. Complainants and defendants, if present, may offer interpretations of elections rules in support of their respective positions. The chair of E&R may limit presentation time but must apportion it equally.
 - b. Complainant may speak first, followed by defendant. Both may be given a brief rebuttal at the chair of E&R's discretion.
 - c. If E&R is the complainant, E&R shall explain the interpretive reasoning behind its complaint before allowing the defendant to respond.

- d. E&R may ask questions of the parties at any time during an interpretive hearing, but if it is the complainant it must allow the defendant time to speak uninterrupted.

D. Investigatory Hearings

1. E&R, or the E&R chair, may request that candidates, campaign teams, or others answer questions related to behavior that E&R is concerned may violate elections rules.
2. Those asked by E&R to present themselves to provide the committee with information may deliver uninterrupted opening statements
3. After statements have been made by those presenting, members of E&R shall have time to ask questions of each presenter.
4. If the investigation becomes the subject of an E&R-submitted complaint, then E&R may consider cooperativeness during these hearings as a mitigating factor when leveling infractions.
5. Following a hearing, E&R may issue an advisory opinion to relevant candidates.

E. Appeals Hearings

1. Appeals hearings will follow the same procedures as Election Dispute Hearings, but the basis for this hearing is the appeal.
2. Only the new information may be discussed at this appeal.
3. The party who won under the original decision may be present, and may rebut the appellant's argument after it is presented.

Title VIII. Mediation

- A. For cases where due to University policy, or restrictions imposed by local, state, or federal law, E&R cannot decide a case, a special mediation may be called by unanimous vote of the committee.
 1. The protocol for mediation will be determined ad-hoc, but E&R reserves the right to enforce the mediation process.

Title IX. Deliberations

- A. Deliberations shall occur privately after the public portion of the meeting concludes.
 1. E&R may only consider the following in deliberation:
 - a. The officially lodged complaint, including the allegation, the response, and related correspondence,
 - b. Any evidence and information submitted prior to the close of the relevant hearing and discussed therein,
 - c. Any publicly available information,
 - d. Any clarification obtained during a meeting or hearing; and
 - e. Presumptions accorded under the rules.
 2. E&R should consider the arguments presented regarding rules interpretation but is not limited to them.
- B. Advisory opinions, whether issued in response to a consultation inquiry or an allegation, afford a presumption that the interpretations issued in those opinions

are correct. They can be overturned only if E&R determines they were issued in clear error.

- C. In leveling infractions, E&R should consider:
 - 1. Whether the violation was intentional, reckless, negligent, or unavoidable.
 - 2. If intentional, the intended result of the violator.
 - 3. The extent of the impact of the violation on election results and the election process.
 - 4. Relevant prior warnings, violations, consultations, and investigatory hearings.

Title X. Decisions

- A. Only decisions following official dispute procedures are binding, while advisory opinions merely afford presumptions.
- B. E&R must publish its decisions in the minutes, and forward the same decisions to the relevant complainants and defendants. Advisory opinions do not need to be published, and the relevant presumptions hold only for the recipients of those opinions.
- C. Decisions must include the following:
 - 1. E&R's resolution of the disputed facts and any relevant evidence relied upon.
 - 2. E&R's interpretation of any of the rules in question as applied to the facts.
 - 3. Any additional rules and information that shaped E&R's ruling.
 - 4. The infraction level determined by E&R as a result of information provided and the deliberative process.

Title XI. Appeals

- A. A losing party in a dispute may appeal to E&R. Appeals must be brought within one week of the end of the relevant elections.
- B. To file an appeal, the losing party must submit the following:
 - 1. E&R's original published decision.
 - 2. New significant information that E&R did not consider as part of its ruling.
 - a. Without new information, appeals will not be considered.
 - b. E&R is the final judge of all elections disputes.
 - 3. An explanation of why that information was not available to E&R during the Election Dispute Hearing.
 - 4. An explanation of how that information would have changed E&R's ruling.
- C. The E&R chair will issue a decision as to whether the information is new and whether it is significant enough to consider at a hearing. If so, E&R will contact both parties in the original dispute to schedule a hearing.
- D. Until the hearing is scheduled, the process will occur in sessions, and the confidentiality rule is the same as that of the complaints process.

Title XII. Honor Code

- A. Candidates must behave in a decorous manner at all E&R sponsored events and proceedings.
- B. Participation in the debates is not mandatory, though the Committee offers it as a good platform through which candidates may interface with each other and with voters.
- C. Professional behavior is required as determined by members of E&R, staff members from the CLI, university personnel, or law enforcement.
 - 1. Unprofessional and rowdy behavior will not be tolerated, and may be grounds for dismissal from the event or proceeding and/or further infractions.
- D. No alcohol or illegal substances will be allowed at the debate, or at any other E&R event or proceeding.
 - 1. Arriving at the debate intoxicated, or under the influence of illegal drugs, (as deemed by E&R, UC Police, or staff of the dean's office or the Center for Leadership and Involvement) is grounds for suspension of the offending candidate or supporter from the event or proceeding and/or further infractions.
- E. E&R members must behave in a manner consistent with the Neutrality Agreement. In the event that the Chair receives a report that a member has not acted consistently with this agreement, the Chair will investigate this report and, at discretion, may treat the member as having resigned and report such to College Council.

Title XIII. Minutes

- A. Minutes must include:
 - 1. Date, time and attendance of all E&R members
 - 2. General summary of topics discussed and proceedings as well as key points raised.
 - 3. E&R decisions following disputes.
 - 4. Elections rules changes.

Title XIV. Media Interviews and Correspondence

- A. The Chair shall be the sole contact for media interviews, is empowered to speak on E&R's behalf, and shall notify E&R of all interviews.
- B. The Chair may speak about specific rules or procedure, and may expound upon the rulings in official decisions.
- C. The Chair may not give personal opinions or predictions.
- D. The Chair may not comment on business conducted in sessions or deliberation unless or until such business is made public by an official complaint or decision, and may never reveal individual member votes in those sessions. The Chair is restricted to discussing the contents of the published complaint or decision, or of published documents.
- E. Neither the Chair nor the Committee as a whole bears responsibility for, or an onus to correct, material printed by media outlets about given candidates.

Title XV. Candidates Meeting

- A. Candidates must attend a Mandatory Candidates Meeting as listed on the petition, or in extenuating circumstances, an alternate meeting, by arrangement with the E&R Chair.
- B. During the meeting, candidates can expect the following:
 - 1. An explanation of election rules by members of E&R and an opportunity to have questions clarified.
 - 2. An explanation of the elections timeline.
 - 3. An opportunity to sign up for tabling slots in Reynolds Club.
 - a. Sign up priority will be determined by random lottery
- C. Candidates will be required to sign a commitment to abide by the rules.
 - 1. Candidates who do not attend a Mandatory Candidates Meeting or alternate arrangement will not appear on the ballot as official candidates.
 - 2. Candidates are still bound by the election rules in the period prior to the Mandatory Candidates Meeting. The commitment card merely formalizes the agreement any candidate makes by choosing to run.
 - 3. Candidates who do not sign a commitment to abide by the rules will not appear on the ballot. Those candidates who appear as write-in candidates are equally subject to election rules as those who appear on the ballot.

Title XVI. Debates

- A. During the debate, members of E&R will accept paper submission of questions from audience members, which will then be asked by the moderator at the discretion of E&R members.
 - 1. A member of E&R shall moderate the debate.
 - 2. E&R reserves the right not to ask a submitted question for any reason or for no reason, but not for a reason which violates any election rule.
- B. The format of the debate shall be announced at the start of the debate.
 - 1. The format of all debates shall be decided by the chair of E&R, with consultation from E&R members

Title XVII. Referenda Scheduling

- A. As per the Constitution, the E&R chair, with the advice of the committee, shall set the date of the referendum. The referendum voting period must occur before or on Friday of reading period given sufficient notice is provided as defined by Article VII § 3 of the Election Code. E&R should schedule referenda to coincide with regularly scheduled elections provided sufficient notice.
- B. No referendum that proposes a constitutional amendment shall take place outside of regularly scheduled Autumn or Spring elections.
- C. A referendum for the repeal of a legislative item must be scheduled within one month after the receipt of a proper petition subject to Article VII of the Election Code, though shall not be scheduled during the summer or a scheduled break as determined by the registrar
- D. All referenda shall require a minimum two-day voting period during business hours, but may have longer voting periods at the discretion of E&R.

Title XVIII. Delegated Disputes and Responsibilities

A. Disputes under Title III §5 of USG bylaws

1. Disputes regarding the following are subject to this section:
 - a. removal,
 - b. the fulfillment of duties,
 - c. temporary absences,
 - d. or other concerns relevant to terms and leaves of absence
2. Disputes under this section are resolved according to the following procedure:
 - a. An allegation is submitted to E&R. Allegations must be submitted subject to Title IV of the E&R House Rules. E&R manages the complaint process in sessions until an official complaint is lodged.
 - b. E&R conducts a hearing, though may at E&R's discretion under Article 5 § 4 (a) this may be changed to a session admitting only the disputants and representatives (if appointed), to consider the rules-based and/or factual issues in dispute, hear arguments and gather evidence.
 - c. E&R holds a session during which it resolves the factual and/or legal aspects of the dispute, levels an infraction or a warning (if applicable), and publishes a decision. This decision may be appealed to E&R with the submission of new information.
 - d. If the parties to a dispute agree on a set of facts and/or a particular rules interpretation, E&R may accept those as valid for the purposes of the particular dispute unless the committee sees reason to reject them.

B. Vacancy Vote Administration

1. In the event of E&R administering an election subject to Title IV § 3 (d-e) of the USG bylaws, the chair of E&R shall liaise with the President, Executive Vice President, and the Chair of College Council to notify of any logistical arrangements made by E&R for electoral administration.

C. Membership

1. Membership of E&R is governed by the *Undergraduate Student Government Bylaws*, Article VI Title 1 §2.
2. The chair of E&R shall ensure that no member is admitted to E&R if their application violates any part of the *Undergraduate Student Government Bylaws*, Article VI Title 1 §2, or generally proper and legal conduct.

D. Election Regulation and Committee Conduct

1. A quorum shall be found when at least three members are present, which shall include the chair or designee.
 - a. At the first meeting of E&R, committee members shall, by simple majority, elect a chair of the committee. A quorum for this meeting shall be four members and shall include the incumbent chair or designee if that chair remains on the committee.

- b. An incumbent chair shall remain the chair until they voluntarily resign, are removed from the committee, or are no longer enrolled as a student as part of the undergraduate student association as defined by the Undergraduate Student Government Constitution and By-Laws.
 2. The chair shall act as the presiding officer of the committee and shall rule on such parliamentary procedural questions as they shall deem mete as they arise
 - a. Motions shall be submitted to the committee by the chair, and shall be seconded by a member of the committee before they are considered
 - a. Motions to amend the *House Rules* or *Election Code* must issue from the chair and be submitted by the chair to the committee. Members may propose amendments to the chair, but the motion to amend must issue from the chair and be submitted to the committee by the chair.
 3. The chair shall issue and control the agenda for each committee meeting, including time allocation and order

Election Code

Article I. Candidacy Requirements

1. In order to appear on the ballot, candidates must submit petitions to the Election and Rules Committee (E&R) in advance of the election, and attend a candidates meeting as arranged by E&R.
2. The period of time allowed to obtain signatures for candidates' petitions and affidavits shall be not less than five days, or greater than fourteen days.
3. All candidates for office shall be given a copy of this *Election Code* and the *E&R House Rules* within a *Candidates Packet*, and shall be informed of all material rules and regulations, upon E&R's receipt of candidacy petitions or at a time designated by E&R not more than two weeks after the receipt of candidacy petitions that is communicated to candidates when their respective candidacy petitions are received. Such information shall also be available on request in the Undergraduate Student Government office and be posted to the Undergraduate Student Government website.
 - a. E&R will host a mandatory rules meeting for all candidates. Candidates who are aware that they will run and plan to run are required to attend this meeting, and must make alternative arrangements, at the discretion of the E&R Chair, for the fulfillment of this requirement.
4. Signatures on each petition and affidavit will be checked for their validity. Signatures will be declared invalid if the signer is not a member of the Student Association as defined in the Undergraduate Student Government Constitution and By-Laws and/or the signer is not a member of the candidate's constituency.
5. The number of valid signatures required for a candidate to appear on the ballot shall be as follows:
 - a. 200 for each Ticket from their respective constituencies
 - b. 100 for each Trustee and Faculty Governance Liaison candidate and Vice President candidate from their respective constituencies
 - c. 25 for each College Council candidate from their respective constituencies.
6. Candidates or candidate tickets wishing to run as write-in candidates must do one of the following:
 - a. submit a petition to E&R before the beginning of the elections which states an intention to run and which contains at least one valid student signature and attend a rules meeting for write-in candidates; OR
 - b. submit a timely petition to E&R after having been declared a winner of a position, which states an intention to accept the position and which contains at least one valid student signature. No candidate may use this candidacy petition submission procedure more than once during their enrollment, as determined by the Registrar, at the University of Chicago.

Article II. Campaign Expenditures

1. Executive candidates' tickets shall limit all campaign expenditures to \$200, which will be reimbursed as set forth in the Candidates Packet. Tickets may request to receive a copying account at the Reynolds Club, which will count towards their

- expenditure limit, by submitting a written request to the Chair of E&R. Write-in Executive candidates' tickets shall limit campaign related expenditures to \$200.
2. Official Cabinet candidates shall limit all campaign expenditures to \$100, which will be reimbursed as set forth in the Candidates Packet. Cabinet candidates may request to receive a copying account at the Reynolds Club, which will count towards their expenditure limit, by submitting a written request to the Chair of E&R. Write-in Cabinet Candidates shall limit campaign expenditures to \$100.
 3. Candidates for College Council shall limit campaign expenditures to \$75, which will be reimbursed as set forth in the Candidates Packet. College Council candidates may request to receive a copying account at the Reynolds Club, which will count towards their expenditure limit, by submitting a written request to the Chair of E&R. Write-in College Council representative candidates shall limit campaign expenditures to \$75.
 4. Expenses shall be measured by their fair market value, not their actual cost or the Student Government Finance Committee Cost Guide. Where an item or service is donated to a candidate or given at a markedly reduced price that is not available to the general public, fair market value shall be defined as the average or usual cost to obtain the item or service in the area in which it was obtained. Otherwise, the actual price of the item or service may be considered its fair market value, at the discretion of the chair of E&R.
 5. Candidates shall keep original receipts of all campaign-related expenditures, and shall submit them to the E&R Chair in a manner specified by E&R. Regardless of the quantity of money spent, if any, candidates must report their budgets to E&R. Failure to submit a full and complete budget, even in the event of a candidate not expending funds, will result in the levying of an infraction.
 6. Candidates may not spend beyond their respective limit. Refusal to cooperate with a request by E&R for production of any documents or records related to campaign expenditures, or actions to purposefully mislead E&R on this matter, may be punishable as specified in this Election Code.
 - a. The full amount of a Reynolds Club copying code will be assessed against the expenditure limit regardless of whether or not a candidate uses the full amount.
 7. Recognized Student Organizations (RSOs) may not use money allocated to them by Undergraduate Student Government to support the campaign of any candidate, candidate team, or referendum campaign. Campaigns and referenda campaigns are prohibited from accepting this support.

Article III. Candidate Conduct

1. Campaigning before the availability of petitions is prohibited. Such early campaigning is defined as attempts to gain votes prior to the availability of the petitions. This includes flyering, mass emailing and public declarations of candidacy on social media, in a publication, or at an assembly of students. Reaching out to individuals to learn about issues, attempting to find running mates, and having exploratory conversations and email exchanges are not considered to be early campaigning. When identified, early campaigning should result in a warning for the offending candidate or, in particularly egregious circumstances of early campaigning, an infraction or disqualification may be

- levied. If multiple warnings are issued, E&R may choose to bar the candidate from the election.
2. Promises of personal favors by candidates or tickets attempting to gain votes may be punishable by vote penalties. 'Personal favors' should not be confused with exploratory conversations regarding leadership positions, platform plans, or proposed initiatives.
 3. Unwarranted personal attacks are prohibited. Unwarranted personal attacks are defined as attacks on a personal characteristic of a candidate that are calculated to create a negative impression of that candidate beyond the scope of the candidate's platform or suitability for office and either
 - a. are not used to support a conclusion that a candidate is unsuitable for office or has a deficient platform; or
 - b. weakly support such a conclusion and there exists an obvious alternative way to support that conclusion at least as well without resorting to the personal attack.
 4. Defamation, defined as the alleging of provably false facts about candidates in a manner calculated to undermine their campaigns, is prohibited.
 5. Defamation or unwarranted personal attacks on campaigns or candidates may not be disseminated in any manner, particularly via anonymous social media platforms. In the event of such dissemination, E&R shall take the medium by which such defamation or unwarranted personal attacks were conveyed into account when assessing election infractions, with particular focus on anonymous social media platforms. If a campaign or candidate reports activity, on the candidate's behalf but not on the candidate's instruction of another person affiliated with or otherwise known to or associated with the campaign or candidate, of the spreading of defamation or unwarranted personal attacks, this report will be taken favorably into account when assessing infractions, disqualifications, and warnings.
 6. Behavior at E&R sponsored events, such as a formal debate, incongruent with the letter or spirit of the honor code in the Candidates Packet to engage in a civil and respectful manner may result in removal from that event and further penalties. The chair of E&R reserves the right to determine incongruous behavior.
 7. Candidates are prohibited from making false statements of fact to E&R. Candidates found to have lied in this manner may be punished by vote penalties or further sanctions.
 8. Collusion between separate tickets or cabinet candidates for a single position, for the purpose of campaigning or undermining other tickets or candidates for that position may be punishable by vote penalties or further sanctions.
 9. E&R hereby adopts the Student Organization Posting Policy, and any relevant interpretations as set out in the Candidates Packet, into the Election Code, and violations of this policy are infractions under the Code. For the purposes of this rule, candidates are subject to the same restrictions as RSOs except as specified in the Candidates Packet, and the relevant event is the election. The posting policy may be found here: <https://leadership.uchicago.edu/posting-policy>.
 10. Campaigns are expected to be conducted in accordance with University regulations and local, state, and federal law. However, with the exception of the

Student Organization Posting Policy, these laws and regulations are not incorporated into the Election Code and an action that violates them is not also an Election Code violation that can be adjudicated by E&R, unless:

- a. Performing the action may benefit one's campaign or harm another campaign but candidates generally refrain from doing so because it is prohibited by law or university regulation;
 - b. The action is conducted with intent or effect to benefit the violator's campaign at the expense of another's or to harm another's campaign; and
 - c. E&R can conclude that the action violates the law or regulation on its face with minimal legal analysis.
11. Campaigning cannot take place within 50 feet of a polling station
- a. Since computers are used to vote, no campaigning can take place within 50 feet of any public computer
 - b. Candidates are prohibited from approaching potential voters with a web-enabled electronic device to solicit votes

Article IV. Infractions

1. E&R shall level an infraction against any candidate or ticket found to have taken actions that violated a rule that would have led to winning votes at the expense of other candidates. Such actions include, but are not limited to, early campaigning, illicit collaboration between tickets, spending beyond a candidate's imposed limit, or removing the posters of another candidate or ticket.
2. Infractions shall be classified as minor, major, or disqualifying, each corresponding to a particular penalty.
 - a. Minor infractions may result in a 5% deduction in overall vote total for candidates.
 - b. Major infractions may result in a 10% deduction in overall vote total for candidates.
 - c. Other infractions may result in different percentages of deduction in overall vote total, as deemed necessary by E&R.
 - d. Disqualifying infractions will result in immediate disqualification from the election. If the disqualification occurs prior to the actual administration of the election, the disqualified candidate or ticket's name shall not appear on the ballot. Disqualifications shall require either a motion by the chair that is supported by a majority of E&R or a motion supported by all voting members of the committee.
3. Infraction level for a given offense is determined by the discretion of the committee.
4. For improper actions by candidates or tickets that do not officially break rules, E&R shall issue warnings towards the goal of good sportsmanship and a clean election, and may later penalize candidates if the action continues or is repeated.
 - a. The chair may, at discretion, issue warnings in the same above spirit
5. Candidates may be held responsible for campaign-related *Constitution, By-Laws, Elections Code, or Candidates Packet* violations committed by members of their campaign teams. A campaign team is defined as a candidate or candidates for office and those people and groups actively and/or publicly working towards the

election of the candidates. Campaign team membership may be determined to exist by E&R.

6. Write-in candidates are subject to the *Constitution*, *By-Laws*, *Elections Code*, and *Candidates Packet*. Violations of these documents by write-in candidates are subject to the same penalties as rule violations by official candidates.

Article V. E&R Committee Procedure

1. Allegations must be brought to E&R within two weeks of the end of the relevant elections. Depending on the nature of the offense, allegations made after this period may be considered, though this is unlikely and is an extremely narrow exception. These allegations may be brought by any student, by any student group, or by any member of E&R or Undergraduate Student Government. Anonymous complaints will not be considered. Complaints will be received by the Chair of the E&R committee (who will post an email address to the USG website at which they may be reached) who will present the complaint, in its entirety, to the rest of the committee; otherwise, complainants should not contact individual members of E&R regarding their complaint. Information submitted to individual E&R members will not be considered.
2. Once an official complaint has been made, E&R will issue a formal decision pursuant to the House Rules in the Candidates Packet.
3. An appeal will only be considered if significant additional information is provided with the appeal. New information shall be submitted with an appeal along with a copy of the original decision to E&R. E&R shall be the sole body to which a campaign may appeal.
4. While the complainant(s) and the defendant(s) will lodge the complaint and defend their conduct in an open meeting, E&R will deliberate and make a decision in private.
 - a. If under extraordinary circumstances, and in consultation though not consent from E&R's CLI staff member, the Committee members find unanimously that the nature of a particular case is such that a public complaint process would be injurious to the safety or wellbeing of either the complainant(s) or the defendant(s) or both, then E&R may hear such complaints in a special private session called after the conclusion of its public meetings and prior to E&R's deliberation.
5. If after one hour of deliberation there has not been a vote, the Chair will call for a vote unless a motion is presented to extend deliberation, and that motion passes by a majority. If there is a tie, the Chair will vote and break the tie. Deliberation need not take one hour and the E&R Committee may vote at any point before the time limit is reached.
6. E&R in conjunction with the Center for Leadership and Involvement, will issue a Candidates Packet. The Candidates Packet may not contradict the Elections Code, the By-Laws, or the Constitution. The Candidates Packet will include the following:
 - a. House Rules detailing E&R Committee Procedure.
 - b. An Honor Code governing conduct and decorum at E&R-sponsored events.

- c. Additional interpretations specific to the election regarding the University Posting Policy and Reimbursement guidelines.
 - d. An agreement to abide by the Election Code, Honor Code, University Policies, and House Rules.
 - e. Other useful information.
7. The Chair and other members of E&R are prohibited from sharing ballot returns to which they may be privy before the close of voting. This shall not be construed as a prohibition on sharing early estimates of voter turnout.

Article VI. Ballot Presentation & Voting

- 1. The names of all candidates, their affiliation with any electoral group, and their School or Division shall be listed on the ballot. The order of the names shall be randomized.
- 2. Instructions regarding how to mark the ballot shall appear on each ballot.
- 3. When proposed amendments to the *USG Governing Documents* are to be voted on by the Student Association, the full text of such amendments shall appear on the ballot and links to the current documents shall be provided on the USG website.
- 4. For students voting for multimember positions, such as College Council Representative, one may submit votes for a number of candidates up to the number of actual representatives. For example, there are five College Council Representatives for each class year; when voting, students may select up to five candidates for whom to vote.
- 5. For students voting for multimember positions, one may submit write-in votes for up to the number of actual representatives, as described above. Each submission for a write-in vote must be unique and may not duplicate names. The total number of write-in votes plus votes for candidates on the ballot must not exceed the number of actual representatives.
- 6. While candidates for office may run for multiple positions, they may only be elected to one. Candidates elected to more than one position must choose which position to vacate within 48 hours of the election. The candidate in the race for the vacated office with the next highest vote total will be deemed elected.
- 7. In the event of a tie between two or more candidates, College Council will vote to break the tie before the conclusion of the complaint period.

Article VII. Referenda

- 1. Referenda shall be conducted in compliance with the process enumerated in USG Constitution Article VIII. The process requires a proper petition, a proper submission, and a proper act of referendum, as defined under this code. Referenda that do not comprise all three elements properly carried out take no effect.
- 2. In order for a petition to be proper:
 - a. All signatories must be current members of the Student Association, and each signature must include a Student ID number for verification.
 - b. Signatures must be collected in hard copy.
 - c. The complete text of the act of referendum, as specified in this code, must be made available for perusal to all signatories at the time of signing. The signatures are only valid to support an act of referendum identical to that which was made available to the signatories.

- d. If the referendum is a constitutional amendment approved by College Council by $\frac{3}{4}$ vote, the referendum shall be considered submitted and subject to the referendum procedure of E&R.
3. In order for a submission to be proper:
- a. E&R must provide no fewer than three weeks' notice of the forthcoming referendum to the Student Association.
 - b. At minimum, notice must take the form of:
 - i. Email to all members of the Student Association;
 - ii. Posting on the Undergraduate Student Government website
 - c. Notice must include the complete text of the act of referendum. This notice is only valid to support an act of referendum identical to that contained in the notice. Notice must also include the date and time of the referendum vote.
 - i. The complete text of the referendum must be in the body of the email specified in Article VII § 3(b)(i), and not merely in link form.
 - ii. Pursuant to the rules prohibiting undue advantage in any campaign elsewhere in this Election Code, the official E&R notice may not include additional information or links supporting or opposing the proposed act of referendum.
 - d. The ballot must include the complete text of the proposed act of referendum, as specified in this code.
 - e. The ballot question must be phrased as follows: "Should the act of referendum specified above pass?"
 - f. E&R must ensure that the act of referendum is unambiguous to the voter.
4. In order for an Act of Referendum to be proper:
- a. It must explicitly propose one, and only one, of the following:
 - i. Constitutional amendment.
 - ii. College Council By-law amendment.
 - iii. Resolution as defined in Undergraduate Student Bylaws.
 - b. It must include the complete text of the amendment or resolution being proposed and cite to where it would appear in governing documents, if applicable. Otherwise it must specify in full, with citation and a full text quote, the Article, By-law, or resolution which the act is proposing to repeal. If the act proposes an amendment to an existing Article, By-law, or resolution, then it must include both the text and citation of the existing rule, and the proposed new language, and specifically propose that the latter replace the former.
 - c. The proposed amendment, or resolution is subject to the same limitations as its College Council counterpart. Therefore, proposed By-laws may not contradict the Constitution, and proposed resolutions may not contradict the By-laws or Constitution.
 - d. Proposed amendments and resolutions may not contradict existing amendments and resolutions of the same authority, unless the act of referendum explicitly proposes amending, replacing, or repealing the rule in question under Article VII § 4(c) of this code.

- e. It may not include a preamble unless that is to become part of the enacted amendment or resolution. It may not include a title, which will be assigned by the College Council if the act of referendum passes; this restriction applies solely to ballot presentation and to the notice specified in Article VII § 3 of this Code.
5. If E&R finds that any of the above steps are deficient, it may suspend the referendum process until it is either rectified or E&R deems it irreparable, at which point the referendum will be canceled. The Chair of E&R may provisionally suspend the referendum process on their finding that the process is deficient, which may last only until the next meeting of E&R, to approve the suspension of the process.
6. It is acceptable to, prior to the collection of signatures, request an advisory opinion regarding the completion of any of the above steps which can be assessed prior to the collection of signatures.
7. The Chair of E&R shall be consulted if there are any interpretive questions regarding Article VII § 4(c)-(d) of this code.
8. Failure to meet the criteria for a properly petitioned and submitted act of referendum as specified in Article VII § 2-4 of this Election Code will render the act of referendum null and void.
9. E&R shall set the date of the referendum, as per the constitution. E&R should schedule referenda to coincide with regularly scheduled elections provided sufficient notice is provided as defined by Article VII § 3 of the Election Code.
10. Campaign efforts for referenda shall abide by all applicable normal election rules and procedures.
11. Organizers of referenda campaigns shall not spend more than \$500 on advocacy for their cause (either for or against a ballot item). E&R shall not reimburse referenda campaigns.
12. RSOs may not use money they receive from Undergraduate Student Government to aid or undermine active referenda campaigns. Referenda campaigns are prohibited from receiving this support.

Supplementary Guidance to the Election Code

Candidates, under Article III §8 of the Election Code, are prohibited from “Collusion between separate tickets or cabinet candidates for a single position, for the purpose of campaigning or undermining other tickets or candidates for that position may be punishable by vote penalties or further sanctions.” This guidance elucidates those circumstances that “may be punishable.”

A plurality of endorsements of similar candidates by a similar group of people may be reasonably termed a political party. This is permissible. The following circumstances are when political parties, as defined above, are not acceptable:

1. Political parties adhere to extant political parties within the United States or other well-known political groups
 - a. Adherence to extant groups includes, but is not limited to:
 - i. Identical or very similar naming
 - ii. Identical platform, including elements not governed or regulated by Undergraduate Student Government
2. Political parties are formed on a discriminatory basis, those to include but not limited to: race, gender identity, country of origin or nationality, political beliefs generally external to Undergraduate Student Government, or those parties formed as the result of only one student group that are formed in a manner so as to be exclusionary to other student groups.
3. Political parties are formed on a basis to specifically disparage one group or another for either the purpose of unwarranted personal attacks or defamation, as defined within the *Election Code*

Endorsements of specific candidates by other candidates are acceptable, but campaign finance restrictions still apply. Campaigns with higher statutory spending limits are allowed to advertise for other campaigns that they endorse and support, but their spending limit is not changed by the guidance to candidate endorsement.

Disparagement of other candidates solely on the basis of endorsement will be considered an unwarranted personal attack.

Endorsements of candidates that do not fit within the spirit or letter of the *Elections Code* or the tenor of the election that the Elections & Rules Committee wishes to inculcate may be found to be against this rule on complaint.

Article VI: Elections (from the USG Constitution)

1. The election of the members of the Executive Slate and other elected officers, as specified in the By-Laws, shall occur in the spring of each academic year on a date selected by the Election & Rules Committee, which shall govern all elections, subject to this Constitution and to its By-Laws. This date of the election may not be set later than the fifth week of the Spring Quarter.
2. The elected Executive Slate candidates shall comprise a unitary and indivisible slate of candidates. Votes shall be cast for such a slate of candidates, not for the individual candidates.
3. College Council elections and appointments shall occur in either the Autumn Quarter of each academic year or the Spring Quarter preceding each academic year or both until all representatives are determined.
4. Any member of the undergraduate Student Association is eligible to run for office.
5. Undergraduate Student Government members shall not permanently occupy multiple elected positions of office.
6. Elections shall be scheduled and conducted pursuant to the provisions of this Article and the By-Laws.
7. Vacancies in any position occurring before the expiration of the term of office shall be filled in accordance with the appropriate By-Laws.
8. The College Council shall have the power, on its own with three-fourths majority or through delegation or consent of the Election & Rules Committee, to establish all rules and procedures for all elections, and the Election & Rules Committee shall govern and hear all disputes regarding such elections. The Election & Rules Committee shall be the final judge of all election disputes and results.

Article X: Constitutional Amendments (from the USG Constitution)

1. Amendments to this Constitution may be initiated by a three-fourths vote in the College Council or upon petition by 5% of the undergraduate Student Association.
2. Proposed amendments to the Constitution shall require the approval of three-fifths of the undergraduate Student Association members voting on the amendment. The Election & Rules Committee shall place proposed amendments on the ballot during the regularly scheduled Autumn Quarter or Spring Quarter elections.

Article VI, Title I: Elections (from the USG Bylaws)

1. The powers and duties of the Election & Rules Committee (E&R) shall be limited to those enumerated within the Constitution, these By-Laws, the Election Code, and their subsidiary House Rules or other subsidiary documentation. Unless otherwise specified in the Constitution or these By-Laws, this Article shall serve as the preeminent authority governing elections.
2. E&R shall have five members who serve terms of the remaining duration of the academic year, one calendar year, or two calendar years. Members of E&R shall be nominated by the Cabinet and confirmed by College Council.
3. The Executive Vice President shall solicit applications for vacant E&R positions no less than four weeks before an upcoming election, unless any segment of that period occurs prior to the first day of Autumn Quarter. Further, the Executive Vice President shall consult and obtain the approval of the Chair of E&R regarding both the appointment of new members and the opening of applications for E&R.
4. The Executive Vice President, and then the College Council Chair or Vice Chair, shall serve as Acting Members of E&R should the committee have fewer than three members at any time.
5. If the Executive Vice President, College Council Chair, or College Council Vice Chair intend or do vie for candidacy in an election, or otherwise be directly involved in an ongoing campaign for Undergraduate Student Government office, then they shall not serve on the Elections & Rules Committee in this manner. Instead E&R shall designate members of Undergraduate Student Government to fill any remaining vacancies.
6. The Executive Vice President shall make all nominees applications available unaltered to the College Council one week prior to the Council's intended vote to confirm E&R members.
7. E&R applicants shall present themselves to the College Council prior to a vote on their confirmation at a College Council meeting. In the event that E&R nominees are not present in person, save for exigent circumstances as decided by the Chair of College Council, they shall not be considered confirmed by College Council until their presence at a College Council meeting has been recorded. This shall not apply to members being reappointed or their terms extended.
8. Upon acceptance of their positions at the College Council meeting at which they are present, all members of E&R shall at that meeting sign neutrality agreements for the elections, which shall be kept on file by the Executive Vice President until the end of their terms.
9. It is incumbent on the Chair of E&R to ensure that neutrality agreements are signed in the event of a member's term being lengthened to cover elections not specified in the neutrality agreement and ensure that they are received by the Executive Vice President and held until the end of their terms.
10. The College Council may not adjourn the final meeting of Winter Quarter unless the E&R committee has been fully constituted or has otherwise exhausted consideration of all available applicants.
11. Any member of the undergraduate Student Association is eligible to serve on E&R, though when seating E&R, the College Council reserves the right to inquire about an

- applicant's expected graduation date and opportunities which may inhibit service on E&R during the term for which they have applied.
12. Members of E&R shall choose one of their number to serve as Chair of the E&R Committee. The Chair shall not vote except to break ties. All proxies shall run through the chair of E&R, and all members not present at a scheduled E&R meeting shall notify the chair of E&R, who shall vote their proxies subject to members' policy guidance.
 13. All E&R meetings will be open to the public and the time and location of each meeting shall be made available in advance of the meeting, save for when the committee itself, under its own procedures as it shall determine, be closed and confidential. A Communications Manager shall be detailed by the Executive Vice President to maintain minutes, but those minutes may or may not include notes when E&R meetings are confidential to the public. E&R minutes and decisions may not include the names of the members attached, in any way, to the way that they voted.
 14. E&R may recruit volunteers to aid the committee in its operations. Volunteers shall not have speaking or voting rights in E&R proceedings. All subcommittee members and volunteers shall not count toward the four member and chair limit on the size of E&R. Subcommittees of E&R may, at the discretion of the chair of E&R, overlap membership with E&R. The chair of E&R may create subcommittees within E&R's issue area at discretion. Subcommittee members of E&R shall be appointed and removed at the discretion of the chair of E&R. The chair of E&R shall chair any and all subcommittees of E&R.
 15. If any member of E&R chooses to run for election or support a candidate for office, this member shall inform the Chair of E&R and the Executive Vice President, and shall then resign from the Committee.
 16. In the event of a vacancy on E&R, the method of appointing E&R members normally shall be used to fill vacancies.
 17. E&R, per the Constitution and these By-Laws, shall adjudicate all allegations of election violations and shall attempt to handle all cases speedily and efficiently. A subcommittee of E&R, subject to Article III §6 of the USG Constitution, shall exercise all powers within Article VIII §6 of the USG Constitution not exercised by College Council, as well as review complaints against RSOs, and mediate disputes between RSOs.
 18. A voter is entitled to vote only for candidates from the electoral unit in which they reside, as defined in these By-Laws.
 19. Voters shall be allowed to select write-in candidates, and space for the names of such candidates shall be reserved on the ballot.
 20. At least one representative of each candidate or candidate team has the right to view the counting of votes.
 21. With the exception of College Council members with predefined electoral units in these By-Laws, the constituency of all elected Undergraduate Student Government officials shall be the entire undergraduate Student Association.
 22. In the event of an electoral tie, candidates with tied votes shall appear before the current College Council and the Council shall select one candidate by majority vote. Such a meeting of the College Council shall be chaired by the Chair of E&R.

23. Election rules and procedures not listed in these By-Laws or Constitution may be adopted and amended by the Election & Rules Committee in an Election Code. The Election Code and any amendments thereafter must be filed with the Executive Vice President no later than three days prior to rules meeting of an election meeting. This filing, on its own with no confirmatory vote or other procedure, constitutes compliance with Article VI §8 of the USG Constitution. No vote or procedure of College Council, Cabinet, or other body of Undergraduate Student Government can override the determination of E&R on election disputes or its composition of the Election Code or House Rules, as noted in Article VI §8.
24. The Election Code shall be made available by the Elections & Rules Committee for public inspection.

Board of Trustees Liaison Expectations

Campus and Student Life and the Office of the Vice President and Secretary of the University Revised March 2024

Position Description

The undergraduate and graduate liaisons to the Board of Trustees are representatives elected or appointed by their constituents and/or governance body who facilitate student input to and share students' perspectives with University Trustees. These service positions provide an important conduit for information between the Board, University administration, and student body. The primary responsibilities of the student liaisons are to:

- a.) host student-trustee luncheons — generally scheduled quarterly, these events follow an informal question-and-answer format between one or two Trustees and 20-30 students, selected from a representative cross-section of schools and divisions;
- b.) facilitate the Student Perspectives Series — held in the Autumn, Winter, and Spring Quarters, and attended by both liaisons, a small group of Trustees, and up to eight invited students, SPS meetings focus on a topic central to the student experience;
- c.) report back to fellow students the key matters discussed with Trustees.

Length of Term, Time Commitment and Eligibility

Student liaisons serve one-year terms. Liaisons must be enrolled in a degree program for the entirety of their term, be in residence for the Autumn, Winter, and Spring Quarters, and be available to participate in person for trustee-student events. Student liaisons must also be in good academic and disciplinary standing at the University for the duration of their term.

While total time commitments of the student liaison position may vary, the following guidelines generally apply:

- A one-hour on-boarding meeting with the Vice President and Secretary of the University on governance and the role of the Board of Trustees (September)
- A one-hour planning meeting with the Dean of Students in the University & Campus and Student Life staff (September)
- Three trustee student lunches (90 minutes each quarter)
- Three Student Perspectives Series meetings (75 minutes each quarter)
- Preparing for SPS meetings – selecting discussion topics, preparing memos, and recruiting students (2-4 hours each quarter)
- Collaborating with Campus and Student Life staff on logistics related to events (1 hour each quarter)

Collaboration and Support

The student Liaisons to the Board of Trustees are supported by the Office of the Dean of Students in the University and staff in Campus and Student Life (CSL). Communications about upcoming trustee-student events will be facilitated by CSL, and CSL staff will collaborate with the liaisons on the identification of SPS topics and the preparation of advance memos for the Trustees who attend SPS meetings. All logistical arrangements for the luncheons and SPS meetings will be managed by CSL and the Office of the Vice President and Secretary of the University.

Student Organization Posting Policy

The University community may publicize their events in designated areas through several methods. The form and content of the publicity will not be restricted, unless it is libelous, obscene, incites riot or other unlawful action. Event advertising may not include any suggestions of the availability of alcohol. All publicity outside the Reynolds Club must state clearly the name of the organization or department, and if applicable event date, time and location. Violation of the publicity policy will result in consequences ranging from a penalty fine to suspension of the student organization. Complaints and questions must be directed to the Center for Leadership and Involvement Student Activities Center (RC 001, 702-8787).

Postings (Announcements, Flyers & Posters)

Anonymous posting is allowed in the Reynolds Club only. These postings must be dated and will be removed two weeks after posting.

Posting must be placed only on designated bulletin boards, no more than one posting per event and the posting should not cover current postings belonging to other organizations or individuals. Individuals should only remove other's postings if the date of the event has passed. The Center for Leadership and Involvement monitors the bulletin boards in the Reynolds Club and Bartlett Hall only. If a member of the University community has any concerns about postings on campus please contact the Center for Leadership and Involvement Student Activities Center (RC 001, 702-8787).

Chalking

Chalking to publicize events is allowed only on campus sidewalks that can be washed out by rain. Water-soluble chalk must be used. If a member of the campus community objects to the chalking on a campus sidewalk, please contact the Center for Leadership and Involvement Student Activities Center (RC 001, 702-8787).

Banners

Banner paper is available to all student organizations in the Student Activities Center (RC 001). Paint markers in a variety of colors are also available. Student organizations must clean up the area when finished.

A maximum of one six-foot banner per organization may be posted in the Reynolds Club, on walls or on the main arches of Mitchell Tower. Please do not cover windows, doors, or wood. Use the rolls of masking tape available from the Student Activities Center to post your banners, and remove banners carefully so as not to damage the walls or architecture of Mitchell tower.

Banners should not cover current banners belonging to another organization. Organizations are responsible for removing banners within 24 hours of the event. Banners with no dates must be removed after a maximum of 2 weeks.

Solicitation and Distribution of Handbills or Leaflets

All handbills or leaflets must clearly state the name of the organization or individual. Policies on solicitation and the distribution of handbills and leaflets vary by building.

Online Calendar

To post your event on the University online calendar, go to stuff.uchicago.edu or events.uchicago.edu/students. A listing of events posted on the student events calendar is sent in

a weekly email to all students in the College and any other subscribers to the listhost (orcsacalendar@listhost.uchicago.edu). Online calendar postings must follow University publicity policy.

Reynolds Club Digital Vestibule Screen

Due to the limited time a frame can be displayed on the screen, only certain events will be displayed. Advertisements for large scale and well attended annual events can be submitted to Jen Kennedy at jenken@uchicago.edu for approval. All submissions should include the event's name and description, the RSO putting on the event, the date-time-location of the event, and any pictures of previous events or RSO members. All events need to be submitted at least two weeks prior to the event(s). All submissions should be in jpeg format. Only events taking place within the next seven days will be displayed.

Table Tents in Dining Halls

The College Housing Office must approve table tents for the two residential dining commons (Bartlett and Cathey) and the Center for Leadership and Involvement (RC 006) approves the table tents for the C-Shop & Hutchinson Commons. All table tents must be approved. All requests must be submitted a minimum of five (5) days prior to the posting date. Only three table tents per table are allowed for a display of at most five (5) days. Unapproved table tents will be removed. Table tent advertisement must be for campus events ONLY. All table tents must have the name of the sponsoring student group and the date of removal of the table tent. Please contact College Housing at housesystem@uchicago.edu. Please contact Center for Leadership and Involvement at rcsched@lists.uchicago.edu.

Housing

([Posting Policy](#): College Housing)

The only posters/flyers authorized to be posted on in-House bulletin boards or elsewhere within a House (other than those posted for House or Hall business) are those approved by a Recognized Student Organization (RSO). Each House has at least one bulletin board that is reserved for the Resident Staff of the House and RSOs may not post their posters/flyers on those boards. There are additional areas where posters/flyers may not be posted in the residence halls/Houses: inside stairwells, inside elevators or on elevator doors, and on student room doors unless the students in that room hang the poster/flyer hung on their own room door. Posters/flyers may not be hung using duct tape, nails, tacks, glue or any semi-permanent or permanent adhesive. Students are encouraged to use "blue tape" for hanging signs as it typically does not damage surfaces. Damages that result from the posting of posters/flyers will be billed to the organization that sponsored the event. RSOs are asked to remove their posters/flyers from the residence halls/Houses after their event has occurred. Flyers and announcements may neither advertise nor refer to the availability of alcohol at a specified event. If a poster contains obscene language and/or pictures, or if Resident Staff deem the poster to be offensive to a particular group or individual, they will remove the poster.

Since many residents wish to be informed of fraternity and sorority events, these organizations may post one flyer/announcement per event, per House. Resident Staff are authorized to remove fraternity/sorority posters that are used to "wallpaper" House bulletin boards and walls, or are

distributed directly to student rooms. Resident Staff will use their best judgment in determining which fraternity/sorority posters are suitable for posting in their House.

Door to door solicitation is not allowed. If resident staff members become aware of anyone going door to door to solicit students or to push commercial or other advertising materials under students' doors, they will ask the individual(s) to leave, escorting those involved out of the building, and report the incident to their Community Assistant Director in College Housing

Violations

Violation of the publicity policy will result in consequences ranging from a penalty fine to suspension of the student organization. Complaints against student organizations must be directed to the Student Activities Center (studentactivitiescenter@gmail.com).

Please consult the Center for Leadership and Involvement or your RSO advisor if you should have any questions or need further clarification.

Candidate Agreement

Candidate Agreement

I, _____, agree to abide by the letter and spirit of the elections rules as defined in this packet, the governing documents, and applicable policy. In signing, I understand that I agree to abide by E&R's decisions for the duration of the election cycle.

Candidate Signature

Date