

Student Assembly Election Rules Adopted on Thursday, December 3, 2009. Amended on Friday, December 3, 2010, Friday, December 2, 2011, Thursday, November 29, 2012, Friday, December 6, 2013, Thursday, May 1, 2014, Thursday, November 20, 2014, Thursday, March 26, 2015, Thursday, December 3, 2015, Thursday, May 5, 2016, Thursday, December 1, 2016,

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47 10. 9. Confidentiality

Article I: Election Guidelines

Elections are the foundation upon which representative governance rests. These rules are designed toprotect the rights of all candidates, as well as all members of the University community, and to ensure that

- 50 protect the rights of all candidates, as well as all members of the University community, and to ensure that 51 the election process takes place in an open and fair arena. Candidates must respect the rights and privileges
- 52 of all members of the Cornell community, and follow all election guidelines outlined in this document.
- 53 Election rules are subject to the approval of voting members of the Student Assembly each semester.

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55 A. Voter Eligibility

To vote in an election for a seat in the Student Assembly (SA) or for the directly elected seats on the
University Assembly (UA), a person must:

- 1. Be a full-time, matriculated undergraduate student enrolled in a degree-granting unit of the Ithaca campus of the University; and,
 - 2. Be a member of the constituency for which the seat is designated, if it is designated for one of the following:
 - a. Specific to college of enrollment
 - b. Freshman
 - c. Transfer

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66 **B. Candidate Information**

67 1. Eligibility and Requirements

68 To be a candidate, a person must, <u>prior to the petitioning deadline</u> specified in the election calendar:

- 1. Be eligible to vote in the election for the seat and plan to remain seated so for the full term for which they are seeking election¹.
- Submit a completed candidate registration form and any associated materials required in that form.
 You may not register for more than one position on the candidate registration form.
- 3. Submit petitions endorsed by the required number of people who are eligible to vote in the election
 for that specific position, which is the lesser of 10% of those eligible to vote for that specific
 position or:
 - a. 300 for President and Executive Vice President
 - b. 150 for all other at-large seats
- 78 c. 100 for Arts and Sciences seats

¹ Candidates should not plan to pursue study abroad programs or internships that would require them to leave the Ithaca campus for any semester during their tenure.



79 d. 25 for Transfer seat 80 e. 75 for all other seats 81 4. Not already hold a directly elected voting position on the SA and/or UA for the term for which they 82 are seeking election. 83 5. Have not resigned for a reason other than a Health Leave of Absence or been removed from the SA 84 or from a directly elected UA seat during the Student Assembly term prior to the academic year of 85 the term for the seat being elected. 86 To be a candidate, a person must, prior to the commencement of voting as specified in the elections 87 88 calendar: 89 1. Attend at least one full SA meeting in that semester and register his or her attendance at that 90 meeting with the Director of Elections, unless waived by the Director of Elections for extenuating 91 circumstances². 92 2. Apply online to serve on at least one committee of the SA. 93 94 The Office of the Assemblies, assisted by the Elections Committee, will review submitted materials for 95 compliance with petitioning requirements as follows: 96 1. A sampling method may be used as long as at least 10% of required signatures are validated for all 97 petitions and all required signatures are attempted to be validated for any petition found to be 98 ineligible. 99 2. All petitions will be available for viewing only to members of the Cornell community and may be 100 examined in the Office of the Assemblies, 109 Day Hall after the announcement of candidates. 101 Petitions may not be photocopied once submitted. 102 3. The Office of the Assemblies will notify the Director of Elections, who will notify any candidates 103 who fail to meet petitioning requirements prior to the announcement of candidates. 104 4. Candidates who are listed on the ballot but found to have not fulfilled eligibility requirements prior 105 to tabulation of results will be disqualified with vote counts untallied and discarded. 106 107 2. Petitioning 108 In order to demonstrate that they will be a respectable representative of the student body at large, 109 candidates are required to collect a certain number of petition signatures. The required number of petition 110 signers is designated above. Candidates are expected to maintain the highest standards of integrity when 111 collecting petition signatures. In addition to the Early Campaigning rules detailed in Article 1, Section C(1) 112 of these elections rules, the following restrictions are in place to ensure fairness during the petitioning 113 period. Candidates may not: 114 1. Announce their candidacy on social media platforms in order to collect signatures 115 2. Announce their candidacy in front of a classroom during class hours in order to collect signatures 116 3. Circulate unattended petitions 117 118 Supporters of potential candidates may collect petition signatures in accordance with the above rules. The 119 names and netID of both the potential candidate and the individual who collected the signatures must be 120 noted on the petition form. 121

² However, this rule does not apply to past SA representatives.



122 3. Written Statements

- Each candidate is asked to submit a short statement, which may be <u>no more than</u> 1,250 characters,
 including spaces (NOT word count) via the online Candidate Profile portal. Submissions must be
 plain text.
- 126 2. Statements will be displayed in informational materials published by the Elections Committee.
- 127 3. Statements may not include names of any political coalitions.
- 128 4. If a candidate's statement does not conform to these guidelines, the statement will not be posted.

130 4. Pictures

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- 131 Candidates may have their photos taken in the Office of the Assemblies, 109 Day Hall, before the petition
- deadline. Photos will be displayed in informational materials published by the Elections Committee.
- 133 Candidates may submit a photograph of themselves that conforms to the specifications noted in the online 134 candidate registration form.

135 5. Promotional Materials Printed Promotional Materials Provided by the Office of the Assemblies

- Each candidate may receive a combination of up to 300 one-sided 8 1/2" X 11" or 150 two-sided 8 1/2" X
 printed materials at no charge. These may be posters or quarter-cards, or a combination of both.
- 138 a. The design must be attached, exactly as it is to be copied, as a PDF to the Candidate Profile 139 Form online and submitted by the application deadline. 140 b. All materials must include the dates and times of the elections and be in compliance with 141 election guidelines. 142 c. Candidates may select up to two different paper colors from the swatches provided by the 143 Office of the Assemblies. 144 d. Materials will be printed in black & white only. 145 e. No Cornell insignia or logo is allowed. 146 f. Candidates who do not submit materials (which meet these criteria) by the petitioning deadline, 147 forfeit the opportunity to receive such materials from the Office of the Assemblies. 148 g. The Office of the Assemblies will be responsible for making the copies. 149 h. The Office of the Assemblies will not assist in designing, modifying, or otherwise formatting a 150 printed submission. 151 Candidates' promotional materials must include the dates and times of the elections and be in compliance
- 152 with election guidelines. No Cornell insignia or logo is allowed.

153 6. Candidate Forum

- All candidates are encouraged to participate in the Candidates' Forums held by the Elections Committee during the campaign period. The Elections Committee will be responsible for planning, coordinating, and marketing these forums. At the forum, candidates are encouraged to discuss their experience, platforms, and more. Candidates are also encouraged to use the forum as an opportunity specifically to discuss why they are more qualified for the contested position than their opponent(s). The Director of Elections shall reach out to student organizations that receive funding from the Student Assembly, encouraging them to use the
- 160 candidate forum as an opportunity to consider candidates for endorsements.



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162 C. Election Guidelines

163 **1. Early Campaigning Prohibition**

164 Candidates and supporters acting on their behalf must not participate in the following campaign activities165 until campaigning officially begins:

- 1. Distribution of printed campaign materials to the public.
- 167 2. Advertising candidacy by chalk, poster, or other method designed for public viewing.
- 168 3. Making speeches or statements to student organizations or groups of students.
 - 4. Promoting their candidacy through email, social networking tools, or other digital media
- 170 The Elections Committee may challenge or disqualify a candidate if a violation is found to compromise the 171 fairness of the election.
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173 2. Restrictions for Current SA Members

- 174 Current SA members seeking reelection:
 - 1. Must refrain from any form of individual or self-promoting publicity during the petitioning period.
- 1762. Must not host constituency outreach events that are meant to fulfill an outreach requirement from177 the deadline for election materials through the last day of voting.

179 3. Compliance with University Policies and Campus Code of Conduct

180 Candidates and supporters acting on their behalf must be aware of and comply with all applicable policies181 and provisions of the Campus Code of Conduct, including but not limited to:

- 1. Use of Cornell Name, Logo & Artwork policy
- 183 2. Event Registration policies
- 184 3. Facilities reservation policies, including Willard Straight Hall area reservation policies
- 185 4. University Postering & Chalking policies
- 186 5. Residential & New Students Programs' policy for postering in residence halls
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 6. Dining hall policies, including a prohibition of distributing printed campaign materials in dining halls without permission from authorized staff, and as designated in the Campus Code of Conduct³
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A violation of any University policy is a violation of these rules and therefore grounds for a challenge if it

- 191 compromises the fairness of the election. It is the candidate's responsibility to read the referenced 192 documents and be familiar with the rules and regulations established within them. The Director of Elec
- 192 documents and be familiar with the rules and regulations established within them. The Director of Elections 193 may also refer any reported violations to the Office of the Judicial Administrator or any other appropriate
- 194 office, which may impose disciplinary remedies and penalties according to its own rules and procedures.

195196 4. Campus Mail

- 197 Candidates and their supporters acting on their behalf may not use Campus Mail for campaigning purposes.
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199 5. Electronic Communications and Social Media

- 200 Candidates and supporters acting on their behalf:
 - 1. Must obtain permission from the administrator of any university-hosted bulk mailing lists
 - 2. Must comply with Cornell University IT policies

³ Please note that it is against the University Postering and Chalking Policy to chalk on any vertical surface, regardless of the location.



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204 **6.** Campaign Finance

Candidates or supporters acting on their behalf must submit all receipts and/or proof of fair market value with the signed expense report to the Office of the Assemblies by the deadline specified in the election calendar. Candidates who do not submit receipts and/or proof of fair market value will be presumed to have spent \$0 on their campaign.

- Candidates and supporters acting on their behalf may not exceed the \$50 limit for out-of-pocket
 expenses and fair market value of donations of materials, professional services, and/or money
 - a. Fair market value is the value at which something is to be obtained normally if documentation of its dollar value is not provided.
 - b. If there is a supporting receipt for a good used in a candidate's campaign, then the value of that good is the dollar value on the supporting receipt as long as the transaction was conducted at arm's length.
 - c. For donated materials, professional services, or other goods for which no official receipt is provided, candidates must seek the most plausible assessment of the fair market value of the good. Professional services will be defined as any work for which the given individual/donor is typically compensated. Volunteer time donated by full-time students will not be considered professional services.
 - d. Paid advertisements and related costs on social networking sites or other websites must also be accounted for at fair market value.
- 2. Candidates who do not receive or choose not to receive free promotional materials printed by the
 224 Office of the Assemblies will be eligible for up to \$50 in reimbursements to cover out-of-pocket
 225 expenses from the campaigning period that can be used towards the following expenses: website
 226 expenses (web hosting, domain names, and online advertising), chalk, printed materials, or any other
 227 promotional materials approved by the Director of Elections that are not a violation of these
 228 elections rules.
- 3. Candidates who do receive free promotional materials printed by the Office of the Assemblies will
 be eligible for up to \$25 in reimbursements to cover out-of-pocket expenses from the campaigning
 period that can be used towards the following expenses: website expenses (web hosting, domain
 names, and online advertising), chalk, printed materials, or any other promotional materials
 approved by the Director of Elections that are not a violation of these elections rules.

235 7. Endorsements

All registered student organizations receiving funds from the Student Assembly are encouraged to endorse
 candidates. If an organization chooses to endorse a candidate, it is expected to abide by the guidelines
 below.

- Student Activities Funding Commission (SAFC) funded and Student Activity Fee (SAF) byline
 funded organizations may endorse candidates. All groups must act in a way that is fair and balanced
 when deciding on the endorsement of candidates.
 The Elections Committee may recommend that the SA impose fines on or revoke allocated funds
 - 2. The Elections Committee may recommend that the SA impose fines on or revoke allocated funds from organizations failing to comply.

All registered students, except candidates, are encouraged to individually endorse candidates once the campaign period officially begins.

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247 8. Campaign Ethics

248 Candidates and supporters acting on their behalf:

- 1. May not, at any time before, during or after the elections, harass, threaten, or coerce others.
- 250 2. May not provide anything of material value to a member of the Cornell community to further251 themselves in the election or to promote their candidacy.
- 3. May not compel any person to endorse their candidacy, assist their campaign, or act as supporter as
 an explicit or implicit condition for initiation to, admission into, affiliation with, or continued
 membership in a group or organization.

256 D. Restrictions on Ticketing and Slates

257 1. General Rules

258 Candidates and supporters acting on their behalf may not:

- Include any other candidate's name, a common "ticket" name, or a shared slogan and/or symbol on any promotional materials or within any form of electronic communication and/or media.
 - 2. Share or pool campaign finances with any other candidates or supporters acting on their behalf.
- 262 3. Distribute any promotional materials, send any electronic communication, or utilize any other form
 263 of electronic media on behalf of any other candidate except if the candidate does so for another
 264 candidate in the President and/or Executive Vice President races.
 - 4. Campaign with or on behalf of each other or engage in any coordination of campaigning activities except if the candidate does so for another candidate in the President or Executive Vice President races.

269 2. Special circumstance for the President and Executive Vice President elections

270 Candidates in any race, besides those running for the position of President of Executive Vice President, will

be given the freedom to distribute promotional material, send electronic communications, campaign on

behalf of, and speak for candidates in the President or Executive Vice President races. Candidates whochoose to do so are considered supporters and are held accountable to all clauses in these rules that pertain

- to candidates and their supporters. The President and Executive Vice President candidates are strictly
- prohibited from coordinating activities. Candidates are strictly prohibited from performing the actions
- above for candidates not in the President or Executive Vice President races.

278 **3.** Plagiarism

Candidates may not disseminate written statements, promotional materials, or electronic communications
that are plagiarized or substantially copied from any such items created or distributed by any current or
former candidate.

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Article II: Direct Election of President and Executive Vice President

284 A. President and Executive Vice President (EVP) Designation and eligibility

- Two of the six Undesignated At-Large Representative seats are for the directly elected seats of
 President and Executive Vice-President.
- All candidates running for any Undesignated At-Large seat, including those running for President
 and Executive Vice President, will be listed as Undesignated At-Large candidates on the ballot in the
 Undesignated At-Large race. Candidates who win President and Executive Vice President will be



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290 291 292	removed from the Undesignated At-Large seat race and their votes will be transferred to the next highest ranked candidates.
293	Article H III: Election Procedures
294	A. The Election Calendar
295	1. The Director of Elections, in consultation with the Office of the Assemblies, will draft the election
296	calendar prior to the semester of the election, and will be approved by the Elections Committee at a
297	meeting in the prior semester if possible ⁴ .
298	2. Consideration shall be given to any religious holidays that may fall during the election period,
299	guaranteeing that the right to free religious observance is afforded to all potential candidates.
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301	B. The Elections Committee
302	1. The Director of Elections shall serve as chair and a designated representative of the Office of the
303	Assemblies shall serve as a non-voting ex-officio member of this committee.
304	2. Members of the Elections Committee may not seek SA or UA office for the academic year
305	following their term of service on the committee.
306 307	3. The Director of Elections shall publish at the beginning of each semester a list of Assembly seats to be filled, in accordance with Student Assembly Charter.
308	 During a Challenge Review Meeting, the interpretation of the Elections Rules will lie with the sitting.
309	Elections Committee. The JCC's decision making process is independent of the Election's
310	Committees interpretation.
311	4. 5. Elections Committee members are expected to abide by the highest standards of personal conduct
312	and integrity. Students are mandated to excuse themselves from serving on the Elections Committee
313	if they plan to take part in a campaign. Therefore, members should not be involved in the
314	campaigning process. All conflicts should be considered and resolved before the election cycle
315	begins. If a member of Elections Committee sits on the Executive Board of an organization who
316 317	chooses to endorse a candidate, the committee members are required to recuse themselves from any challenge hearing involving the endorsed candidate. Elections Committee members may not sit on
318	the Executive Board of an organization that endorses candidates in an SA election. If an Elections
319	Committee member sits on the Executive Board of an organization or sat on that Executive Board
320	at any time during the same semester of a particular SA election, that organization may not endorse
321	candidates in that SA election, or that Elections Committee member must resign from the Elections
322	Committee.
323	5. 6. The Elections Committee should be prepared to meet immediately following the challenge deadline
324	to rule on all pertinent challenges. The Elections Committee shall use Robert's Rules of Order to
325 326	consider challenges, in addition to the election rules. In the event of conflict, these election rules
320 327	supersede Robert's Rules of Order. The Elections Committee has no power to overrule the election rules under any circumstances.
327	6. 7. The Director of Elections shall give a final report on the results of the election when there are no
329	remaining unresolved matters.
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	⁴ The Director of Elections should coordinate the schedule of the Student Assembly elections with other campus elections, such as those of the Student-Elected Trustee and Class Councils. It may also result in disciplinary referral to the Judicial 330



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- For the benefit of the students, the Elections Committee shall establish voting booths across
 campus on the days of the election. Committee members will ensure that no campaigning occurs
 within 25 feet of a voting booth.
 - S. 9. The Elections Committee must pass an amended version of these Election Rules before the second to last Student Assembly meeting of each semester.

336 C. Independence of the Elections Committee

- While members of the Elections Committee are expected to abide by the highest standards of
 integrity, they also enjoy independence from undue interference. Hence, students may not falsely
 accuse, harass, threaten or coerce any member of the Elections Committee for actions taken in their
 official capacity.
 - 2. Subject to the determination of the Elections Committee, any violation of this section can result in temporary or permanent disqualification from contesting elections to the SA or UA.

344 **D. Voting and Tabulation**

- 1. The order in which names appear on the ballot shall be randomly selected.
- 2. Uncontested candidates will not be listed for a vote on the ballot and will be deemed victorious pending the resolution of challenges.
- 3. Results for challenged races will be posted after the Elections Committee has ruled on those challenges.
- The Elections Committee will not have access to the results prior to and during challenge deliberations. The Office of Assemblies will release election results after the Elections Committee has validated the election results.
- 5. A printout of election results for qualifying candidates shall be available in the Office of the Assemblies, 109 Day Hall, for one year following the election. Disqualified candidates will not have their vote tallies made available.
- 6. The Student Assembly election results will be sent out to the entire student body via email using the Assembly's monthly email.

359 E. Challenges

360 1. Eligibility to Challenge

- 361 1. Any member of the Cornell community may submit a challenge.
- 362 2. The Director of Elections may submit a challenge.
- 363 3. The Elections Committee as a body may submit a challenge by majority vote.
- 364 4. Individual committee members, except the Director of Elections, may not submit a challenge.

366 2. Challenge Deadlines

- 1. Election challenges must be submitted by the election challenge deadline specified in the elections calendar.
- 2. The Director of Elections or the Elections Committee by a majority vote can submit a challenge at any time before the declaration of results.
- 371 3. No challenges will be accepted after these deadlines.
- 4. Once submitted, a challenge becomes part of the formal record, and may not be withdrawn exceptby the explicit permission of the Director of Elections.



375 **3. Format of Challenges**

- Challenges must be in writing, submitted on the signed Challenge Form, and accompanied by the followingsupporting documentation:
- 3781.Challenger's name
- 3792. Candidate's name
- 380 3. Date of challenge
 - 4. Reason for challenge and supporting evidence

383 4. Notification of Election Challenges

The Office of the Assemblies will notify the Director of Elections who will send an email notifying anyone who is named in an election challenge. The email will contain a scanned copy of the challenge.

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387 5. Response to Election Challenges

A challenged candidate may review challenges to which they are a party in the Office of the Assemblies, 109
Day Hall, and address written statements in response to the committee. The challenged candidate may
request a hearing in person with the committee.

392 6. Challenge Review Meeting

The committee will schedule a meeting to review challenges in Executive Session. The committee, less temporarily recused members, will provide an opportunity for the challenged candidate to respond in person if requested by the challenged candidate or a member of the committee. For each challenge, the committee will determine:

- Whether a preponderance of evidence substantiates each alleged violation; and,. This vote will be taken for each violation individually, and a majority of the seated membership of the Elections Committee is required to declare that a preponderance of evidence substantiates each violation;
- Which, if any, substantiated violations or combination thereof compromised the fairness of the election and constituted a material advantage to the extent the challenged candidate should be disqualified by a two-thirds majority. If the committee finds either that a single substantiated violation or that a combination of substantiated violations should require the disqualification of a candidate, with at least 7 members of the Elections Committee in the affirmative, may disqualify the candidate.

406 The Committee will first vote by simple majority to determine if the evidence substantiates each alleged
 407 violation. If the violation is substantiated, the committee will vote which, if any, substantiated violations or
 408 combination thereof compromised the fairness of the election and constituted a material advantage to the
 409 extent the challenged candidate should be disqualified by a two-thirds majority.

410411 7. Written Report

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 1. For each rule violation, the Director of Elections or a member of the Elections Committee as delegated by the Director will create a written report summarizing thoroughly detailing the challenge(s), listing the tallies of all votes taken by the committee including the bifurcated voting process, the decision made, and how the decision was reached.
- 416 2. The report is kept confidential and only released to the challenged candidate and the challenger(s).
- 4173. A copy, with all names other than the challenged candidate redacted, is kept in the Office of the418 Assemblies, 109 Day Hall.



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4. For each challenge, the committee will report to the challenger(s) and the challenged candidate all
420 evidence received/found, any violations substantiated, and any decisions to disqualify the challenged
421 candidate.

423 8. Reconsideration

- If the committee determines a candidate should be disqualified, the candidate may request
 reconsideration within twenty-four hours of receiving the written report. To be reconsidered, the
 candidate seeking such reconsideration must submit a request in writing to the Office of the
 Assemblies, via email to <u>assembly@cornell.edu</u>, and the Director of Elections. The statement should
 address the specific findings in the written report to be reconsidered and should detail the specific
 points where the Elections Committee failed to correctly enforce these Elections Rules.
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- If a disqualified candidate finds that the Elections Committee was biased in their application of the rules, they may request a review by the Judicial Codes Counselor (JCC). If the JCC review finds that the application of the rules was biased, the decision of the Elections Committee may be overturned.
 If a disqualified candidate believes that the Elections Committee failed to correctly follow or enforce these Elections Rules after the Elections Committee's reconsideration, they may request a review by the Judicial Codes Counselor (JCC) within 24 hours after the Election's Committee's Reconsideration vote.
- 4. The challenged candidate will submit to the JCC, the Office of the Assemblies, and the Director of
 41 Elections all original appeal materials that were previously submitted to the Elections Committee as
 42 well as any additional materials that detail failures of the Elections Committee to follow and enforce
 43 these Elections Rules.
- 5. The Elections Committee will submit all challenge reports pertaining to the candidate's appeal as
 well as any additional materials refuting or agreeing with claims made by the challenged candidate to
 the JCC within 24 hours after the candidate appeals to the JCC. If the Elections Committee agrees
 with the candidate's appeal, a vote with a simple majority of the seated membership of the Elections
 Committee in the affirmative may overturn their decision before the JCC completes a full review.
- After a review of all materials sent by the candidate and the Elections Committee, the JCC will
 determine whether or not to take the case. If the JCC deems that the appealed case does not merit
 consideration, then the decision of the Elections Committee will be final. If the JCC takes on the
 case and finds that the Elections Committee did not correctly follow and enforce the Elections
 Rules, the JCC has the power to overturn the decision of the Elections Committee.

455 **9. Finality**

- 456 The determination of the committee after expiration or resolution of requests for reconsideration shall be
 457 final.
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459 **10.** 9. Confidentiality

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 - Page **11** of **12** Spring Fall 2018 Student Assembly Election Rules



Cornell University Student Assembly

- 463 information, the Director of Elections must redact the names of all individuals who are not the464 challenged candidate.
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- 467 3. 2. A review of the Challenges may take place in the Office of the Assemblies, 109 Day Hall, by any member of the Cornell community. Challenges may not be photocopied, photographed, digitally recorded or removed from the Office of Assemblies.