

# 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, Tuesday, August 29, 2017, Friday, December 1, 2017, May 7, 2018*

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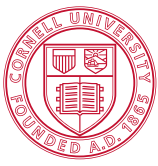
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## 46 Article I: Election Guidelines

47 Elections are the foundation upon which representative governance rests. These rules are designed to  
48 protect the rights of all candidates, as well as all members of the University community, and to ensure that  
49 the election process takes place in an open and fair arena. Candidates must respect the rights and privileges  
50 of all members of the Cornell community, and follow all election guidelines outlined in this document.  
51 Election rules are subject to the approval of voting members of the Student Assembly each semester.

### 52 A. Voter Eligibility

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

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

### 62 B. Candidate Information

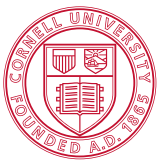
#### 63 1. Eligibility and Requirements

64 To be a candidate, a person must, prior to the petitioning deadline specified in the election calendar:

- 65 1. Be eligible to vote in the election for the seat and plan to remain seated so for the full term for  
66 which they are seeking election<sup>1</sup>.
- 67 2. Submit a completed candidate registration form and any associated materials required in that form.  
68 You may not register for more than one position on the candidate registration form.
- 69 3. Submit petitions endorsed by the required number of people who are eligible to vote in the election  
70 for that specific position, which is the lesser of 10% of those eligible to vote for that specific  
71 position or:

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<sup>1</sup> 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.



## Cornell University Student Assembly

- 72 a. 300 for President and Executive Vice President  
73 b. 150 for all other at-large seats  
74 c. 100 for Arts and Sciences seats  
75 d. 25 for Transfer seat  
76 e. 75 for all other seats  
77 4. Not already hold a directly elected voting position on the SA and/or UA for the term for which they  
78 are seeking election.  
79 5. Have not resigned for a reason other than a Health Leave of Absence or been removed from the SA  
80 or from a directly elected UA seat during the Student Assembly term prior to the academic year of  
81 the term for the seat being elected.

82 To be a candidate, a person must, prior to the commencement of voting as specified in the elections  
83 calendar:

- 84 1. Attend at least one full SA meeting in that semester and register his or her attendance at that  
85 meeting with the Director of Elections, unless waived by the Director of Elections for extenuating  
86 circumstances<sup>2</sup>.  
87 2. Apply online to serve on at least one committee of the SA.

88 The Office of the Assemblies, assisted by the Elections Committee, will review submitted materials for  
89 compliance with petitioning requirements as follows:

- 90 1. A sampling method may be used as long as at least 10% of required signatures are validated for all  
91 petitions and all required signatures are attempted to be validated for any petition found to be  
92 ineligible.  
93 2. All petitions will be available for viewing only to members of the Cornell community and may be  
94 examined in the Office of the Assemblies, 109 Day Hall after the announcement of candidates.  
95 Petitions may not be photocopied once submitted.  
96 3. The Office of the Assemblies will notify the Director of Elections, who will notify any candidates  
97 who fail to meet petitioning requirements prior to the announcement of candidates.  
98 4. Candidates who are listed on the ballot but found to have not fulfilled eligibility requirements prior  
99 to tabulation of results will be disqualified with vote counts untallied and discarded.

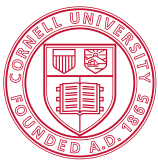
## 100 2. Petitioning

101 In order to demonstrate that they will be a respectable representative of the student body at large,  
102 candidates are required to collect a certain number of petition signatures. The required number of petition  
103 signers is designated above. Candidates are expected to maintain the highest standards of integrity when  
104 collecting petition signatures. In addition to the Early Campaigning rules detailed in Article 1, Section C(1)  
105 of these elections rules, the following restrictions are in place to ensure fairness during the petitioning  
106 period. Candidates may not:

- 107 1. Announce their candidacy on social media platforms in order to collect signatures  
108 2. Announce their candidacy in front of a classroom during class hours in order to collect signatures

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<sup>2</sup> However, this rule does not apply to past SA representatives.



109 3. Circulate unattended petitions

110 Supporters of potential candidates may collect petition signatures in accordance with the above rules. The  
111 names and netID of both the potential candidate and the individual who collected the signatures must be  
112 noted on the petition form.

### 113 3. Written Statements

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

### 120 4. Pictures

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

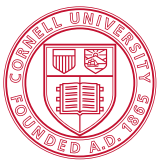
### 125 5. Printed Promotional Materials Provided by the Office of the Assemblies

126 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  
127 11" printed materials at no charge. These may be posters or quarter-cards, or a combination of both.

- 128 a. The design must be attached, exactly as it is to be copied, as a PDF to the Candidate Profile  
129 Form online and submitted by the application deadline.
- 130 b. All materials must include the dates and times of the elections and be in compliance with  
131 election guidelines.
- 132 c. Candidates may select up to two different paper colors from the swatches provided by the  
133 Office of the Assemblies.
- 134 d. Materials will be printed in black & white only.
- 135 e. No Cornell insignia or logo is allowed.
- 136 f. Candidates who do not submit materials (which meet these criteria) by the petitioning deadline,  
137 forfeit the opportunity to receive such materials from the Office of the Assemblies.
- 138 g. The Office of the Assemblies will be responsible for making the copies.
- 139 h. The Office of the Assemblies will not assist in designing, modifying, or otherwise formatting a  
140 printed submission.

### 141 6. Candidate Forum

142 All candidates are encouraged to participate in the Candidates' Forums held by the Elections Committee  
143 during the campaign period. The Elections Committee will be responsible for planning, coordinating, and  
144 marketing these forums. At the forum, candidates are encouraged to discuss their experience, platforms, and  
145 more. Candidates are also encouraged to use the forum as an opportunity specifically to discuss why they are  
146 more qualified for the contested position than their opponent(s). The Director of Elections shall reach out



147 to student organizations that receive funding from the Student Assembly, encouraging them to use the  
148 candidate forum as an opportunity to consider candidates for endorsements.

## 149 **C. Election Guidelines**

### 150 **1. Early Campaigning Prohibition**

151 Candidates and supporters acting on their behalf must not participate in the following campaign activities  
152 until campaigning officially begins:

- 153 1. Distribution of printed campaign materials to the public.
- 154 2. Advertising candidacy by chalk, poster, or other method designed for public viewing.
- 155 3. Making speeches or statements to student organizations .
- 156 4. Promoting their candidacy through email, social networking tools, or other digital media

157 The Elections Committee may challenge or disqualify a candidate if a violation is found to compromise the  
158 fairness of the election.

### 159 **2. Restrictions for Current SA Members**

160 Current SA members seeking reelection:

- 161 1. Must refrain from any form of individual or self-promoting publicity during the petitioning period.
- 162 2. Must not host constituency outreach events that are meant to fulfill an outreach requirement from  
163 the deadline for election materials through the last day of voting.

### 164 **3. Compliance with University Policies and Campus Code of Conduct**

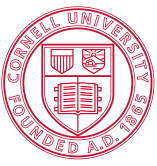
165 Candidates and supporters acting on their behalf must be aware of and comply with all applicable policies  
166 and provisions of the Campus Code of Conduct, including but not limited to:

- 167 1. Use of Cornell Name, Logo & Artwork policy
- 168 2. Event Registration policies
- 169 3. Facilities reservation policies, including Willard Straight Hall area reservation policies
- 170 4. University Postering & Chalking policies
- 171 5. Residential & New Students Programs' policy for postering in residence halls
- 172 6. Dining hall policies, including a prohibition of distributing printed campaign materials in dining halls  
173 without permission from authorized staff, and as designated in the Campus Code of Conduct<sup>3</sup>

174 A violation of any University policy is a violation of these rules and therefore grounds for a challenge if it  
175 compromises the fairness of the election. It is the candidate's responsibility to read the referenced  
176 documents and be familiar with the rules and regulations established within them. The Director of Elections

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



177 may also refer any reported violations to the Office of the Judicial Administrator or any other appropriate  
178 office, which may impose disciplinary remedies and penalties according to its own rules and procedures.

#### 179 **4. Campus Mail**

180 Candidates and their supporters acting on their behalf may not use Campus Mail for campaigning purposes.

#### 181 **5. Electronic Communications and Social Media**

182 Candidates and supporters acting on their behalf:

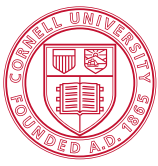
- 183 1. Must obtain permission from the administrator of any university-hosted bulk mailing lists
- 184 2. Must comply with Cornell University IT policies

#### 185 **6. Campaign Finance**

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

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





215 **7. Endorsements**

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

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

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

226 **8. Campaign Ethics**

227 Candidates and supporters acting on their behalf:

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

234 **D. Restrictions on Ticketing and Slates**

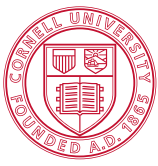
235 **1. General Rules**

236 Candidates and supporters acting on their behalf may not:

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

246 **2. Special circumstance for the President and Executive Vice President elections**

247 Candidates in any race, besides those running for the position of President or Executive Vice President, will  
248 be given the freedom to distribute promotional material, send electronic communications, campaign on  
249 behalf of, and speak for candidates in the President or Executive Vice President races. Candidates who



250 choose to do so are considered supporters and are held accountable to all clauses in these rules that pertain  
251 to candidates and their supporters. The President and Executive Vice President candidates are strictly  
252 prohibited from coordinating activities. Candidates are strictly prohibited from performing the actions  
253 above for candidates not in the President or Executive Vice President races.

### 254 3. Plagiarism

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

## 258 **Article II: Direct Election of President and Executive Vice President**

### 259 **A. President and Executive Vice President (EVP) Designation and eligibility**

- 260 1. Two of the six Undesignated At-Large Representative seats are for the directly elected seats of  
261 President and Executive Vice-President.
- 262 2. All candidates running for any Undesignated At-Large seat, including those running for President  
263 and Executive Vice President, will be listed as Undesignated At-Large candidates on the ballot in the  
264 Undesignated At-Large race. Candidates who win President and Executive Vice President will be  
265 removed from the Undesignated At-Large seat race and their votes will be transferred to the next  
266 highest ranked candidates.

## 267 **Article III: Election Procedures**

### 268 **A. The Election Calendar**

- 269 1. The Director of Elections, in consultation with the Office of the Assemblies, will draft the election  
270 calendar prior to the semester of the election, and will be approved by the Elections Committee at a  
271 meeting in the prior semester if possible<sup>4</sup>.
- 272 2. Consideration shall be given to any religious holidays that may fall during the election period,  
273 guaranteeing that the right to free religious observance is afforded to all potential candidates.

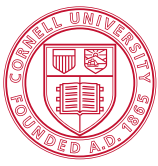
### 274 **B. The Elections Committee**

- 275 1. The Director of Elections shall serve as chair and a designated representative of the Office of the  
276 Assemblies shall serve as a non-voting ex-officio member of this committee.
- 277 2. Members of the Elections Committee may not seek SA or UA office for the academic year  
278 following their term of service on the committee.
- 279 3. The Director of Elections shall publish at the beginning of each semester a list of Assembly seats to  
280 be filled, in accordance with Student Assembly Charter.

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<sup>4</sup> 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 Administrator.





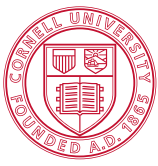
- 281 4. During a Challenge Review Meeting, the interpretation of the Elections Rules will lie with the sitting  
282 Elections Committee. The JCC's decision making process is independent of the Election's  
283 Committee's interpretation.
- 284 5. Elections Committee members are expected to abide by the highest standards of personal conduct  
285 and integrity. Students are mandated to excuse themselves from serving on the Elections Committee  
286 if they plan to take part in a campaign. Therefore, members should not be involved in the  
287 campaigning process. All conflicts should be considered and resolved before the election cycle  
288 begins.. Elections Committee members may not sit on the Executive Board of an organization that  
289 endorses candidates in an SA election. If an Elections Committee member sits on the Executive  
290 Board of an organization or sat on that Executive Board at any time during the same semester of a  
291 particular SA election, that organization may not endorse candidates in that SA election, or that  
292 Elections Committee member must resign from the Elections Committee.
- 293 6. The Elections Committee should be prepared to meet immediately following the challenge deadline  
294 to rule on all pertinent challenges. The Elections Committee shall use Robert's Rules of Order to  
295 consider challenges, in addition to the election rules. In the event of conflict, these election rules  
296 supersede Robert's Rules of Order. The Elections Committee has no power to overrule the election  
297 rules under any circumstances.
- 298 7. The Director of Elections shall give a final report on the results of the election when there are no  
299 remaining unresolved matters.
- 300 8. For the benefit of the students, the Elections Committee shall establish voting booths across  
301 campus on the days of the election. Committee members will ensure that no campaigning occurs  
302 within 25 feet of a voting booth.
- 303 9. The Elections Committee must pass an amended version of these Election Rules before the second  
304 to last Student Assembly meeting of each semester.

### 305 **C. Independence of the Elections Committee**

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

### 312 **D. Voting and Tabulation**

- 313 1. The order in which names appear on the ballot shall be randomly selected.
- 314 2. Uncontested candidates will not be listed for a vote on the ballot and will be deemed victorious  
315 pending the resolution of challenges.
- 316 3. Results for challenged races will be posted after the Elections Committee has ruled on those  
317 challenges.
- 318 4. The Elections Committee will not have access to the results prior to and during challenge  
319 deliberations. The Office of Assemblies will release election results after the Elections Committee  
320 has validated the election results.



- 321 5. A printout of election results for qualifying candidates shall be available in the Office of the  
322 Assemblies, 109 Day Hall, for one year following the election. Disqualified candidates will not have  
323 their vote tallies made available.  
324 6. The Student Assembly election results will be sent out to the entire student body via email using the  
325 Assembly's monthly email.

## 326 E. Challenges

### 327 1. Eligibility to Challenge

- 328 1. Any member of the Cornell community may submit a challenge.  
329 2. The Director of Elections may submit a challenge.  
330 3. The Elections Committee as a body may submit a challenge by majority vote.  
331 4. Individual committee members, except the Director of Elections, may not submit a challenge.

### 332 2. Challenge Deadlines

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

### 340 3. Format of Challenges

341 Challenges must be in writing, submitted on the signed Challenge Form, and accompanied by the following  
342 supporting documentation:

- 343 1. Challenger's name  
344 2. Candidate's name  
345 3. Date of challenge  
346 4. Reason for challenge and supporting evidence

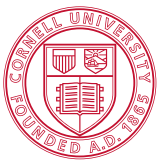
### 347 4. Notification of Election Challenges

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

### 350 5. Response to Election Challenges

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

### 354 6. Challenge Review Meeting



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

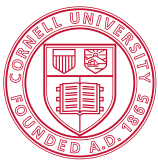
- 359 1. Whether a preponderance of evidence substantiates each alleged violation. This vote will be taken  
360 for each violation individually, and a majority of the seated membership of the Elections Committee  
361 is required to declare that a preponderance of evidence substantiates each violation;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

## 367 7. Written Report

- 368 1. For each rule violation, the Director of Elections or a member of the Elections Committee as  
369 delegated by the Director will create a written report thoroughly detailing the challenge(s), listing the  
370 tallies of all votes taken by the committee including the bifurcated voting process, the decision  
371 made, and how the decision was reached.
- 372 2. The report is kept confidential and only released to the challenged candidate and the challenger(s).
- 373 3. A copy, with all names other than the challenged candidate redacted, is kept in the Office of the  
374 Assemblies, 109 Day Hall.
- 375 4. For each challenge, the committee will report to the challenger(s) and the challenged candidate all  
376 evidence received/found, any violations substantiated, and any decisions to disqualify the challenged  
377 candidate.

## 378 8. Reconsideration

- 379 1. If the committee determines a candidate should be disqualified, the candidate may request  
380 reconsideration within twenty-four hours of receiving the written report. To be reconsidered, the  
381 candidate seeking such reconsideration must submit a request in writing to the Office of the  
382 Assemblies, via email to [assembly@cornell.edu](mailto:assembly@cornell.edu), and the Director of Elections. The statement should  
383 address the specific findings in the written report to be reconsidered and should detail the specific  
384 points where the Elections Committee failed to correctly enforce these Elections Rules.
- 385 2. The committee will convene in response to such a request. The committee, after evaluating each  
386 request for reconsideration, will take a vote requiring a simple majority to determine if the previous  
387 decision to disqualify should be overturned.
- 388 3. If a disqualified candidate believes that the Elections Committee failed to correctly follow or enforce  
389 these Elections Rules after the Elections Committee's reconsideration, they may request a review by  
390 the Judicial Codes Counselor (JCC) within 24 hours after the Election's Committee's  
391 Reconsideration vote.
- 392 4. The challenged candidate will submit to the JCC, the Office of the Assemblies, and the Director of  
393 Elections all original appeal materials that were previously submitted to the Elections Committee as  
394 well as any additional materials that detail failures of the Elections Committee to follow and enforce  
395 these Elections Rules.



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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.
  6. 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.

406 **9. Confidentiality**

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1. Members of the committee and parties to a challenge may not share the contents of challenges, evidence, or decisions submitted to or received from the committee, except when explicitly permitted by these rules or by the Director of Elections. When publicly releasing confidential information, the Director of Elections must redact the names of all individuals who are not the challenged candidate.
  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.