

24th University Student Senate Elections Information Packet

Updated April 8, 2024



This packet will serve as your guide to declaring your candidacy for the 24th University Student Senate. Enclosed you will find all the necessary election information. **Please be advised: there are deadlines and other requirements that must be met before you can be officially declared as a candidate. All first, second, and third year students are eligible for candidacy into the next Student Senate.**

Requirements to be Eligible for Candidacy:

- Attend an Information Session:
 - Hawk Hill Campus
 - **Session #1:** Monday, April 8th at 1:00: Sunroom 1
 - **Session #2:** Wednesday April 10th at 5:00: Sunroom 1
 - **Session #3:** Friday, April 12 at 12:30: Campion 239
 - Zoom
 - **Session #1:** Thursday, April 4th at 4:00
 - Zoom Link:
<https://sju.zoom.us/j/92116427049?pwd=S3RjVUFZZVY3azRIQXZ0aEtVWFZmdz09>
- Submit your [Candidate Registration Form](#) via Google Form by 11:59 p.m. on Monday, April 15
 - Upload a Resume / list of extracurricular activities in which you are involved to the form
 - Upload your headshot to the form
 - If you have any difficulties attaching any of these documents, please send them to alec.mettin@sju.edu
- Complete Election Petition and obtain required signatures
 - Election Petitions must be printed and filled out with pen

- o You can print the Petition directly from this packet
- o You are expected to take a photo of your petition and upload it to your Candidate Registration form in addition to turning it into the Senate
- o Election Petitions must be turned electronically **by 11:59 p.m. on Monday, April 15.** *Failure to do so will result in ineligibility.*
- Attend these mandatory Campaign Events:
 - **Executive Speeches**
 - Thursday, April 18, 6:30 PM, Zoom
 - **Tabling Event**
 - Monday, April 22 as your schedule allows. Please pick up a table from SLA or use the ones already provided. On Hawk Hill: Campion ground floor or outdoors (weather permitting). On University City: STC or outdoors (weather permitting)
 - **Class Social Media Days**
 - The Senate Instagram will feature each candidate on their Instagram. Candidates will make an Instagram story and send it to the Senate Instagram on the day it will be posted.
 - o Tuesday, April 16th- Executive Posts
 - o Wednesday, April 17th- Current Third Year Posts
 - o Thursday, April 18th- Current Second Year Posts
 - o Friday, April 19th- Current First Year Posts

Additional Information:

- Candidates must be aware that weekly USS meetings are on Mondays from 5:30-7:00 p.m., and therefore must have this free time in their schedules in order to be eligible for candidacy.
- If you cannot attend an Information Session or mandatory Campaign Event, please email alec.mettin@sju.edu in order to be excused or determine how you can fulfill the requirement otherwise.
- The Election will take place on The Nest starting Wednesday, April 24 at 12:00 am and ending Thursday, April 25 at 5:00pm. Results will be posted the next morning on the USS' social media pages.
- Campaigning may begin Tuesday, April 16 and is subject to the attached guidelines (page 9 of this document).
- Candidate headshots and Platforms are subject to dissemination both online and in print. All platforms will be published as submitted with no grammatical or spelling mistakes edited.
- Newly elected members must be in attendance at the first meeting of the 24th USS on Monday, April 29th at 5:30pm in the Presidents Lounge (2nd floor, Campion Student Center)
- See the complete list of all Election Rules and Regulations (pages 7-10 of this document) for more information and to ensure your eligibility to run in the election.

Candidates Running from Abroad or Co-Op:

- If you currently are not on campus due to an academic obligation (Study Abroad, Co-Op, Internship) but are still interested in running for a position for the upcoming year, when you will be on campus full-time, you are subjected to the same regulations and guidelines as every other candidate.
- You are subjected to the same guidelines as everyone else, with a few exceptions:
 - Candidates running from their remote locations are to schedule an Info Session with a member of the Elections Committee via video chat.
 - Candidates Registration Forms (all parts completed) and Signature Petitions are subjected to the same deadline stated above.
 - Signature Petitions may be completed virtually by the honor code that you have spoken to each person that signed your petition.
 - Mandatory Election Events:
 - Candidates are expected to video chat into the Executive Board Speeches.
 - Video submission or live video will excuse you from the Tabling Event.

University Student Senate Election Calendar April 2024

Sun <small>March 31</small>	Mon April 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat 6
			Packets & Registration Available on clubs.sju.edu/ uss	Virtual Info Session 1 4:00-4:30 *UC students encouraged to attend		
7	8	9	10	11	12	13
	Information Session 2 Hawk Hill Campion Sunroom 1 1-1:30 p.m.		Information Session 3 Hawk Hill Campion Sunroom 1 5-5:30pm		Information Session 4 Hawk Hill Campion 239 12:30-1pm	

14	15	16	17	18	19	20
	Registration Google Form (online) & Petition (Campion 239) due by 11:59 p.m.	Campaigning Begins at 8:00 am		Executive Board Speeches 6:30 p.m. via Zoom		
21	22	23	24	25	26	27
	Tabling Day		Voting Begins 12 AM	Voting Closes 5 p.m.	Results posted 9 a.m.	
28	29	30	May 1	2	3	4
	1st meeting of 24th USS					

USS Election Petition

Administrative Board

By signing this petition, I endorse the candidacy of _____

to run for Senator as part of the 24th University Student Senate.

Name

Student ID #

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USS Election Petition

Executive Board (President, Vice Presidents, Treasurer)

By signing this petition, I endorse the candidacy of _____

to run for _____ as part of the 24th University Student Senate.

Name

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Elections Rules and Regulations

University Student Senate



I. Candidate Requirements

- A. All candidates must be currently enrolled as undergraduate day students in both good academic and judicial standing, and must maintain these standings throughout their terms. In addition, all candidates must be enrolled in at least 12 credit hours during each semester during their term. Members must have at least a 2.5 cumulative GPA at the time of their candidacy and throughout their term.
- B. A candidate may run for one Executive Board position and one Administrative Board position, but can only serve in one of the positions if elected.
 - a. If running for one Executive Board position and one Administrative Board position, a candidate needs only to have an Executive Board USS Election Petition completed and signed.
 - b. In order to be eligible to run for an Executive Board position, a candidate must have served at least one full term, cumulatively, on the USS by the time they may assume the elected role. A full term may be fulfilled either by serving one academic year on the USS or by serving on the USS the entirety of one semester and the majority of another.
- C. Candidates must be able to serve a full year's term on the USS and to attend meetings and events as defined by the Speaker.
- D. For a candidate's name to be listed on the ballot, the student must submit a completed packet directly to the USS Office, **Campion 239** by 11:59 p.m, April 15, 2024. Any candidate who does not meet this deadline will not be listed on the ballot.
- E. Candidates must attend one of the Information Sessions and all mandatory Campaign Events, predefined on the cover of this packet. In the event that a candidate cannot make an Information Session or Campaign Event, they must email the Elections Committee Chair (alec.mettin@sju.edu) at least 24 hours in advance to ask to be excused from the event. It is up to the Chair to decide whether or not to grant the excuse. In the event that an excuse is not granted, or notice is given within 24 hours of the event, the infraction may be reported to the Election Committee for review.

II. Election Procedures

a. Primary Elections

- i. If there are three or more candidates running for the position of President, Vice President of Hawk Hill, Vice President of University City and/or Treasurer, a run-off election shall be held. The USS voting members shall participate in this election, as well as the candidates in the event that one is a non-voting member of the USS.
- ii. The Elections Committee is responsible for deciding how the candidates shall present their platforms to the USS at a weekly USS meeting.
- iii. The election shall be conducted via secret ballot, immediately following the candidates' presentations. The secret ballot nominations shall be tallied by the Elections Committee chair and the Advisor of the USS.
- iv. The two candidates for each position who receive a plurality of votes in the primary shall be the winners of the primary and can continue to run for the position they seek.
- v. The Student Body President shall issue the deciding vote in case of a tie. If the President runs in a tied primary, the Vice President shall cast the tie breaking vote. And if both the President and Vice President run in a tied primary, the Speaker shall cast the tie breaking vote. Primary election results shall be announced before the conclusion of the meeting during which the run-off is performed.

a. General Elections

- i. Voting will be held on the Nest via the Qualtrics survey platform, and candidates' names will appear on the ballots in the order that they submit their completed applications.
- ii. All students (first year, second year, third year, fourth year) will be able to vote for Student Body President and Treasurer candidates.
- iii. The Vice President of Hawk Hill and Vice President of University City should be elected via their respective campus constituencies. The election for Vice President of Hawk Hill should be open to all first through fourth year students on the Hawk Hill campus. As the USS is representative of undergraduate students, only those students primarily enrolled at the University City campus who have not yet received their bachelors degree should vote in the election.
- iv. For the election of Class Senators, students will only be able to vote in the election of candidates from their own class year.
 1. Class year constituencies shall be defined by the semester that a student entered into Saint Joseph's University, rather than be based on their credit ranking.
- v. In the event that a student is unable to access the proper Class Senator ballot on the Nest, they are able to fill out a paper ballot during the voting period in the office of the USS Advisor. If a section of the ballot is filled out incorrectly (as per the instructions on it), then that section will not be counted in the vote.

b. Secretaries and Speaker Elections

- i. The election of the Secretaries and Speaker shall occur after the start of the new session of the USS and before the end of the spring semester during a weekly USS meeting. This internal election shall be facilitated by the President.
- ii. The USS voting members shall participate in the election of the Secretaries, which shall be conducted via secret ballot. The candidates who receive a plurality of votes shall be the winners of their election. The votes shall be tallied by the Student Body President and the Advisor of the USS, and results shall be announced before the conclusion of the weekly meeting during which the election is performed.
- iii. The President shall issue deciding votes in the event of any ties. Additional procedures governing this election, as well as candidate eligibility, shall be determined by the President, Vice President, and Treasurer.

II. Campaigning

- a. Potential candidates may not begin hanging posters, distributing materials, making public announcements, utilize the Internet, or engaging in any other campaign activity before **April 16, 2024**
 - i. The amount of campaign material that a candidate can publish is unlimited. Candidates are asked to be courteous when hanging signs and allow space for opponents' signs. The Elections Committee reserves the right to ask candidates to remove their campaign materials from spaces that do not allow for opponents to fairly display their materials as well.
 - ii. All campaign material must be approved by the Student Leadership and Activities office (Campion Student Center, 3rd floor). All non-photocopied materials (shirts, hats, banners, etc.) must be approved by the Student Leadership and Activities office as well.
 1. Candidates are permitted to post approved campaign materials in the lobbies of residence halls only in spaces that are designated by Residence Life professional staff.
 2. Candidates can also submit up to 40 approved letter-size flyers to the Residence Life office (LaFarge Hall, 1st floor) to be posted by RAs on each floor of specified residence halls.
 3. Candidates can also contact a residence hall building professional staff member to arrange days and times that they are permitted to personally distribute their campaign materials in the lobby of that building. They may also work with Special Events to request a table.
- b. No campaign material with the exception of a twin sheet banner or chalk may exceed the dimensions of 24" x 36".
- c. Posters are restricted to the interior of buildings. No stickers of any kind may be used on university property. Posters must be hung in accordance with the university posting policy, as outlined in the Student Handbook. Placing flyers on cars is prohibited.

- d. Email campaigning should be used with discretion. The list of organizational presidents' email addresses is available in the Student Leadership and Activities office.
- e. Campaign materials have a spending limit of \$100 or equal value. If requested, receipts for all materials must be turned into the USS Advisor by 5:00pm the day following the election.
 - i. All monies spent on campaign materials must come from the funds of the candidates and will not be reimbursed.
 - ii. The campaign spending limit of \$100 may be waived in the event of a signed agreement among all of the candidates running for a certain position.
- f. Each candidate must remove all campaign materials (signs, posters, etc.) from campus by midnight the day following the last day of voting.
- g. Candidates and campaign workers may not tear down, cover or deface opponents' signs in any manner. Candidates may not hang materials illegally and/or not approved by the Student Leadership and Activities office.
- h. If any candidate witnesses an infraction of any campaigning rules and regulations as outlined in this document, they must contact a member of the Elections Committee. All violations will result in an Elections Committee hearing which may lead to sanctions including but not limited to expulsion from the race.

III. The Elections Committee

- a. For General Elections, the Elections Committee shall be made up of any members of the current session of the USS that will not be running in the elections and are willing to serve on the committee.
 - i. This committee shall be responsible for establishing campaigning requirements, write-in candidate rules, and elections procedures. It shall also place sanctions on and disqualify candidates that violate these rules and procedures by a simple majority of its members.
 - ii. No candidate or campaign worker may serve on the Elections Committee if they are running or assisting someone in the race.
- b. All complaints must be submitted via email to the Elections Committee. Within 24 hours of receipt, the committee will respond to the complaint. And then following an additional 24 hours, the committee will release a ruling.
- c. In the event of dissatisfaction in the ruling of the committee, a panel consisting of the Vice President for Student Life (or a designee), the Elections Committee chair, and the USS Advisor shall serve as the appellate body. They can choose whether to hear a case or to let the committee's decision stand. This decision will be final.
- d. In the case of a candidate being disqualified or failing to accept a position at any time prior to taking office, the runner-up candidate will be the elected officer or representative.

2024 General Elections Committee

Committee Chairs

Please contact any individual with questions.

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