



Fall 2009 Election Procedures: Class Council Candidates

1. The Undergraduate Association Fall 2009 elections will be held from 12:01AM, Friday, September 25, 2009 to 4PM Friday, October 2, 2009.
2. The elections will be governed by the Election Code, Campaign Rules Document, as well as these procedures, and supervised by the Election Commission. The commission reserves the right to interpret the Undergraduate Association Election Code and Campaign Rules Document as necessary.

3. CANDIDATE PACKET:

Within this packet you will find the following:

	Page(s)
a. These Election Procedures (2 pages).....	1-2
b. A List of Class Council positions open for election.....	3
c. A Checklist of what you need to turn in to run.....	3
d. An Elections Calendar with key events and dates.....	4
e. The Campaign Rules Document (3 pages).....	5-7
MAKE SURE YOU READ THIS TO AVOID CAMPAIGN VIOLATIONS!!!	
f. The UA Election Code (6 pages).....	8-13
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After you pick up a packet you will be added to the e-mail list <ua-candidates> and will receive important election-related updates and announcement from the list. To ensure that you are on this list type:

athena% blanche ua-candidates

at an Athena prompt and look for your username. If your name doesn't appear, please contact <ua-elect@mit.edu>.

Up to date election information will also appear on the Election Commission's website at <http://mit.edu/ua/elections>.

4. STATEMENT OF CANDIDACY—Due 5PM Friday, September 18:

The Election Code mandates that all official candidates file the Statement of Candidacy with the Election Commission in order to be validated. A form for you to sign is included in this packet.

5. PETITIONS—Due 5PM Friday, September 18:

All Class Council Candidates must file a petition with the Election Commission to appear on the official ballot. The Election Code mandates that candidates cannot obtain signatures from more than 15% of their constituency. The Election Commission sets the specific number of signature based on Article IV Section 5 of the code.

- A. Candidates for Class Council Offices must obtain 105-150 signatures.
- B. All signers of the sheets must be registered undergraduates of MIT, and members of the class whose office you are campaigning for. The election commission will check signature sheets for validity.



- C. When circulating the petition you are only allowed to place campaign materials within the printed box on your petition sheets (it cannot be larger than the box). You may not create multiple copies of this box, set up a campaign website, or campaign in any other way before petitions are due.

6. PLATFORM STATEMENTS—Due 5PM Friday, September 18:

Platform statements explain the principles on which you appeal to voters. There is no set formula for a platform; feel free to be creative. All platforms must be sent electronically to <ua-elect@mit.edu>. You may not be included in the Voter's Guide if your platform isn't turned in on time.

7. PHOTOS:

If you have a picture that you would like us to use in the Voter's Guide, please include it with your platform statement in a web friendly format (jpeg, gif). If you do not have a photo or digital camera available, you can get your picture taken in the UA Office when you turn in your paperwork on September 18.

8. PROOF OF REGISTRATION--- Due 5PM Friday, October 9 (Add Date):

All candidates must be registered students, per the MIT Registrar's Office, in order to be eligible to run. Each candidate must obtain a proof of registration from the Student Services Center (11-120), by add date. Winning candidates that fail to do so will be automatically removed from office.

9. FUNDING AND EXPENSES—Due 5PM Friday, October 9:

Campaign Expenses are limited to \$275 (as per Article V, Section 3B of the election code) but you shouldn't have to spend anywhere near that amount to win. Included in this packet is a form on which you should list all your expenses. The form is due in the Election Commission's mailbox (in the UA office) on the Friday following elections. Please note that you will NOT be reimbursed for campaign expenses.

10. CAMPAIGNING AND RULES:

Included in this packet is the Campaign Rules Document, which contains a complete listing of election rules. To avoid some of the messier situations that have occurred in the past, it is very important that you read through this document. You may also want to look at the Rules and Procedures FAQ. It contains answers to common questions and further clarifies rules with which there have been issues in the past. The FAQ is available online.

Campaign violations are handled by the Campaign Rules Board, a subsidiary of the Election Commission. Please note that the Campaign Rules Board is not the Violations Police; its job is to act on complaints, not actively seek out violations. If you have a complaint with the way anyone is running his or her campaign, first try to negotiate with the offending individual. If all else fails, send a description of the violation and any evidence you may have to <ua-elect@mit.edu>.

For the Election Commission,

Sun Kim
Chair of the Election Commission
2009-2010



Class Council Positions Open for Election: Fall 2009

The Class Council is responsible for promoting class unity, organizing class social events, and conducting any other business of the class. The following class officers for the Class of 2013 will be selected in this election:

President:

Runs weekly meetings, coordinates activities of all officers and committees, and serves the on UA Cabinet.

Vice President:

Runs meetings in President's absence, may chair a class committee, serves on UA Cabinet.

Secretary:

Records minutes at meetings, keeps a calendar and record of events, may chair a class committee.

Treasurer:

Handles budgeting and financial matters, chairs Fundraising committee.

Publicity Chairs (1 or 2 people, run as a ticket):

Keeps class informed of events, produces class newsletter, maintains web page, chairs Publicity committee.

Social Chairs (1 or 2 people, run as a ticket):

Plans and implements social program, from study-breaks to large scale events, chairs Social committee.

Fall 2009 Elections Checklist

By SEPTEMBER 18 at 5PM you must:

1. Read all instructions, paying special attention to dates and election procedures.
2. Check if your name appears on the ua-candidates list.
3. Turn in petition signature sheets with 105-150 signatures from your class to the Election Commission.
4. Turn in your signed statement of candidacy to the Election Commission.
5. Turn in proof of registration. (By Add Date, but recommended to be turned in now.)
6. Turn in your signed campaign rules acknowledgement statement.
7. E-mail your platform and photo to <ua-elect@mit.edu>.
8. Have your picture taken for the voter's guide in the UA Office, W20-401.

(for candidates without access to an electronic photo or digital camera)

Send questions or concerns to <ua-elect@mit.edu>.

PLEASE NOTE: Late petitions will only be accepted under the circumstances outlined in Article III, Section 4 of the Election Code. If you need a deadline extension for obtaining your petition signatures, please let the Commission know the reasons for your request prior to the petition deadline. If your request is approved, you will have until the Late Petition Deadline, Monday, September 21 at 5PM, to turn in your petition. As you are not allowed to campaign until your petition is approved, turning in a late petition will cut down on your campaigning time.



Fall 2009 Elections Calendar

Fall 2009 Elections Calendar

Monday, September 14, 8 pm

- Meeting in W20-400 to distribute petitions and discuss election procedures

Friday, September 18, by 5 pm

- Paperwork collection in the UA Office, W20-401
- Signed statements of candidacy and signed campaign rules acknowledgement form due by 5pm
- Candidate photos taken for those without access to a digital photo or camera
- Platform statements and photos due via email to <ua-elect@mit.edu>
- Official campaigning begins Monday, September 18 at 11:59 pm, if approval email is received.
- Recommended due date for proof of registration (obtained in 11-120).

Monday, September 21, 5 pm

- Late Petition Deadline (see note at the bottom of page three)

Friday, September 25, 12:01 am

- Campaigning must cease in Athena Clusters
- All campaign posters in Athena Clusters must be removed by this date
- Electronic Voting Begins

Thursday, October 1, 11:59 pm

- Electronic Voting Ends

Friday, October 2, 9 am – 4 pm

- Candidates may not campaign on the first floor of building ten
- Candidates may only enter lobby ten to vote or pass through quickly
- Day of Paper Balloting

Saturday, October 3, 12:01 am

- Results of the election will be posted

Friday, October 9, 5pm (Add Date)

- Funding forms due in the UA office, W20-401
- Proof of registration due. Recommended: proof of registration in with other paperwork.



CAMPAIGN RULES DOCUMENT OF THE UNDERGRADUATE ASSOCIATION

ARTICLE I: PURPOSE

The purpose of the Campaign Rules Document is to outline the rules that shall govern election campaigning and to provide the Campaign Rules Board with guidelines for dealing with campaign violations, complaints, sanctions, and appeals. A copy of this document shall be included in election packets distributed to candidates.

ARTICLE II: CAMPAIGN RULES

Section 1: General Guidelines

- A. Rules are meant to ensure fairness, keep order, and preserve the integrity of the election. In general, candidates should try to maintain the “spirit of the campaign” which is an atmosphere of friendly competition with others and respect for the election process.
- B. All candidates are responsible for their campaigns, which includes others whom they know are campaigning for them. It is the responsibility of all candidates to know the campaign rules and to ensure that their campaign helpers follow the rules.
- C. Campaigns may not violate any MIT rule or policy or destructively interfere with:
 - a. The election commission’s job to run the election and preserve its integrity.
 - b. Other candidate’s campaigns.
- D. Campaigning is defined in Article V Section 2 of the election code as “publicly promoting one’s candidacy. This includes but is not limited to posterage, email, chalking, speeches, and campaign websites. Additional campaigning activities will be at the discretion of the Campaign Rules Board. The gathering of petition signatures shall be excluded from this definition.”
- E. All candidates must be registered students, per the MIT Registrar's Office, by add date, in order to be eligible to run.
- F. Candidates running for class council positions must be current members of the class for which they wish to represent, according to the Registrar's Office.
- G. If during the term of office the winner becomes an unregistered student or leaves the constituency for which they represent, the Judicial Committee will be consulted.

Section 2: Campaign Rules for Official Candidates

- A. No candidate may begin campaigning (as per the definition in the election code) before:
 - a. The time set on the Elections Calendar as the start of official campaigning.
 - b. The Election Commission approves his or her petition.
- B. Outside living groups (b also applies to places inside plainly visible from outside):
 - a. Campaigns must follow all Association of Student Activities posterage rules (<http://web.mit.edu/asa/www/public-postering.shtml> or <http://web.mit.edu/asa/publicity/public-bulletin-boards.html>). These include:
 - i. Posterage only on ASA bulletin boards. Posters may not be placed on trees, poles, walls, lampposts, mailboxes, bridges, scaffolding, etc.
 - ii. Campaigns shall not remove or post over other posters, except for non-MIT posters or out of date posters.
 - iii. Include the sponsoring party and contact information.
 - b. Campaigns may not reserve posterage space or put up posters bigger than 187 square inches (ex. 11x17). This rule precludes campaigns from reserving Lobby 7 kiosks or hanging large banners from fraternities.
- C. Within a living group (dorm, frat, etc.), campaigns must follow all rules (posterage included) imposed by that living group. This provision will be enforced by the group’s governing body, which may request a Rules Board investigation.
- D. Campaigns must follow Athena Rules of Use and the following additional email rules:



- a. Candidates and campaign helpers may only send campaign email to lists of which they are members. People who remove themselves from a list soon after sending the list a campaign email are not members of the list.
- b. Blind Carbon Copy may not be used.
- c. Candidates and campaign helpers responsible for moderated lists must impartially approve or disapprove campaign material sent by list members.
- E. Chalk shall be used in moderation and only on the ground. Campaigns may not chalk or otherwise graffiti bulletin boards, walls, windows, chalkboards, white boards, etc.
- F. Candidates and campaign helpers may not campaign (as per the definition in the election code) in places of voting. This means:
 - a. All campaign materials must be removed from Athena clusters or from the immediate vicinity of Athena quickstations during electronic voting days. No campaign materials should be able to be seen from anywhere inside an Athena cluster.
 - b. Campaigns may not create new voting front ends. Links to electronic voting may not point directly to the ballot (you may link to <http://vote.mit.edu/>) and must open an official commission website in a full browser window.
 - c. Campaigning is prohibited on the first floor of Building 10 when paper balloting is taking place. During this time, candidates may only enter Lobby 10 to vote or pass through quickly.
 - d. All other campaigning (posters, email, etc.) may continue during voting.
 - e. Campaigning is prohibited from TEAL rooms.
 - f. No campaign materials may be worn in places of voting. This includes, but is not limited to:
 1. T-shirts
 2. Face painting
 3. Costumes
 4. Body signs
- G. Campaign material may not be visible in the UA Office (W20-401).
- H. Use of an organization's resources by a campaign shall be governed as the organization sees fit provided that no election rules are violated.
- I. Campaigns may not bribe voters. Bribery is defined as the application of such influences [giving or accepting money or some other payment] in exchange for votes.
- J. If someone is unsure if a particular activity violates election rules, he or she shall contact the Campaign Rules Board for an official interpretation.

Section 3: Campaign Rules for Unofficial Write-in Candidates

- A. Candidates who are not official (as per the definition in the Election Code) must follow the same rules as official candidates unless otherwise indicated in this section. This section does not apply to official candidates who have been removed from the ballot.
- B. Write-in candidates may begin campaigning at the time set on the Elections Calendar as the start of official campaigning. They do not need to have a petition approved.
- C. There is no poster size limit or ban on reserving postering space for write-in campaigns. They may use posters up the ASA limit of 22x17 on ASA boards.
- D. Write-in campaigns may have campaign material in Athena clusters and within sight of Athena quickstations during electronic voting days.
- E. Write-in campaigning is prohibited only in Lobby 10 when paper balloting is taking place. During this time, write-in candidates may only enter the lobby to vote or pass through quickly.
- F. If a candidate begins to campaign before being officially approved by the Election Commission they may either:
 - i. Choose to run as a write-in.
 - ii. Be subjected to sanctions decided by the Election Commission per Article IV.

ARTICLE III: PROCEDURE FOR COMPLAINTS

(Sections A-D are copied from Article V, Section 4 of the Election Code)



- A. Complaints shall be directed to the Campaign Rules Board. The Campaign Rules Board shall send an acknowledgement of receiving such complaint within two days of its receipt to the rest of the Election Commission and all parties involved.
- B. The Campaign Rules Board shall conduct an investigation to determine the merit of the complaint and impose any necessary sanctions. This shall be completed in a timely manner.
- C. An official statement of any Campaign Rules Board decisions shall be sent within a day of the decision.
- D. Appeals of the Campaign Rules Board decision must be lodged to the Judicial Board within three school days of the decision.
- E. A list of substantiated complaints filed against official candidates shall be available both on the Election Commission's web site and at the paper balloting booth.

ARTICLE IV: SANCTIONING GUIDELINES

Section 1: General Guidelines

- A. This article contains guidelines for sanctions based on the level of severity of the campaign violation. These are written only as a suggestion for the Campaign Rules Board; the board is in no way handicapped or restricted by these guidelines.
- B. In general, the Campaign Rules Board should evaluate violations based on two main concerns: "Does the violation violate the 'spirit of the campaign'?" and "Does the violation give the candidate who committed it an unfair advantage in the campaign?"
- C. Sanctions shall be imposed in such a way that "the punishment fits the crime." The purpose of imposing sanctions is to eliminate any unfair advantage the candidate may have gained by committing the violation.

Section 2: Three Levels of Violations

- A. Level I: Minor Infraction
 - a. Violations at this level do not violate the "spirit of the campaign" and give the candidate little if any unfair advantage.
 - b. Examples include minor postering violations such as a poster partially covering part of another poster or accidentally placing two posters on one bulletin board.
 - c. Possible sanctions include an official warning or slightly restricting the candidate's campaigning rights.
- B. Level II: Moderate Violation
 - a. Violations at this level somewhat violate the "spirit of the campaign" and/or give the candidate an unfair advantage.
 - b. Examples include:
 - i. Campaigning before getting the petition approved.
 - ii. Using a drop poster.
 - iii. Sending a campaign email to a list of which the candidate is not a member.
 - iv. Chalking on walls.
 - a. Possible Sanctions:
 - i. Partial revocation of specific campaign rights relevant to the violation—no postering in the Infinite Corridor, no more email, etc.
 - ii. Not allowing the candidate to campaign for a day or more.
 - iii. If the candidate has previously committed another moderate violation, or the moderate violation committed is on the severe side, the Campaign Rules Board might want to consider placing the phrase "violated election rules" next to the candidate's name on the ballot.
- C. Level III: Severe Violation
 - a. Violations at this level blatantly violate the "spirit of the campaign" and give the candidate a considerable, unfair advantage.
 - b. Examples include:
 - i. Campaigning by the paper balloting booth in Lobby 10 or in Athena clusters on election day
 - ii. Tampering with voting or ballots



- iii. Intentionally sabotaging another candidate's campaign
- c. Possible Sanctions:
 - i. Place the phrase "violated election rules" next to the candidate's name on the ballot.
 - ii. Revoke all campaigning rights.
 - iii. Remove the candidate from the ballot.

Section 3: Disqualification

- A. Candidates who commit severe violations that undermine the integrity of the election and/or the democratic process void their right to be elected to office during the election in which the violation was committed.
- B. It is recommended that disqualification only be used as a last resort for candidates who cannot be sanctioned by any other means.
- C. Disqualified candidates shall be the first ones to have their votes redistributed in preferential voting.

Section 4: Funding Limits

- A. All winning candidates must submit a funding form- even if no money was spent- by the appointed deadline. Candidates who do not do so will no longer be considered official candidates and runner ups will be contacted and appointed to the open position.
- B. Complaints over funding expenses shall be directed to the Campaign Rules Board. The Campaign Rules Board shall send an acknowledgement of receiving such complaint within two days of its receipt to the rest of the Election Commission and all parties involved. Sanctions will be determined by Campaign Rules Board.
- C. Candidates who surpass the designated Campaign Expenses limit will be fined the amount they went over the limit and will be referred to the Judicial Board and Election Commission Campaign Rules Board for further sanctions from either committee. Funds procured from the candidates will go into the UA Invested Reserve.

ARTICLE V: AMENDMENTS

As specified in Article III, Section 4 of the election code, the election commission shall make revisions to this document between election cycles. Any changes must be approved by a majority vote of Council.



ELECTION CODE OF THE UNDERGRADUATE ASSOCIATION Last updated: 9.6.05

ARTICLE I. PURPOSE

The purpose of the Election Code shall be to govern the election of the Undergraduate Association President and Vice-President, class officers, Undergraduate Association Senators, and any other positions for which the Undergraduate Association Senate mandates a democratic, campus-wide election. The Election Code shall also govern the procedures for advisory questions and referenda.

ARTICLE II. THE ELECTION COMMISSION

Section 1. Membership

- A. The Election Commission shall consist of eight voting members of the Undergraduate Association. They shall be appointed by the UA President, and approved by the UA Senate. The term of membership on the Election Commission shall be one year, beginning on the last Senate meeting of the spring term and ending the last Senate meeting of the spring term of the following year. The Speaker shall formally install the Commission members at the last Senate meeting of the spring term.
- B. The UA President, with the approval of the UA Senate, shall appoint one Election Commission Chair and three Campaign Rules Board members from among the eight people selected for the Commission. The Election Commission Chair will also be Chair of the Campaign Rules Board.
- C. The remaining four Commission members will be responsible for the following positions—Technical Coordinator, Event Coordinator, Publicity Coordinator, and Petition Coordinator.
- D. In the case that the Commission Chair cannot serve his or her full term, the UA President shall appoint an Acting Election Commission Chair, with approval of the UA Senate. If the UA President deems installation of either position immediately necessary, the UA Executive Board shall approve the Acting Commission Chair until the next UA Senate meeting.
- E. The Judicial Board reserves the right to approve, decline or modify the final list of commission members, as submitted by the President.
- F. No person intending to run for office in UA elections may sit on the Commission. The UA President, with the approval of the UA Senate, shall immediately replace any member who obtains a petition for office.

Section 2. Responsibilities and Powers

- A. The Commission shall be responsible for the execution and primary interpretation of the Code and preserving the integrity of the election.
- B. The Commission shall be empowered to enact any special rules governing the election process that do not conflict with the UA Constitution, the Bylaws of the UA Senate, or this Code.
- C. The Election Commissioner, at his or her discretion, may close meetings to all, save voting members of the Election Commission and members of the Judicial Board.
- D. The role of the Election Commissioner shall be to set the schedule for the elections and to oversee the Election Commission.
- E. The sole responsibility of the Campaign Rules Board is to interpret the campaign rules for the election, hear official complaints, and to impose sanctions as necessary. The board may not act on violations in the absence of an official complaint. The Chair of the board shall oversee the board.
- F. The Technical Coordinator, Event Coordinator, Publicity Coordinator, and Petition Coordinator are responsible for the electronic voting system, the debates and study breaks, publicity for the elections, and compiling the candidate petitions materials, respectively.
- G. The Commission shall be responsible for letting living groups know they are in charge of campaigning restrictions within their living space. Governing bodies can request a Rules Board investigation.
- H. The Commission shall be responsible for providing a list of substantiated complaints filed against official candidates shall be available both on the Election Commission's web site and at the paper balloting booth.



ARTICLE III. CANDIDATE QUALIFICATIONS

Section 1. Types of Candidates

- A. Candidate is defined as someone that makes his/her/its intent to run for office known.
- B. Official Candidate is defined as any candidate who has been or intends to be validated.
- C. A blank shall be supplied on all ballots for write-in candidates. A write-in candidate may not be declared the winner of a race until he or she demonstrates that he or she is a registered undergraduate, signs the Statement of Candidacy, and satisfies any additional requirements set by the Commission.

Section 2. Petitions for Official Candidates

- A. Candidate Petition Materials shall include:
 1. A copy of this Election Code
 2. The Campaign Rules Document
 3. A schedule of election events and deadlines
 4. The following statement of candidacy:

If elected to the office of _____ of the Undergraduate Association, I _____ hereby promise to fulfill all responsibilities of my offices enumerated in the Undergraduate Association Constitution, UA Senate Bylaws, Uniform Class Constitution, other bylaws of the Undergraduate Association, and the Undergraduate Association Election Code. I fully understand that failure to do so will result in my removal from office by the Undergraduate Association Senate.

I also agree to follow all campaign rules and procedures as laid out in the Campaign Rules Document, Election Code, and candidate packet. I understand that failure to do so may result in sanctions ranging from an official warning to disqualification.

5. An official signature petition as outlined in Article IV. The Election Commission shall set the precise number of signatures within these guidelines.
 6. A budget form.
- B. No individual may submit a petition for more than one office of any given type during the same election. Types of offices include Class Council, UA Senate, and UAP/VP.
- C. If a candidate changes his or her running mate after beginning to gather petition signatures, the Election Commission shall decide how many new signatures should be gathered on a case-by-case basis.
 - D. Candidates shall not be declared valid unless the candidate demonstrates that he or she is a registered undergraduate, by obtaining a proof of registration from the Student Services Center (11-120), by add date, signs the Statement of Candidacy, submits the official signature petition, and satisfies any additional requirements set by the Commission. The Commission shall announce the names of all validated candidates for offices as soon as they are validated.
 - E. If a winning candidate can not obtain proof of registration by add date they will be automatically removed from office.

Section 3. Candidate Platforms

- A. All official candidates shall be required to submit a platform.
- B. A candidate's platform will describe his or her goals for office.
- C. If a platform contains unreasonable attacks against individuals or groups, the Election Commission will be granted the right to remove those attacks from the platform.
- D. The Election Commission can require candidates to submit forms in specified file formats and by a specified date. If the platform is not submitted in the correct file format and by the specified deadline, the Election Commission may not post the platform.
- E. Additionally, platforms and photographs must follow the MITnet's Rules of Use.
- F. No platforms, photographs or election results will be removed from the website after elections and will remain online indefinitely. Future requests for removal will be ignored.

Section 4. Late Petition Policy



All candidates submitting petitions which are approved by the Election Commission shall be included on the ballot and in all election activities unless, as a consequence of the date on which the petition was submitted, such inclusion would place an undue burden on the Election Commission or would be unfair to timely candidates. As such:

- A. The Election Commission shall establish a regular petition deadline before which all candidates will be guaranteed inclusion in all election events and on the ballot. The Election Commission shall also establish a late petition deadline.
- B. Official candidates who cannot make the regular petition deadline must submit an explanation to the Commission by the deadline. Candidates whose requests are approved by the Election Commission will have until the late petition deadline to turn in their petition for inclusion on the ballot.
- C. If a candidate's petition materials (submitted by the regular petition deadline) cannot be approved because they are found to be incomplete, the Election Commission shall give that candidate up to five days to correct the error provided that doing so is fair to all parties involved and doesn't put an undue burden on the Commission. Any candidate whose late petition is found to be incomplete will be referred to the Commission for consideration of further petition materials on a case-by-case basis, if and only if such consideration is fair to all parties involved and does not place an undue burden on the Commission.
- D. The lone exception to this policy will be for positions for which no candidate has submitted a petition by the regular deadline. Petitions for these offices will be both distributed and accepted until the late petition deadline. If no petition has been filed for the office by the late deadline, the deadline for that office may be extended by a few more days.

ARTICLE IV. TIMETABLES AND OFFICES

Section 1. Timetable Modifications

- A. In the event of unavoidable or unforeseen circumstances, the Election Commission shall bring forth to the UA Senate a modified election timeline as needed. Need is represented to be within reason. If Senate can not convene before the beginning of the election timetable, or a reasonable time for it to be processed, then the timetable will go before the UA Executive Committee.
- B. Possible reasons for timetable modification includes, but is not limited to:
 - a. Abnormal academic calendar
 - b. Holiday interference

Section 2. Fall Elections Calendar

- A. Fall Elections shall be announced to the incoming freshman class during the summer via the ASA Student Activities Mailing. Fall elections shall be announced to non-graduating upperclassmen prior to the end of spring term.
 - i. All fraternities, sororities, and independent living groups (hereafter referred to as FSILGs) shall furnish a list of eligible, registered students by the day after the end of the fall "rush" period or the end of the second week of the fall term, whichever comes first; the UA Elections Commission shall distribute registration forms to all FSILGs by the following day; and all registration forms shall be due to the UA Elections Commission one week later; and
 - ii. Elections for UA Senate shall take place in the fall term, during the week following the registration deadline.
- B. Petitions shall be made available for at least four days before they are due.
- C. Fall elections shall be held no less than one week after petitions are available.
- D. Newly elected officers shall be installed at the first UA Senate meeting of the fall term.

Section 3. Spring Elections Calendar

- A. Annual elections for the spring term shall be announced before the last regular meeting of the UA Senate of the fall term.
- B. Petitions shall be made available at least for two weeks before they are due.
- C. Spring elections shall be held no less than four weeks after petitions are available and no later than the eighth Monday of the term.



- D. Newly elected officers shall be installed at the last UA Senate meeting of the spring term.

Section 4. UA President and Vice President Elections

- A. The UA President and UA Vice President (UAP/VP) shall be elected during spring elections.
B. The official signature petition for UAP/VP shall require the signatures of between ten and fifteen percent of all undergraduates. The signatures on these petitions shall not be collected in an impersonal manner, and will be marked to indicate such. Violation of this stricture on signature collection will be considered a minor infraction by the election commission.
C. A joint UAP/VP debate shall be held during spring elections.
D. The newly elected UAP/VP shall be required to take the following oath of office:

I, _____, do solemnly affirm to execute the duties and responsibilities of the position to which I have been elected. Further, I will seek to maintain the integrity of the Undergraduate Association and its Constitution. I understand that failure to perform my duties, as stated in the Constitution and other rules of the Association, will result in my immediate removal from office by the Undergraduate Association Senate.

Section 5. UA Senate Representative Elections

- A. UA Senate Representatives shall be elected during fall elections.
B. The official signature petition for senators shall consist of the candidate's statement of intention to run and the name of the constituency.
C. If no winner can be determined for a senate seat due to a lack of eligible candidates, that seat shall be declared vacant and filled in a manner consistent with UA Senate Bylaws.
D. A residence hall, fraternity, sorority, or independent living group may present additional criteria for candidates. Such criteria shall be approved by a two-thirds vote of Senate by the last Senate meeting of the spring term.

Section 6. Class Council Officer Elections

- A. Class Council officers for all non-graduating undergraduate classes shall be elected during spring elections. In addition, a freshmen class council shall be elected during fall elections.
B. The official signature petition for Class Council officers shall require the signatures of between ten and fifteen percent of all class members. The signatures on these petitions shall not be collected in an impersonal manner, and will be marked to indicate such. Violation of this stricture on signature collection will be considered a minor infraction by the election commission.
C. The newly elected Class Officers shall be required to take the following oath of office:

I, _____, do solemnly affirm to promote excellence in the affairs of my class and to continually strive to improve the quality of life of my constituents. I will also fulfill all of the requirements of my position as stated in the Uniform Class Council Constitution. I fully understand that failure to perform my duties will result in my immediate removal from office by the Undergraduate Association Senate.

Section 7. Other Elections and Offices

- A. Runoff elections shall be held one week following the regular elections.
B. Special elections shall be announced at least ten academic days in advance of the first day of the elections.
C. Petitions for special elections shall be made available at least ten days prior to the elections.
D. The nature of the signature petition and election calendar for all other offices for which the UA Senate mandates a campus-wide election shall be legislated by the Senate. In the absence of specific legislation, the Commission shall determine the nature of these items.

ARTICLE V. PROCEDURES FOR ELECTIONS

Section 1. Registration

- A. Non-FSILG affiliated dorm residents shall be automatically registered to vote for the dorm constituency in which they reside; and



- B. FSILG affiliated students who reside in dormitories and who meet the following criteria are eligible to choose to register for their FSILG constituency or dorm constituency in the fall election cycle:
 - 1. Freshmen who pledge an FSILG
 - 2. Students who pledge an FSILG as upperclassmen
 - 3. Upperclassman active FSILG members who do not reside in their FSILG; and
- C. All affiliated, eligible upperclassmen shall have to re-register for each fall election cycle; and
- D. All students who are eligible to register to vote in fall elections shall be randomly assigned such that exactly half of them are defaulted to be registered to vote for the FSILG constituency, and half of them are defaulted to be registered to vote for the dormitory constituency; and
- E. Students who have been randomly assigned are free to change their affiliation at any time, except during a current election cycle, via an online registration form or via a paper form. However, students will not be allowed to change their designation on the date of registration:
 - 1. In the event that an eligible, registered student submits both the web-based registration form and the paper registration form, the student's web-based preference shall be accorded primacy; and
- F. A registration form will be distributed via e-mail by the UA Elections Commission to FSILG and dormitory presidents at a date specific by the Fall Elections calendar (please reference Article IV, Section 1 of the UA Elections Code). It shall be their responsibility to make these registration forms available to all eligible, registered students, and to collect and return them to the UA Elections Commission at a date of its choosing; and
- G. In completing the web-based registration form or paper registration form, FSILG members must be free from influence, coercion, or hazing by any and all members associated with an undergraduate residence hall or FSILG. Any member who is found to be in violation of this clause will be held accountable subject to MIT Policies and Procedures, and to the Commonwealth of Massachusetts' General Laws 269, Sections 17, 18, and 19.

Section 2. Meetings

- A. There shall be a meeting of all official candidates and current officers to discuss the offices being sought and general campaign rules established by the Commission. Petitions shall be distributed at this meeting. Official candidates who cannot attend the meeting shall obtain a petition from the commission after the meeting accompanied by a reminder to "read everything carefully, paying special attention to campaign rules."
- B. Debates will be held for the offices of UA President and UA Vice President. A debate for Senior Class Council presidents will be held at the request of the candidates. Other Class Council positions may be required to have debates at the discretion of the Election Commission.
- C. The winners of the election must attend a meeting no more than a week after results are announced for a brief orientation concerning current projects and issues facing the Undergraduate Association.

Section 3. Campaigning

- A. Campaigning is defined as publicly promoting one's candidacy. This includes but is not limited to postering, email, chalking, speeches, and campaign websites. Additional campaigning activities will be at the discretion of the Campaign Rules Board. The gathering of petition signatures shall be excluded from this definition.
- B. The Commission shall limit the value of campaign materials to between 1% and 2% of the annual regular undergraduate tuition level. Before being installed in office, all winners shall submit a statement of campaign finances to the Commission- even if no expenses were acquired.
- C. Campaign rules, possible violations, and guidelines for sanctions shall be defined in the Campaign Rules Document. All candidates (official and write-in) and campaign helpers must follow the rules laid out in the document. Candidates will be responsible for any fines incurred for postering violations, and may be disqualified for unpaid fines. The candidates must be required to sign a statement, stating they are responsible for all ASA postering violations from all campaign material.
- D. The Commission shall update the Campaign Rules Document each term before petitions are available. Any revisions shall be approved by a majority of Senate.

Section 4. Campaign Violations



- A. Under the powers outlined in Article II, Section 2E, the Campaign Rules Board shall be responsible for the interpretation of the Campaign Rules Document.
- B. Complaints shall be directed to the Campaign Rules Board. The Campaign Rules Board shall send an acknowledgement of receiving such complaint within two days of its receipt to the rest of the Election Commission and all parties involved.
- C. The Campaign Rules Board shall conduct an investigation to determine the merit of the complaint and impose any necessary sanctions. This shall be completed in a timely manner.
- D. An official statement of any Campaign Rules Board decisions shall be sent within a day of the decision.
- E. Appeals of the Campaign Rules Board decision must be lodged to the Judicial Board within three school days of the decision.

Section 5. Elections

- A. The Commission shall set the locations and hours of operation of the polling places. However, paper polling places shall open no later than 9am and close no earlier than 5pm.
- B. Electronic voting cannot take place during paper balloting. If electronic voting occurs during paper balloting, the elections results are invalid.
- C. The Commission shall make provisions for absentee balloting upon request. Requests must be made by one week before the start of electronic voting. Absentee ballots shall be due no later than 5pm on the last day of the election.
- D. The Election Commission may require official candidates to supply workers to man the polls and to advertise for the general election to raise awareness of the MIT community to vote in the election as specified, within reason, by the Election Commission. Workers supplied by candidates may not campaign on behalf of candidates during work shift. Severe sanctions, to be determined upon review by the Election Commission, will be imposed on candidates who violate this rule.

Section 6. Balloting

- A. Voting shall be done in a preferential manner and the winner determined according to the following procedure:
 - 1. Ballots shall be sorted by first choice.
 - 2. The ballots of the candidate receiving the fewest votes shall be resorted according to the next preference specified on the ballot. If there is a tie for the candidate receiving the fewest votes, both candidates' ballots shall be resorted.
 - 3. If at any time a ballot does not specify the next preference, it shall be removed from the count and not included in the number of votes cast for that round.
 - 4. If at any time an eligible candidate receives more than 50% of the votes cast in that round, he or she shall be declared the winner.
 - 5. For groups with more than one seat, ballots will be sorted in a preferential manner until there are the same number of eligible candidates left as there are seats.
 - 6. In case of a tie, a runoff election will be held between the eligible candidates who tied with the highest number of votes.
- B. The Commission shall be responsible for counting the votes cast and shall announce the winners of all races in a timely manner.
- C. The Commission shall have the power to declare the results of a race to be invalid. Partial results may also be declared invalid (e.g. paper balloting results are invalid; electronic results are valid). The Commission shall determine when a revote is to be held in a timely manner.
- D. Should a write-in candidate receive the most votes, yet be determined ineligible to win the race, the first valid candidate with the most votes shall be declared the winner. In case of a tie among valid candidates in this situation, the procedure that is outlined in Article V, Section 6A.6 shall apply.

ARTICLE VI. ADVISORY QUESTIONS AND REFERENDA

Section 1. Advisory Questions



- A. Non-binding advisory questions may be placed on the regular election ballot by a one-third vote of the UA Senate or by a petition to the Election Commission by 5% of the members of the Undergraduate Association.
- B. The deadline for such action shall be the same as the deadline for candidates' petitions.

Section 2. Binding Referenda

- A. Binding referenda may be introduced onto the ballot by a three-fifths vote of the UA Senate or by a petition to the Election Commission by 20% of the members of the Undergraduate Association.
- B. Binding referenda may be held at the regular election with the same deadline as the candidates' petitions, or at a special election called by the Election Commission.

ARTICLE VII. AMENDMENTS

Amendments to these bylaws may be made by a three-fourths vote of the UA Senate. Changes by referendum shall also require a three-quarters majority and shall not take place during the term specified.



Statement of Candidacy for Class Council Candidates

Due Friday, September 18 at 5PM in the UA Office

Pursuant to Article III *2(A, 3a) of the Election Code of the Undergraduate Association, the following statement must be signed before a candidate's name may be placed on the ballot.

If elected to the office of _____ of the Undergraduate Association, I, _____ hereby promise to fulfill all responsibilities of my office enumerated in the Undergraduate Association Constitution, other bylaws of the Undergraduate Association, Uniform Class Constitution, and the Undergraduate Association Election Code. I fully understand that failure to do so will result in my removal from office by the Undergraduate Association Council.

I also agree to follow all campaign rules and procedures as laid out in the Campaign Rules Document, Election Code, and candidate packet. I understand that failure to do so may result in sanctions ranging from an official warning to disqualification.

Signed,

_____ Date: _____

If running as a team, each candidate must fill out an individual statement.

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If elected to the office of _____ of the Undergraduate Association, I, _____ hereby promise to fulfill all responsibilities of my office enumerated in the Undergraduate Association Constitution, other bylaws of the Undergraduate Association, Uniform Class Constitution, and the Undergraduate Association Election Code. I fully understand that failure to do so will result in my removal from office by the Undergraduate Association Council.

I also agree to follow all campaign rules and procedures as laid out in the Campaign Rules Document, Election Code, and candidate packet. I understand that failure to do so may result in sanctions ranging from an official warning to disqualification.

Signed,

_____ Date: _____



Acknowledgement of Campaign Rules
Due Friday, September 18 at 5PM in the UA Office

Pursuant to Article V, Section 3 of the Election Code of the Undergraduate Association, the following statement must be signed before a candidate's name may be placed on the ballot.

I, _____, hereby promise that I have read the Campaign Rules Document in its entirety and will fulfill any fines placed upon me for any campaign violations I commit.

Signed,

_____ Date: _____



Petition for 2013 Class Council Candidates

Due Friday, September 18 at 5PM in the UA Office

Campaign Materials Box

Paste anything that represents your campaign here.
(Be sure to include your name(s) and what you are running for!)

PLEASE READ BEFORE SIGNING: The bearer of this petition wishes to run for a Class Council office, and needs 105-150 signatures from members of his or her class to get on the official ballot. The Class Council is responsible for promoting class unity, organizing class social events, and conducting any other business of the class. Your signature on this petition indicates that you think the bearer deserves to be placed on the ballot for a class office. **Please be aware that your signature is NOT a vote; you may sign petitions for as many candidates as you wish, even if two or more are running for the same office.**

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