



University of
New Hampshire

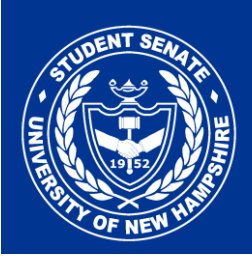


Student Senate | University Of New Hampshire

Standard Operating Procedures

2019 Student Body General Election

www.unh.edu/student-senate/election



About

These standard operating procedures (SOPs) serve as the primary document that will govern the 2019 Student Body General Election, which shall elect the Student Body President/Vice President and Student Trustee, as well as answer several referendum questions proposed by UNH students.

All candidates and participants of the election are *highly* encouraged to read this document in full before declaring candidacy or commencing campaign work.

Have any questions? Visit our website at www.unh.edu/student-senate, or email the Student Senate Speaker at senate.speaker@unh.edu.

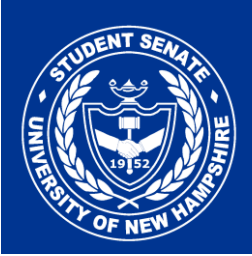
Photo Credit

Wildcat statue in front of the Whittemore Center from Main Street.

Cover photo courtesy of the University of New Hampshire (unh.edu).

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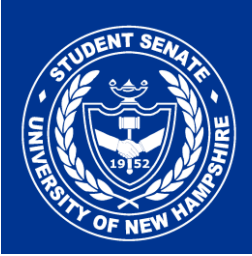


Section 1. Purpose

- § 1. The 2019 General Election shall elect the Student Body President and Student Body Vice President for the term beginning on May 1st, 2019 and ending on April 30th, 2020.
- § 2. The 2019 General Election shall elect the Student Trustee for the term beginning on July 1st, 2019 and ending on June 30th, 2020.

Section 2. Definitions

- § 3. List of Definitions
 - 3.1. Vote – shall be defined as valid votes cast in the 2019 Student Body General Election.
 - 3.2. Voter – shall be defined as any eligible student currently matriculated at the University of New Hampshire who intends to vote in the 2019 Student Body General Election.
 - 3.3. Student – shall be defined as either an undergraduate or graduate student currently matriculated at the University of New Hampshire, unless otherwise qualified.
 - 3.4. Ticket – shall be defined as either two candidates campaigning together to become Student Body President and Student Body Vice President, or a candidate campaigning to become Student Trustee.
 - 3.5. Candidate – shall be defined as any student campaigning to become Student Body President, Student Body Vice President, or Student Trustee, and who has successfully completed the petitioning process to appear on the ballot.
 - 3.6. Official endorsement – shall be defined as an endorsement from a recognized student organization using the process laid out in these SOPs.
 - 3.7. Director of Public Relations — shall be defined as the Director of Public Relations of the Student Senate
 - 3.8. Business Manager — shall be defined as the Business Manager of the Student Senate
 - 3.9. Speaker — shall be defined as the Student Senate Speaker
 - 3.10. Campaigning — shall be defined as any one of the following:
 - 3.10.1. soliciting a student into voting for or supporting a ticket
 - 3.10.2. soliciting a student organization into giving an official endorsement
 - 3.10.3. soliciting a student to join a campaign staff
 - 3.10.4. soliciting a student to sign a candidacy petition
 - 3.10.5. soliciting a student to provide financial or material support to a campaign
 - 3.10.6. soliciting a student into not doing (§3.10.1-5) in order to benefit another ticket.
 - 3.11. Campaign conduct — shall be defined as actions or inactions conducted by the relevant entity/individual in regards to this Election.
 - 3.12. Campaign material — shall be defined as non-human assets purchased, procured, or used for the purpose of campaigning. This shall include social media advertisements.
 - 3.13. Student organization — shall be defined as student organizations, fraternities, or sororities recognized as such by the Office of Student Involvement and Leadership.
 - 3.14. President — shall be defined as the president, director, or equivalent position or positions of the respective student organization.



Section 3. Timetable

§ 4. The Election Period – shall be defined as constituting the first day on which candidacy petitions shall become available, until ninety-six (96) hours following the announcement of the election results.

4.1. The Petitioning Period – shall be defined as the period between when candidacy petitions become available until the start of the Campaign Period.

4.2. The Campaign Period – shall be defined as the period between the announcement of the ballot candidates by the Election Committee until the start of the Voting Period.

4.3. The Voting Period – shall be defined as the period between when the ballots become available for submission until the start of the Appeals Period.

4.4. The Post-Voting Period – shall be defined as the period between when the ballots close for submission until ninety-six (96) hours following the announcement of the election results.

02/06 @ 12.00pm	Petitions become available
02/22 @ 8.00pm	Petitions are due
02/25 before 8pm	Ballot announced
03/21 in evening	General Election Debate
03/25 – 03/28	General Election
03/29 @ 2:10pm	Results Announced
04/02 @ ~3.00pm	Election Appeals Deadline
04/02 @ ~3.00pm	All physical campaign materials must be taken down
04/07 @ 6.00pm	Student Senate verification of results

§ 5. The Speaker shall make candidacy petitions available at 12:00 p.m. on February 6th, 2019. Petitions shall be due at 8:00pm on February 22nd, 2018

§ 6. The Speaker shall make the announcement of ballot candidates no later than 8:00 p.m. on February 25th, 2019.

§ 7. The Election Committee shall hold a General Election Debate on March 21st, 2018, at a time and location that shall be announced no later than March 1st, 2018.

§ 8. Voters may submit ballots from 12:00 a.m. on March 25th, 2019, until 11:59 p.m. on March 28th, 2019.

§ 9. Results of the 2019 General Election shall be announced on March 29th, 2019 at 2:10 p.m.

9.1. The Speaker shall set the location of the announcement no later than 8:00 p.m. on March 1st, 2018.

9.2. The Speaker shall have the authority to change the date, time, and/or location of the announcement up until 12:00 p.m. of the aforementioned date for any reason.

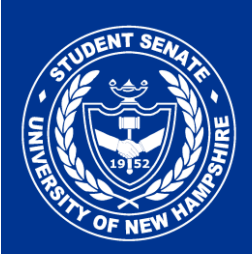
9.3. This change shall be communicated to all members of the Student Senate and to the candidates immediately upon the decision being made.

9.4. The Speaker shall not delay the announcement of the 2019 General Election past 8:00pm on April 1st, 2019.

§ 10. All campaign materials, excluding electronic or social media related items, must be taken down by the end of the Post-Voting Period.

§ 11. Formal Petitions of Protest shall only be accepted during (ie not before nor after) the Post-Voting Period.

§ 12. The Speaker shall present the results of the Election before the Student Senate at its meeting on April 7th, should a meeting thereof be called for that date.

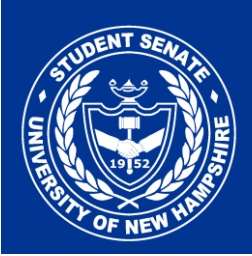


Section 4. Candidacy Petitions

- § 13. Candidacy petitions shall be provided by the Speaker through a standard form available in the Student Government Complex and on the Student Senate website. Separate forms shall be created between prospective candidates for Student Body President/VP and prospective candidates for Student Trustee
- § 14. The said petition shall include, but not be limited to, the following:
- 14.1. The names, contact information, Wildcat usernames, and signatures of the prospective candidate(s).
 - 14.2. The non-duplicated names, Wildcat usernames, and signatures of no less than three hundred (300) undergraduate students (or, in the case of the Student Trustee, undergraduate or graduate students) supporting the candidacy of the prospective candidate(s).
 - 14.3. An acknowledgement that the prospective candidate(s) have read in full and agree to the provisions of the Student Senate Governing Documents and these SOPs.

Section 5. Campaign Privileges

- § 15. Each ticket shall be entitled to spend up to \$750 towards their campaign.
- § 16. Tickets or their campaign managers shall be required to submit to the Business Manager a receipt or invoice for every campaign materials purchased by their campaign.
- 16.1. The Business Manager shall track, log, and publish these submissions on the Student Senate website.
- § 17. Upon the commencement of the Campaign Period, each ticket shall be entitled to design and print three hundred (300) US letter sized posters at the expense of the Student Senate, as described here:
- 17.1. Two hundred (200) of these posters shall be taken by the Director of Public Relations to be evenly distributed across every Residence Hall and Apartment Complex.
 - 17.2. Up to one hundred (100) of these posters shall be given to each campaign to be posted at their own discretion, but each campaign shall refrain from violating University or Memorial Union Building postering/campaign policies.
 - 17.3. All posters shall, somewhere on the poster in visible lettering, state: "This poster was approved by [name(s) of candidate] for [title(s) of position(s)]. All candidates receive an equal number of posters for the use of their campaign, which are funded by your Student Activity Fee"
- § 18. Each ticket is entitled to receive official endorsement from a student organization, which shall appear on the ballot and may appear on announcements made by the Student Senate.
- 18.1. Official endorsements shall require the majority approval of either:
 - 18.1.1. The student organization's executive board
 - 18.1.2. The student organization's general membership
 - 18.2. Official endorsements shall not be recognized by the Election Committee unless the student organization fills out a standard form to be provided by the Director of Public Relations.
 - 18.2.1. This form shall include the name of the student organization as it will appear on the ballot, and the name, signature, and contact information of the student organization's president and another member of the student organization's executive board.
 - 18.3. All official endorsement forms shall be due to the Speaker no later than ninety-six (96) hours before the beginning of the Voting Period.



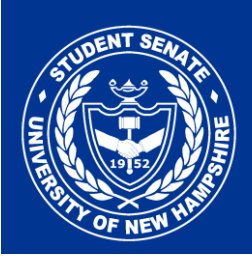
- 18.3.1. A ticket may denounce an official endorsement made to them in writing to the Speaker not less than forty-eight (48) hours before the beginning of the Voting Period. Denounced official endorsements shall not appear on the ballot.
- 18.3.2. The student organization's president, or their designee, may revoke an official endorsement in writing to the Speaker not less than forty-eight (48) hours before the beginning of the Voting Period endorsement.
- 18.4. The Election Committee shall not be responsible for the failure of a student organization to properly adhere to the provisions of this section.
 - 18.4.1. By signing an official endorsement form, the student organization's president declares that the official endorsement has received the majority approval of the student organization's executive board/general membership.
 - 18.4.2. Neither the Student Senate nor the Election Committee is responsible if the vote of an official endorsement violates the constitution or internal procedures of a student organization.
- 18.5. The Speaker shall email the president of any organization who submits an official endorsement form upon the submission thereof in order to ensure that the respective student organization is aware of the implications of their endorsement.

Section 6. Campaign Staff

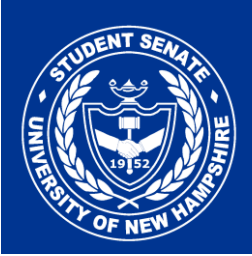
- § 19. Tickets shall be entitled to hire campaign staff to assist them in campaigning.
- § 20. Campaign staffers or the tickets themselves shall be the only persons who may do the following:
 - 20.1. Be given administrative access to official social media accounts on behalf of the candidate(s).
 - 20.2. Be given physical custody of a candidacy petition in order to solicit signatures thereon.
- § 21. Tickets shall be responsible for the campaign conduct of their campaign staffers, but not the campaign conduct of other students, even other students who support them. This shall not apply to Class A offenses.
- § 22. Campaign staffers must be declared to the Election Committee using a standard form to be provided by the Speaker throughout the Petitioning, Campaign, and Voting periods.
 - 22.1. Each form shall include the names, contact information, Wildcat usernames, and signatures of the campaign staffers and either the name and signature of a candidate or their campaign manager.
 - 22.2. Campaign staffers shall be listed publicly by the Speaker or the Director of Public Relations on the Student Senate website.
 - 22.3. Campaign staffer status may be revoked by a ticket or their campaign manager in writing to the Speaker.
- § 23. Tickets may designate one of their campaign staffers as their Campaign Manager, who may act on their behalf in regards to certain provisions under these SOPs.

Section 7. List of Election Offenses

- § 24. In all instances where it is believed that a crime has been committed under local, state, or federal law in connection with this Election, any individual involved is required to report the same to local law enforcement if appropriate.



- § 25. In all instances where it is believed that a violation of University policy has been committed in connection with this Election, any individual involved is required to report the same to the Dean of Students and the Senate Speaker, and to any other University entity if so required by the policy.
- § 26. The applicability of election offenses shall be valid through the Petitioning, Campaign, and Voting periods.
- § 27. Election offenses shall be divided into three categories for ease and transparency of imposing penalties. Such categories shall be Class A, Class B, and Class C election offenses, respectively.
- 27.1. The Election Committee is empowered to designate and categorize other actions as election offenses at its own discretion.
- 27.2. Violations of the Student Rights, Rules, and Responsibilities (SRRR), University policy, or state, local, or federal law that are not covered by existing election offenses, may also be considered election offenses at the discretion of the Election Committee.
- 27.3. If this clause is exercised, the Speaker shall make known the same on the Student Senate website.
- § 28. The following shall be Class A election offenses —
- 28.1. Soliciting a student to sign a candidacy petition in the knowing presence of alcohol
- 28.2. Intentionally placing a false signature on a candidacy petition
- 28.3. Tampering/harming witnesses, accusers, or evidence surrounding the commission of another election offense
- 28.4. Condoning of or failure to report a commission of a Class A election offense
- 28.5. Commission of three Class B election offenses by the same ticket or individual
- § 29. The following shall be Class B election offenses —
- 29.1. Not declaring purchases made according to the process laid out in these SOPs
- 29.2. Intentional commission of fraud against the Student Senate or the Election Committee in all matters relating to this Election
- 29.3. The use of Student Activity Fee funds to purchase campaign materials
- 29.4. The use of physical assets purchased using Student Activity Fee funds for the purposes of campaigning
- 29.4.1. The provisions of this section shall not extend to individuals who receive a stipend from the Student Activity Fee
- 29.5. Damaging or removing the property of the Student Senate or another ticket relating to this Election
- 29.6. Engaging in libel (malicious, false print report) or slander (malicious, false verbal report) against another ticket
- 29.7. Receiving financial compensation in connection to this election from a non-student group. Voluntary donations from non-student individuals are permissible.
- 29.8. Condoning of or failure to report a commission of a Class B election offense
- 29.9. Commission of four Class C election offenses by the same ticket or individual
- § 30. The following shall be Class C election offenses —
- 30.1. If a member of an organization which has endorsed a ticket, the use of one's membership status to force other members into supporting, campaigning, or voting for a ticket
- 30.2. Affixing campaign posters to trees or otherwise violating University postering policies
- 30.3. Campaigning or placing campaign materials in the following locations:
- 30.3.1. The Student Government Complex (MUB 119) or any offices within it;

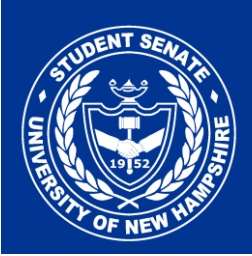


30.3.2. The Interfraternity/Panhellenic Council Office;

30.3.3. The office of the Student Activity Fee Committee Executive Board;

Section 8. Penalties for Election Offenses

- § 31. For all election offenses, the Election Committee shall investigate accusations thereof and may, with the approval of two-thirds, charge a ticket, individual, or entity with the offense.
- § 32. For Class A election offenses, upon being charged the Speaker shall present the charge(s) and findings thereof to the Judiciary Committee who may, by two-thirds (2/3) approval, convict the offending party.
- 32.1. If a ticket is convicted of a Class A election offense, they shall be barred from campaigning for the entirety of this Election, appearing on the ballot, or being a valid write-in ticket.
- 32.2. If a member of a campaign staff is convicted of a Class A election offense, they shall be removed from their position and prohibited from campaigning for the entirety of this Election.
- 32.3. If any other individual is convicted of a Class A offense, they shall be prohibited from campaigning or joining the campaign staff of any ticket for the entirety of this Election.
- 32.4. The penalties laid out in this clause shall not be lessened by the Judiciary Committee.
- § 33. For Class B election offenses, upon being charged the Speaker shall present the charge(s) and findings thereof to the Judiciary Committee who may, with two-thirds (2/3) approval, convict the offending party.
- 33.1. If convicted of a Class B election offense, the ticket or individual may have the following imposed upon them by recommendation of the Election Committee and with the approval of the Judiciary Committee:
- 33.1.1. A warning and reiteration of campaign policies by the Speaker
- 33.1.2. Suspension of certain campaigning privileges where appropriate, either indefinitely or for a fixed period of time
- 33.1.3. Suspension of all campaigning whatsoever by their entire campaign staff, including themselves, for not less than twenty-four (24) and not more than ninety-six (96) hours.
- 33.1.4. Suspension of campaigning by a certain member of their campaign staff, either indefinitely or for a fixed period of time
- 33.1.5. If convicted for using one's membership status to force other members into supporting, campaigning, or voting for a ticket, the organization in question's endorsement shall be removed from appearing on the ballot.
- 33.2. The penalties laid out in this clause may be lessened by the Judiciary Committee upon recommendation of the Election Committee.
- § 34. For Class C election offenses, upon being charged the Election Committee may, with two-thirds (2/3) approval, convict the offending party.
- 34.1.1. A warning and reiteration of campaign policies by the Speaker
- 34.1.2. Suspension of certain campaigning privileges where appropriate, either indefinitely or for a fixed period of time
- § 35. All convictions for election offenses shall be posted by the Speaker or the Director of Public Relations immediately on the Student Senate website.
- § 36. The Appealing and Defending parties shall be always be entitled to present their case in person to the Judiciary Committee



Section 9. Voting Method

§ 37. The election of the Student Body President and Student Body Vice President, as a ticket, shall be done through the Instant Run-Off (Contingent) Method, as laid out in this section.

§ 38. The election of the Student Trustee shall be done through the Instant Run-Off (Contingent) Method, as laid out in this section.

§ 39. Voters shall submit their first choice and second choice votes for the tickets of their choosing;

39.1. The first-choice votes shall be counted, and, if one ticket receives a majority of first-choice votes, that ticket shall be declared the winner;

39.2. If no ticket receives a majority of first-choice votes cast, the following shall occur:

39.2.1. The two tickets receiving the first and second most number of first-choice votes, respectively, shall remain;

39.2.2. All other tickets shall be set aside;

39.2.3. Ballots whose first-choice selection was for a ticket set aside in this way shall have their second-choice selection count towards the two tickets that remain, according to which ticket their second-choice selection was;

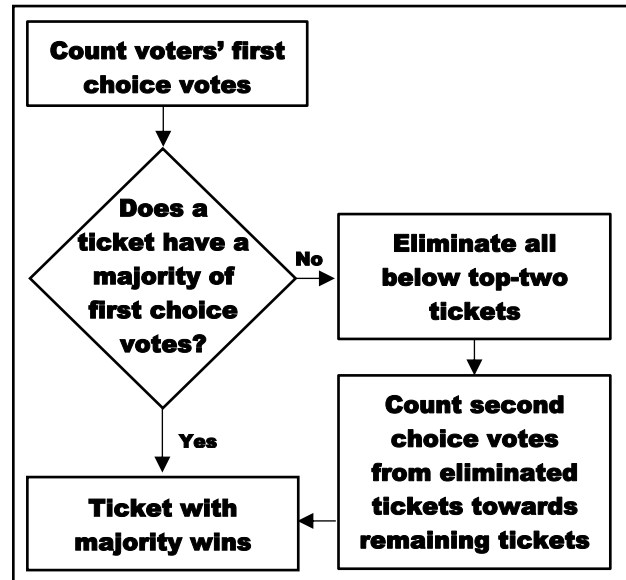
39.2.4. Ballots whose first-choice and second-choice ticket selections were both set aside shall not counted at all in this round;

39.2.5. The ticket which receives a majority after this process shall be declared the winner.

39.2.6. If, after this process, the two tickets remaining have a tied number of votes, a new election shall be called.

§ 40. The ticket running for Student Body President and Student Body Vice President declared the winner in this method shall be duly elected Student Body President and Student Body Vice President, respectively.

§ 41. The ticket running for Student Trustee declared the winner in this method shall be duly elected Student Trustee.

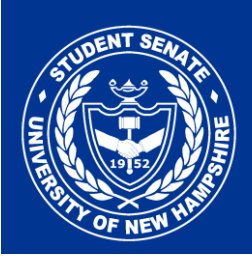


Section 10. Integrity of Election Process

§ 42. All candidates and campaign managers shall be allowed access to view the settings of the Qualtrics election platform, but shall have no access to change such settings, nor to the results thereof.

§ 43. Members of the Election Committee are expressly forbidden from campaigning or running for contested office in this Election as laid out in the Student Senate Bylaws.

43.1. If a member of one of the Election Committee shall be accused of campaigning or other tampering with this Election, the same shall be communicated to either the Speaker or the Parliamentarian, who shall investigate the matter.



- 43.1.1. If necessary, they shall present before the Judiciary Committee a recommendation to suspend the membership of the accused from the Election Committee, which shall be enacted with the majority approval thereof.
 - 43.1.2. Individuals suspended in this way shall in no way participate in meetings of the Election Committee, and their membership shall be put up for removal at the next meeting of the Student Senate by the Speaker.
 - 43.1.3. Accusations made concerning election tampering at a later date, without proper notification upon the commission of the offense, are severely looked down upon — the Election Committee can only fix the problems it is notified of.
- § 44. Members of the Judiciary Committee and Public Relations Committee are expressly forbidden from being campaign staffers in this Election as laid out in the Student Senate Bylaws.
- 44.1. This shall not prevent members of these committees from performing non-campaign staffer campaigning or making public statements of support.
- § 45. Any decision of the Election Committee may be appealed to the Judiciary Committee according to the following:
- 45.1. Only candidates or campaign managers, or the convicted party if neither of these two, may appeal a decision of the Election Committee regarding campaign conduct.
 - 45.2. Any student may appeal a decision of the Election Committee regarding provisions of these SOPs and other Governing Documents of the Student Senate if such provisions do not relate to campaign conduct.
 - 45.3. Judiciary Committee members should be ethical and impartial when reviewing election appeals.
 - 45.4. All appeals shall require the two-thirds (2/3) approval of the Judiciary Committee as specified in the Student Senate Bylaws.
- § 46. Tickets shall be entitled to submit a Formal Petition of Protest during the Post-Voting Period, which, if verified, must be presented in its entirety before the Student Senate by the Speaker at the Student Senate meeting at which the results of this Election are to be approved.
- 46.1. This petition must be based on a claim that the integrity of this Election was compromised and provide sufficient reasoning/evidence thereof.
 - 46.2. This petition shall include the names and signatures of the appealing ticket, claim(s) that this Election lacked sufficient integrity, sufficient reason/evidence to substantiate the claim(s), and the non-duplicated signatures of one-hundred (100) eligible voters who support the Formal Petition of Protest.
 - 46.3. The Election Committee shall confirm the validity of all signatures placed.
- § 47. The results of this Election shall require the majority approval of the Student Senate, in order to verify the integrity and transparency of the process thereof.
- § 48. If the Student Senate shall fail to approve the results of this Election, the following shall occur:
- 48.1. All actions taken during the Voting Period and the Appeals Period shall be null and void, and the Election shall proceed as if they had never occurred.
 - 48.2. All other provisions of these SOPs shall apply to this ballot and voting method.
 - 48.3. The Speaker shall reopen ballots under the title “2019 General Election Second Ballot” between April 15th and April 18th, 2019 and shall announce the results of the same no later than 12.00pm on April 20th, 2019.
 - 48.4. The results of this second ballot shall also require the majority approval of the Student Senate.