Laying out and agreeing to the provisions of the UNH Student Senate Governing Documents, including the 2019 Student Body General Election Standard Operating Procedures (SOPs)

This agreement & information packet is for candidates and their campaign staff. You should receive a BLUE and a RED copy of this agreement & information packet with your petition. Please return the BLUE copy with the last page signed and completed to the Senate Speaker along with the rest of your petition. The RED copy you may keep for your own reference.
Greetings,

Please accept my heartiest congratulations on your candidacy as I welcome you to the 2019 General Election season.

The history of student democracy on this campus is an awe to behold. In very few other places in higher education does there exist a student government independent from the faculty or the administration. On just a few campuses do students have control over their own activities’ fee; on even fewer do they oversee their own elections.

This especial responsibility given to us by the students and respected by the University is not something to take for granted. Students are able to retain these rights because of our long tradition of civility, maturity, and mutual respect – anything short of that tradition does not fit into our democratic process and will not be tolerated.

On behalf of the Election Committee, I’d like to thank you for pledging your time and labor towards your campaign. The election of the Student Body President, Vice President, and Student Trustee allows student leaders such as yourselves to reach out and talk to the students on the ground – to get out on campus and listen to their concerns, their fears, their hopes, and their vision for the direction of this University.

Please read this packet and the Election SOPs carefully as election procedures have changed significantly from previous years. You are responsible for being properly informed on election procedures and no one else; not your campaign staff, not your supporters, not your opponents, and not the Student Senate. If you have any questions on procedure, I implore you to ask it immediately.

In addition, if you are ever in need of anything relating to this election, please reach out to myself personally (keeping in mind that I too am a student and occasionally, but not often, sleep). My personal cell phone number is 207-590-6404.

Sincerely,

Nick LaCourse, Speaker
UNH Student Senate
INTRODUCTION

Please read this packet and the Election SOPs carefully as election procedures have changed significantly from previous years.

This packet should help you and your campaign staff to familiarize yourself with the Election SOPs and to understand its provisions. It is important to note that this packet is in no way a binding document – the SOPs are the only election document with any weight.

If you have any questions on this or the SOPs, please reach out to the Senate Speaker at senate.speaker@unh.edu. While other members of the Election Committee can serve as a resource for election matters, the Speaker should be your primary contact for interpreting and understanding the SOPs.

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DESCRIPTION OF POSITIONS

The Student Body President, the Student Trustee, and the Speaker are heads of the three branches of the Student Senate.

The Speaker (elected by the Student Senate, not in this election) is the Chair of the Senate and the head of its internal affairs. It’s important to note that neither the SBP nor the Student Trustee have direct purview over the culture of student government, recruitment/retention of Student Senators, the Student Activity Fee, or the Senate’s public relations – all of these things fall under the Speaker’s office.

The Student Body President and Vice President, along with the Senate as a whole, are the ‘voices’ of the Student Body, and can speak on behalf of it to the Administration, the Faculty, the Town of Durham, the UNH alumni, and others. They frequently meet with the University President and other key UNH officials and stakeholders. They head their Cabinet, which collectively formulates policy proposals to put before the Student Senate as well as liaising with certain UNH departments and offices.

The Student Trustee is a full voting member of the USNH Board of Trustees, which governs UNH, Plymouth State, Keene State, and Granite State. The Student Trustee therefore votes on all USNH wide finance, tuition related issues, and policies that go before the Board with the same weight as the other Trustees, such as the NH Commissioner of Education and Governor-appointees. The Student Trustee is also charged with the review of mandatory student fees in the Student Senate.

TIMETABLE OF EVENTS

All deadlines are strictly enforced. For example, petitions submitted at 8.01pm will NOT be accepted.

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday, February 6th @ 12.00pm</td>
<td>Petitions Become Available.</td>
</tr>
<tr>
<td>Friday, February 22nd @ 8.00pm</td>
<td>Petitions are Due to the Speaker (in MUB 119A)</td>
</tr>
<tr>
<td>Monday, February 25th in afternoon</td>
<td>Ballot Announced</td>
</tr>
<tr>
<td>Wednesday, March 20th at 11:59pm</td>
<td>Deadline to submit an Endorsement Form</td>
</tr>
<tr>
<td>Thursday, March 21st in the evening</td>
<td>General Election Debate (Time and Location TBD)</td>
</tr>
<tr>
<td>Friday, March 22nd at 11:59pm</td>
<td>Deadline to revoke a Ballot Endorsement</td>
</tr>
<tr>
<td>Monday March 25th to Thursday the 28th</td>
<td>General Election</td>
</tr>
<tr>
<td>Friday, March 29th @2.10pm</td>
<td>General Election Results Announced (Location TBD)</td>
</tr>
<tr>
<td>Tuesday, April 2nd @3.00pm</td>
<td>All campaign materials (signs, etc.) must be removed</td>
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<td></td>
<td>Any formal petitions of protest due to Speaker (in 119A)</td>
</tr>
<tr>
<td>Sunday, April 7th @6.00pm</td>
<td>Student Senate Verification of Results</td>
</tr>
</tbody>
</table>
**WHAT IS CONSIDERED CAMPAIGNING?**

Campaigning includes the following activities as defined by the SOPs:

- Trying to convince a student to ...
  - Support or not support a ticket
  - Vote or not vote for a ticket
  - Support a student organization endorsing or not endorsing a ticket
  - Join or not join a campaign staff
  - Sign or not sign a candidacy petition
  - Give or not give donations to a campaign

**CANDIDACY PETITIONS**

All prospective candidates, for both SBP/VP and Student Trustee, must complete a candidacy petition to appear on the ballot, using the form paperclipped to this packet. Make sure to place your name(s) on the top of each page before collecting signatures – any page where you do not do this will be invalidated.

Petitions require the following:

- For Student Body President/VP, the signatures and information of no less than 300 undergraduate students who support their candidacy.
- For Student Trustee, the signatures and information of no less than 300 undergraduate or graduate students who support their candidacy.

Once your petition is completed, please schedule a time to submit it in person to the Senate Speaker.

Please take into account the following advice on how to satisfactorily complete a petition:

- **Make sure to complete a ‘Campaign Staffer Declaration Form’ before you give anyone custody of your petition – only declared campaign staffers or you may have custody of a petition.**
- Make sure that you are not asking for signatures in the presence of alcohol. This may result in you being barred from office.
- Receive at least 40 to 50 more signatures than what is required. Illegible or ineligible signatures will not count towards the 300 signatures require for candidacy. Therefore, it’s recommended that you receive around 350 signatures to prevent yourself not meeting the minimum and not appearing on the ballot.
- Use the opportunity to spread the word about your campaign and schedule visits to student organizations to receive signatures.
- Make sure to abide by state/local law and University policy surrounding solicitation.

**Why the Difference?**

Since graduate students vote for the Student Trustee exclusively, they may not sign a petition for SBP/VP.
Campaign Finance Rules

Campaign finance rules are completely new starting in the 2019 General Election and we recommend reading this section both here and in the SOPs with particular care. Please note that we use “purchase” in this packet to mean any use of many for a service or good – you can “purchase” a Facebook ad in the same way you can “purchase” a pizza for a campaign event.

Spending Cap & Overview

Please note the following campaign finance rules:

• You may spend up to $750 toward your campaign. Having someone else purchase materials on your campaign’s behalf will still count towards this cap.
• All purchases of materials used towards your campaign must be declared to the Business Manager. You are required to give a copy of the receipt or invoice of every transaction made by either yourself or someone on your behalf.
• If someone purchases something for you and you do not want it to count towards your cap, you must dispose of it or otherwise not use it. It is an election offense to use purchased materials not declared towards your cap.

When do I have to declare a purchase?

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<tr>
<th>DECLARE</th>
<th>DON’T DECLARE</th>
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<tbody>
<tr>
<td>• You purchase campaign materials for your campaign.</td>
<td>• Someone purchases campaign materials for your campaign and you do not use it or dispose of it.</td>
</tr>
<tr>
<td>• Someone else purchases campaign materials for your campaign.</td>
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</table>

IT IS A CLASS B ELECTION OFFENSE TO NOT DECLARE FINANCIAL TRANSACTIONS TO THE BUSINESS MANAGER.

How/When to Declare a Purchase

When you need to declare a purchase to the Business Manager, please email a copy of the invoice or receipt to Abigail Sheridan, the Senate Business Manager, at senate.bm@unh.edu. Please make sure to upload in .pdf format for ease of upload.

This should be done immediately – we ask that you send the invoice/receipt within two days of purchase.
CAMPAIGN PRIVILEGES

By declaring candidacy for office, you are entitled to certain privileges under the SOPs to assist you in campaigning.

POSTERS

You are entitled to print three-hundred (300) US letter sized posters to be placed around campus to benefit your campaign.

- Two hundred (200) posters will be printed by the Director of PR and given to the Department of Residential Life to place in Residence Halls and Apartment Complexes around campus.
- One hundred (100) posters will be printed by the Director of PR and given to your campaign to be placed at your discretion.

During the week of February 25th, the Senate Director of PR will reach out to your campaign and ask you to submit a poster design to be printed. At that time you will be asked to add the disclaimer listed in §17.3 of the SOPs to your poster design.

Please ensure that you comply with all University/Department-specific postering rules and guidelines, and to reach out to those entities if you have any questions.

ENDORSEMENTS

A great way to boost your campaign is to receive an official endorsement from a recognized student organization, which will appear under your name on the election ballot and may appear on some of the advertising materials for the election released by the Election Committee. The benefits of getting an official endorsement are as follows:

- Since your endorsements will appear on the ballot, voters will be able to see the values you stand for by the organizations who support you.
- Endorsements encourage voters within organizations that have endorsed to vote for you. This is especially useful for larger organizations, such as SAF Organizations and Fraternities/Sororities.
- Endorsements also get student organizations involved in the student political process itself, encouraging unity and passion across student involvement towards the common democratic process.

Please make sure you observe the following rules regarding endorsements:

- Endorsements much be approved by either the organization’s entire membership or its Executive Board.
- Two members of the organization’s executive board must sign the petition form (available in MUB Room 119A/Student Government Complex), one of which must be the President/Director of the organization. Your campaign has up until 11:59pm on Wednesday, March 20th to submit an endorsement form.
• The Student Senate is NOT responsible if a vote to endorse a candidate violates the organization’s internal rules, constitution, or national guidelines. It is therefore important that the organization understands, in full, the consequences of voting to endorse.

• Your campaign or the organization has up until 11:59pm on Wednesday, March 25th to revoke the endorsement.

**DEBATE**

The Election Committee will be hosting an Election Debate on Thursday, March 21st in the evening. The time and location of the Debate will be announced no later than March 1st at 8.00pm by the Senate Speaker.

The event will be live-streamed via the Student Senate Facebook and other social media accounts. Please go to those pages to view debates from previous years.

Please arrange with your professors now if you have academic commitments during that evening, as the Election Committee is bound by the Election SOPs to hold the Debate on that evening, and will not be moving it under any circumstances.
INTEGRITY OF THE ELECTION PROCESS

RIGHT TO APPEAL

Any student has the right to appeal a decision of the Election Committee to the Judiciary Committee EXCEPT:

• Only candidates or campaign managers may appeal a decision relating specifically to the campaign conduct of another candidate or campaign staffer.

All alleged violations of the SOPs must be submitted to the Senate Speaker using the yellow ‘Incident Report’ form available in the Student Government Complex (MUB 119) or online at unh.edu/student-senate.

The Student Senate Parliamentarian (also sometimes called the ‘Deputy Speaker’) runs the Judiciary Committee in regards to election appeals. Please email the Parliamentarian at student.senate@unh.edu if you would like to appeal a decision of the Election Committee. This email should include a copy of the initial decision (available upon request to the Speaker if initially unavailable), reasoning for appeal, and recommended action.

IMPARTIALITY OF THE ELECTION & JUDICIARY COMMITTEES

Members of the Election Committee must be totally impartial in all matters relating to this Election. They may not endorse or support a candidate, publicly or privately, and may not sign a candidacy petition, become a campaign staffer, or like/share social media posts from candidates.

• If you believe a violation of this has occurred, please email the Senate Speaker immediately and disciplinary action will take place. If you feel uncomfortable emailing the Senate Speaker, the SOPs allow you to email the Senate Parliamentarian.

• If you believe that a member of the Election Committee has violated this trust, you should notify immediately. We can only fix problems we are made aware of.

Members of the Judiciary Committee, while allowed to be partial in an election, are prohibited from serving as Campaign Staffers.

RIGHT TO SUBMIT A FORMAL PETITION OF PROTEST

During the period between the close of the ballot (Thursday 3/28 @11:59pm) and the end of the post-voting period (Tuesday 4/2 @3.00pm), you are permitted to submit a Formal Petition of Protest to the Student Senate.

This Formal Petition of Protest process is completely different from previous years.

Instead of contesting the Election itself (which if approved would overturn it), a Formal Petition of Protest is simply a statement signed by no less than three-hundred (300) students asking the Student Senate to fail the verification of the Election Results.

A Formal Petition of Protest requires all information/stipulations as laid out in the Election SOPs.
**ELECTION OFFENSES AND PENALTIES**

**LIST OF OFFENSES**

Election Offenses for this General Election are sub-divided into three classes for transparency to violators and accountability of the Election Committee. Each class increases in severity from C to A, with C being least severe, and A being most severe. This section should be used as a guide; please refer to the Election SOPs for a full account.

**Class A Offenses**
- Soliciting a student to sign a candidacy petition in the knowing presence of alcohol
- Intentionally placing a false signature on a candidacy petition
- Tampering/harming witnesses, accusers, or evidence surrounding an election offense
- Condoning of or failure to report a commission of a Class A election offense
- Commission of 3 Class B election offenses by the same ticket or individual

**Penalties for Class A Offenses**
- Tickets (Candidates)
  - Being barred from the election
- Campaign Staffers
  - Removed from their position(s) and being barred from campaigning
- Other Students
  - Being barred from campaigning or joining a campaign staff.

**Class B Offenses**
- Not declaring purchases to the Senate BM
- Intentional commission of fraud against the Student Senate
- The use of SAF funds to buy campaign materials
- The use of physical assets purchased using SAF funds for the purposes of campaigning
  - This does not include SAF stipended individuals!
- Damaging or removing the property of the Student Senate or another ticket relating to this Election
- Engaging in libel or slander against another ticket
- Receiving financial compensation in connection to this election from a non-student group. Voluntary donations from non-student individuals are permissible.
- Failure to report a commission of a Class B election offense
- Conviction of 4 Class C election offenses

**Penalties for Class B Offenses**
- Suspension of certain campaigning privileges
- Suspension of all campaigning whatsoever for 1 to 4 days.
- Suspension of campaigning by a member of their campaign staff,
- 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.
**Description of Conviction Process**

In all cases involving the Judiciary Committee in this section, the appealing and defending parties always have the right to present their case in person to the Judiciary Committee.

The process for conviction of a Class A are as follows:
- The Election Committee shall investigate the charge and approve it with 2/3 in favor.
- The charge is then brought before the Judiciary Committee and approved with 2/3 in favor.
- The penalties for conviction as laid out in the SOPs may not be lessened by the Judiciary Committee – if convicted, the penalty is automatic.

The process for conviction of a Class B are as follows:
- The Election Committee shall investigate the charge and approve it with 2/3 in favor. The Election Committee shall also include a recommendation for the penalty imposed.
- The charge is then brought before the Judiciary Committee and approved with 2/3 in favor.
- The penalties for conviction as laid out in the SOPs may be lessened by the Judiciary Committee upon recommendation of the Election Committee.

The process for conviction of a Class C are as follows:
- The Election Committee shall investigate the charge and convict outright with 2/3 in favor.
- The penalties for conviction shall be approved by the Election Committee.

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**Class C Offenses**

- Abusing one’s position within a student org to make that org endorse a ticket
- Affixing campaign posters to trees or otherwise violating University postering policies
- Campaigning or placing campaign materials in the following locations:
  - The Student Government Complex (MUB 119) or any offices within it;
  - The Interfraternity/Panhellenic Council Office;
  - The office of the Student Activity Fee Committee Executive Board;

**Penalties for Class C Offenses**

- A warning and reiteration of campaign policies by the Speaker
- Suspension of certain campaigning privileges where appropriate.
**AGREEMENT OF TERMS**

**Authority to Compel Agreement**

You are compelled to sign and agree to the terms of this agreement according to §14.3 of the 2019 Student Body General Elections Standard Operating Procedures (hereafter ‘Election SOPs’).

**SECTION 1. GENERAL PROVISIONS**

**Acknowledgement & Agreement - All Governing Documents**

<table>
<thead>
<tr>
<th>By initializing below, I agree to this statement:</th>
<th>I agree that I have read, in full, the Student Senate Governing Documents, including, <em>but not limited to</em> the entirety of the Student Senate Constitution and the Student Senate Bylaws, and that I declare and agree that I understand the contents thereof, and agree and acknowledge that I will abide by the stipulations specified and laid out therein.</th>
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<tr>
<td>SBP/Std. Trustee</td>
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<td>SBVP if app.</td>
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**Acknowledgement & Agreement - Election SOPs**

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<tr>
<th>By initializing below, I agree to this statement:</th>
<th>I agree that I have read, in full, the 2019 Student Body General Election Standard Operating Procedures, and that I declare and agree that I understand the contents thereof, and agree and acknowledge that I will abide by the stipulations specified and laid out therein.</th>
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**Acknowledgement & Agreement - Autonomy of Student Senate**

<table>
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<tr>
<th>By initializing below, I agree to this statement:</th>
<th>The Student Senate of the University of New Hampshire is established by the consent of the Student Body, and its authority and power is effectuated by the University President through their personal ratification of the Student Senate Constitution, as well as through the Student Rights, Rules, &amp; Responsibilities. Therefore, all decisions of the Student Senate made under its Constitution and its Bylaws are <em>absolute, unappealable, and final</em>, except as provided by the University President or local, state, or federal law. I agree that, <em>even in the event where we lose this election, or are disqualified from obtaining office</em>, we will not attempt to infringe upon the autonomy of the Student Senate in this regard.</th>
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<tr>
<td>SBP/Std. Trustee</td>
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<tr>
<td>SBVP if app.</td>
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Agreement to Section 1

I understand and agree to SECTION 1. GENERAL PROVISIONS (entirety of page 12) of this AGREEMENT, and that anything to the contrary may result in certain sanctions and penalties being imposed upon me, including, but not limited to, being eligible to win election to an office contested in the 2019 Student Body General Election.

By signing below, I agree to the above statement, and to abide by SECTION 1. GENERAL PROVISIONS of this agreement:

Candidate for Student Body President or Student Trustee

Print Name ______________________________ Signature ______________________________ Date ________________

Candidate for Student Body Vice President, if applicable

Print Name ______________________________ Signature ______________________________ Date ________________
**SECTION 2. PHOTO RELEASE FORM**

New Hampshire is a two-party consent state in regards to recording and photography. Therefore, this section serves as the official photo release form for all picture/recordings taken of you by the Student Senate during your campaign.

I authorize THE STUDENT SENATE OF THE UNIVERSITY OF NEW HAMPSHIRE as well as any of its representatives and employees the right to take photographs of both me and any property in connection with the above-identified subject. I authorize THE STUDENT SENATE OF THE UNIVERSITY OF NEW HAMPSHIRE, to copyright, use and publish the same In any means deemed necessary including but not limited to print, electronic, or transferring of image. I agree that THE STUDENT SENATE OF THE UNIVERSITY OF NEW HAMPSHIRE has permission to display such photographs of me with or without my name and for any lawful purpose, including but not limited to such purposes as publicity, illustration, advertising, and web content. I further agree that I waive these rights and agree to these terms in perpetuity and may never revoke this waiver nor this agreement.

By signing below, I agree to the above statement, and waive all rights, release and grant all rights, and covenant not to sue in relation to its terms:

---

**Candidate for Student Body President or Student Trustee**

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<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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**Candidate for Student Body Vice President, if applicable**

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<th>Print Name</th>
<th>Signature</th>
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## Section 3. Specific Provisions of the SOPs

### Acknowledgement & Agreement - Candidacy Petition Rules

<table>
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<th>SBP/Std. Trustee</th>
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| I agree that I have read, in full, the portions of the Election SOPs and this Agreement & Informational Packet that relate to candidacy petitions and agree to and understand that I and my campaign will:  
  - Not give custody of a candidacy petition to an individual who is not a declared campaign staffer  
  - Not solicit signatures in the presence of alcohol |

### Acknowledgement & Agreement - Campaign Finance Rules

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<th>SBP/Std. Trustee</th>
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| I agree that I have read, in full, the portions of the Election SOPs and this Agreement & Informational Packet that relate to campaign finance and agree to and understand that I and my campaign will:  
  - Abide by a $750 spending cap  
  - Declare and send a copy of all receipts and invoices to the Senate Business Manager  
  - Will not accept funding from non-student organizations  
  - Abide by all other provisions relating to campaign finance |

### Acknowledgement & Agreement - Election Integrity

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<th>SBP/Std. Trustee</th>
<th>SBVP if app.</th>
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</table>
| I agree that I have read, in full, the portions of the Election SOPs and this Agreement & Informational Packet that relate to:  
  - The impartiality of the Election and Judiciary committees of the Student Senate  
  - My and other’s rights to appeal  
  - Formal Petitions of Protest  
and agree to and understand that I and my campaign will abide by its provisions and stipulations. |
# Acknowledgement & Agreement - Voting Method

| By initialing below, I agree to this statement: |  
|------------------------------------------------|---|
| SBP/Std. Trustee | I agree that I have read, in full, the portions of the Election SOPs and this Agreement & Informational Packet that relate to the Instant Run-Off (Contingent) Voting Method, and understand what that method entails, and agree to its terms and methods.  
| SBVP if app.  
|------------------------------------------------|---|

# Acknowledgement & Agreement - Election Offenses & Penalties

| By initialing below, I agree to this statement: |  
|------------------------------------------------|---|
| SBP/Std. Trustee | I agree that I have read, in full, the portions of the Election SOPs and this Agreement & Informational Packet that relate to election offenses and penalties, and understand what the process of conviction entails, and agree to and understand that I and my campaign will abide by its provisions and stipulations.  
| SBVP if app.  
|------------------------------------------------|---|

By signing below, I agree to abide by SECTION 3. SPECIFIC PROVISIONS OF THE SOPs of this agreement:

---

**Candidate for Student Body President or Student Trustee**

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**Candidate for Student Body Vice President, if applicable**

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<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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**FINAL AGREEMENT OF TERMS**

I (we) acknowledge, understand, and agree to the provisions of this Agreement and to the provisions of the 2019 Student Body General Election Standard Operating Procedures, and that anything in contrary to our compliance with these may result in certain sanctions being handed down upon us according to the same, including, but not limited to, being barred from being elected to office.

And I (we) further pledge to run a fair and respectful campaign, which will be based on policy and my (our) views and concerns for the future of the students at this University, and not on any personal attacks against my (our) opponents or others.

By signing below, I agree to the above statement, and to abide by all provisions of this Agreement:

*Candidate for Student Body President or Student Trustee*

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<tr>
<th>Print Name</th>
<th>Signature</th>
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*Candidate for Student Body Vice President, if applicable*

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<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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By signing below, we agree that we have received this agreement, and have personally sat down with the candidate(s) before the beginning of the Campaign Period, and have come to the conclusion that, to the best of our knowledge, the candidate(s) understand and have agreed to the provisions of this Agreement:

*Student Senate Speaker & Chair of the Election Committee*

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<th>Print Name</th>
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*Director of Public Relations of the Student Senate*

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