



Elections Commission

Grand Marshal Week 2019 Elections Handbook

Commission Members

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Joe Venusto '19	Member at Large, Vice Chairperson
Andrew DiBiasio, Graduate	Graduate Council
Meilun Liu '21	Undergraduate Council
Justina Thompson '20	Executive Board
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Stephanie Tan '19	Panhel
Keenan Adams '21	Independent
Jayshon Adams '20	Senator

Approved by the Elections Commission
on 11/9/2019 by a vote of 7-0-0.

Confirmed and enacted by the 49th Student Senate
on x/x/2019 by a vote of x-x-x.

Student Government at Rensselaer

Student Government at RPI is composed of many organizations with activities that appeal to everyone. It is one of the most interesting parts of student life at RPI. There's a legislative body: the Student Senate; a financial body: the Executive Board; and a judicial body: the Judicial Board. There are also Class Councils that hold events for each class, an Undergraduate Council to foster communication between the four undergraduate Class Councils, and a Graduate Council that holds events for graduate students. **Greek organizations are overseen by the Panhellenic and Interfraternity Councils.**

This handbook has been prepared to explain the rules and regulations set by the Elections Commission to govern the Grand Marshal Week 2019 Elections.

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General Information

Abbreviations Used

- RPI = Rensselaer Polytechnic Institute
- EC = Elections Commission
- GM = Grand Marshal, the highest elected office
- PU = President of the Union, the chief financial officer of the Union
- UC = Undergraduate Council
- DCC = Darrin Communications Center
- SGS = Student Government Suite, Union Room 3120
- JEC = Jonsson Engineering Center

Locations

- All notices regarding elections will be posted and all forms will be available in the SGS and/or on the elections website at <http://elections.union.rpi.edu>.
- Forms will only be accepted if they are turned in to the Union Administration Office during regular business hours (weekdays, 9 AM - 5 PM).
- Candidate Information Sessions will be held at the times and locations listed in the Calendar section of this handbook.
- The Elections office is located in the SGS near the whiteboard. (Union 3206)
- Voting will occur in the DCC Great Hall, the Student Union, the Commons Lobby, and the **Russell Sage Laboratory Lobby**.

Website Function and Description

The Elections Commission, in conjunction with the Web Technologies Committee, oversees and maintains the elections website. This website contains information about candidates who are running for an elected position and their number of approved nominations. Digital copies of the necessary forms and the Elections Handbook can be accessed through the website. All rules in the GM Week Handbook apply to the website.

Preferred Names

When submitting a candidacy form, candidates must provide their name as reported by the Registrar, and are able to additionally add a Candidacy name they wish to run as. On all Elections Commission documents and resources the Elections Commission will use the provided Candidacy name. If any candidate wishes to use a different name than the one provided by the Registrar, they may request that the Elections Commission change their name. Candidates will be listed by their Candidacy name on the ballot, website,

and other election material. Candidates may not provide or change their name to one that threatens or incites violence.

Available Positions

Grand Marshal

The Grand Marshal is the highest elected office in RPI Student Government, serving as the leader and chief spokesperson for the Union. The GM presides over the Student Senate, the chief legislative and Representative body of the Union. The GM has regular meetings with Institute officials and serves on a number of Institute committees. The time commitment required for this position is substantial.

President of the Union

The President of the Union presides over the Executive Board, the budgeting group of the Union, and is the chief financial officer of the Union. The PU appoints most of the members of the Executive Board. Like the GM, the PU is in close contact with institute officials. The time commitment for this office is substantial.

Undergraduate President

The Undergraduate President is the presiding officer of the Undergraduate Council. The President nominates all UC officers and shall assume the duties of any unfilled officer position on the Undergraduate Council. The Undergraduate President is responsible for upholding bylaws, calling and presiding over meetings, and creating a year-end report to assist the next council.

Elected Positions for the Classes of 2020, 2021, and 2022

~ Class President ~

The Class President is responsible for organizing their Class Council, protecting and upholding the bylaws established for their Class Council, organizing class activities, and calling and presiding over Class Council meetings. The Class President also controls the budget of the Class Council. The Class President is also a Representative of the UC.

~ Class Vice President ~

The Class Vice President will assume the duties of the President in their absence, and assists the President in their duties. The Class Vice President is also a Representative of the UC.

~ Class Senators (4) ~

The Senate is the chief legislative and Representative body of the Union, presided over by the Grand Marshal. It consists of six graduate Senators, four Senators from each undergraduate class, Senators representing the Inter-Fraternity and Panhellenic Councils, and two Independent Senators. Each Senator must serve on at least two committees or chair one committee of the Senate. Weekly time commitment is at least five to eight hours per week in addition to Class Council or Undergraduate Council commitments.

~ Class Representatives (8) ~

The Class Council is responsible for establishing a class constitution, planning activities and fundraisers, designing a class ring, selecting a commencement speaker and class gift, planning Senior Week events, and representing the entire class to the rest of the student government. Eight Class Representatives are elected, though more students may apply for membership-at-large to a council.

Elected Positions for the Class of 2019

~ Alumni President/Reunion Chairperson ~

The President is the leader of the Class and is responsible for administration of class business and class spirit. As Reunion Chair, the President should be set to begin at the appropriate time to work with the Reunion Vice Chairperson and the Alumni Office to recruit a planning committee and help to plan Reunion Weekend to be held every five years.

~ Alumni Vice President/Reunion Vice Chairperson ~

The Vice President works closely and shares the responsibilities for maintaining class spirit and planning the next reunion with the Alumni Class President.

~ Alumni Secretary/Reunion Networking Coordinator ~

The Secretary will receive the list of class members and will set up appropriate networks for the purpose of maintaining contact with classmates between reunions.

~ Alumni Treasurer/Reunion Gift Chairperson ~

Primary responsibilities include correspondence to classmates regarding the class gift, recruiting other classmates to help with networking, and soliciting class members. RPI staff support comes from the Reunion Giving Program Manager who will arrange to have letters prepared and mailed, provide lists for networking, and opportunities for training.

Elected Positions for Graduate Students

A graduate student is a student who has been matriculated into a graduate program at Rensselaer.

~ Graduate Senators (6) ~

There are six available positions for graduate students on the Senate. Graduate Senators are required to serve on the Graduate Student Council as well as one of the Senate's committees. Weekly time commitment is at least five to eight hours per week in addition to Graduate Student Council commitments.

~ Graduate Representatives (6) ~

The Graduate Student Council consists of Graduate Senators and six elected Graduate Representatives as well as members-at-large. The Graduate Student Council is responsible for representing views of the graduate student body, and in charge of planning events that add to the graduate student experience.

Greek Senators

The two Greek Senators are members of the Senate who represent all Greek students. One must be an active member of an Interfraternity Council-affiliated house, and the other must be an active member of a Panhellenic Council-affiliated house. These Greek Senators must attend Executive Board meetings of their respective Greek Councils. They are elected directly by the Greek students from all classes during GM Week. Greek status is defined as having an affiliation with a Greek organization.

Independent Senators

The two Independent Senators are members of the Senate who represent all independent students rather than the students of a particular class. These Senators are elected directly by independent students from all classes during GM Week. Independent is defined as not having Greek status.

Non-Elected Positions

~ Executive Board Representatives ~

The Executive Board (E-Board) is the budgeting group of the Union which supervises clubs and the Union building. Executive Board positions will be filled shortly after GM Week 2019 Elections.

~ Student Government Committee Members ~

Committees are groups where student government groups meet to create and work on projects and proposals. They are open for all members of the Union to join. Most committees are under the jurisdiction of the Senate or Executive Board.

~ Judicial Board ~

The Judicial Board has jurisdiction in alleged violations of the Grounds for Disciplinary Action by students or groups, and in civil cases between students and groups. The Judicial Board is comprised of seven students.

~ 2020, 2021, and 2022 Class Secretary and Treasurers ~

These officer positions will be filled by the Class Council after GM Week Elections. They may be filled by any member of their respective class. Interested parties should contact their newly elected Class President following Elections.

~ Elections Commission ~

The Elections Commission organizes, promotes, oversees, and executes Student Government elections, including this one. It is a joint committee comprised of one Chair, one Member at Large, one non-Greek-affiliated Representative, and one appointed Representative from each of: the Student Senate, the Union Executive Board, the Judicial Board, the Undergraduate Council, the Graduate Council, the Panhellenic Council, and the Interfraternity Council. Membership changes after every GM Week Election.

~ Graduate Council President, Vice President, Treasurer, and Secretary ~

These Graduate Council positions are elected by the Graduate Council soon after GM Week Elections. Descriptions for these positions are located in *the Bylaws of the Graduate Council*.

Forms

Candidacy Form

The declaration of a student's candidacy for an office, including agreement to the election's Honor Code and sign policy. A Candidacy Form **must** be submitted before candidates may begin soliciting nominations; it may only be submitted **after** attending a Candidate Information Session.

Nomination Form

This form allows a constituent to nominate a student for a specific office. A candidate **must** attend an info session and submit a Candidacy Form **before** they may begin to solicit nominations.

Candidate Expense Form

The list of campaign materials and expenses incurred as a result of campaigning. This is to verify candidates are under the spending limit for their race. Candidates will not be reimbursed for money they choose to spend.

Campaign Manager Form

This form allows a member of the Rensselaer Union to serve as a Campaign Manager for a candidate. This form must be signed by both the candidate and the individual, and submitted to the Union Admin office before the individual can begin serving as a Campaign Manager.

Service Hours Form

This form allows candidates to track their Service Hours. Each candidate is required to perform two hours of community service for a GM Week activity.

Public Record

Public record shall be defined as any record made available to all members of the Rensselaer Union. All decisions, sanctions, and official correspondence with candidates are considered public record. All election forms are considered private record. If any member of the Rensselaer Union would like to request to view any of the documents in the private record, they may do so by contacting the Chair or Vice Chair of the Elections Commission.

Any requested part of the private record:

1. Shall only be provided for viewing in its physical or digital form within the Elections Commission Office, and

2. No physical or digital copies will be distributed unless officially requested in a judicial inquiry.

Elections Schedule

February 18th at 7pm:

Begin Campaigning

Information Sessions (Weekdays from **February 18th - March 15th**, not including Spring Break):

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

March :

The Poly's candidate information questionnaire will be available

March :

The Poly's questionnaire and deadline to sign up for an endorsement interview are due

March 22nd at 5pm:

Candidacy Forms, Nomination Forms (Must be collected and submitted to the Elections website),

Preliminary Expenses Forms Due to Admin Office

Final Ballot Check

GM Week is March 25th to March 29th, 2019

March 25th:

Primary Debates (If needed, sponsored by the CDTA and produced by RPI TV)

The Poly releases their GM Week issue and candidate endorsements.

At 5pm: Updated Expenses due (if primaries are held) to Admin Office

At 10pm: Campaign Materials removed

March 26th:

Primary Elections (If Necessary)

March 27th:

Final Debates (sponsored by the CDTA and produced by RPI TV)

At 5pm: Final Expenses Forms Due to Admin Office

March 28th:

Final Elections

At 5pm: Service Hours Form Due to Admin Office

Election Rules

Section 1 - Eligibility and Multiple Offices

1. Only members of the Rensselaer Union may be eligible to run for elections. Members of the Rensselaer Union are defined by the Rensselaer Union Constitution (Article II) to be those presently enrolled at Rensselaer Polytechnic Institute who have paid the Union Activity Fee.
2. Candidates for all Student Senate positions must have a cumulative GPA of at least a 2.5 to be eligible for office. Candidates for President of the Union and Grand Marshal must have a cumulative GPA of at least 3.0, as determined by the Dean of Students. Candidates will need to have this verified by the Registrar's Office in the form of a stamp before they submit their candidate forms.
 - a. Appeals to this rule will not be heard.
3. Candidates may only run for offices that are open to their class years. No candidate may run for a position in two different class years at the same time or change class year affiliation within a given semester (unless due to Registrar error). No class year designation is given to graduate students. An undergraduate's class year is determined in one of two ways (using whichever method the individual wishes):
 - a. Number of credits as reported by the Registrar - in general: 0-30 credits for the Class of 2022, 31-60 credits for Class of 2021, 61-90 credits for Class of 2020, 91 credits and over for class of 2019.
 - b. Entry cohort, as reported by the registrar.
4. **No candidate may run for multiple exclusive positions (EP) on a class council — President, Vice-President, or Representative — but may run for Senator and an EP. Eligible students may declare candidacy and receive nominations for multiple EP on a class council; however, they must select one to run as by the ballot check deadline listed on the schedule. If an eligible student receives a winning vote for both an EP and Senator, they must withdraw from one of the races.**
5. Candidates are required to attend at least one Candidate Information Session before they may hand in their Candidacy Form. Dates, times, and locations of these sessions are listed earlier in this handbook and on the elections website.
6. Candidates must submit a Candidacy Form prior to campaigning and soliciting nominations.
7. Any Elections Commission member that intends to run for Grand Marshal, President of the Union, or Undergraduate President, must resign from the Commission before filing an Intent to Run or a Candidacy Form.

Section 2 - Shared Campaigning

1. The formation of political parties is not permitted.
2. Campaign materials shared between candidates must be charged equally between the candidates.
3. Candidates may choose to appoint a Campaign Manager. The purpose of the Campaign Manager is to assist in entering nominations on the elections website and to act as general counsel in their campaign.
 - a. No person may serve as a Campaign Manager for more than one candidate.
 - b. Candidates running for Grand Marshal, President of the Union, or Undergraduate President may have no more than two Campaign Managers.
 - c. Candidates running for any other position may have no more than one Campaign Manager.
4. Two candidates may choose to run together by declaring each other as Campaign Managers.
5. No member of the EC may serve as a Campaign Manager, nor endorse any candidate.

Section 3 - Nomination Procedures

1. A candidate must be nominated for their position by their constituents in order for their name to appear on the ballot.

Position	Necessary Nominations
Grand Marshal, President of the Union	600
Undergraduate President	300
Class of 2020, 2021, 2022 President or Vice President	125
Class of 2020, 2021, 2022, Greek, or Independent Senator	125
Class of 2020, 2021, 2022 Representative	50
All Alumni Positions	50
Graduate Senator	10
Graduate Representative	0

2. Only designated areas of the GM Week 2019 Nomination Form may be used to solicit nominations.

- a. The candidate's name and office to which they are being nominated must be submitted prior to obtaining any nominations. Each Nomination Form may be used by only one person seeking only one office. If the same person is seeking multiple offices, the candidate must use separate forms (candidacy and nomination) for each office. Signatures must be solicited in person by the candidate. No candidate may solicit signatures prior to filing a GM Week 2019 Candidacy Form and attending a Candidate Information Session.
 - b. Nomination forms may only be signed by constituents of the office (defined as those who would be eligible to vote for the office according to Section 1). Each nomination must contain the nominator's Rensselaer Identification Number (RIN), their first and last initials, and their name as reported by the Registrar. All information must be legible.
 - c. Candidates may nominate themselves, and any constituent may nominate more than one person for the same office.
 - d. It is advised to get extra nominations, as approximately 15% of nominations on forms normally aren't able to be validated.
3. All Nomination Forms must be received by the Elections Commission by March 22, 2019. Candidates are required to, before submitting their nomination forms to the Administration Office, enter their nominations electronically via the Elections website. Candidate Proxies will be allowed to aid their candidates in the entering of nominations, to ease the workload on candidates.
 4. If there are issues with the system which allows candidates to electronically submit their own nominations, the Elections Commission will reclaim this responsibility.
 5. Nomination forms must be submitted to the Union Administration Office on the third floor of the Rensselaer Union. Normal hours are Monday through Friday from 9am to 5pm. The Administration Office will stamp all submitted nomination forms with the time and date and may provide a copy of the original to the candidate if requested. The candidate is recommended to keep a copy for their personal records.
 6. Nomination forms may not be submitted directly to the members of the Elections Commission.

Section 4 - Finances

1. A record of all expenditures must be kept during the campaign process (including items received for free) along with receipts for all purchases.
2. Spending limits by office:
 - a. President, Vice President, Senator: \$100
 - b. Class Representative: \$50
 - c. Undergraduate President: \$100
 - d. Grand Marshal and President of the Union: \$300
3. The spending limit for a Candidate running for more than one office is equal to the largest amount allowed for any one office the candidate is running for.
4. No candidate may be financially supported by funds or supplies provided by any third party.

5. All printing for campaign purposes may be expensed at the following minimum rates:
 - a. 8.5x11" Black and White -- 8 cents/page
 - b. 8.5x11" Color -- 12 cents/page
 - c. 11x17" Black and White -- 15 cents/page
 - d. 11x17" Color -- 20 cents/page
 - e. Any printing done using recycled paper may be expensed at 50% of the price of normal printing.
6. Each candidate must submit a Preliminary Expense Report Form containing all expenses through March 22, 2019 to the Union Administration Office. Each candidate must submit a Final Expense Report Form containing all campaign expenses by March 25, 2019.
 - a. If there are runoffs, involved candidates must submit a second Final Expense Report Form containing all campaign expenses by a date to then be announced.
 - b. Candidates without any expenses must submit a blank Expense Report Form, expressing a total of \$0 in expenses, with their name on it.
7. Any service available to a candidate must be made available under the same terms to all other candidates running for the same office.
8. If a candidate is unsure whether any items they used should be expensed, it is their responsibility to check with the Elections Commission.

Section 5 - The Campaign

1. Campaigning is defined as the promotion of any candidate or the promotion of a slogan, symbol, or idea for this purpose.
 - a. Any of the following may be considered active campaigning:
 - i. Solicitation of nominations
 - ii. Dissemination of campaign material
 - iii. Public displays or actions intended to draw attention to one's candidacy
 - iv. Parties, assemblies, etc. at which attention is drawn to one's candidacy
 - b. Any of the following may be considered passive campaigning:
 - i. Wearing campaign material (shirts, buttons, hats, etc.)
 - ii. Addressing campaign-related questions
 1. Any effort on the part of the candidate to prolong discussion on their candidacy will be considered active campaigning.
 - c. Affirming that one is running for a position will not be considered campaigning.
2. Only passive campaigning is permitted
 - a. In dining halls during dining hours
 - b. In lecture halls/classrooms during class hours.
3. No candidate may begin campaigning until February 18, 2019. Candidates may not campaign or solicit nominations prior to submitting of a GM Week 2019 Candidacy Form and attending a Candidate Information Session. Campaigning is allowed until March 27, 2019.

4. Candidates and their Campaign Managers may not break any Institute Rules and Regulations in the act of campaigning.
5. **Candidates may not bring animals on campus as a method of campaigning.**
6. Campaigning may not disturb the academic process nor cause any physical damage to anything on campus. Use of classroom equipment (projectors, overheads, chalkboards, etc.) for campaigning purposes will be considered disturbing the academic process.
7. Candidates may not leave unsolicited voicemails or place campaign material in campus mailboxes.
8. Candidates may not send repetitive or multiple unsolicited messages or requests on social networks, requests may include but are not limited to joining a group, liking a page, or following an activity feed.
 - a. Students may opt-in to receive messages from a candidate but must be permitted to opt-out at any point.
 - b. Candidates are able to create their own social media pages or websites as part of their campaign.
9. Candidates are responsible for any messages or information posted on any electronic or other forum which they administer or are associated with.
10. No campaign material of any kind may be placed under doors.
11. No campaigning is allowed within a 100-foot radius or within sight of any polling location beginning at 10pm the night before the election.
12. Groups of candidates may reserve rooms in the Union with the following restrictions:
 - a. The group will have the same rights as any outside organization not affiliated with the Rensselaer Union in terms of room reservations.
 - b. Any fines imposed by the Rensselaer Union on such a group for problems with the room shall be subtracted from said candidates' expenditure limit.
 - c. Listings on room reservations shall be put under an individual's name. Listing shall read: "Private Meeting – [Candidate's Name]"
 - d. Rooms reserved for these purposes are restricted in attendance to registered candidates.
13. In limited circumstances (including temporary and permanent disabilities or the candidate's non-local co-op status), the candidate may select a Candidate Proxy. The Elections Commission will evaluate the candidate's request and develop a list of activities in which the Candidate Proxy may participate and limitations the proxy must abide by.
 - a. The Candidate Proxy must be a member of the Rensselaer Union.
 - b. The Candidate Proxy must not be running for any office.
 - c. The Candidate Proxy must not be a current Officer of the Union.
 - d. The Candidate Proxy must state that they are acting as a proxy for a candidate.
 - e. If the Candidate Proxy commits a violation, the candidate is also liable and may be assigned a penalty.
 - f. The Candidate Proxy and the candidate may not simultaneously participate (in the role of the candidate) in any activity.
 - g. A candidate may only use one proxy during the course of the elections.

14. No Institute logos or logos of Institute related organizations may be displayed on any campaign material.
15. The RPI Elections website will provide an additional medium for campaigning. Candidates are expected to abide by the website's Terms of Service. Violating these terms constitutes a violation of the GM Week 2019 Elections Handbook and sanctions will be imposed at the discretion of the Elections Commission.
16. The Elections Commission shall be the authority for interpreting and enforcing the rules for all campaigns.

Section 6 - Extended Sign Policy

This sign policy is in effect starting on February 18th and will conclude after the end of the election cycle. It only applies to material related to the GM Week 2019 Elections.

The Elections Commission will hang posters in the Great Hall of the DCC for every candidate that submits a Candidacy Form by 03/15/2019. Candidates may submit a custom poster to the Commission. The Commission will put up these posters by 03/18/2019. If a poster is not submitted before 03/15/2019, then the Elections Commission will hang a default poster. It is highly recommended that candidates submit their own posters.

Policies Governing Content and Style of Campaign Material

1. All campaign material must be clearly identified with the candidate's name and legitimate contact information (email and/or phone number). Contact information must be minimum 12 pt size in Times New Roman or equivalent font.
 - a. Any campaign material viewable from multiple sides must include contact information on all viewable sides.
 - b. Any poster composed of multiple sheets of paper must have contact information on each individual segment.
2. No campaign material may display any Institute logos, logos of Institute-affiliated organizations, or Institute-affiliated personnel.
3. Campaign displays comprised solely of tape are prohibited.
4. Duct tape may not be used anywhere.
5. Candidates may only use masking tape to attach campaign material to objects other than trees.
6. Banners attached to trees must be tied to the trees using string.
7. Chalk may not be used anywhere.
8. Respect other candidates and their campaigns. Do not tamper with or poster over other campaign materials. Do not place tape over the tape securing signs or posters from other individuals or groups.

Policies Governing the Location of Campaign Material

9. Campaign materials inside or on the Rensselaer Union building must be approved and stamped by the Union Administration Office and campaign material may only be placed **on approved bulletin boards or on the building's exterior**. There is a limit of 10 posters per candidate with no more than two posters larger than 11" x 17".
10. No campaign materials may be posted in public areas of residence halls, other than candidates' doors and other residents' doors with their permission.
11. Banners larger than 24" by 36" on the exterior of residence halls must be approved by the Office of Student Living and Learning and may only be hung from a window with that room's residents' permission.
12. No campaign material may be attached to the glass surface of any public door.
13. Campaign material may not be placed on any vehicle without the permission of the owner. Campaign material placed on vehicles must conform to local, state, and federal law.
14. Excessive postering in one location is prohibited. The Elections Commission will determine what constitutes "excessive postering" on a case by case basis.
15. No posters may obstruct Institute signs or previously placed posters. Tape securing posters may not touch, with the sole exception being posters belonging to the same candidate's campaign.
16. No posters are allowed on the entrance area glass windows, doors, or wall of the JEC (except on bulletin boards).
17. No campaign material is allowed in or around any polling location within a 100 foot radius and/or **within the line of sight of the room encompassing a polling location** after 10 pm on the evening before any election in which a candidate is running.
18. Placing posters on the ground or sidewalks is prohibited.
19. Reserving space for future use is prohibited.
20. Pedestrian pathways may not be blocked. A 7-foot height clearance is required.
21. Campaign material is restricted to an area of "8.5 by 11" on each bulletin board. Bulletin boards with multiple surfaces count as one bulletin board.
22. No campaign material is permitted within any Rensselaer construction site.

Section 7 - Primary and Final Elections

1. A Primary Election may be held at the discretion of the Elections Commission if there are more candidates than twice the number of available positions.
2. A sample ballot will be made available to the candidates at least 24 hours prior to the ballot check deadline on the schedule. It is the responsibility of each candidate to ensure that their name appears and is accurate before the ballot check deadline. The Elections Commission will not be responsible for unreported errors.
3. The order in which candidate names appear on the ballot is determined randomly.
4. The Elections Commission will report the number of ballots received, the number of votes received for each registered candidate, and the number of votes received for all valid write-in

candidates receiving over 5% of the votes. Additional write-in information may be released at the Commission's discretion. Additional demographic information may also be released.

Section 8 - Write-In Candidates

1. Write-in votes are permitted in all elections except Runoff Elections. Eligible write-in candidates receiving sufficient votes in the Primary Election will appear on the final ballot.
2. Write-in candidates must meet the qualifications for the office to which they are elected and are subject to the same rules as registered candidates, including those related to finance.
3. Write-in candidates may inform the Elections Commission of the name that the candidate will be recognized by throughout the election. This specifically pertains to the name that will be counted for write-in votes.
 - a. If a name is not provided, the Elections Commission will use the name recognized by the Registrar.
4. Write-in candidates do not have to file any forms, except for an Expense Form if requested by the Elections Commission. Write-in candidates are restricted to Extended Sign Policy regulations.

Section 9 - GM Week Participation

1. Every candidate is required to perform two hours of service for the GM Week Committee. A list of events, dates, and times will be available through the Elections Commission.
2. Participation in an event during GM Week not sanctioned by the GM Week Committee will not satisfy the service requirement.
3. All sign-ups must be completed by March 22, 2019 at 5 pm. The sign up list will be emailed out to candidates.
4. Candidates may not campaign while completing service.
5. Candidates must sign in and out with the GM Week Committee member running the event, or a Union Affiliated Staff member. Failure to sign in or out may prevent a candidate from receiving credit for the service.
6. The Elections Commission may create elections related service opportunities in addition to the GM Week Committee as needed to allow candidates to complete their two hours of service.
7. All registered Grand Marshal and President of the Union candidates are invited to participate in the GM Week Debates. The Primary Debate will be held on Monday, March 25th, if necessary, and the Final Debate will be held on Wednesday, March 27th.
8. Grand Marshal and President of the Union candidates are not allowed to poll sit in order to complete their service requirement.

Section 10 - Supervision, Counting, and Irregularities

1. Elections shall be conducted using a voting system adopted by vote of the EC and confirmed by the Student Senate.
 - a. Operation of the voting system shall be managed by the chairperson of the EC.

- b. In the event of a malfunction, defect, or other circumstance that renders the approved voting system unsuitable for use, elections may be conducted by paper ballot at the discretion of the EC.
 - c. In the event an eligible voter is not able to vote using the system, they may be provided with a paper ballot as an alternative at the discretion of a member of the EC.
 2. At least one member of the EC must be at each poll site during voting.
 3. Voting will be supervised by members of the EC.
 4. The EC has the right to designate “poll workers” to assist in supervision of voting at designated poll booths only during the duration of voting time, defined as the timeframe from the start until the close of polls for that election. Poll workers are considered sufficient to fulfill the requirement listed in Section 10, Subsection 3, and only that section.
 5. A quorum of the EC will be present to certify the results of an election.
 6. The EC has the right to suspend or hold election results if deemed appropriate. It may suspend any election, in its entirety, indefinitely. It may hold any individual race results for up to 48 hours after the close of that race.
 7. In the event of a tie, a runoff election will be held at a date and time to be determined by EC.
 8. All requests for recounts, challenges, and other inquiries must be made to the EC **in writing** within 24 hours following the posting of election results. The EC will prepare a written summary of the circumstances surrounding a recount, challenge, or other inquiry to be provided to the Judicial Board, Student Senate, or any other member of the Rensselaer Union upon request. Only constituents of a given position may contest the result of that position.
 9. Primary Election results will be emailed to all candidates and shared with the campus community as soon as they are available.
 - a. If election results from a primary need to be held, the original announcement time will be considered the close of primary polls.
 10. Final Election results will be announced at a time and place decided by EC.
 11. In the event of a candidate’s disqualification due to violations of this handbook the candidate with the next highest number of votes will assume office.
 12. No person may access the EC office, a room booked by EC, or any other EC facility (including but not limited to poll booths, elections materials, or the voting system) without prior authorization of the EC.
 13. No person is permitted to access the the voting system adopted by the EC during an active election, nor access the vote totals for any election, without the authorization of the chairperson of the EC.
 14. In the event paper ballots are used, then:
 - a. All ballots will be counted by at least two members of EC to verify the results. In the event of a dispute, an additional member of EC will count until the dispute has been resolved.
 - b. No member of EC is permitted to count votes in an election that the member is a constituent of.
 - c. Election ballots will not be disposed of until at least ten business days after the election

results are posted.

Section 11 - Honor Code

Every candidate running for a Student Government office has an obligation to observe and uphold basic principles of decency, honesty, and fair play so that students may exercise their constitutional right to a free and informed choice. Every candidate for a student government office is expected by the voters to adhere to the following basic principles.

As a candidate for a Student Government office, I will:

1. Conduct my campaign openly, fairly, and **honestly**,
2. Discuss issues and participate in fair debate with my opponents, respecting their views and qualifications,
3. Present my record and policies with sincerity and frankness, criticizing without fear and without malice the record and policies of my opponents that merit such criticism,
4. Neither engage in nor be involved with unfair or misleading attacks upon the character of an opponent, nor will I engage in invasions of personal privacy unrelated to fitness for office,
5. Not participate in or condone any appeal to prejudice,
6. Neither use nor be involved in the use of any campaign material or advertisement that misrepresents, distorts, or otherwise falsifies the facts regarding an opponent.
7. Clearly identify by name the source of all advertisements and campaign literature published or distributed as part of my campaign,
8. Uphold the right of every eligible student to full and equal participation in the electoral process,
9. Publicly repudiate support deriving from any individual or group whose activities would violate this Honor Code, and
10. Not abuse the process of the Rensselaer Union Student Government Elections.

Section 12 - Violations and Hearing Procedure

1. Any alleged violation of election rules must be brought to the attention of the Elections Commission.
2. All violations will be considered on a case by case basis, with some weight being given to precedence within election cycle.
3. The Elections Commission shall decide on violations based on a preponderance of evidence, taking into account physical evidence, eyewitness accounts, and other forms of evidence.
4. Candidates being investigated by the Elections Commission for serious violations will be notified via phone and/or email. In these situations, candidates are allowed to request a hearing within 12 hours of this notification. **If so, a hearing must take place within 12 hours of the candidate's request.**

5. The Elections Commission shall decide on all alleged violations within 12 hours of the conclusion of the hearing.
6. At an appeal hearing, the following procedures will be followed:
 - a. The chairperson of the Election Commission presides over this hearing.
 - i. In the event of the absence of the chairperson, the vice-chairperson of the commission is empowered to act as acting chairperson of the commission, in this and all other manners.
 - b. The defendant shall make their opening statement.
 - c. Any witnesses brought forward by the defendant shall be called first, followed by any witnesses called by the EC. All witnesses shall be questioned first by the party calling them, and then by the opposing party.
 - d. Following the testimony of witnesses, the EC may question the defendant.
 - e. A second round of witness questioning may then occur.
 - f. The defendant shall make their closing statement.
 - g. The hearing will then be closed for deliberations.
 - h. The EC shall issue its decision in writing immediately following deliberations.
7. The chairperson of the EC may issue a preliminary decision that must be ratified or reversed by the EC **by majority vote** within 24 hours of the decision being issued. If no ratification or reversal of such decision is made within the 24 hours of allotted time, the decision is considered reversed.
8. All appeals **must** be filed with and heard by the EC before an appeal on the issue is filed with the Union Judicial Board.
 - a. Appeals of sanctions will not be heard by the Judicial Board before being brought to the EC.

Section 13 - Sanctions

1. The Elections Commission may issue and enforce any one or some combination of these penalties for a violation of election rules:
 - a. Warning against future offenses.
 - b. Removal of some or all campaign rights including postering location and time and in-person events.
 - c. Removal of a candidate's name from the ballot.
 - d. Upon election to office, ruling a candidate ineligible to serve for any portion of their elected term.
 - e. Barring a candidate from running from office for any duration.
 - f. Reduction of a candidate's maximum expenditure limit.
 - i. Any reduction cannot go below an amount that has already been spent.
 - g. Requiring additional nomination signatures.
 - h. Monetary fines charged to a student account for sign policy violations.
 - i. Referral to the Judicial Board for disciplinary action.

- j. Referral to the Dean of Students Office for disciplinary action.
- k. Community service either on- or off-campus, to be completed by a specified date. Candidates who do not complete their required community service will be sanctioned appropriately.
- l. Any other action the Elections Commission deems appropriate within the scope of elections and in accordance with all Institute, local, state, and federal regulations.

Section 14 - Notification

1. Written notifications to the EC can be provided by:
 - a. Sending an email to union-elections@rpi.edu.
 - b. Submitting a signed letter addressed to “The Elections Commission” to the Union Administration Office during business hours.
 - c. Submitting a signed letter in person to the chairperson of the EC.
2. Written notifications to candidates can be provided by:
 - a. Sending an email to the candidate’s Rensselaer-provided email address.
 - b. Personal delivery of the letter from a member of the EC.
 - c. Calling or texting a candidate’s phone number.
 - d. Delivery of a letter to a candidate’s US Postal Mailbox or Campus Mailbox.
3. Candidates are responsible for reading all election-related correspondences in official EC distributed materials, emails, the website, and the bulletin board.

Section 15 - Authority of the Elections Commission

1. The Student Senate is granted the authority to oversee elections by Article VIII of the *Rensselaer Union Constitution*. The Student Senate, by approving this handbook, grants this power to the Elections Commission. The interpretation of these rules is up to the discretion of the Elections Commission. Any official decisions made by the Elections Commission may be appealed to the Judicial Board.
2. This handbook may be amended by the Elections Commission subject to the approval of the Student Senate. Minor revisions, including but not limited to typographical mistakes, deadline extensions, and logistical issues that do not affect the overall fairness of elections may be altered by a unanimous vote of the Elections Commission with the approval of the Grand Marshal. These changes must be made public on the elections website, and they are subject to appeal by the Judicial Board.

Section 16 - Effective Duration

1. This Grand Marshal Week 2019 Handbook stays in effect from the time it is approved by the Senate through the last day of classes in its respective semester.