



# **Election Code**

**Governing Student Government Elections  
at Purdue University Fort Wayne**

**Adopted by Election Board on  
August 18, 2010**

**Approved by IPSGA Senate on  
September 13, 2010**

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April 1, 2013**

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February 13, 2017**

**Amended by IPSGA Senate on X-X-18**

## **ARTICLE I: PURPOSE**

### **Section 1: Election Code Purpose**

Per the Student Government Association (SGA) Constitution, the Election Code shall govern the SGA Executive Officer elections and SGA Homecoming elections. Its purpose is to serve as the base document of election policies and procedures to ensure fair, unbiased and impartial professional elections.

### **Section 2: Election Code Availability**

Copies of this document shall be available in the SGA office and shall be made available to any individual upon request. The code will also be made available online. This Election Code, the SGA Constitution, and Bylaws shall be provided to all candidates for SGA office by the Election Board.

## **ARTICLE II: ELECTION BOARD**

### **Section 1: Election Board Mission Statement**

The Election Board's purpose is to ensure fair, unbiased, and impartial elections. Its purpose includes informing the student body about the election, promoting equal and fair opportunities for all students, promoting election policies as needed, interpreting and enforcing election policies, arbitrating election disputes, and fulfilling Election Board membership duties in an unbiased and impartial manner consistent with an election process of integrity and a standard of excellence of professional conduct.

### **Section 2: Membership**

The Election Board shall be comprised of seven (7) Purdue Fort Wayne student members appointed by the SGA Coordinator (hereafter referred to as "Student Government Coordinator") and the Purdue Fort Wayne Dean of Students or designee. The Student Government Coordinator and Dean of Students or designee will appoint seven (7) Board members and shall also choose three (3) additional candidates as alternates.

### **Section 3: Election Board Chairperson and Officers**

- A. Within the first two weeks of convening during the fall semester, the Election Board shall elect one member to act as the Chairperson. The Chairperson shall have at least one year of experience with the Election Board. If no person has any prior experience, any Board member may pursue the chairperson position.
- B. The Election Board shall elect officers for the following five positions:
  1. *Chairperson*  
The Chairperson shall help the Board maintain proper structure and delegate responsibilities outlined in the SGA Election Code.
  2. *Vice-Chairperson*  
The Vice-Chairperson shall be an assistant to the Chairperson and serve as Chairperson in the absence thereof. The Vice-Chairperson shall serve as recording secretary, draft a written record of board proceedings, and maintain an archive of board meetings, election documents, and election results.
  3. *Treasurer*  
The Treasurer shall manage the Election Board's budget. The treasurer shall comply with budgetary levels and shall make recommendations to the board on spending and keep them updated on the budget levels.
  4. *Media Liaison*  
The Media Liaison shall prepare press releases and newspaper articles on behalf of the election board to inform the Purdue Fort Wayne community and the Fort Wayne community of the elections, serve as liaison with the Purdue Fort Wayne office of community relations, the official Purdue Fort Wayne newspaper, and the community media, and draft informational materials to publicize election events.

5. *Election Investigators*

There shall be three (3) Election Investigators, comprised of members of the Election Board. Election Investigators shall investigate alleged infractions of Purdue Fort Wayne Election policies. They shall also recommend sanctions to the board, and recommend actions to the board from sanction and remedy appeals. The Election Board may delegate duties to non-Election Board members, such as election workers to assist and Purdue Fort Wayne students to meet special needs.

**Section 4: Election Board Responsibilities**

The Election Board's responsibilities concerning each aspect of the election are outlined in the corresponding sections of this Election Code.

**Section 5: Term of Office for Election Board**

The term of office shall be for one calendar year. The term may be renewable beginning from appointment in September of each year until the annual appointments are made the following year.

**Section 6: Neutrality**

The Election Board may not endorse, recommend, or demonstrate preference for one candidate above another.

**Section 7: Resignation from Election Board**

Notice of resignation shall be submitted in writing to the Student Body President, the Student Government Coordinator, and the Chair of the Election Board. A replacement nomination shall be selected by the Student Government Coordinator from the Election Board candidate alternate list.

**Section 8: Removal from Election Board**

- A. If any individual, including members of the Election Board, believes that any member or members of the Election Board have not fulfilled their duties as a board member, they may seek removal of said member(s) by submitting their allegations in writing to the Chairperson of the Election Board, the Chief Justice of the Judicial Court, and the Student Government Coordinator.
  - a. Allegations must be written and contain all necessary information when applicable including, but not limited to: date and time of offense(s), place of the alleged offense(s), individual(s) involved, and the offense(s) of the alleged. Allegations must be approved, by signature, of at least two (2) members of the Election Board for submission. Upon submission and verification of signatures, the Election Board Chair shall call a special meeting and inform all Election Board Members, Judicial Court members, and Student Government Coordinator.
- B. Upon receiving the allegations, the Judicial Court shall oversee proceedings where each party shall be able to present their case.
- C. Upon conclusion of the proceedings, the Judicial Court will vote to remove the accused from the Board. The outcome shall be submitted to the Student Body President and the Student Government Coordinator.
- D. Upon removal of a board member or board members, the Student Government Coordinator shall appoint a replacement nomination from the Election Board alternate list.

**Section 9: Funding Requests**

If additional funding is needed, the Election Board can decide on a method to raise the required money.

**Section 10: Liaison to the Student Activities Board**

The Election Board shall designate an Election Board member to act as a liaison to coordinate election events with the Student Activities Board.

**ARTICLE III: CANDIDATES**

**Section 1: Advertisement of Positions**

- A. The Election Board shall actively advertise SGA elections. For the Homecoming Election,

advertising is limited to voting during Homecoming Week. An advertising timetable will be determined during the first month of the fall semester for the fall election and during the first month of the spring semester for the spring election.

- B. The Election Board must specify where petitions for candidacy may be obtained and the procedures and deadlines for submitting a completed petition for the executive officer election.

### **Section 2: Candidate Packet**

Candidate packets will be available at the SGA office for all students interested in being a candidate. For the executive officer election, the candidate packet will include, and not be limited to, the following: the Election Code, the Infraction and Sanction Points List, petition and petition instructions, ballot name change request forms, a campaign financial disclosure form, an election timetable, and a candidate acknowledgment form.

### **Section 3: Declarations of Candidacy for the Executive Officer Election**

- A. Petitions for candidacy are due to the Election Board by the deadlines determined by the Election Board. Once the petition is submitted to, and validated by, the Student Government Coordinator and the person signs a form attesting that the person has read and understands the materials in the candidate packet, then that candidate may begin to campaign.
- B. The petition supporting one's candidacy must feature the signatures and printed names of only current members of the Purdue Fort Wayne student body, as determined by the Purdue Fort Wayne Registrar's Office at the time of the petition's submission. To achieve an adequate number of signatures, candidates need to obtain a minimum of 150 valid signatures. Petitions shall be available during the first month of the spring semester for the executive officer election.
- C. Those who improperly submit a petition shall be notified of the issue(s) in writing within forty-eight (48) hours of receiving the petition. Upon receiving a properly submitted petition, the Student Government Coordinator shall then notify the Election Board of the individual's eligibility status within forty-eight (48) hours. The Election Board shall then either inform the petitioner of their acceptance as a candidate for office, or inform them of the reason(s) for their ineligibility. This written notification must occur within seven (7) days of the submission of the petition.
- D. Individuals may only declare candidacy for one SGA Executive Officer position during the SGA Executive Officer election.
- E. Individuals, who unsuccessfully petition for candidacy may repetition for any office, provided that they observe all applicable requirements and deadlines. A new petition shall be issued, and new signatures and printed names must be collected.
- F. An alphabetical listing by office of all candidates shall be displayed in the SGA office from a date determined by the Election Board until the end of the elections.

### **Section 4: Requirements for Candidacy**

- A. Candidates to any SGA Office must be enrolled in six (6) credit hours at Purdue Fort Wayne at the time of election.
- B. Candidates to any SGA Office must hold a minimum GPA of 2.0 at the time of election and maintain a minimum of a 2.0 GPA during term or terms of office to avoid academic probation and disqualification from office.
- C. Until the beginning date of term of office, candidates to any SGA office may be participating members of any one SGA branch.

### **Section 5: Unsuccessful Candidates**

Unsuccessful candidacy for an SGA Executive Office shall not prohibit any person from holding a position in Student Senate, Student Activities Board, or Judicial Court.

### **Section 6: Withdrawal of Candidacy**

- A. Candidates seeking a withdrawal of candidacy shall submit a request for removal from the ballot to the Election Board no later than three days prior to the official start of the election.
- B. Candidates seeking a withdrawal after the above date will not be removed from the ballot. The candidate can request that votes cast for him or her be voided. Only the votes for the candidate seeking the withdrawal will be voided, not the ballot.

## **ARTICLE IV: CANDIDATE GUIDELINES**

### **Section 1: Election Timeline**

- A. Election timelines shall be determined and publicized by the Election Board.

### **Section 2: Campaigning**

- A. All public promotion or endorsement of a particular candidate or candidates for SGA office shall be considered part of a campaign. The Election Board shall determine whether any actions and/or materials are applicable to the campaign definition.

### **Section 3: IPSGA Election Promotions**

- A. The Election Board shall provide candidate events, such as Meet and Greets and Candidate Forums as appropriate for the respective election. The Election Board shall have the option of contracting with media outlets (e.g. College Access Television) to broadcast any SGA election coverage.
- B. Each candidate shall have the option of having a written candidate biography. This biography shall be no more than 150 words, in paragraph form. The Election Board shall have the right to reject non-compliant biography formats. All written biographies shall be returned to the Election Board by a time prescribed by the SGA Election Timeline. The Election Board shall determine appropriate remedies for the submission of late candidate written biographies. These biographies shall be used in, but not limited to, candidate biography displays, the website, and other similar media.
- C. Each candidate shall have the option of having an official candidate photo provided by the Election Board. All candidates shall follow the same portrait composition format devised by the Election Board for that year. These photos shall be used in, but not limited to, candidate bio displays, the website, and other similar media.

### **Section 4: Campaign Finances**

- A. Candidates may spend up to \$1,000 on the election, including contributions from all sources.
- B. The Election Board must receive written notification of all contributions to a candidate or his or her campaign.
- C. Used materials and/or material contributions and services must be accounted for by using an estimate of fair-market value.
- D. Each candidate must provide the Election Board with receipts of all expenditures by the end of business day on the Friday prior to an election. If the Election Board believes or has reason to believe that some expenditures have not been accounted for, the Election Board shall request a written explanation of the discrepancy.

### **Section 5: Candidate Financial Disclosure Form**

- A. Candidates shall submit a Candidate Financial Disclosure form online every week during campaigning.
- B. The Election Board shall provide candidates the appropriate forms for completing this procedure.
- C. Information to be disclosed includes contributions, names of contributors, and expenses for goods and services.

## **ARTICLE V: ELECTION CYCLE REGULATIONS**

### **Section 1: Clean and Fair Elections**

- A. The Election Board strives for a clean and fair election. Therefore, libel, slander, and defamation attacks, providing and demonstrating inaccurate information about other candidates are not permitted.
- B. Complaints by an Election Board member, election worker, poll watcher, candidate or a student shall be resolved in accordance with the enforcement and penalties provisions contained in

Article VI. All Complaints pertaining to elections shall be reported to the Student Government Coordinator.

- C. The Student Government Coordinator shall investigate, arbitrate, and seek to resolve the issue on a timely basis. If not resolved to the satisfaction of the Student Government Coordinator, the matter shall be referred in writing to the Dean of Students for appropriate action consistent with the Purdue Fort Wayne Code of Student Rights and Responsibilities.

### **Section 2: Candidate Responsibilities**

- A. All candidates are responsible for their campaigns, which includes others whom they authorized. It is the responsibility of all candidates to know the campaign rules and to ensure that their campaign helpers follow the rules.
- B. All candidates must follow all IPFW University policies, including the Office of Student Life's posting policy.
- C. All candidates must attend Election Board-scheduled candidate meetings, if any. If this is not possible, an alternative meeting time with the candidate must be arranged.

### **Section 3: Candidate Endorsements**

- A. Student groups and organizations may endorse and sponsor candidates and campaign for them.
- B. SGA and academic departments may not sponsor or endorse candidates.
- C. Any student organization wishing to promote or endorse a candidate or candidates must submit written notice of their intention to the Election Board at least twenty-four (24) hours before action is taken.

### **Section 4: General Campaign Regulations**

- A. No campaigning will be allowed in any stairways at any time excluding materials posted on tack strips in accordance with the Purdue Fort Wayne Posting Policy.
- B. No individual candidate or candidate slate may utilize SGA funds or materials to promote their campaign.
- C. Use of any licensed or copyrighted Purdue Fort Wayne or SGA logos or mascots is prohibited on any campaign materials.
- D. Candidates are allowed to use social networking sites (e.g. Facebook and Twitter), video-sharing sites (e.g. YouTube), and any other online medium as an area to campaign.
- E. Candidates may campaign as a slate.
- F. The posting and removal of all campaign materials must be in accordance with the Purdue Fort Wayne Office of Student Life and Leadership's Posting Policy and the SGA Election Board's Posting Policy Addendum (if any).

### **Section 5: Voting Week Campaign Regulations**

- A. Campaigning shall not take place within 35 feet of a voting location. Campaign materials posted in entrances, tack strips, or bulletin boards provided for general campus postings shall be exempt from this prohibition.
- B. Candidates are prohibited from being within 35 feet of a voting location except to vote or discuss election business with an Election Board member.
- C. There shall be a clearly-marked boundary separating the campaign area and voting area.

### **Section 6: Campaign Cleanup**

- A. Each individual candidate is responsible for one's campaign clean-up. Candidates may have assistance.
- B. All campaign fliers or campaign materials left on university property must be cleaned up, removed, or thrown away within seven days following the final voting day. Failure to do so may result in disqualification.

## **ARTICLE VI: ENFORCEMENT OF ELECTION REGULATIONS**

### **Section 1: Complaints**

All complaints must be submitted in writing to the Election Board via email. At voting sites, the Election Board and/or others may confront situations occurring at that time to defuse as needed, and then a written complaint must be filed within the same business day. All complaints must include the name of the accused candidate, the information or violation, the date and time of the incident. All complaints must be filed with the Election board no later than 11:59p.m. ET after the close of the last voting poll.

### **Section 2: Infractions and Sanction Points**

- A. Any individual, including member(s) of the Election Board, believing that a violation of the campaigning regulations has occurred shall notify the Election Board via email. The Election Board will decide how to investigate the matter(s) as soon as possible and will contact the department, organization or individual(s) in question, the affected candidate(s) in question and the individual(s) notifying the Board with the written outcome of the investigation.
- B. Persons in violation of the Election Code may be subject to reprimand, and/or disqualification from elections.
- C. Persons in possible violation of the Student Code are subject to disciplinary action through referral to the Purdue Fort Wayne Dean of Students consistent with the Purdue Fort Wayne Code of Student Rights, Responsibilities and Conduct.
- D. The Election Board or Office of Student Life and Leadership for the Homecoming Election shall only allocate sanction points and/or other remedies according to (but not limited to) the Infraction and Sanction Points List in the campaign packet.
  - a. Any changes to the Infraction and Sanction Points List shall be approved by the SGA Student Senate.
  - b. The preponderance of the evidence shall be the minimum burden of proof before issuing any sanction point(s) and/or remedy for any infraction in question.
  - c. For infractions not listed, the Election Board will decide on an appropriate remedy and/or amount of sanction points depending on the severity and frequency of the infraction in question.
  - d. Sanction points are cumulative and shall be weighted only by the guidelines in the Infraction and Sanction Points List, given in the candidate election packets.
  - e. Upon accumulation of eight (8) (or more) Sanction Points, the candidate will be removed from the ballot and all votes cast for that candidate will be voided.
- E. The Election Board will provide a hardcopy listing of all campaign violations as of the end of the previous day shall be available for viewing at each voting location during voting periods. A hardcopy listing of all campaign violation decisions of the Election Board shall be posted in a prominent place at the SGA Office at room 225 of the Walb Student Union.
- F. No sanction point and/or remedy shall be issued to any candidate forty-eight (48) hours after the close of the last voting poll.

### **Section 3: Disputes**

- A. Any sanction point and/or other remedy issued to a candidate by the Election Board or Office of Student Life for the Homecoming Election can be appealed to the SGA Judicial Court, under its authority of the SGA Constitution in Article VI Section 5 Part ii.
  - a. The appeal shall be reviewed and/or heard by the SGA Judicial Court as soon as possible in a timely manner after the submission of the appeal.
- B. Any dispute between candidates, Election Board, and/or Office of Student Life for the Homecoming Election where a sanction point and/or other remedy has not been issued, either party can file for a dispute resolution to the SGA Judicial Court.
  - a. The dispute shall be reviewed and/or heard by the SGA Judicial Court as soon as possible in a timely manner after the submission of the appeal.

- C. All disputes, sanction points, remedies must be clearly indicated on the list of campaign violations at each voting location with their outcomes.
- D. All disputes and appeals must be filed with the SGA Judicial Court no later than ninety-six (96) hours after the close of the last voting poll.

## **ARTICLE VII: VOTING**

### **Section 1: Duration and Locations**

- A. All voting in SGA elections shall take place on the Purdue Fort Wayne campus through the use of the ballots designated by the Election Board, with the exception of voting of approved absentee ballot methods.
- B. For the Executive Officer Election, voting shall take place Monday through Saturday during the week of Spring Fling.
  - a. Voting shall take place in no fewer than three different locations on campus throughout the voting week. These locations may serve as indoor or outdoor locations.
  - b. Voting times shall be arranged by the Election Board so that every reasonable effort is made to enable voting by the entire student body.
  - c. At least one member of the Election Board and one election worker must be present at each voting location throughout the legal voting hours.
  - d. Weekday voting locations need not maintain the same hours, provided that at least one voting station is available for use during four (4) different hours of each day.
  - e. Saturday voting locations need not maintain the same hours, provided that at least one voting station is available for use during two (2) different hours of each day.
  - f. No visible campaign materials are allowed within 35 feet of the ballot box at polling locations.
  - g. Any and all students wishing to vote during an SGA election must show their valid student I.D. at the voting location.
- C. Voting times, locations, and the processes and procedures for obtaining an absentee ballot shall be actively advertised by the Election Board and sent to all candidates and posted on the Election Website. In addition, voting times and locations will be displayed at each voting location and posted on the Election website.

### **Section 2: Election Ballot**

Ballot format shall be at the discretion of the Election Board. Candidate name change requests shall be submitted to the Election Board on forms prescribed by the Election Board. The ballot order shall be by listed by position based upon the listing in the SGA Constitution. Candidate names shall be based on computer-generated random numbers by the Student Government Coordinator. For the Homecoming Election, the candidate names will be determined by the Office of Student Life and Leadership and the Homecoming Committee.

### **Section 3: Poll Watchers**

- A. Each candidate has the right to have one poll watcher present at each voting location during legal voting hours. The names of all eligible poll watchers must be submitted in writing to the Election Board one week before the first day of an election.
- B. Poll watchers may only observe with the proceedings at a voting site.
  - a. A poll watcher who interferes with or attempts to influence the voting process may be required to leave by an Election Board member. A poll watcher required to leave under these circumstances may not observe again during that election.
  - b. At the next closing of that voting location, the Election Board Member shall send written notification of the expulsion to both the candidate(s) for whom the poll watcher observed and the Election Board.
  - c. The candidate(s) may appeal the decision to the Election Board and/or choose a new poll watcher for that location.
- C. Poll watchers who believe that election procedures are being violated shall immediately notify the Election Board representative of the perceived issue, who should make every effort to resolve the



issue. If the issue is not resolved to the poll watcher's satisfaction, they should prepare a written complaint and submit it to the Election Board for resolution as soon as possible, as per Article VI, Section 3.A.

#### **Section 4: Eligible Voters**

Any person enrolled in Purdue Fort Wayne undergraduate or graduate courses during the semester in which the election is being held shall be eligible to vote in SGA elections.

#### **Section 5: Casting a Vote**

- A. All voting in SGA elections shall take place on the Purdue Fort Wayne campus through the use of the electronic or paper ballots designated by the Election Board, with the exception of voting of approved absentee ballot methods.
  - a. Electronic Ballots
    - i. Upon presenting a valid Purdue Fort Wayne student ID, voters will be provided with an electronic device containing a listing, by office, of all candidates. The electronic ballot shall have a photo of each candidate beside their name. Any box marked within the ballot by a name shall constitute a vote for that candidate. Only one vote per office is allowed.
    - ii. Once a vote has been cast, the vote is permanent and cannot be voided or recast. All boxes marked within the ballot, upon submission, shall be final.
  - b. Paper Ballots
    - i. Upon presenting a valid Purdue Fort Wayne student ID or state-issued photo ID, voters will be provided with one official ballot containing a listing by office of all candidates. A box shall be placed next to each candidate's name; any mark within that box shall constitute a vote for that candidate. Only one vote per office is allowed.
    - ii. The voter may not remove the ballot from the voting location. Upon filling out the ballot at the voting table, they must either place the ballot in the ballot box or have their ballot voided by the Election Board representative. A request for a new ballot shall only be honored if the first ballot has been voided by the Election Board representative. All votes placed into the ballot box are final.
- B. Referendum
  - a. A nonbonding opinion, petitioned by any Purdue Fort Wayne Student, to gather information from the student body. Upon approval, the referendum shall be submitted to the Election Board to be placed on the ballot during the annual elections. More information shall be found in the SGA Constitution under Article IX.
  - b. Submissions for a referendum shall be turned in to the Student Government Coordinator no later than 11:59 P.M. the Friday before Election week.

#### **Section 6: Absentee Ballots for Executive Officer Elections**

- A. Requests for absentee ballots must be received by the Election Board no later than the end of the second Friday before Spring Fling week. The Election Board must send absentee ballots and voting/return instructions to all valid requests no later than the end of Friday before Spring Fling week.
- B. Absentee votes must be received by the Election Board no later than the Friday of voting week to be valid. Any absentee ballots received after that date will be void. Upon receipt, the sealed absentee ballots will be stored in such a manner as designated by the Election Board until the time of tabulation.
- C. In the case that electronic ballots are being used, any valid absentee ballots shall be added into the tabulation system by the Student Government Coordinator

#### **Section 7: Voting Intermissions**

- A. Electronic Ballots
  - a. Before the polls open each voting day, any devices used for electronic ballots shall be inspected by at least two Election Board members or an Election Board member and an Election worker, as well as the Student Government Coordinator.

- b. Devices shall be inspected for but not limited to internet stability, battery life, and stable responsiveness. Any device that does not pass inspection, shall be replaced by another device that does. This time will also be designated to look over the time stamps of any votes that have been cast.
  - c. During non-voting hours, the devices being used for voting, shall be kept in a locked area designated by the Chair of the Election Board and the Student Government Coordinator.
- B. Paper Ballots
- a. Before the polls open each voting day, the ballot box shall be inspected by at least two Election Board members or an Election Board member and an election worker, as well as the Student Government Coordinator. On the very first day of inspection, the box must be locked and sealed by an Election Board member in the presence of another Election Board member or an election worker, as well as the Student Government Coordinator.
  - b. After the polls close, the seal shall be re-inspected by at least two members of the Election Board or an Election Board member and an election worker, as well as the Student Government Coordinator. It, along with the official election student roster books, shall then be secured in a locked area designated by the Chair of the Election Board and the Student Government Coordinator until reopening of the polls on the next legal voting day. If it is the last day of legal voting, then the Election Board and the poll watchers shall re-inspect the lock and seal of the ballot box after the polls have closed and then transport the box back to the locked area designated by the Chair of the Election Board and the Student Government Coordinator.

## **ARTICLE VIII: RESULTS**

### **Section 1 – Tabulation**

- A. Members of the Election Board and the Student Government Coordinator shall assemble at the private tabulation site at the designated time to tabulate the votes. For the Homecoming Election, the tabulation shall be on the last day of voting. The tabulation for SGA Officer Elections must be completed within forty-eight (48) hours of the final poll closing. Each candidate for an SGA Office may observe or select one poll watcher to observe on their behalf. An Election Board member shall open each ballot box in the presence of those assembled. In the case that electronic ballots are being used, only the Student Government Coordinator shall have access to the results.
- B. At least three members of the Election Board shall review each ballot and confirm the vote; any discrepancy concerning a ballot's vote shall be resolved by the full Election Board. The Election Board shall tally the votes for each candidate; votes cast for candidates removed from the ballot shall be tallied for but not factored into the results. Separate tallies shall also be kept of voided ballots and improperly cast votes; these tallies may be used to review and recommend changes to the election process.
- C. Objections made by any individual present concerning the counting process or the way in which any particular vote was tallied must be made promptly. The Election Board shall consider the objection; if the objection is overruled, the objector may submit their appeal in writing to the Judicial Court for review.
- D. Simple plurality vote requirement: the final tabulation results should result in a successful candidate for each office or position based on a simple plurality.

### **Section 2: Results**

- A. Official results may not be posted until all appeals concerning the elections process have been resolved. If appeal(s) are pending, the results of the vote shall be posted as unofficial results. A copy of the unofficial results shall be given to: all eligible candidates, all members of the Election Board, and the Chief Student Affairs Officer.
- B. The Election Board shall post the results of their count at the Information Desk, the SGA Office, SGA social media accounts, and the election and SGA website within twenty-four (24) hours of the tabulation for the executive office election and on the day of tabulation for the Homecoming election.

### **Section 3: Recount**

- A. A written request for a recount may be submitted to the Election Board by the candidate or a specifically designated representative within twenty-four (24) hours of the Election Board's posting of the tabulation. The request must specify the grounds for the recount.
- B. The Election Board will determine by majority vote whether the request is valid and shall provide a written response to the request within twenty-four (24) hours of the request's reception. The Election Board's decision may be appealed to the Judicial Court.
- C. An automatic recount shall be used in the event of the second-place candidate finishing within five percent of the first place candidate based on the total amount of votes cast for that particular office.

### **Section 4: Tie Votes**

- A. In the case of a tie for the highest vote total for a specific office or position The Student Government Coordinator shall call a special meeting to all necessary parties within two (2) weeks of the day the final vote was determined. The Student Government Coordinator shall inform all members of the tie breaker meeting with the results of the elections, including winners and vote totals. Simple majority of the total eligible voting membership shall constitute quorum.
- B. The Chair of the Election Board shall chair the meeting; in the event of the Chair of the Election Board being un-able to chair the meeting, a member of the Election Board, approved by the eligible voting members in attendance, shall chair the meeting. All individuals in the tie shall have a specified time to talk in front of the audience in attendance. The order of presentations for the involved individuals shall be determined by alphabetical order, last name then first, with A being the first to present and Z being the last to present. The specified time shall be chosen by the chair of the meeting and approved by the eligible voting members in attendance at the start of the meeting.
- C. Upon completion of presentations, the eligible voting members shall go directly into a secret written vote, and collected by the chair of the meeting. The chair and members of the Election Board shall then count the votes, and report the results to all members in attendance. In the case of another tie vote, the chair of the meeting shall have the tie breaker vote to determine the winner.
- D. Elections for SGA Executive Officers:
  - a. The appropriate members for this meeting shall consist of the SGA Senate, current Executive Officers, and Election Board.
  - b. Eligible Voting members shall be voting members of Student Senate and current Executive Officers. No members that have run for a specific office or position in the current election session shall be allowed to vote.
  - c. Attendance for members shall be mandatory, only emergencies may be accepted as excused as defined by the SGA Constitution Bylaws or otherwise excused by the Student Government Coordinator.
- E. Elections for Homecoming:
  - a. The appropriate members for this meeting shall consist of the Homecoming Committee, current Executive Officers, and Election Board.
  - b. Eligible Voting members shall be only voting members of the Election Board. No members that are running for Homecoming positions may be eligible to vote.

## **ARTICLE IX: PROFESSIONAL CONDUCT**

### **Section 1: The Standard**

With the goal of an election process marked by integrity and a standard of excellence, the expectation is that all involved, including election board members, campaign workers, poll watchers, and the student body, shall uphold the highest standards of professional conduct.

### **Section 2: Professional Conduct Defined**

Professional conduct includes compliance with the spirit and intent of election and campaign policies. Alleged instances of libel, slander, inappropriate campaign tactics, and harassment by students of election board or campaign workers, or other unprofessional conduct will not be tolerated.

## **ARTICLE X: PURDUE FORT WAYNE'S COMMITMENT TO EQUAL OPPORTUNITY**

### **Section 1: Equal Opportunity**

SGA seeks to achieve in spirit and practice Purdue Fort Wayne's commitment by providing equal opportunities for all students in the election process in the selection of election board members and election workers and in providing equal opportunities for all students to pursue election- titled positions and officer positions.

### **Section 2: Purdue Fort Wayne's Commitment**

"Purdue Fort Wayne is strongly committed to providing all students and employees with fair and equal treatment in a diverse and inclusive environment free of discrimination and harassment (and to) equal access, equal employment and educational opportunity for all persons regardless of age, race, religion, national origin or ancestry, color, gender, disability, sexual orientation, marital status or parental status." (Reprinted from the [pfw.edu](http://pfw.edu) website)

## **APPENDIX A: DEFINITIONS**

**Ballot:** The paper or electronic document used in an election to cast a vote.

**Campaign Area:** The area beyond a 35 foot radius of the polling site during open hours of voting.

**Campaigning:** The process of advocating for a person to a position through an IPSGA election.

**Candidate Financial Disclosure Form:** A document in an Excel format submitted to the Election Board which each candidate completes on a weekly basis and which includes amounts and sources of contributions and goods and services expensed.

**Candidate Slate:** Two or more candidates who collectively campaign for SGA positions.

**Contribution:** A donation of money or goods or services of monetary value in an election.

**Election Board:** The seven-member student governing body, appointed by the Student Government Coordinator, for SGA elections.

**Election Dispute:** A dispute between a student or candidate and any action taken by the Election Board.

**Election Packet:** A set of documents provided to election candidates, which includes the written materials necessary for candidates to know, follow, and execute in an election.

**Election Worker:** A Purdue Fort Wayne student hired by the Election Board on a part-time basis to assist in the election by performing election-related duties and tasks.

**Homecoming Election:** The election held during the fall semester for the Homecoming Court and managed by the Homecoming Committee with voting-related policies managed by the Election Board.

**Infraction:** Infractions are any actions that violate the Election Code, university policies, or directives of the Judicial Court.

**Petition for Candidacy:** A document that requires signatures of Purdue Fort Wayne students for a person to become a candidate.

**Polling Site:** A location where a Purdue Fort Wayne student shall cast a vote during open hours of voting.

**Poll Watcher:** A person designated by a candidate for an election to observe the election process on behalf of the respective candidate.

**Recount:** An official counting of the votes cast in an election after the vote tabulation.

**Remedy:** A remedial or corrective action for an infraction imposed upon a candidate by the Election Board.

**Sanction:** A penalty for an infraction imposed upon a candidate by the Election Board.

**Slate:** Two (2) to four (4) candidates campaigning together.

**Tabulation:** The official counting of the votes cast in an election.

**Voting Area:** The area within a 35 foot radius of the polling site during open hours of voting.