



Elections Info & Filing Packet

Dear GSBA Candidate,

Welcome to the Spring GSBA Elections! We are so glad that you are interested in GSBA. This packet contains everything you need to know about the Spring 2017 Elections, from applying to campaigning. Please make sure this packet contains the following:

- Election Timeline
- Positions Available & Qualifications
- Rules and Regulations/GSBA Election Code Guidelines
- Voter Packet Information
- All forms to be filled out and turned in which include:
 - Contact Information Sheet
 - Candidate's Contract to Abide
 - Two Petition Sheets (50 or 100 Signatures)
 - Elections Deposit Form
 - Student Development Clearance Form
 - Expenditure Form
- Final Checklist

Campaign **MUSTS**:

1. All candidates **MUST** obtain signatures from their peers to qualify for running. Candidates running for class officer positions (president/vice president) and senate positions must obtain **50** signatures from Gonzaga students (see guidelines).
2. All candidates **MUST** attend the **mandatory campaign meeting on Wednesday, March 8th (4pm or 7pm) before any campaigning can begin. Campaigning will begin Sunday, March 19th.** No campaigning is authorized before this meeting or during Spring Break. This includes all online campaigning (i.e. Facebook, Snapchat, Instagram).
3. Before any candidate may campaign, he or she **MUST**
 - Return all forms within this packet to the GSBA office and pay the \$30 refundable elections deposit by **Wednesday, March 8th at 4pm.**
 - Attend one of the mandatory campaign meetings on **Wednesday, March 8nd at 4pm or 7pm.**
 - Wait until **Sunday, March 19th** to begin campaigning.

Copies of the GSBA Constitution and By-Laws are available on gogsba.org/documents under the governing documents tab. If you have any questions about the information in this packet or about any of the campaigning procedures, please do not hesitate to contact us at goba-elections@zgmail.gonzaga.edu or visit the GSBA Elections office in The Hemmingson Center (304). Thank you for your interest in GSBA and good luck!

Chris Callipari
Elections Commissioner

Katie Rosenberger
Elections Commissioner

Timeline

Wednesday, March 1:

Informational meeting; details and filing packets available.

8:00 pm Hemmingson 304

Thursday, March 2nd:

Final informational meeting; details and filing packets available.

8:00 pm Hemmingson 304

Wednesday, March 8th:

Elections filing documents, emailed candidate statement, and deposit due by 4pm to GSBA office.

4:00 pm Hemmingson 304

Wednesday, March 8th:

Mandatory Candidate Meeting. **MUST ATTEND TO RUN!**

4:00 pm OR 7:00 pm Hemmingson 304

Sunday, March 19th

Campaigning officially begins

Monday, March 20th:

GUTV Interviews

Broadcast Journalism Building, time TBD

Thursday, March 23rd:

President/Vice President Debate

7:00 pm (TBD) Hemmingson Auditorium

Thursday, March 23th – Wednesday, March 29th:

Voting Week - Voting ends Wednesday, at 4:30pm

Wednesday, March 29th :

Expenditure forms due to **GSBA by office 4pm**. Announcement of elections winners will be after 4:30 pm at Coffeehouse.

Qualifications for Candidacy

All members of the Gonzaga Student Body Association (i.e. all undergraduate matriculated students) shall be eligible as candidates for all GSBA elected positions, as approved by the Registrar's Office. **All candidates must be full-time students, have a minimum 2.3 cumulative GPA** and be in **good academic standing** with the University. The candidate must be in **good disciplinary standing** with the University as interpreted by the Dean of Students.

Candidates must be members of the constituency they represent (i.e. only Juniors can run for Junior Class Officers, etc). Students with class standing above their year of entrance into Gonzaga are considered members of the class they entered with. **All those wishing to run for senate must be able to attend senate meetings every Monday at 8pm.** The GSBA Constitution, By-Laws, and Election Code will establish the final criteria for candidate qualifications. The Election Commissioners shall retain primary authority over any questionable situations.

GSBA Elected Positions for the 2017-2018 Academic Year

Student Body Positions

- Student Body President & Vice President (one ticket)
- Treasurer
- Speaker of the Senate

Class Officer Positions

- Sophomore Class President
- Junior Class President
- Senior Class President

Senate Positions

(Must Be Able to Attend Senate Meetings Every Monday at 8:00 pm)

- Sophomore Senators (3)
- Junior Senators (3)
- Senior Senators (3)
- On-Campus (1)
- Off-Campus (1)
- International Student (1)
- Engineering Major (1)
- Business Major (1)
- Education Major (1)
- Liberal Arts & Sciences Major (2)
- Transfer, Veteran, Returning Adult (1)
- Professional Studies (1)

Election Guidelines

The following **Election Code Guidelines** are intended to serve as a guide to the election process. The rules delineated in this packet are comprehensive, and should include all information needed to run a fair and effective campaign. **In the case of ambiguity in the election rules, the Election Commissioners reserve the right to expand and interpret these rules in accord with the GSBA Constitution, By-Laws, and Election Code.** By participating in the Election process you automatically agree to abide by these rules, the GSBA Constitution, By-Laws and Election Code.

Nomination

Candidates must petition to be included on the ballot. Candidates running for Senator and Class Officer must obtain **50 signatures** from eligible GSBA members (matriculated undergraduate students). **No signatures may be obtained in the GSBA office or from current GSBA office staff.** Candidates running for Student Body President and Vice President must **each obtain 100 signatures**. Written nomination must be done on the form provided before signatures are obtained and shall include the candidate's name and office sought. **Petition signatures may not be gathered in the GSBA office.**

Students signing the petition must include their printed name, signature, and the last four digits of their student ID number. Names and identification numbers may be checked with the Registrar's office to determine validity if questioned. In the case of discrepancy, the Elections Commissioners shall determine the appropriate action.

Write-in candidates are allowed for all available positions. The voting process will serve as the petition in this case. Write-in candidates must follow the elections rules and should refer to the Election Code for specific information.

Campaigning

- Campaigning is defined as any action consciously intended to sway votes toward or away from a candidate. Candidates are responsible for the actions of their representatives and campaign staff.
- Utilizing social media will be allowed for campaigning. All Election Code rules still apply. Campaigning on Facebook or any other social media cannot start before Sunday, March 19th. Social media campaigning that contains inappropriate, profane, sexist, or racist material, or any reference to alcohol or contraband will not be tolerated.
- No campaigning is allowed before Sunday, March 19th and must end by 4:30 p.m. on Wednesday, March 29th. Once voting has ended all campaign activities must stop and all campaign materials must be removed before the beginning of the following week.

Signs and Posting Policy

1. **Before any signs can be posted:** Candidates must submit a \$30 dollar campaign filing deposit before posting any public signs. This will be returned at the conclusion of the election process providing there are no violations. The candidate must request deposit returns. All deposits not claimed within ten (10) academic days of the conclusion of elections become property of the GSBA.
2. The Hemmingson information desk **must approve all the candidates' public signs, tarps, posters, and fliers. GSBA cannot approve signs.** Signs must include a contact person and email.
3. Class Presidents and Senators are allowed a maximum of 5 public signs to be placed indoors and a maximum of 5 public signs to be placed outdoors. Student Body Presidential and Vice Presidential candidates are allowed 7 signs to be placed indoors and 7 signs to be placed outdoors. These totals include any and all signs displayed abroad or on the main campus. **Anytime a candidate's name appears on a sign it counts towards their personal total.**
4. Materials that contain inappropriate, profane, sexist or racist language or drawings, or any reference to alcohol or contraband will not be tolerated.
5. Table tents, MSC mailbox stuffers, writing on whiteboards, and chalking of blackboards, sidewalks and stairs are prohibited.
6. No e-mail or telephone messages
7. No covering up, moving, or altering of other candidates signs.
8. **All signs and support materials must be removed within three (3) academic days of the conclusion of elections. Failure to do so immediately forfeits the candidate's election filing deposit to the GSBA.**

Indoor Signs

1. Indoor signs may not exceed the dimensions of four feet by four feet (4x4) [see exception for SIL approved and posted signs below].
2. Signs hung inside any university building must only be done after receiving proper approval from the Hemmingson front desk, and must be hung by the candidate.
3. Signs hung on the bulletin boards inside college hall must be approved by the Hemmingson front desk, and will be hung by GUEST.
4. Signs hung inside residence halls must receive approval from the Hemmingson front desk and RD approval.
5. Signs **may not** be hung inside or outside the Hemmingson Center, unless a digital copy of the

proposed sign is submitted to the SIL office to be approved and placed on the railings on the second floor above Starbucks.

If this method is utilized:

- i. The sign must be professional looking in nature
 - ii. The cost of the printing of the sign must be reported on the expense form.
 - iii. Space is limited and signs will be allocated on a first come first served basis
6. Indoor signs must be hung using methods designed to not damage university property. Penalty for damaging university property will depend on severity.

Outdoor Signs

1. Outdoor signs may be of any size.
2. Outdoor signs must not obstruct traffic or cross over a sidewalk or street. No signs may be placed on fire escapes.
3. Signs to be placed on the exterior of Gonzaga University owned buildings shall be hung only after the sign has been approved by the Hemmingson front desk. Signs outside Residence Halls must be approved by RD's prior to posting.

Fliers and Other Campaign Materials

1. Candidates may post an unlimited number of fliers or posters, no larger than 8.5 inches by 11 inches. Fliers may be posted on bulletin boards around campus or placed in **non-public places**, including persons, residence hall room doors, etc. These signs can only be posted by verbal or written permission. No campaign materials may be posted in University offices.
2. Candidates may distribute an unlimited number of campaign materials that are intended to be worn on clothing or backpacks (i.e. buttons, stickers, pins etc.) The candidate is responsible for this material in the event that it litters the campus. These materials must be included in the expenditure form as expenses.

There is a strict violation policy if any of these aforementioned rules are broken. **This policy adheres specifically to complaints and not grievances.** Complaints are typically filed against another candidate, whereas grievances are filed against the Election Commission dealing with procedural errors on the Commissions behalf. Upon the first violation of the rules and regulations, \$10 will be removed from the candidate's election filing deposit. Upon the second violation, the full amount of the deposit will be forfeited. Upon the third violation, the candidate will be disqualified. The Commission reserves the right to modify this penalty schedule as deemed appropriate by the Commission.

Expenditures

- Candidates for class officers may spend a maximum of \$150. Senators may spend a maximum of \$75. The combined ticket of Student Body President and Vice President and the Student Body Speaker of Senate and Treasurer (respectively) may spend a maximum of \$200.
- All candidates **must submit an itemized statement** of all campaign expenditures, with documentation, **regardless of expenditure**, to the Election Commissioners in the GSBA office no later than **4:00 p.m. on Wednesday, March 29th**. Late forms will require the forfeiture of the candidate's elections filing deposit at a rate of \$10 per hour late until all money is depleted. **Expenditure forms not submitted within these three hours following the deadline may result in candidate disqualification.**
- GSBA, Club, and University resources may not be used.

Voter Qualification

Only members of the Gonzaga Student Body Association, (undergraduate matriculated students) are allowed to vote. There will be specified ballots for each class as well as general senate positions.

Polling Procedures

Voting will begin Thursday, March 23th and end Wednesday, March 29th at 4:30pm and will be done via Zagactivities. Each student should pay careful attention to emails received from the elections office, as there will be a link leading them to the ballot. Once a student has voted for a particular election, they will be blocked from voting again. **Note: Voting will be held strictly online; there will be no paper ballots.**

Complaints

A complaint is defined as dealing primarily with candidate behavior and violations of campaign rules and regulations. Complaints must be submitted in written form to the Election Commission for review. Complaints must state the violation of rules and regulations as well as a proposed solution to the problem. Complaints must be filed with the Commission by 4:00 p.m. on the last day of that election period (Wednesday, March 29th).

Grievances

A grievance is defined as a formal complaint against the Elections Commission and deals with how the election process is carried out. All grievances must be submitted in written form to the Senate Governance Committee for review. In the event that a majority of SJC members decide to review a case, a hearing will convene. All GSBA rights and rules of procedure will be followed. Grievances dealing with the general election must be submitted no later than 4:00 p.m. on the last day of that election period (Wednesday, March 29th).

Note: to simplify, complaints are made by one candidate against another candidate. Grievances are made by one candidate against GSBA.

Results

Tabulation of election results will commence immediately after the close of the polls on the last day of elections by the Elections Commissioners. Primary results will be posted on the door of the GSBA office (Hemmingson 304) after the Dean of Students or his/her designee certifies the results. Voting will involve ranked-choice system where in the case a candidate does not receive plurality, an automatic runoff will take place with the current votes.

Updated Spring 2017 by the Election Commissioners

If you have any questions regarding the material in this packet, the Elections Code, or campaigning in general feel free to contact the election commissioners via
e-mail at gsba-elections@zagmail.gonzaga.edu

Voters' Information Packet

Elections Commissioners will be producing a voters' packet supplying condensed information about candidates who are running for GSBA positions. The goal of this packet is to briefly inform voters about the candidates themselves, their qualifications, and their goals for their intended position. Voter information packets will be available to students during campaign and voting weeks and will be distributed across campus. This information will also be accessible to students via our website (gogsba.org) and will be published in the bulletin during campaign week.

Please send a written platform (no longer than 200 words) in email form to gsba-elections@zagmail.gonzaga.edu before 4:00pm Wednesday, March 8rd if you wish to have your information included in the voter's information packet.

Candidate Contact Information

Name:

Email:

Cell Phone:

Position Seeking:

Do you want your email address published in the voters' pamphlet online and in the bulletin?

YES

NO

Do you consent to GSBA placing your photo and platform in the Gonzaga Bulletin?

YES

NO

Candidate's Contract to Abide

I, _____ promise to abide by all rules, regulations and decisions set forth by the 2016-2017 GSBA Election Commissioners regarding all aspects of the 2017 GSBA Spring Election. I also have the knowledge that if I violate any of the stated regulations, the Election Commissioners will take immediate action and one of the punishments may include disqualification from the 2017 Spring General Election.

It is also understood that my current cumulative grade point average is within the limits of the required grade point average to run for elected office as stated in the GSBA Constitution. Current cumulative GPA: _____ (needs to be a 2.3 or higher). It is understood that if my GPA is lower than the requirement or is false as stated above, I will forfeit my candidacy for office.

Furthermore, I understand that as a representative of the Gonzaga Student Body Association I may not be on any kind of probation as seen by the Student Development Office. It is also understood that the Elections Commissioners will check with the Student Development Office to make sure I, the candidate, am free of all kinds of probation. It is understood that if I am found to be on any type of probation I will forfeit my candidacy for office.

Printed Name

Signature

Date

Signatures

*Please return with the rest of your filing packet to GSBA by **4:00 p.m.** on **Wednesday, March 8th.**

We, the undersigned members of the Gonzaga Student Body Association, hereby request that the name of _____ be placed on the Spring 2017 ballot for the position of _____.

| Signature | Printed Name | Last 4 Digits of GU ID# |
|-----------|--------------|-------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | | |
| 19. | | |
| 20. | | |
| 21. | | |
| 22. | | |
| 23. | | |
| 24. | | |
| 25. | | |
| | | |

| Signature | Printed Name | Last 4 Digits of GU ID# |
|-----------|--------------|-------------------------|
| 26. | | |
| 27. | | |
| 28. | | |
| 29. | | |
| 30. | | |
| 31. | | |
| 32. | | |
| 33. | | |
| 34. | | |
| 35. | | |
| 36. | | |
| 37. | | |
| 38. | | |
| 39. | | |
| 40. | | |
| 41. | | |
| 42. | | |
| 43. | | |
| 44. | | |
| 45. | | |
| 46. | | |
| 47. | | |
| 48. | | |
| 49. | | |
| 50. | | |

Spring 2017 Elections Deposit

Amount: \$30.00

This deposit will be returned to you at the end of the voting period if all regulations have been met and no fees have been given. It is easiest to give checks, so we can just rip them up once we are sure you do not owe anything.

Office Use

Candidate Name: _____

Payment Amount: _____

Payment Type: Cash Check Number: _____

Date: _____

Received: _____

Candidate Receipt

Candidate Name: _____

Payment Amount: _____

Payment Type: Cash Check Number: _____

Date: _____

Received: _____

Expenditure Form Spring 2017
***DUE Wednesday, March 29th, at 4:00 PM (GSBA Office)**

Name: _____ Position Seeking: _____

| | Description of Item(s) | Cost | Date of Purchase |
|-----|------------------------|------|------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
| 16. | | | |
| 17. | | | |
| 18. | | | |
| 19. | | | |
| 20. | | | |
| | TOTAL: | | |

*****Please attach all receipts!*****

Final Checklist

Be sure you have turned in the following candidate packet information to the GSBA office by **Wednesday, March 8rd, 2017 at 4:00pm!** **If anything is missing, you will not be eligible to run in the Spring 2017 elections.**

- ___ Candidate Contact Information Sheet
- ___ Candidate's Contract to Abide
- ___ Platform emailed to commissioners
- ___ 50 Signatures (100 each if Student Body Pres & VP or Speaker or Treasurer)
- ___ \$30 Deposit
- ___ Student Development Form
- ___ Expenditure Form (DUE Wednesday, March 29th)

GSBA Elections Clearance

TO CANDIDATES SEEKING GSBA OFFICE

According to the GSBA Constitution Article IV Sections 6-7 and the GSBA Election Code Article XXXII Section 3A, GSBA members must maintain a 2.3 GPA.

Please complete the top portion of this form and return it to the GSBA office with filing packet.

Name: _____ **GU ID#:** _____

Position Seeking:

Authorization to Release Information

I understand that I must pass a standard University Conduct clearance to run for office. I hereby authorize the Office of Student Development to indicate if I am in good academic standing to the Gonzaga Student Body Association.

I hereby waive my right to access information on this form and request that it be completed and forwarded to the GSBA offices at Gonzaga University.

Signature: _____ **Date:** _____

FOR STUDENT DEVELOPMENT OFFICE USE ONLY

Is this student in good academic standing? Yes No

Does this student have a cumulative GPA of at least 2.3? Yes No

Name: _____

Signature: _____

Date: _____

Please HOLD for pick up by the GSBA Election Commissioners, Katie Rosenberger & Chris Callipari. gsba-elections@zagmail.gonzaga.edu

Cell #: _____ **Year in School:** _____