I. Introduction

Thank you for your interest in this semester’s Central Student Government election. As the University Elections Commission, our job is to ensure that the election runs smoothly and enforce the Election Code. If you have questions or concerns during the election season, please do not hesitate to contact us.

This application packet contains all the information you will need to participate in this semester’s elections, and includes:

I. Introduction
II. A List of Open Positions
III. An Election Calendar
IV. Information on Accessing ITS’s Acceptable Use Policies
V. A Copy of the University Housing Residence Hall Student Government Campaign Guidelines
VI. A Personal Application
VII. A Party Application
VIII. A Campaign Donation and Expense Form
IX. A Copy of the CSG Compiled Code Art. VI, the Election Code
X. A Paper Application Submission Receipt
XI. Request for Retained Counsel

You are encouraged to review the Election Calendar. Note that the required Candidates Meeting will take place on Monday, March 7th at 8:00PM in the Pendleton Room (2nd Floor of the Union). You must return a completed application by February 25th at 5:00PM.

If elected to a position on CSG, you must attend a mandatory retreat on April 10, 2016 from 10am-4pm. By signing the candidate oath, you are agreeing to attend this mandatory retreat. More information is forthcoming, however if you have questions please email CSG Program Manager Clyde Barnett (clydeb@umich.edu).

Best of luck at the polls!

Benjamin Reese
*Electron Director*
benreese@umich.edu

Andrew Podrygula
*Backup Election Director*
apodrygu@umich.edu

Mallory Andrews
*Commissioner*
malband@umich.edu

Dylan Bennett
*Commissioner*
dylanben@umich.edu

Kathryn Brown
*Commissioner*
kmbrow@umich.edu

Joseph Celentino
*Commissioner*
josepcel@umich.edu

Jason Colella
*Commissioner*
jasonco@umich.edu

Cody Reaves
*Commissioner*
coreaves@umich.edu

Emily Rosenthal
*Commissioner*
emilyar@umich.edu
II. List of Open Positions

A. CSG Executive Positions
   President
   Executive Vice President

B. CSG Assembly:
   College of Engineering, 11 seats
   College of Literature Science and the Arts, 24 seats
   College of Pharmacy, 1 seat
   Gerald R. Ford School of Public Policy, 1 seat
   Rackham School of Graduate Studies, 10 seats
   Ross School of Business, 4 seats
   Law School, 1 seat
   Medical School, 2 seats
   School of Art & Design, 1 seat
   School of Dentistry, 1 seat
   School of Education, 1 seat
   School of Information, 1 seat
   School of Kinesiology, 1 seat
   School of Music, Theatre & Dance, 1 seat
   School of Natural Resources and Environment, 1 seat
   School of Nursing, 1 seat
   School of Public Health, 1 seat
School of Social Work, 1 seat
Taubman College of Architecture and Urban Planning, 1 seat

C. University of Michigan Police Department Oversight Committee:
Campus-wide, 1 seat
III. Election Calendar

- **FEB 18th: Candidacy Application Available**
  - Candidacy applications will be made available. Candidate applications will contain an election calendar, a list of positions to be elected, a copy of rules regarding elections and canvassing in Residence Halls, information on how to access ITS acceptable use policies, and a copy of the Election Code.

- **FEB 25th: Application Deadline**
  - Applications must be submitted by 5:00 PM.
  - Applications may be submitted by hard copy to the CSG Office. Alternatively, a scanned copy of the application with the candidate’s signature may be submitted by email to the Election Director (electiondirector@umich.edu).

- **MARCH 7th: Required Candidates Meeting & Registered Party Names Posted**
  - All candidates are required to attend this meeting.
  - Candidates Meeting will take place at 8:00PM in the Pendleton Room (2nd Floor of the Union).
  - NOTE: Candidates failing to attend this meeting may be assessed penalties.
  - The Election Director will post a list of all registered party names by the start of the Mandatory Candidates Meeting.

- **MARCH 8th: Challenges to Party Names Must be Filed with the Election Director by 8:00 PM**

- **BY MARCH 11th: Sample Ballot Released; vote.umich.edu Open for Candidates to Post their Platforms**

- **MARCH 21st: vote.umich.edu Closes for Platform Edits at 11:59 PM**

- **MARCH 22nd: Campaign Donation and Expenditure forms due at 11:59 PM**

- **MARCH 23rd: Polls Open at 12:00 AM.**

- **MARCH 24th: Polls Close at 11:59 PM**

- **MARCH 25th: All election complaints due by 11:59 PM; Unofficial Results Released at 11:59 PM**
  - Election grievances must be delivered to the Election Director (Ben Reese, benreese@umich.edu) by the deadline.
All candidates, current CSG representatives and executives, Central Student Judiciary justices, and the Michigan Daily will be informed of unofficial results by email.

- **MARCH 29th: Official Results Announced to Central Student Government**
  - *Official Election Results cannot be released until all election complaints before the UEC and CSJ have been resolved.*
IV. ITS Acceptable Use Policies

All candidates are expected to follow the Information and Technology Services acceptable use policies. These policies are available at:

- http://spg.umich.edu/pdf/601.07-0.pdf
- http://www.itcs.umich.edu/itcsdocs/r1103/
University of Michigan, Winter 2016

V. University Housing Residence Hall Student Government Campaign Guidelines

University Housing Residential Communities and Student Government Campaign Guidelines

Winter Term 2016

To: CSG and LSA Candidates for Student Government and Campaign Managers

University Housing considers the entirety of the residence halls and Northwood apartments areas as our student's homes and takes steps to ensure that their home remains safe as well as conducive to studying, resting, relaxing and socializing. University Housing is permitting you to campaign in University Housing communities and respectfully requests and anticipates that candidates and campaign managers honor the following guidelines.

Dates and Times
Winter Term campaigning in the residence halls and Northwood apartments areas may take place between the hours of 12:00noon to 7:00PM on the following dates:

Monday, March 7, 2016 through Saturday, March 12, 2016
Monday, March 14, 2016 through Saturday, March 19, 2016
Monday and Tuesday, March 21, and 22, 2016

Community Access and Expectations

- The LSA and CSG Election Director/Chair will provide to Housing Administration an excel spreadsheet with a list of candidates and campaign managers (if applicable). The list is sent to Sharon Rizzo at sconklin@umich.edu no later than Tuesday, March 1, 2016. The spreadsheet must be set up with one column for each of these categories: first name, last name, unique name, U-M id number. Only those names that appear on the candidate spreadsheet are permitted to campaign in the residence halls. Campaign managers must remain with the candidate at all times.
- Building access will be enabled for the front or main door and the dock door of the residence halls for each candidate and manager whose name appears on the spreadsheet noted above.

* In order for Housing to process appropriate access in a timely manner, upon arrival to a community, the candidate and the accompanying campaign manager will check in at the residence hall or apartment Community Center and upon departure will check out at the Community Center. Failure to check out at the Community Center will result in campaign privileges being removed. No more than 6 candidates will be permitted in a community at one time. Community Center staff will track the number of candidates.
Central Student Government Elections

University of Michigan, Winter 2016

- All “No Solicitation” signs must be honored.

Campaign Materials
In respect for residents and staff in each community, it is not permissible to place campaign material under or on a resident door, in elevators, on community bulletin boards, taped to walls, windows, bathrooms or drinking fountains. Residents, at their discretion, may place a flyer on their room door.

Best wishes for a successful campaign!
VI. Personal Application Form

Contact Information

Name: ________________________________________________________________

UM ID Number: _________________________________________________________

Local Address: _________________________________________________________

Local Telephone Number: ______________________________________________

UM Email Address: ____________________________@umich.edu

Candidacy Information

School(s) of Enrollment: ________________________________________________

School of Candidacy: __________________________________________________

Position Sought: _______________________________________________________

Party Name (if applicable): _____________________________________________

Candidate Oath

I hereby attest that I have both read and understood the entirety of the candidacy application, the relevant section of the CSG Compiled Code (Article VI), the Residency Hall Acceptable Use Policy, and the ITS Acceptable Use Policy.

Candidate Signature: ____________________________ Date: ________________
Central Student Government Elections

University of Michigan, Winter 2016

VII. Party Application
(Only one per party required)

Party Name:________________________________________

<table>
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<tr>
<th>Candidate Name</th>
<th>Candidate Signature*</th>
<th>Date</th>
<th>School of Enrollment</th>
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- PARTY CHAIR ONLY -

By signing, you attest to the fact that you will serve as the party chair for the aforementioned party in the Winter 2016 CSG Elections. You confirm that you will be responsible for knowing the election rules, the Election Code as contained in this packet, and any rules established by UEC decisions, and ensuring that, to the best of your knowledge, your party members understand the parameters of the election.

I, ______________________ (print name), confirm that I will serve as the chair for the aforementioned party for the Winter 2016 CSG elections and accept the responsibilities as outlined above.

Signature:____________________________________

A party is defined as: “a group of candidates for President, Executive Vice President, and/or representative identified by a common party name on the election ballot.”

*By signing, you certify that you are a member of this party and agree to, (i) be identified by this party name both on the official ballot and also on any and all advertising, and (ii) accept party demerits as assessed by the UEC, with the possibility of appeal to CSJ.
VIII. Campaign Expense Report

NAME OF CANDIDATE OR PARTY:

Please note: use back of form if additional space is needed. You may wish to attach your own spreadsheet to reflect the information required.

Only students eligible to vote in the CSG elections may donate to your campaign. This form must be delivered by email to the Election Director, Ben Reese (benreese@umich.edu) by 11:59 PM the evening of March 22nd, 2016. The Election Director may be contacted with questions if aid is required to complete this form. Please note this form will be available for public inspection. This form is also available on the CSG website.

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CANDIDATE EXPENDITURES

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TOTAL EXPENDITURE:

SIGNATURE OF CANDIDATE OR PARTY REPRESENTATIVE:

_______________________________________________________ Date: __________
X. Receipt of Candidate/Party Application Submission

Candidate: If you are submitting an a paper application, it must be given to the Election Director, Backup Election Director, Program Manager, or Front Desk Staff. Please ensure that you receive a completed copy of the appropriate portion of this receipt from the person to whom you submit your application and retain that copy as proof of submitting a timely application. If you submit your application online (to electiondirector@umich.edu), you will receive an electronic receipt from the Election Director via email.

Candidate name: ________________________________ (print name)

Received by: ________________________________ (print name)

__________________________ (signature)

On the ______ day of February, 2016, at ______:_______ am/pm

FRONT DESK STAFF: PLEASE USE RECEIVED STAMP HERE:

(Candidate keeps top half for records, cut below and front desk keeps bottom half for records).

Candidate name: ________________________________ (print name)

Received by: ________________________________ (print name)

__________________________ (signature)

On the ______ day of February, 2016, at ______:_______ am/pm

FRONT DESK STAFF: PLEASE USE RECEIVED STAMP HERE:

(Candidate keeps top half for records, cut below and front desk keeps bottom half for records).
XI. Request for Retained Counsel

Candidates and parties who wish to retain counsel for the election period such that they will be represented by the same student attorney every time they appear before the University Elections Commission or Central Student Judiciary, must complete this form at the time they submit their application for candidacy.

If you submit your application for candidacy in person, you should submit it to the person on duty in the CSG Offices. If you submit your application for candidacy via email, you should include this form in the same email to electiondirector@umich.edu.

If you do not complete this form, you can still request an attorney at the time a complaint is filed against you or you file a complaint. But if you request counsel in response to or in order to file multiple complaints, we cannot guarantee that you will be assigned the same counsel every time.

Student Advocates are paid $12 per hour for cases at the UEC level, and $20 an hour for CSJ cases, with a maximum of $400 per advocate per case. Generally, each party (or by each candidate if he/she is running independent of a party) may obtain only one appointed student advocate. If additional counsel is needed, the Chief Justice, in consultation with the Student General Counsel and Treasurer, may decide to assign additional counsel.

Candidate/Party Name: __________________________________________________________

I/we hereby request that counsel be appointed to represent me/us in any proceedings before the University Elections Commission and any election-related proceedings before the Central Student Judiciary during the Winter 2016 Central Student Government election cycle.

Candidate/Party Chair Signature: ________________________________________________

Date: ____________________
Central Student Government Compiled Code

Last Revised: January 19, 2016
Revision ID: W16.1

Jared Ferguson
Rules Committee Chair

Jacob Pearlman
Student General Counsel
Article VI
Election Code

A. Definitions.


2. "Candidate" shall mean a person seeking office in an election, and a President - Vice President pair seeking those offices in an election.

3. “Campaign” shall mean any activity that expressly advocates the election or defeat of a party or candidate.

4. "Party" shall mean a group of candidates for President, Vice President, or representative identified by a common party name on the election ballot, including students not running for office, but involved in the campaign.

5. "Student-at-Large" shall mean any student not currently a representative, commission chair, a justice on the CSJ, an executive, a member of the UEC, the Election Director or select committee chair on CSG, nor a candidate seeking office in an election.

6. "UEC" shall mean the University Elections Commission as described in § F(2) of the Election Code.

7. "Harvesting" shall mean the gathering of emails for campaign purposes that were not gathering during the campaign period, or were repurposed from other email group lists.

B. Candidates and Parties.

1. General information.

   a. The election code includes a separate Candidates and Parties Section for convenience. These rules in this section are not inclusive.

   b. It is at the discretion of the commission to assess a violation or infringement made on the good faith reliance of the rules as presented and can weigh the intent of that reliance on its findings.

2. Election Deadlines.

   a. Filing Deadline. No later than 5:00 p.m., 16 days before the start of the election, candidates-elect must file their candidacy applications with the Election Director, Backup Election Director, Administrative Coordinator, or full/part-time staff employed by the University for CSG purposes. The Election Director may set the filing date prior to 5:00 p.m., 16 days before the start of the election.

   b. Candidates Meeting. No later than 16 days before the start of the election, the Election Director shall hold a required meeting of all candidates and the campaign period shall commence at the close of the meeting.

   c. Challenging Party Names: Challenges to party names must be submitted to the Election Director within 24 hours of the posting of the registered party names.

   d. Campaign Finance Deadline. All completed fundraising and expenditure disclosure forms and supporting materials shall be due to the UEC before the polls open on the first day of elections. All campaign donations and expenditures must be complete at that time.

   e. Unspent Campaign Funds. Within one week after the announcement of the election results, all funds unspent by individual campaigns shall be reported to
the UEC and must be donated to SOFC, a University of Michigan sponsored scholarship fund, or a 501(c)(3) charity of the candidate's choice.

f. **Statute of Limitations for Appeal.** After receiving the UEC's written decision, a respondent and/or petitioner has 24 hours to appeal that decision to the CSJ.

3. **Candidacy Applications.**

   a. **Personal Application.** The candidacy application shall contain a personal application that shall require every candidate to provide her name as it is to appear on the ballot, her current local address, her current local telephone number, her email address, her UM ID number, her school(s) of enrollment, and her school of candidacy.

   b. **Receipt.** The candidacy application shall contain a receipt, which shall be signed by the Election Director, Backup Election Director, or Administrative Coordinator upon receipt of the candidacy application and returned to the candidate for verification.

   c. **Party Application.** The candidacy application shall contain a party application which shall require candidates who wish to run in a party to set forth the name of the party, and the name and dated signature of every candidate wishing to run in that party. A party need only submit a single party application.

   d. **Signatures.** Every application submitted to the Election Director or Administrative Coordinator must bear the signatures and dates of signatures of every candidate named in the application.

   e. **Candidate Oath.** Every candidate-elect shall sign a statement attesting to the fact that all information provided by the candidate-elect is truthful to the best of her knowledge and that she was an enrolled student at the University of Michigan's Ann Arbor campus by the end of the third week of the semester containing the election in question.

   f. **Informative Material.** The candidacy application shall contain informative material which may be retained by the candidate. At a minimum, this material must include: an election calendar with appropriate deadlines clearly marked; a complete list of positions to be elected; a copy of the rules regarding elections and canvassing in Residence Halls; and information on how to access the ITS acceptable use policies; a copy of the Election Code.

   g. Only Assembly seats vacant at least 30 days prior to the start of the election shall be placed on the ballot in the Midterm Election.

4. **Candidate and Party Names.**

   a. **Candidate Names.**

      i. Candidates who choose to run in a party shall be identified on the ballot by their common party name.

      ii. Candidate and party names must be fully written out, with the exception of common abbreviations, with the first letter of each word capitalized, with the exception of articles, connectors, and prepositions, and the remainder of every word in the party name in lower case.
iii. No candidate may use a name on the ballot that is not her own. A
candidate who wishes her nickname to appear on the ballot may spell her
nickname in between her real first and last names.

b. Party Names. No party may use a deceptive party name.
   i. Party names must be fully written out.
   ii. No party name may be longer than 100 characters, including spaces and
       punctuation.
   iii. No party name may consist solely of or begin with the word
       "independent".
   iv. Previously Used Party Names. No party may choose the name of
       another party that was properly filed in any election within four years
       prior to the current election without the written authorization of a
       majority not greater than five of the candidates who ran with that
       previous party.
   v. Challenges to Party Names. Party names shall be posted by the Election
      Director immediately after the deadline for filing candidacy applications.
      a. Challenges to party names and replacement party names must be
         submitted to the Election Director within 24 hours of the posting
         of the registered party names.
      b. The UEC shall decide whether a party name is deceptive, and if it
         so finds shall allow the party 24 hours in which to submit an
         alternate party name.

5. Candidate and Party Restrictions.
   a. Size Limitation. No party may run more candidates for any school or college
      than there are seats available to be elected from that school or college.
   b. Conflicting Applications. No candidate shall run with more than one party. Any
      candidate who signs more than one party application shall not be placed on the
      ballot as a candidate. No candidate shall run simultaneously as an independent
      and with a party.
   c. Withdrawal of Candidacy. Any candidate may withdraw from the election by
      submitting a written request to the Election Director no later than 8 days prior to
      the election. A candidate who withdraws from the election but is nonetheless
      elected shall have the status of a resigned member of the Assembly.
   d. Simultaneous Candidacies. Candidates may not run for more than one electable
      CSG position simultaneously.
   e. Counsel. Parties and independent candidates may request a Student Advocate
      from the Central Student Judiciary to represent them from the beginning of the
      election period to the close of all cases. This request must be made by the time
      the party or candidate submits its receipt. Parties and independent candidates
      retain the right to appoint their own counsel if they so choose, and that
      appointment must be made before they submit their receipt.

a. All campaigns to serve on the CSG shall be subject to the rules and regulations found in the Election Code.

b. At any point after the official start of the campaign period, the UEC may assess demerits to individual candidates and / or parties for the violations listed within this article of the Compiled Code.

c. Each demerit assessed includes a penalty revoking of 3% of the guilty candidate or Presidential ticket’s total weighted votes. Hereafter, a demerit, except for those assessed against a party, is assumed to include this penalty. Demerits assessed against a party do not include this penalty.

d. Any candidate who accrues 5 demerits in a specific election shall be automatically removed from the election. If any party receives 10 or more demerits, the party, including all candidates affiliated with said party, shall be automatically removed from the election.

7. Campaign Rules.

a. Campaign Period. The campaign period should commence immediately following the Candidates' Meeting with the Election Director, no later than 16 days before the start of the election. Campaign rules shall apply from the start of the official campaign period until the newly elected representatives are seated. The existence of the official campaign period shall not prohibit candidates from campaigning before the campaign period. The UEC may assess penalties for conduct that occurred before the start of the campaign period, but will not hold a hearing until after the start of the campaign period.

b. University Policies. The Election Director shall encourage all candidates to read and become familiar with all relevant university and residence hall policies that may be affected by their campaigns. The UEC may only hold candidates responsible for adhering to the Election Code, and may not hold candidates responsible for violations or alleged violations of any university policy not listed in the Election Code.

c. CSG Endorsements Prohibited. Neither the Assembly nor any of its committees, commissions, select committees, UEC, University Elections Judiciary, nor Election Director shall endorse any candidate in any election. As individuals, members of CSG may endorse the candidacy of any candidate in any election. Members of the UEC may not endorse the candidacy of any candidate or party.

d. Proper Use of Email Privileges. No candidate or campaign organization may send campaign related emails to any person who is not a registered student at the University of Michigan. No demerits shall be issued if an owner sends an email to a group or email list that contains less than 10% non-students. Furthermore, a candidate or a party can only send emails to email groups that are owned by the candidate or party as defined by “mcommunity.umich.edu.” and are created expressly for campaign purposes, during the current election cycle. The email group name must clearly indicate that it is a campaign related email group. Candidates and campaign volunteers are prohibited from harvesting student email addresses for campaign purposes. Violations shall be based on the number of email recipients and expressed in the Minor, Major, and Egregious Infraction sections.
e. **Minor Infractions.** Any violation shall result in the assessment of 1 to 2 demerits.

i. **Identification.** All printed campaign material must be identified, at minimum, by a statement in the form: "Paid for by <address>", where <address> is a valid email address of the candidate or party. Buttons and clothing are exempt from this rule. A violation shall be considered for every 50 pieces of campaign material per day. No more than four violations may be assessed within 24 hours of notifying the candidate.

ii. **Prohibited Posting Areas.** No campaign materials may be affixed on or in any University building. Designated posting areas in residence halls and University Buildings are exempted from this rule. No more than one violation may be assessed per day.

iii. **Implying Elected Incumbency.** No printed campaign material for any candidate may imply incumbency if the candidate is not a current representative on CSG. Candidates appointed to CSG may use the word "retain" on their printed campaign material but may not use the word "reelect". No more than one violation may be assessed per day.

iv. **Not Attending a Mandatory Candidates' Meeting.** Candidates wishing to be placed on the ballot and having submitted a complete candidacy application on time that fails to attend a mandatory candidates' meeting shall be in violation of this rule. Candidates may not be found to be in violation of this rule more than once per election cycle.

v. **Filing a frivolous election complaint.** An election complaint is frivolous if it fails to meet the minimum standard for a complaint, as defined by Article VI, § C (1)(c). Within 24 hours of the petitioner filing the complaint, the respondent may raise this claim as a counterclaim, to be addressed at the hearing, or the UEC may make this judgment on its own. If the UEC finds a complaint to be insufficient, it must explain, in detail, why the complaint is insufficient and give leave to amend the complaint. Upon resubmission, if the complaint is still insufficient, the UEC may dismiss the complaint and may assess demerits.

vi. Violations of the Proper Use of Email Privileges clause (Article VI § B(7)d) that involve email groups of under 100 recipients.

f. **Major Infractions.** Any violation shall result in the assessment of 3 to 4 demerits.

i. **Unauthorized Endorsement.** Any campaign material claiming endorsement from any person or group of people that is not authorized by that person or group of people must include a disclaimer in the form: "Not authorized by <name>", where name is the name of the person or group of people from whom endorsement is claimed. Candidates and parties may imply endorsement by securing and retaining written permission from the person or group of people from whom endorsement is claimed. No more than one violation may be assessed per day.

ii. **Campaign Finance Violations.** A campaign finance violation is failing to adhere to the Campaign Finance Regulations set forth in Article VI § D.
iii. **Destruction of Campaign Material Prohibited.** No candidate may move, obscure, damage, destroy, deface, remove, or alter the campaign material of another candidate or party. A student removing campaign material from her private property is not in violation of this rule.

iv. Violations of the Proper Use of Email Privileges clause (Article VI § B(7)d) that involve an email group of 100-399 recipients

**g. Egregious Infractions.** Any violation shall result in the assessment of at least 4 demerits.

i. **Preventing Voting Prohibited.** No candidate may prevent any student from lawfully voting.

ii. **Bribery Prohibited.** No candidate may promise or offer compensation, monetary or otherwise, in exchange for vote(s). Campaign pledges shall not constitute violations of this rule. The distribution of campaign material to voters shall not constitute a violation of this rule.

iii. **Fraudulent Voting Prohibited.** No candidate may cast any ballot on behalf of another student. No candidate may log into the voting website using any uniqname that is not her own.

iv. **Influencing a Student While Voting Prohibited.** No candidate may actively influence any student while the student is voting. The mere presence of a candidate in the vicinity of a voter while voting shall not constitute a violation of this rule.

v. Violations of the Proper Use of Email Privileges clause (Article VI § B(7)d) that involve an email group of 400 or more recipients.

8. **Penalties for Violating Campaign Rules.**

a. **Jurisdiction.** The UEC shall hear cases involving the alleged violation of any campaign rule, and shall meet to determine whether demerits should be assessed against any candidate(s) or party(ies).

b. **Exclusivity of Campaign Rules.** No single piece of campaign material may violate more than one campaign rule. All campaign rules shall be mutually exclusive. No candidate or party may be in violation of more than one campaign rule for a single act.

c. **Assessment of Demerits.**

i. Demerits shall be assessed by the UEC based on their classification as described in Section G above.

ii. The UEC may assess demerits below the guidelines specified in this article if it finds sufficient cause to do so given by mitigating factors. The UEC must state its reasons for deviating from the guidelines and this determination is reviewable de novo by the CSJ.

iii. **Warning.** The UEC may find a candidate or party in violation of the campaign rules but nonetheless assess no demerits against the candidate or party. The UEC must provide a written explanation for issuing a warning over issuing demerits within 24 hours of the decision. This determination is reviewable de novo by the CSJ.
d. Violations by a Candidate. If the UEC determines that a candidate has violated a campaign rule and decides to assess demerits against that candidate, the UEC shall only assess penalties against that specific candidate.

e. Violations by a non-Candidate. Candidates and parties are responsible for educating their volunteers about the Election Code and the Campaign Rules.

   i. The UEC must first determine if the non-candidate violated the Election Code.

   ii. The UEC must determine if the non-candidate worked with or at the request of a candidate or party.

   iii. The UEC must determine if the Election Code violation occurred within the "scope of the coordination." The "scope of the coordination" shall be defined as what the candidate or party requested the non-candidate to contribute to the campaign.

   iv. If the UEC finds that all three factors set forth above were met, the UEC must assess full demerits against the respective candidate(s) or party that coordinated with the non-candidate.

C. Election Complaint Procedures.

   1. Receipt and Disbursement.

   a. Any University of Michigan student, faculty member, staff member, or alum may file a complaint with the Election Director alleging a violation of the campaign rules within two calendar days of the discovery of said violation but no later than 24 hours after the polls close per Article VI § E(2)g. Upon receipt of the complaint, the Election Director shall immediately deliver copies of the complaint to all of the named respondents, to the members of the UEC, to the Student General Counsel, and to the Chief Justice of the CSJ.

   b. Neither the Election Director nor any member of the UEC may file a complaint with the Election Director.

   c. Complaints shall set forth the names of the respondent(s), clearly identify the campaign rule that was allegedly violated, and allege sufficient facts to show that, if taken to be true, the alleged violation is plausible. Stating legal conclusions without factual support or formulaic recitations of elements of cause of action are not sufficient.

   2. Withdrawal. At any time during the complaint process, the petitioner of the complaint may withdraw the complaint. Upon withdrawal, the complaint is canceled and may not be heard by the UEC. A complaint that has been withdrawn may not be reinstated.

   3. Submission of Respondent's Brief. A supplemental written brief is not required, but Respondent may file a written brief within 24 hours of her receipt of the complaint.

   4. Burden of Persuasion. At all stages of the complaint process, the UEC and the CSJ shall assume that the allegations set forth in the complaint are not true. At all stages, the petitioner shall have the burden of proof of showing that the allegations set forth in the complaint are true beyond a reasonable doubt. If a UEC decision is appealed to the CSJ, questions of fact are reviewed using a clearly erroneous standard and questions of law are reviewed using a de novo standard.

   5. Hearing.
a. Within 24 hours of receipt of the respondent's brief, or the expiration of respondent's 24-hour deadline, the Election Director shall hold a hearing. The petitioner and respondent shall both be notified of the date, time, and location of the hearing, which shall be open to the public.

b. The hearing shall not commence without a quorum of the UEC.

c. The petitioner shall be given five minutes to make an opening statement in support of the complaint, after which the respondent shall be given five minutes to make an opening statement against the complaint.

d. The petitioner shall present her case first, and shall have thirty minutes to make a case in support of the complaint. The respondent shall then present her case, and shall have thirty minutes to make a case against the complaint.

e. The petitioner shall be given ten minutes to make a closing argument in support of the complaint, after which the respondent shall be given ten minutes to make a closing argument against the complaint.

f. After the hearing, the UEC shall retire to a meeting. The decision of the UEC must be written, and must be delivered to the petitioner and the respondent within 36 hours of the hearing.

g. Failure of the UEC to reach a decision in the matter shall result in a cancellation of the complaint, which shall not be further pursued by the UEC. Failure of the UEC to deliver a written opinion to the petitioner and respondent within 36 hours of the hearing shall result in a cancellation of the complaint, which shall not be further pursued by the UEC.

6. **Appeals.** The respondent and/or petitioner may appeal any decision of the UEC to the CSJ within 24 hours of receiving the UEC's written decision.

D. **Campaign Finance Regulations**

1. **Campaign Spending Limits**

   a. **Individual Candidates.** Each candidate in an individual legislative race, including the election for the University of Michigan Police Department Oversight Committee, shall be allowed to spend funds not in excess of $50 on his or her campaign.

   b. **Presidential Tickets.** Each presidential ticket shall be allowed to spend funds not in to exceed $1,000 for their campaign.

   c. **Party.** Each party shall be allowed to spend funds not to exceed the sum of $1,000 for their presidential ticket plus $50 per party legislative candidate. Candidates running with a party have their individual sums counted toward the party limit.

2. **Campaign Donation Limits**

   a. **Students.** Individual students eligible to vote in Central Student Government Elections shall be eligible to donate to Central Student Government election campaigns. Candidates contributing to their own campaign are subject to individual donation limits.

      i. Eligible students can donate up to $25 to individual legislative campaigns and up to $100 to presidential tickets.
ii. Eligible students shall donate no more than a total of $150 to any combination of candidates or parties in a single CSG election.

b. **Prohibited Donors.** All individuals and organizations not covered by section are forbidden from donating to campaigns.

3. **Filing Donation and Expense Reports.**

   a. The UEC shall be responsible for developing and distributing campaign finance disclosure forms to every party head and independent candidate at the pre-campaign meeting.

   b. This form shall include, but not necessarily be limited to:

      i. Spaces to identify the names of individuals and groups donating.

      ii. Spaces for the signature of individual donors or financial officer of a group certifying their donation.

      iii. Spaces to signify the amounts of those individuals and groups donating.

      iv. Spaces to indicate individual expenditures toward campaign materials.

      v. A space indicating the total amount spent on the election.

      vi. A space for a candidate or designate party leader to certify the report.

      vii. A notice indicating all relevant deadlines, spending limits and eligibility requirements.

      viii. Any necessary instructions on filling out the form.

      ix. Contact information for the UEC for help in filling out the form.

   c. Parties and candidates must provide receipts documenting campaign purchasing when parties and candidates submit their campaign finance forms.

   d. Candidates running as part of a party do not have to file an expense report, as the party shall be required to file an expense report for all the party’s expenditure.

   e. All completed fundraising and expenditure disclosure forms and supporting materials shall be due to the UEC before the polls open on the first day of elections. All campaign donations and expenditures must be complete at that time.

   f. Completed forms shall be made publicly available online by the UEC for the inspection of any interested individual associated with the University of Michigan within 24 hours of the submission deadline.

   g. This section shall not be construed to limit parties from raising funds before a formal campaign period, so long as those funds meet all requirements outlined in this section.

4. **Penalties for Campaign Finance Violations.**

   a. **Standing.** Any registered student at the University of Michigan has standing to bring claims of campaign finance violations under this section.

   b. **Penalties.** Violations of the Campaign Finance Regulation are considered major violations of the Election Code.
5. **Unspent Campaign Funds.** Within one week after the announcement of the election results, all funds unspent by individual campaigns shall be reported to the UEC and must be donated to SOFC, a University of Michigan sponsored scholarship fund, or a 501(c)(3) charity of the candidate's choice.

E. **Election Schedule.**

1. **Election Dates.** The Assembly shall schedule two annual elections, one in March and one in November. The Student General Counsel shall recommend to the Assembly the dates on which to schedule the elections. Each election must be held for two consecutive weekdays occurring no earlier than five weeks before the last day of classes for each semester.

2. **Election Deadlines.**
   
a. No later than 42 days before the start of the election, the Student General Counsel shall submit her nominations for Election Director and UEC to the University Council.

   b. No later than 30 days before the start of the election, the Election Director shall make candidacy applications available in the CSG office and shall begin advertising the CSG election.

   c. No later than 31 days before the start of the election, the Assembly may approve any amendments to the Election Code.

   d. No later than 5:00 pm 16 days before the start of the election, candidates-elect must file their candidacy applications with the Election Director, Backup Election Director, Administrative Coordinator, or full/part-time staff employed by the University for CSG purposes. The Election Director may set the filing date prior to 5:00 PM 16 days before the start of the election.

   e. No later than 16 days before the start of the election, the Election Director shall hold a required meeting of all candidates and the campaign period shall commence at the close of the meeting.

   f. No later than 12 days before the start of the election, an official sample ballot shall be posted on the voting website and in the CSG office.

   g. Any election complaints must be delivered to the Election Director no later than 24 hours after the polls close.

   h. A respondent and/or petitioner has 24 hours after receiving the UEC's written decision to appeal that decision to the CSJ.

   i. At the first Assembly meeting after the end of the election, the Election Director shall announce official election results.

   j. Ten days after the certification of the official election results by the UEC, the term of incumbent representatives shall expire and the term of newly-elected representatives shall commence.

F. **Election Staff.**

1. **Election Director.**

   a. **Eligibility.** The Election Director must be a currently-enrolled University student and not a member of the CSJ, nor a representative, executive officer, commission
chair, or select committee chair on CSG, nor a candidate in any election during which she shall also serve as Election Director.

b. Appointment. The Student General Counsel shall appoint an Election Director with the advice and consent of the University Council. A majority vote shall be required to confirm the nomination. If the nomination is rejected by the University Council, the appointment process shall recommence.

c. Removal. Any member of the Assembly or of the University Council may seek the removal of the Election Director, who may be removed either by the SGC or by a majority of the Assembly. If the Election Director is removed, the appointment process shall recommence and the Backup Election Director shall serve as the Interim Election Director in the mean time, assuming all duties and powers of the Election Director.

d. Duties.

i. The Election Director shall make weekly reports to the Assembly beginning the week following her confirmation and ending the week after the election ends.

ii. The Election Director shall consult the Office of the Registrar to verify the enrollment status of all candidates and ensure that all candidates fulfill the requirements of the Constitution and of the Election Code.

iii. The Election Director shall advertise the CSG election in coordination with the Communications Committee Commission, the UEC, the Assembly, and the University Council.

iv. The Election Director shall prepare and make available in the CSG office candidacy applications. The Candidates packet and application may be jointly prepared by the Election Director and the Student General Counsel. These materials must be approved by the UEC.

v. Candidates shall be informed of any Election Code changes made by the Assembly after candidacy applications are available.

vi. The Election Director shall schedule, preside at, and announce at least 48 hours prior to its commencement, a meeting of all candidates.

vii. The Election Director shall be responsible for ensuring the correct operation of the voting website and the candidate information website.

viii. The Election Director shall randomize party and candidate names on the online voting ballot. Independents shall be grouped together and randomized as if they were another party.

ix. The Election Director, with the assistance of the UEC, must send at least one email to all enrolled students advertising, at minimum, the election dates, voting website address, and hours of operation of the voting website.

x. The Election Director shall be available in person, by phone, or by some means of electronic communication during the election period, and shall promptly respond to any questions received from candidates.

xi. The Election Director shall preside over meetings of the UEC as an ex officio member, and is allowed to vote only to break a tie.
e. **Access to Election Results.** Only the current CSG Election Director shall have access to real-time election results for any school-wide or campus-wide election or referendum conducted on vote.umich.edu. If the Election Director shows anyone the unofficial results before it is released, her pay shall be revoked.

2. **University Elections Commission.**
   
a. **Composition.** The UEC shall be composed of at least five enrolled students, including at least one member from the University Council. No candidate may serve on the UEC.
   
b. **Appointment.** The Student General Counsel shall submit nominations for membership on the UEC to the University Council, which may approve all, none, or any of the nominations, and may amend the composition of the UEC. Confirmation of the UEC shall be upon a motion, second, and majority vote of the Assembly.
   
c. **Removal.** The University Council or the Assembly may, by a two-thirds vote, remove any member of the UEC. If a removal from the UEC results in a UEC membership that does not meet the requirements of the Election Code, the appointment process shall recommence but normal operations of the UEC shall not be halted in the interim.
   
d. **Meetings.** The UEC shall meet as necessary. A quorum is defined as greater than 50 percent of members in attendance. The Election Director may be counted toward quorum.

3. **Backup Election Director.**
   
a. **Eligibility.** The UEC shall elect a Backup Election Director from among its own membership.
   
b. **Duties.**
      
i. The Backup Election Director shall serve as a non-voting member of the UEC, except to break ties.

   iii. The Backup Election Director shall serve temporarily as the Election Director in such instances where asked to do so by the Election Director or when the Election Director is unable to fulfill her duties.

   c. **Removal.** Any member of the Assembly or of the University Council may seek the removal of the Backup Election Director, who shall be removed by a two-thirds majority vote of the University Council or the Assembly.

G. **Post-Election Procedures.**
1. Write-In Votes.
   a. Immediately following the completion of the election, the Election Director and Backup Election Director shall review the results and eliminate any write-in responses they deem to be inappropriate and/or offensive.
   b. Only write-in candidates who receive votes from at least three unique and eligible voters will be deemed eligible for their elected seat.

2. Release of Results.
   a. Unofficial results, with derogatory write-in votes deleted but noting the number of derogatory write-in votes that were removed, are to be released to candidates 24 hours after the polls have closed, at which time no further cases can be filed. Official results, noting the number of write-in votes deemed derogatory and removed, shall be posted on the CSG website with 24 hours of being confirmed by the UEC after all pending cases and appeals have been resolved.
   b. Election results include, but not limited to, the names of candidates who have won or lost the election, the total number of votes cast, the number of votes each party or each candidate received, or percentages reflecting said numbers.

3. Seating of New Members. Newly elected members and officers of CSG shall begin their term of office ten days after the certification of the results by the UEC. If results are unable to be certified in whole, they may be certified on a school or college basis. CSG officers and members shall remain in office until the seating of their successors (unless removed from office by methods specified in the All-Campus Constitution).

4. Oath of Office. The President shall, before beginning his/her term in office, swear to affirm the following oath: "I promise to faithfully execute the office of Central Student Government President." This oath shall be administered by the Chief Justice of the CSJ. The Executive Vice President shall, before beginning his/her term of office, swear to affirm the following oath: "I promise to faithfully execute the office of Central Student Government Vice President." This oath shall be administered by the Associate Chief Justice of the CSJ.

5. Appeals in Progress. While appeals to the CSJ are being pursued, the decision of the UEC and/or Election Director is in force unless the CSJ stays their decision.

6. Debriefing the Assembly. The Election Director shall debrief the Assembly of the election no later than two weeks following the completion of the election. If there is an appeal in progress, the debrief shall occur at the next CSG General Assembly meeting once the appeal has been settled.

H. Petitions and Ballot Questions. This section applies to all questions placed on the ballot in a CSG election. All restrictions applying to candidates also apply to anyone campaigning for a ballot question. However, in cases of conflict, this section supersedes the Election Code.

1. A ballot question is any referendum, initiative, referral or recall question or constitutional amendment question (regardless of method of initiation) to be voted upon in an election.

2. Any ballot question to be placed on the ballot must be submitted to the Election Director at least 25 days before the election. The Election Director shall notify the CSJ of any ballot questions submitted by CSG or by petition.
   a. In the case of a petition, two copies of the petition, including the original document, shall be submitted to the Election Director, for distribution to the CSG Program Manager and the CSJ.
3. The CSJ shall examine each ballot question at a hearing no later than 16 days before the
election to verify that the ballot question complies with the provisions of the Compiled
Code and the CSG Constitution, is worded in a manner that is accurate, fair, concise, and
reflective of the content of the amendment or legislation (or meets the requirements for a
recall question), and (in the case of petitions) is in the proper form. the CSJ can only bar a
referendum question which fails to meet these requirements; it cannot bar a question from
the ballot because it dislikes the legislative goals. Any appeal of the CSJ decision must be
filed within 24 hours of the decision, and the CSJ shall resolve the appeal no later than 14
days before the election.

4. **Form of Petitions.** All petitions for ballot questions shall be in the form outline below. A
petition sponsor should consult with Rules Committee or the Student General Counsel if
he/she has any questions concerning the proper form of a petition. Responsibility for
complying with the provisions of this Code falls upon the sponsor, and ignorance, error,
misinterpretation or mistake of law is not an excuse for failure to comply.

   a. **Title.** The title of the petition shall be stated entirely in uppercase letters at the
top of each page of the petition.

   b. **Text.** Following the title, the petition shall contain the full and exact text of the
question. The question must be worded in a manner that is accurate, fair, concise, and
reflective of the content of the amendment or legislation (or meet the
requirements for a recall question).

   c. **Signatures.** Below the full text on each page of the petition shall appear the
words, "We, the undersigned currently enrolled students, petition for a campus-
wide vote on the proposal above." Each petition shall have a column for the
signature of the student, his/her printed name, his/her student identification
number, and his/her uniqname.

   d. **Circulator's Statement.** At the bottom of each page of a petition there shall be
the following statements: "I have circulated this petition and believe all of the
signers to be currently-enrolled students." The petition shall be signed by the
circulator with his/her printed name, uniqname, and date upon which the petition
was circulated. The petition shall also state the names of official sponsors of the
petition.

   e. **Distribution of Signatures.** Any question to be placed on the ballot by petition
must obtain the support of 1000 currently-enrolled students at the University of
Michigan, Ann Arbor. No more than 80% of the signatures can be from one
school or college.

   f. **Certification of Petitions.** The CSJ, with the election staff, shall examine each
petition for a ballot question, verifying whether the petition has met the
requirements stipulated above. Student status must be verified by checking no
less than 100 of the uniqnames online or with the Registrar's Office.

   g. **Validity of a Petition.** Parties to any action challenging the validity of a petition
shall be allowed to inspect the petition document.

1. **School-wide and Campus-wide Elections**

   1. **Access to Election Results.** For verification purposes, all organizers of proposed school-
wide and campus-wide elections on vote.umich.edu must submit the name of their
MCommunity Election Director permission list for their respective elections before being
allowed to open their election polls. Any permission list that contains individuals who are not the Election Director will be automatically denied.

J. **Seat Apportionment.** Describes the method and manner in which seats shall be apportioned among schools and divided between terms.

1. **Unit Apportionment.**
   
a. Only "constituent degree-granting units" (i.e. any school, college, or academic division located at the Ann Arbor campus of the University of Michigan that is also authorized to recommend to the board of Regents the granting of degrees as specified in Chapter IX and Chapter XI of the Bylaws of the Board of Regents) shall receive seats on the Assembly. Students in non-granting units shall be represented by the school which authorizes their degree (their constituent degree-granting unit).

b. Each degree-granting unit shall receive one representative for each 800 students or major fraction thereof enrolled in the unit. Each degree-granting unit shall receive at least one representative on the Assembly.

c. The most currently available fall and winter term enrollment data will be averaged for determining enrollment. The data comes from the Office of the Registrar's Term Enrollment and Credit Hour Reports; specifically, the "102-Enrollment by Unit, Gender, Class level" report.

d. The apportionment process shall take place during the winter semester prior to the commencement of elections.

e. Seats shall be apportioned according to the total number of students listed in the report for each unit excluding graduate students that receive their degrees from Rackham. Rackham seats shall be apportioned according to the total number of graduate students that receive their degrees from that school.

2. **Academic Term Apportionment.**
   
a. All full-term seats shall be apportioned to the March election.

b. Any seats that are vacant or held by appointment shall be up for election as half-term seats in the November election.

K. **University of Michigan Police Department Oversight Committee Elections.**

1. Pursuant to 1990 PA 120, MCL 390.1511, all-campus elections for the two representative seats on the University of Michigan Police Department Oversight Committee shall be held in concurrence with the November and March elections.

2. Each election shall seat a student on the University of Michigan Police Department Oversight Committee for a period of 1 year, with the runner-up acting as the backup Representative should the elected Representative resign.

3. The rules and procedures for this election shall follow the same rules and procedures outlined for Central Student Government elections.