**Student Government Association  
Election Campaign Guidelines**

***Approved by SGA Election Commission on 3/19/24***

**NOTE:** The 2024-25 SGA Elections will be implemented in a hybrid fashion, with campaigning via social media and electronic channels as well as on campus.

The SGA Election Commission will serve as the election authority for Student Government Association elections.

Candidate Qualification Hearings, Campaigning, and the Elections will be carried out in a hybrid or virtual fashion.

* Qualification hearings will be scheduled via Zoom with all candidates.
* Campaigning will be conducted in a hybrid fashion. See below for additional guidance for approval of all campaign materials.
* All election documents and information, as well as candidate profiles and platforms (once published) will be shared on the [Election Commission group on Bee Involved](https://involvement.ubalt.edu/feeds?type=club&type_id=23819&tab=home).
* Elections will occur via the MyUB portal (<http://myub.ubalt.edu>).

All candidates involved in an election have the right to promote their campaign on campus, in physical, verbal, and electronic media; however, a high level of integrity and professionalism must be upheld throughout the campaign period. The policies below will help guide candidates as they make decisions about how best to promote their campaigns.

If you have any questions, please e-mail [electub@ubalt.edu](mailto:electub@ubalt.edu) or email SGA Election Commission Advisor Anthony Butler at [abutler@Ubalt.edu](mailto:abutler@Ubalt.edu).

# General Guidelines

* + All electronic campaign materials must follow the CSEI posting policy, which includes obtaining a stamp for any flyers posted on campus: <http://www.ubalt.edu/campus-life/engagement/about-us.cfm>
    - Candidates must post their own flyers on approved campus bulletin boards.
  + Candidates may begin campaigning when the Election Commission officially announces the candidates for an election. This is to ensure all candidates have met all requirements prior to campaigning.

## The campaigning period is April 23 through April 30

* + Posting or distribution of campaign literature is prohibited prior to the official start of campaigning.
  + Candidates for elections may not slander another candidate or deface another candidate’s campaign materials.
  + Each candidate will be able to view campaign information on the Election Commission CampusGroups page under the SGA Elections [file folder](https://involvement.ubalt.edu/feeds?type=club&type_id=23819&tab=documents) on Bee Involved.
  + Elections are run as individual campaigns, but candidates can endorse other candidates.
  + The Election Commission, University of Baltimore, and its employees will not be held liable for any damage to school or personal property related to campaign materials; any damage incurred will be paid by the individual.
  + Candidates’ academic and disciplinary records will be reviewed. All candidates must meet GPA requirements. No candidates may be currently serving a disciplinary sanction which limits their involvement in co-curricular activities.

# Campaigning

* + Candidates may not engage in coercion or bribery to influence voters or the Election Commission. This includes the promise or distribution of alcohol, favors, money, clothing or food.
  + Candidates may not promise specific favors to individual students or groups in return for votes.
  + Candidate may not host any events where alcohol is served or available, including Happy Hours.
  + Communication and messaging:
    - All campaign emails must be sent from a candidate’s @ubalt.edu email address and must cc [elect@ubalt.edu](mailto:elect@ubalt.edu).
    - Class announcements are allowed only with prior approval from the instructor and when the educational process is not interrupted this includes emails sent from Sakai.
  + Marketing:
    - Physical materials are only allowed to be placed on open, available bulletin boards (i.e. those bulletin boards that aren’t reserved for a specific department or program use), and are limited to:
      * three items per board
      * 8 ½ X 11 sheets of paper.
    - Candidates will only be allowed to post one digital signage message regarding their campaign.
    - Candidates may not use easels, oversize posters (in excess of 8.5 x 11), or Daily Digest/UB calendar to campaign.
    - Candidates are prohibited to use sidewalk chalk to promote their campaign.
  + While voting is occurring, no campaigning may take place inside, or within 20 feet of, a computer lab or any designated polling locations.
    - Candidates should try to ensure campaign activities do not disrupt classes or study areas.
    - This does not mean candidates may not use a computer lab, they simply cannot campaign while using one.  
      ll campaign material must be taken down by each candidate within 2 business days following the completion of the Election.
  + Financial Requirements
    - Candidates must self-finance their own campaigns. No student organization funds, including SGA funds, will be used for campaign purposes.
    - Each campaign must not spend more than $350 total during the campaign and election period.
    - No more than 40% of the total of a candidate’s budget may be spent on promotional items. Candidates are responsible for their own printing and printing materials.
    - Each candidate must submit a Campaign Finance form to the Election Commission for review before purchases are made. Any expenses not accounted for on the Campaign Finance Form will violate this policy. Once purchases are made, the candidate must submit the receipts for those purchases to the Election Commission.
    - The form is available on the Election Commission group on Bee Involved here: <https://involvement.ubalt.edu/feeds?type=club&type_id=23819&tab=documents>
  + If candidates do not submit an SGA Campaign Finance Form,​ the commission will assume that the candidate did not use any funds during this campaigning period. If the candidate did use funds during this campaigning period and did not submit an SGA Campaign Finance Form, the candidate is subject to sanctions. Please see SGA Sanction Procedures below for more information.

# Voting

* + Candidates may not assist voters with casting a ballot; including but not limited to mobile devices, tablets, cell phones, etc.). Voters may seek assistance from the Election Commission.

**SGA Election Sanction Procedure**

* Any member of the University community may report an election violation through filing a complaint by completing the Election Complaint Form found here: <http://cglink.me/2g3/s44326>
* All complaint forms will be reviewed within 72 hours by the Election Commission, and if deemed necessary, the Election Commission shall open an investigation.
* At the time an official investigation is opened, the investigator will notify the parties who filed the complaint and the candidate/s in question and ask for all pertinent information.
* Following the completion of the investigation, the Election Commission will notify all parties involved of the investigation findings and issue a sanction if necessary.
* **Possible Sanctions:** Election Commission may issue the following sanctions, or may impose additional sanctions as needed.
  + Written warning ordering that that the behavior cease and desist, and that candidate if the candidate does not cooperate, they may be disqualified and removed from the election.
  + Written warning and loss of campaigning time and materials, meaning a candidate cannot promote their self during the designated time frame
  + Disqualification from the election. If this sanction is imposed prior to the election period, the candidate will be removed. If the sanction is imposed during the election period, the candidate will remain on the ballot, but their votes will not be counted, and the candidate with the next highest vote count will be declared the winner. If this position is un-opposed, the organization will have to seek to fill the position though their vacancy process.
* If candidate campaign materials are removed as part of a sanction, the Election Commission, University of Baltimore and its employees will not be held liable for any damage that might be incurred.
* The Election Commission will take all previous violations into consideration when determining the severity of any sanction.
* If a candidate is disqualified from the election, their subsequent candidacy for a leadership position within SGA may be limited.
* If the violation is of a policy, law, or rule from the Federal or State Government, University System of Maryland, or the University of Baltimore, all findings and recommendations will be sent to the Office of Student Support for campus conduct/judicial proceedings.
  + **Appeals:** Candidate/s who have been sanctioned by the Election Commission have the right to appeal any sanction against them. Appeals must be submitted in writing to the Election Commission within 5 business days of the official sanction being issued. Appeals should indicate the specific grounds on which the appeal is based and present all information that supports this claim. This information may include 1) new information not previously known prior to the sanction being issued; 2) procedural errors that may have impacted the fairness or process of the investigation; 3) a claim that the severity of the sanction issued is not congruent with the violation.
  + Once received, the Election Commission will review all documentation and determine whether there are valid grounds for an appeal or not. If the grounds of the appeal are determined valid, the Election Commission will convene an ad-hoc committee of Student Success and Support Services staff members to consider the matter.
  + If the candidate wishes to further appeal sanctions after review by the Election Commission, or if the candidate or interested parties have concerns with the Election Commission’s handling of the election process, those concerns should be directed to the Director of the Center for Student Engagement and Inclusion.