



THE UNIVERSITY OF TEXAS AT EL PASO™ STUDENT GOVERNMENT ASSOCIATION

ELECTION CODE

THE STUDENT GOVERNMENT ASSOCIATION OF THE UNIVERSITY OF TEXAS AT EL PASO

ARTICLE I – GENERAL PROVISIONS

- Section 1. This code may be referred to and cited as the "Student Government Association Election Code."
- Section 2. This Code shall apply to all aspects of the electoral process for the Student Government Association, to include General and Special Elections
- Section 3. As used throughout this Code, references to the singular shall be construed to include the plural.
- Section 4. This Code shall be effective immediately after its passage by the Student Government Association Senate, as stated in the Constitution, and shall remain effective until the next election code is put into effect.
- Section 5. Student Government Association Elections, including Special Elections, will be operated and governed following the regulations as stated in the Student Government Association Constitution, and the entirety of the Election Code.
- Section 6. This Code shall empower the Student Government Association Election Commission to disqualify candidates for violations of the Student Government Association Election Code.

ARTICLE II – DEFINITIONS

- Section 1. Advisory Board: a board comprised of the Attorney General and two (2) individuals currently holding an elected or permanently appointed position within SGA, who are not running for re-election. This is with the exception of members of the Supreme Court, who will serve in other roles of in the election process, as well as Legislative Assistants.
- Section 2. Banner: a sign hung from a structure, or between two buildings, structures, or poles.
- Section 3. Campaign/Campaigning: any statement, literature, object, or activity which may promote the victory or defeat of a candidate, constitutional amendment, or any other issue appearing on the ballot.
- a. Official Campaigning: the distribution of any physical or electronic material, including, but not limited to: posters, social media accounts, websites, signage, e-mails, etc., or any kind of material used to solicit votes. This is to include official campaign speeches to Student Organizations or the general student body.
- b. Unofficial Campaigning: any statement that declares a candidate's intent to run.
- Section 4. Candidate: any student seeking to be elected to an office or position in the Student Government Association.

- a. Formal Candidate: any candidate who has completed the filing process prior to the deadline set by the Election Commission and whose name will appear on the ballot.
 - b. Write-In Candidate: any candidate that did not complete the filing process prior to the deadline set by the Election Commission and whose name will not appear in the ballot. The Election Commission shall only track write-in candidates who have expressed their desire to run prior to the Candidate Information Session(s).
- Section 5. Candidate Information Session(s): an informational session for the candidates conducted by the Election Commission. Attendance at the Candidate Information Session(s) is mandatory for all candidates running in the election, candidates who fail to attend a session will be disqualified from running. A minimum of two sessions shall be offered.
- Section 6. Commission: The Student Government Association Election Commission shall be comprised of three (3) members of the student body for General Elections and Special Elections, as constituted and empowered herein.
- Section 7. Debate/Town Hall: shall be an event which involves appropriate impromptu topics and issues pertaining to the student body.
- Section 8. Electronic Material: any fact, information, statement, or idea which may promote the victory or defeat of a candidate used via website, social media, blog, etc.
- Section 9. Endorsements: any public declaration made by a person, group, or organization in support of any candidate or political party.
- a. Formal Endorsements: any expressed written consent filled in and verified by the Election Commission with an Endorsement Form.
- Section 10. Endorsement Form: the form used to formally endorse a candidate or party, which must be submitted on the final day of elections by 5 PM MST to the Election Commission. See Appendix.
- Section 11. Expenditures: any disbursement of currency or other valuable tangible or digital assets made by the candidate or agent(s), which includes direct expenditures.
- Section 12. Financial Summary Form: the form that lists the candidate's expenditures, which all candidates must submit on the final day of elections by 5 PM MST to the Election Commission. Failure to submit a financial summary form will result in a 30% sanction up to disqualification. See Appendix.
- Section 13. Flyer: any campaign material or literature on a printed sheet of paper that is 8.5"x11" or smaller.
- Section 14. Handout: any campaign material or literature distributed to students, staff, and faculty of the University of Texas at El Paso that is smaller than 8.5"x11", including, but not limited to, handbills and leaflets. Any items meant for human consumption are prohibited.
- Section 15. Hearing: a proceeding conducted by the Election Commission or Supreme Court to resolve an election dispute.
- Section 16. Inappropriate Language: shall constitute language that includes, but is not limited to, vulgar, discriminatory, racist, derogatory, sexist, slanderous and/or vile communication.
- Section 17. Independent Candidate: a formal candidate who is not affiliated to a political party.
- Section 18. Joint Financial Summary Form: the form used to document financial expenditures for political parties. Failure to submit said form will result in a thirty percent (30%) vote reduction for the political party as a whole. Please see Appendix.

- Section 19. Lottery: the drawing of the order of the candidates on the voting ballot at the final candidate information session.
- Section 20. Political Party: a coalition of two (2) or more candidates who have associated themselves by their campaign statements, literature, or activities, and who have identified with said party at the time of filing.
- Section 21. Sanction: a ruling or decision issued by the Election Commission or Supreme Court that is imposed on a candidate or party.
- Section 22. Senate: The Legislative branch of the Student Government Association.
- Section 23. Sign/ Signage: any method of displaying a visual message to others.
- Section 24. Signature: A person's name written in a distinctive way as form of identification to signify knowledge, approval, acceptance, or obligation.
- Section 25. Special Election: any election under special circumstances as deemed necessary by the Senate.
- Section 26. Student: any person whose name appears on the current registration lists of the Registrar of The University of Texas at El Paso.
- Section 27. Student Body: all registered students at The University of Texas at El Paso and those students under cooperative programs.
- Section 28. Supreme Court Appeal Form: the form used to appeal a ruling made by the Election Commission to the Supreme Court. See Appendix.
- Section 29. Unsolicited Campaigning/Correspondence: communication which does not have clear prior consent of the individual that is being contacted. This is to include reusing group/party social media accounts, social media tagging, or its equivalent, and/or group electronic mail (e-mail)/ "spamming," or its equivalent.
- Section 30. Verification: authentication of the election results containing personal identification of students performed by the University's Information Technology Department along with the Student Services Coordinator.
- Section 31. Violation Complaint Form: the form used to file a complaint against a candidate or party, which must be submitted to the Election Commissioners electronically no later than 5 PM MST on the final day of elections. See Appendix.
- Section 32. Vote Counting Process: the process through which the votes are received, tabulated, and from which the results are acquired.
- Section 33. Workers/Agents: any person who contributes time, effort, or services for the purpose of supporting and furthering the candidacy in coordination with said candidate or party.
- Section 34. Worker Filing Form: the form used to file candidate workers/agents, which must be submitted on the day prior to the start of the election campaign by 5 PM MST to the Election Commission. Failure to submit worker filing form(s) will result in a ten percent (10%) vote reduction. See Appendix.

ARTICLE III – ELECTION COMMISSION

- Section 1. All elections governed by the Election Code shall be under the supervision and control of the Election Commission appointed by the Student Government Association as outlined in Section IV of this Code.
- Section 2. Commissioners must meet the qualifications and criteria as stated in this Election Code

- Section 3. The Election Commission shall take office immediately upon being designated to membership by the Senate.
- Section 4. Any Commissioner may be removed from office by a simple majority (50%+1) roll call vote of the Senate in regular or special session.
- Section 5. Following appointment to the Commission, Election Commissioners must attend a mandatory training seminar before the Candidate Information Session(s).
- Section 6. No member of the Election Commission shall be a candidate for or hold any other elected or appointed position in the Student Government Association during their term on the Commission.
- Section 7. There will be three (3) members of the Election Commission in General and Special Elections. The Commission members MAY NOT be involved with the campaign of any candidate.
- Section 8. The Attorney General and two (2) individuals currently holding an elected or permanently appointed position within SGA, with the exception of members of the Supreme Court, will comprise the Advisory Board.
- a. This Board shall consist of elected or permanently appointed members of SGA recommended by the and appointed by a two-thirds roll call vote of the Senate. If there are no SGA members to fill the position(s), a student(s) will be appointed by the Senate by a two-thirds roll call vote.
 - b. In the absence of the Attorney General, a Traffic Court Justice will serve.
 - c. The Advisory Board will have no voting power and will have an advisory relationship with the Commission.
 - d. Advisors cannot be considering or running for the elected position in question.
 - e. The Advisory Board will be overseen by the SGA Advisor.
- Section 9. The term of office for the Election Commission shall be from the date of appointment until the election results are announced.
- Section 10. For the Commission to conduct hearings and hold meetings, they must meet quorum with two (2) voting members present.
- Section 11. The Election Commission shall meet a minimum of once per week during their term. Meeting times and dates will be decided in conjunction with the Election Commission Advisory Board.
- Section 12. The Election Commissioners may receive a one-time stipend, at the discretion of the Senate during the first Senate meeting after the election results are announced. This one-time stipend shall not exceed a maximum payment of \$200.

ARTICLE IV – FILING AND APPOINTMENT OF ELECTION COMMISSIONERS

- Section 1. For the General Election, the Advisory Board shall be appointed by the Senate, by the end of January of the election year. In the case of a special election, they shall be appointed a month prior to the election.
- Section 2. Filing for Commissioners shall run for a period of fourteen (14) consecutive days, commencing on the day designated by the Advisory Board. If insufficient applications are submitted, the decision to extend the filing time frame will be at the discretion of the Advisory Board.

- Section 3. Applications for the Election Commissioners can be found on the UTEP SGA Minetracker website.
- Section 4. Interviews of applicants to the Election Commission shall be conducted by the Advisory Board.

ARTICLE V – DUTIES AND RESPONSIBILITIES OF THE ELECTION COMMISSION

- Section 1. The Election Commission shall manage, supervise, and enforce all regulations relating to campaigning by candidates, parties, and workers for the Student Government Association positions.
- Section 2. The Election Commission shall verify and disseminate the results of the recorded votes through collaboration with the Advisory Board and SGA Advisor.
- Section 3. The Election Commission, in the exercise of its power and duties under this Code, shall ensure the overall success of the elections. They shall clarify any, and all, regulations within this Code. Furthermore, the Election Commission shall withhold the certification of results until challenges, if any, have been resolved. Sanctions by the Election Commission shall be finalized no later than three (3) working days after the polls are closed.
- Section 4. The Election Commission shall assess and execute remedies and sanctions as necessary.
- Section 5. The Election Commission shall conduct a hearing for each valid complaint filed, as determined by the Election Commission.
- Section 6. The Election Commission shall make written rulings regarding election disputes.
- Section 7. The Election Commission shall regulate the presentations to provide all candidates, for the same office or position, a fair and equal opportunity to use the facilities.
- Section 8. For hearings and commission meetings, all decisions by the Election Commission will be decided by a simple majority of those Commission members present.
- Section 9. The Election Commission, after consulting with the Advisory Board or SGA Advisor, may enforce rules and interpret regulations concerning any matter not specifically covered in the code, to the extent that they are necessary and desirable in carrying out the success of the elections.
- Section 10. After the votes have been counted, the Election Commission shall certify the results and post them within one (1) working day. In cases where there are election disputes, the Election Commission will work with all applicable parties to reach mutual agreement on the certification and posting date. This list will include all candidates in all races, showing the number of votes received by each and the total number of votes cast in the race.
- Section 11. The list of certified results shall be posted at the Student Government Association office and on the Student Government Association's social media pages. The Election Commission shall also submit a copy to the Prospector. A copy of the list shall be available upon request at the Student Government Association office.
- Section 12. In the event that a candidate files a complaint directly against the Election Commission and its procedures, the Student Government Association Supreme Court shall hear the complaint.
- Section 13. The Election Commission reserves the right to disapprove any sign, handout, or other campaign literature, which is not in accordance with the University of Texas at El Paso policies.

ARTICLE VI – FILING PROCEDURES AND ELIGIBILITY

- Section 1. The filing period shall run for ten (10) consecutive business days as determined by the Election Commission. Each candidate is responsible for confirming that their filing information is correct at the Candidate Information Session(s).
- Section 2. Any candidate who fails to meet the following eligibility requirements by date of filing for election shall forfeit their position. Qualifications for candidates are as follows:
- a. A minimum of two (2) long semesters remaining for degree completion at the time of running for office.
 - b. Executive candidates who have applied to an off-campus program that is not located in El Paso, such as, but not limited to, internships, study abroad, and/or employment that would prevent them from fulfilling the previously mentioned requirements during either of the long semesters in which they plan to serve, are ineligible for office.
 1. Executive candidates who accept an out-of-town internship post-election must withdraw from office.
 - c. Undergraduate students must register for a minimum of twelve (12) undergraduate credit hours and complete no less than nine (9) undergraduate credit hours at UTEP in each long semester during their term in office. This stipulation shall not apply to graduating students as long as they comply with the preceding qualification.
 - d. Graduate students must be registered and complete a minimum of nine (9) graduate credit hours at UTEP in each long semester during their term in office. All graduate students, who have completed their coursework requirements and have their thesis/project work remaining, must be enrolled in at least three (3) credit hours; out of which three (3) credit hours should be towards the thesis/project for the fall and spring long semesters.
 - e. All undergraduate students graduating from UTEP and continuing immediately as a graduate student during a single administrative year are exempt from the minimum undergraduate course load requirements upon becoming subject to the graduate course load requirements.
 - f. Student(s) must have a grade point average (GPA) of 2.5 at UTEP by the date of filing.
 - g. Students must not be on disciplinary or academic probation of any type either prior to or during the election.
 - h. No student(s) may run to serve as an elected official until their eligibility status has been checked by the Administrative Services Coordinator and the Office of Community Standards .
 - i. No student who has been impeached by the Student Government Association in a previous administration is eligible for office.
- Section 3. The Election Commission shall provide all candidates with electronic copies of the Election Code, Constitution, and Bylaws prior to the Candidate Information Session(s). Each candidate shall be entitled to all other pertinent materials at the time of filing. Each candidate shall be informed of the time and place of the Candidate Information Session(s).
- Section 4. All persons campaigning as write-in candidates are governed by the provisions of the Election Code and the Election Commission rulings. All write-in candidates must supply the Commission with their current address, phone number, and a signed, official release

of their student record information in order to verify eligibility no later than 5 PM MST on the final day of polling.

Section 5. The ballot positions of all qualified candidates in all elections shall be determined through a lottery that is to be held during the final Candidate Information Session.

Section 6. Candidates must apply through the UTEP SGA Minetracker Page.

ARTICLE VII - ELECTION PROCEDURES

Section 1. The Election campaign shall be held for a period of four (4) consecutive working days, with voting occurring during the same working days. The start date shall be determined by the Election Commission and Advisory Board.

Section 2. There will be three (3) debates: one (1) Presidential and two (2) Vice- Presidential. The time, date, and location of the debate will be determined by the Advisory Board and Election Commission. Debate structure will be described below.

- a. The candidates that debate each other must be running for the same position.
- b. In the event that there are no opposing candidate(s), a town hall shall be held.
- c. Write-in candidates will not be permitted to participate in the debates or town hall.

Section 3. The structure of debates should be as follows:

- a. Maximum three (3) minutes for opening and closing statements.
- b. Question types and numbers of questions are up to the Election Commission and Advisory Board.
 1. In the event that the Commission chooses to receive questions from the student body, candidates shall be permitted to submit questions. However, it is at the discretion of the Election Commission to deny the use of said questions.
 2. The Election Commission shall provide the candidates with a list of potential questions one (1) working day prior to the debate/town hall.
 3. There shall be a minimum of five (5) questions for each candidate.
- c. The moderator shall ask a question to a specific candidate. After said candidate has answered the question, the floor will be open to the rest of the candidates to rebut or to question their opponent. The moderator shall decide when to move on to the next question.
- d. Time limits should be determined by the Election Commissioners. The Election Commission shall allocate equal time for each section of the debate for all candidates.

Section 4. In all elections covered in this Code, voting shall be by secret electronic ballot that will include the position to be elected, and the candidates' names. Each student shall be allowed only one (1) vote for each the President, Vice-President for Internal Affairs and Vice- President of External Affairs positions; each student shall be allowed three (3) votes for the position of Senator consisting of: one (1) vote for a Collegiate Senator position of their college and two (2) votes for Senator At-Large positions.

Section 5. Only students who are currently enrolled shall be allowed to vote. In the event of an inability to submit votes, students should contact the Election Commission.

Section 6. A copy of the Financial Summary Form must be submitted for each candidate, along with all receipts on the final day of elections by 5 PM MST to the Election Commission.

- Section 7. One (1) designated representative of each party or independent candidate may be present to observe vote verification.
- a. Candidates shall inform the Election Commission in writing of their designated representative twenty-four (24) hours prior to the vote verification.
 - b. Failure to do so forfeits their right to representation during the vote verification process.
- Section 8. The results shall be decided as follows:
- a. Collegiate Senator races are decided by the candidate who receives the most votes.
 - b. Senator At-Large races are decided by the candidates who receive the most votes.
 - c. In the Presidential race and in each of the two (2) Vice Presidential races the winners are decided by the candidate who receives the most votes.
- Section 9. Any candidate desiring a re-verification must petition the Election Commission in writing by 5:00PM MT of the next working day following the announcement of the election results. The re-verification, if any, shall be conducted by the Commission and SGA Advisor in the presence of not more than one (1) representatives for each candidate for the position in question, and must be completed within two (2) working days after the deadline request for verification.
- Section 10. In the event of a tie, the Election Commission shall call for a Special Election within two (2) days of the announcement of the results. The Election Commission shall determine the date, and the special campaign restrictions for the Special Election.
- Section 11. The Election Commission will be responsible for informing the student body of election results through but not limited to electronic communication no later than one (1) working day after the vote verification.

ARTICLE VIII – CAMPAIGN RESTRICTIONS

- Section 1. Any discrepancy of more than 10% on a candidate's expenditures, as shown in the Financial Summary Form, or any discrepancy of more than 10% between the approved initial budget and the actual expenses, is in violation of this section and is sanctionable.
- Section 2. Campaign expenditures for all candidates will not exceed \$150. If a candidate is found to be in violation of this rule, the sanction will mirror the amount exceeded.
- a. Candidates shall be permitted to divide funds from their individual expenditures towards collective expenditures. All candidates must stipulate with whom they are dividing expenditures with.
- Section 3. The maximum number of candidates that a political party may register is the number of elected positions available.
- Section 4. A minimum of two Candidate Information Session(s) shall be held prior to formal campaigning. The exact date and time of the beginning of the campaigning will be determined by the Election Commission and Advisory Board. Attendance for at least one of the Candidate Information Sessions is mandatory for ALL students planning to run in the election, including write-in candidates.
Failure to attend at least (one) Candidate Information Session will result in disqualification.
- Section 5. Candidates formally campaigning before the date and time selected by the Election Commission are subject to disqualification.

- Section 6. All campaigning materials are subject to the rules of each building and their managers' posting policies. Furthermore, all campaigning materials shall be in accordance with University regulations.
- Section 7. Campaign speeches or demonstrations by any candidate will be permitted in classrooms of the University during class sessions only with the professor's permission. Public campaign speeches or demonstrations by any candidate will be permitted in Centennial Plaza, Leech Grove, and the Liberal Arts lawn.
- Section 8. Campaigning by individuals or parties can be done digitally or virtually in the form of web pages and/or social media, as well as the use of television, radio, cell phones, text messaging services, and newspapers. Unsolicited campaign messages or unsolicited correspondence is strictly prohibited.
- Section 9. Campaigning inside of University-operated computer labs, is strictly prohibited. Candidates are allowed to use computer labs. Campaigning in the computer labs that is presented in violation reports may be subject to sanctions by the Election Commission. .
- Section 10. Negative campaigning against any other individual, regardless of affiliation or status in the form of a personal attack will not be tolerated and will be subject to disqualification. Public challenges and oppositions to an individual's or a political party's ideas, platforms, prior SGA history, or positions are allowable.
- Section 11. No campaign material may mark, deface, or permanently alter any University property. The use of stickers or tape of any kind, nails and stakes are prohibited. Any damage accrued to University Property will result in ten (10) percent sanction. Candidates will also be responsible for any financial liability resulting from their campaign materials and activities. The Election Commission may withhold the distribution or posting of any sign or handout which it finds to be in violation of this Election Code.
- a. The use of stickers, nails, and stakes are prohibited.
 - b. No campaign material may be posted in such a way that it damages personal vehicles or personal property.
 - c. Any use of the University mascot, logo (pick), any combination of orange and blue, any University department seal, and department names may not be used in any campaign material.
 - d. The use of individual college names, reference to "The Student Government Association" or "SGA," the use of "The University of Texas at El Paso" or "UTEP," and the use of my.utep.edu may be used in campaign material.
 - e. No campaign material may interfere with the flow of traffic on or off campus.
- Section 12. Any use of sound-amplifying equipment and/or audio/visual equipment must conform to University regulations.
- Section 13. No candidate or candidate worker shall remove, obscure, or damage any sign or electronic material, which is already in place, unless it is their own. This includes, but is not limited to, attaching campaign material to, drawing on, cutting the material of another candidate or party, or altering any electronic campaign material.
- Section 14. Candidates shall be allowed flyers totaling no more than fifteen (15) printed sheets of paper, 8.5"x11", per individual.

- Section 15. Candidates shall be allowed no more than one hundred (100) handouts per individual. These handouts cannot exceed 8.5"x5.5". Candidates shall be permitted five (5) flyer per endorsement. Any expenditure needed for endorsement flyers shall come from the candidate(s) budget.
- a. No candidate shall claim the endorsement of any person, group, or organization without the expressed written or electronic consent, which must be filed with and verified by the Election Commission with an Endorsement Form. These individuals and organizations are strictly limited to UTEP Registered Student Organizations (RSO) and UTEP Students.
- Section 16. Campaigning inside the Library building is strictly prohibited.
- Section 17. The use of outdoor space for tabling or any other campaign event is subject to approval as stated by university policy. If an individual or party wishes to table, they must do so through the current SGA administration with a minimum of two weeks' notice so the SGA administration may follow proper SELC (Student Engagement and Leadership Center) protocol for reservations. The individual must submit a Reservation Form for this process to commence. This option is listed on the UTEP SGA Minetracker page.
- Section 18. Any registered student shall have the power to bring a complaint to the Election Commission about any campaign material, which they believe is posted in violation of the Election Code.
- Section 19. The candidates must remove all campaign signs on University property within forty-eight (48) hours after the polls close.
- Section 20. When disputes arise among candidates, they are encouraged to negotiate, in good faith, in an attempt to reach a settlement consistent with the Code and Commission rulings. If the dispute is not resolved between the candidates, the situation can be escalated to the Election Commission.
- Section 21. It shall be the responsibility of all candidates prior to campaigning to become familiar with the provisions of the Election Code and to see that their workers and endorsers understand and abide by them.
- Section 22. ABSOLUTELY no campaigning or campaign planning will be allowed in the UTEP SGA office.
- Section 23. All workers must be registered with the Commission through the submission of a Worker Filing Form on the day prior to the start of the election campaign by 5 PM MST.
- Section 24. All candidates must adhere to the Election Code, SGA Bylaws, Election Commission rulings, Supreme Court rulings, the Constitution of the Student Government Association of The University of Texas at El Paso, and all University Regulations.
- Section 25. All types of donations presented to any candidate and/or political party are strictly prohibited, regardless of their origin or value.

ARTICLE IX – BANNERS

- Section 1. Regulations for banners posted within exterior spaces of the Union Building.
- a. Five to seven (5-7) spaces on the Union Building East overhang in the South Plaza facing the Union Building West.
 - b. Three (3) spaces on the Union Building West overhang in the South Plaza facing the Union Building East.

- c. Five to seven (5-7) spaces on the Union Building East overhang in the North Plaza facing the Union Building West.
 - d. Four to five (4-5) spaces on the Union Building West overhang in the North Plaza facing the Union Building East.
 - e. Banners may not be placed on the railing along University Avenue in front of the Union Building facing the Liberal Arts Building due to landscaping.
- Section 2. Regulations for banners posted within interior spaces of the Union Building.
- a. Six to eight (6-8) spaces in the Union Building East 3rd floor overhanging into the lounge area of the 2nd floor.
 - b. Other indoor spaces will be determined and considered for approval by the Union Services Office.
- Section 3. Banners cannot be secured with duct tape, stripping tape, packing tape, or any other form of tape. Banners can ONLY be hung with rope.
- Section 4. If a banner is in a foreign language, there must be an English translation accompanying the banner.
- Section 5. Banners must be removed by the candidates after the day of the event or approval time has expired, whichever comes first.
- Section 6. Candidates are responsible for adhering to University policies regarding the Union, which can be found at www.utep.edu/union.
- Section 7. Regulations for signage posted on buildings other than the Union Building:
- a. The authorization and policies concerning campaigning, or placement of campaign literature can be obtained from the Dean of Students, for all other areas please contact the building's manager.
 - b. With the exception of signs belonging to candidates running for Collegiate Senators, who have the approval of college departments, signs may not be placed on departmental bulletin boards. Placement of signs must comply with the particular college or department's policies.
 - c. Signs shall not be affixed to public billboards, such as the Office of Special Events and/or Magoffin Auditorium marquees. This regulation is not limited to just these marquees.
- Section 8. Each candidate shall be allowed one (1) banner that is no larger than 3x5 ft.

ARTICLE X – POLITICAL PARTIES AND INDEPENDENT CANDIDATES

- Section 1. Political parties may not have the same name but may share common objectives. A political party may not adopt the name of a student organization without that organization's permission, nor may a party adopt a name that bears strong resemblance to another party or organization.
- Section 2. Political party names and campaign colors must be registered at the time of filing, and are on a first come, first-serve basis as determined by the SGA Administrative Assistant.
- a. Candidates or parties shall not use similar colors or designs of another candidate or political party.
- Section 3. Independent candidates must adhere to all requirements as provided in this Code.
- Section 4. For more information on candidacy and election procedures, please refer to the UTEP SGA Minetracker Page.

ARTICLE XI – VIOLATIONS

- Section 1. Any registered UTEP student or staff member may file an Election Violation Complaint Form alleging that a candidate has violated the election regulations.
- Section 2. The signed Election Violation Complaint Form must detail as much information about the alleged violation as possible, including the date, time, and location of the violation. All other witnesses may remain anonymous.
- Section 3. The Election Violation Complaint Form must be submitted only to an Election Commissioner and/or to an Election Commission Advisory Board member prior to the end of voting.\.
- Section 4. The Election Commission shall call for a hearing on each violation complaint form submitted unless they deem it is unnecessary.

ARTICLE XII – ELECTION HEARING PROCEDURES

- Section 1. Both the person filing the complaint and the accused may assign a representative to act on their behalf.
- Section 2. The Election Commission shall conduct hearings on complaints within twenty-four (24) hours of the filing of the Violation Complaint Form unless a later time is agreed upon by both parties and the Election Commission.
 - a. If both parties and the Election Commission are unable to conduct a hearing in this time, they may agree upon a later time, within forty-eight (48) hours of filing.
- Section 3. The date and time for the hearing must be announced by the Election Commission to all parties at least one working day in advance by email before the start of the hearing. This requirement may be waived if both parties and the Election Commission or Supreme Court are in agreement. If proper notification is not given, charges will be dismissed.
- Section 4. The accused shall be provided with a copy of the Election Violation Complaint Form prior to the hearing. The accused may waive this right.
- Section 5. The Election Commission shall hear all complaints filed using the Election Violation Complaint Form and shall follow the hearing procedures outlined in Supreme Court Procedures.
- Section 6. Candidates and witnesses and/or their representative(s) must appear in person before the Election Commission when so requested and must agree to speak the truth. If a candidate fails to appear, either party to the hearing may petition the Election Commission for sanctions against the candidate within one (1) working day of the hearing.
- Section 7. The Election Commission will base its decision solely on the evidence presented at the hearing.
- Section 8. The verdict shall be made by a majority vote from the Election Commission.

- Section 9. All hearings shall be open to the public; however, deliberations shall be open only to the members of the Election Commission, or any individual(s) deemed suitable by the Election Commission and the Advisory Board.
- Section 10. If a candidate or party is found to have violated the Election Code, the Election Commission may impose any appropriate sanction, up to and including disqualification.
- Section 11. The decision of the Election Commission shall be prepared in writing and published within three (3) hours of the conclusion of the hearing.
- Section 12. Any dissenting opinion may be published with the decision of the Election Commission but shall not be binding.
- Section 13. The decision of the Election Commission may be appealed to the Supreme Court by either party within twenty-four hours of the publication of the verdict.
- Section 14. Prior to the elections, the Election Commission shall determine the percentages of vote deductions for candidate(s) found guilty of violating the Election Code. The Commission shall submit an itemized list of sanction percentages to the Advisory Board. These deductions will be enforced on the occasion that candidates are found guilty after campaigning has ended and there are no other feasible repercussions. The Supreme Court has full authority to modify sanctions that have been summited through the appeal process.
- a. If no sanctions are filed or all the verdicts have been issued, the Election Commission shall be responsible for informing the student body of election results through, but not limited to, electronic communication no later than twenty-four (24) hours after the Verification by Candidate's Representatives.
- Section 15. The format of the violation hearing will be changed to online if there are circumstances that limit the in-person process. If the meeting is changed to online, all parties involved must be notified within six (6) hours. The Election Commission will notify the candidates of the online platform that would be used and outline the process of the hearing at the time of notifying the parties of the hearing.

ARTICLE XIII – APPENDIX

- Section 1. The following are electronic copies of election forms that can be submitted through MineTracker. The forms included are as follows:
- a. Endorsement Form
 - b. Financial Summary Form
 - c. Supreme Court Appeal Form
 - d. Violation Complaint Form
 - e. Worker Filing Form
 - f. Joint Filing Financial Summary Form



THE UNIVERSITY OF TEXAS AT EL PASO™ STUDENT GOVERNMENT ASSOCIATION

ENDORSEMENT FORM

Instructions & Information

- The Endorsement Form must be submitted through MineTracker by 5 PM MST on the final day of elections.
- Each endorser is allowed one endorsement poster.
- Any organizational endorsement must be from a currently registered organization registered with the SELC and must be signed by the highest-ranking officer of that organization.
- For any questions, comments, or concerns, please contact the Election Commission at ecommission@utep.edu

Contact Person:	
Organization (if applicable):	
Phone:	Email:

Candidate Name:
Party Name (if applicable):
Position for which the Candidate is running (if applicable):

I _____, (Individual or organization representative) endorse the above candidate for the position listed above on behalf of _____ (“myself” or organization name) _____ (candidate or party) will be the sole beneficiary of the above organization’s endorsement poster.

Endorser’s Printed Name

Endorser’s Signature

Date

Privacy Statement: With few exceptions, you are entitled on your request to be informed about the information UTEP collects about you as stated under Sections 552.021 and 552.023 of the Texas Government Code. You are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTEP correct information about you that is held by us and that is incorrect.	FOR OFFICIAL USE			
	Received By:			
	Date		Time	



THE UNIVERSITY OF TEXAS AT EL PASO™ STUDENT GOVERNMENT ASSOCIATION

FINANCIAL SUMMARY FORM

Instructions & Information

- The Endorsement Form must be submitted through MineTracker by 5 PM MST on the final day of elections.
- Each endorser is allowed one endorsement poster.
- Any organizational endorsement must be from a currently registered organization registered with the SELC and must be signed by the highest-ranking officer of that organization.
- For any questions, comments, or concerns, please contact the Election Commission at ecommission@utep.edu

Candidate Name:
Party Name (if applicable):
Position for which the Candidate is running (if applicable):

List of Expenditures				
Date	Item	Contributions (if applicable)	Other Contributor(s) (if applicable)	Cost
Total Expenses Made by Candidate:				

Candidates Printed Name

Candidates Signature

Date

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	Received By:			
	Date		Time	



THE UNIVERSITY OF TEXAS AT EL PASO™ STUDENT GOVERNMENT ASSOCIATION

SUPREME COURT APPEAL FORM

SECTION A: PARTIES

Individual Filing Appeal:		Student ID #:	
Phone:	Email:		
Representative Name:		Phone:	
RIGHTS OF THE STUDENT	<small>1) You have the right to a court hearing. 2) You have the right to defend yourself. 3) You have the right to a Student Government Association Public Defender. 4) You are responsible for contacting the SGA Public Defender at least three (3) days prior to your hearing date. 5) Failure to contact the SGA Public Defender at least three (3) days prior to your hearing date will forfeit your right to an SGA Public Defender. 6) This is a free service. 7) The SGA Public Defenders can be reached at 747-7488 during regular office hours or by appointment located at the SGA Office, room 304, Union Building East.</small>		

My signature indicates that I have received, read, and understood my rights as a student appellant:

Individual Filing Appeal Signature

Date

SECTION B: NATURE OF THE CASE

This case is:	<input type="checkbox"/>	an appeal from the Election Commission.
	<input type="checkbox"/>	a dispute between individual students or student organizations.
	<input type="checkbox"/>	a dispute of a Student Government Association rule, procedure, or action.
	<input type="checkbox"/>	a dispute or complaint involving the University of Texas at El Paso administration.

SECTION C: ACTIONS REQUESTED

This case is:	<input type="checkbox"/>	a preliminary hearing.
	<input type="checkbox"/>	a preliminary hearing under emergency circumstances.
	<input type="checkbox"/>	an injunction.
	<input type="checkbox"/>	Other:
<small>Note: Requests for "a preliminary hearing under emergency circumstances" and/or "an injunction" requires an instructional cover page which includes additional information.</small>		

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	Received By:			
	Date		Time	



THE UNIVERSITY OF TEXAS AT EL PASO™ STUDENT GOVERNMENT ASSOCIATION

VIOLATION COMPLAINT FORM

Instructions & Information

- All items on this form must be completed fully and submitted through email MineTracker no later than 5 PM MST on the last day of elections.
- The individual(s) filing this allegation must be presented at the hearing and shall be responsible for the appearance of any witness(s) at the hearing. The Election Commission shall conduct the hearing within twenty-four hours after the filing of this form, as stated in the Election Code.
- For any questions, comments, or concerns, please contact the Election Commission at ecommission@utep.edu

Individual Filing Case:		Student ID #:	
Phone:	Email:		
Representative Name:		Phone:	

Name of Candidate or Party Filed Against:	
Date/Time of Violation:	Location of Violation:

Details of Alleged Violation	
------------------------------	--

My signature certifies that all statements on this form are true and complete to the best of my knowledge:

Individual Filing Case Signature

Date

Privacy Statement: With few exceptions, you are entitled on your request to be informed about the information UTEP collects about you as stated under Sections 552.021 and 552.023 of the Texas Government Code. You are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTEP correct information about you that is held by us and that is incorrect.	FOR OFFICIAL USE			
	Received By: _____			
	Date		Time	



THE UNIVERSITY OF TEXAS AT EL PASO™ STUDENT GOVERNMENT ASSOCIATION

WORKER FILING FORM

Instructions & Information

- The Worker Filing Form must be submitted through MineTracker by 5 PM MST on the day prior to the start of campaigning.
- If filing on behalf of the party, disregard candidate name and position.
- For any questions, comments, or concerns, please contact the Election Commission at ecommission@utep.edu

Candidate Name:			
Party Name (if applicable):			
Position for which the Candidate is running (if applicable):			
I will be working on behalf of the candidate:	<input type="checkbox"/>	I will be working on behalf of the party:	<input type="checkbox"/>
Campaign Worker Name:		Student ID #:	
Phone:	Email:		

I _____, (campaign worker) have read and familiarized myself with the UTEP Student Government Association Election Code and shall abide by all the provisions set within this Code. I shall contribute time, effort, and/or services for the purpose of supporting and furthering the candidacy in coordination with the above candidate and/or party.

Candidate or Party Executive Signature

Date

Campaign Workers Signature

Date

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	Received By:			
	Date		Time	



THE UNIVERSITY OF TEXAS AT EL PASO™ STUDENT GOVERNMENT ASSOCIATION

JOINT FILING FINANCIAL SUMMARY FORM

Instructions & Information

- Candidate expenditures may not exceed \$150- regardless of filing individually or in joint with a party.
- Executive candidates are responsible for filing and submitting this form on behalf of a party, if there are no executive candidates present, a candidate from the party must be selected to represent the candidates.
- Total party expenditures should respect the allowance of each candidate.
- All candidates, regardless of expenses, must submit an individual Financial Summary Form as well.
- The Financial Summary Form must be submitted through MineTracker no later than 5 PM MST on the last day of voting.
- Please turn in copies of all receipts along with this form. All contributors must submit receipt(s).
- For any questions, comments, or concerns, please contact the Election Commission at ecommission@utep.edu

List of Expenditures				
Date	Item	Candidate(s)	Cost Per Item	Cost
Total Expenses Made by Candidate:				

Candidate Printed Name

Party Executive/Selected Representative Signature

Date

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	Received By:			
	Date		Time	