Election Handbook

Class of 2019 Freshman Elections

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Student Government at Rensselaer

Student Government at RPI is composed of many organizations with activities that appeal to everyone. It’s one of the most interesting parts of life at RPI. There’s a legislative body, the Student Senate; a financial body, the Executive Board; a judicial body, the Judicial Board. There are also Class Councils that hold events for each class, an Undergraduate Council to foster communication between the four undergraduate Class Councils, a Graduate Council that holds events for graduate students, and the Panhellenic and Interfraternity Councils for those students affiliated with Greek organizations.

This handbook has been prepared to explain the rules and regulations set by the Rules and Elections Committee to govern the Class of 2019 Freshman Elections

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Available Positions

Class President
The Class President is responsible for organizing their Class Council, protecting and upholding the bylaws established for their Class Council, organizing class activities, and calling and presiding over Class Council meetings. The Class President is also a representative to the Undergraduate Council, who supervise inter-council cooperation, and approve council expenditures. Each Class Council is comprised of a President, Vice President, 4 Class Senators, 8 Class Representatives, and any members at-large added as voting members. For more information, contact the President of the Undergraduate Council at uc@union.rpi.edu.

Class Vice President
The Class Vice President will assume the duties of the President in his or her absence, and assists the President in his or her duties. The Class Vice President is also a representative to the Undergraduate Council, who supervise inter-council cooperation, and approve council expenditures. For more information, contact the President of the Undergraduate Council at uc@union.rpi.edu.

Class Senators (4)
The Senate is the chief legislative and representative body of the Union, presided over by the Grand Marshal. It consists of six graduate senators, four senators from each undergraduate class, two independent senators, and two Greek Senators. Each senator must serve on at least two committees or chair one committee of the Senate. Weekly time commitment is at least three to six hours per week in addition to Class Council commitments. For more information, contact the Grand Marshal at gm@rpi.edu.

Class of 2019 Representatives (8)
The Class Council is responsible for planning activities and fundraisers, designing a class ring, selecting a commencement speaker and class gift, planning Senior Week events, and representing the entire class to the rest of student government. Eight Class Representatives are elected, though more students may apply for membership at-large to a council. For more information, contact the President of the Undergraduate Council at uc@union.rpi.edu.

Non-Elected Positions
Executive Board Representatives
The Executive Board (E-Board) is the budgeting group of the Union which supervises clubs and the Union building. One class of 2019 position, and other vacant positions will be appointed at the discretion of the President of the Union. For information contact the President of the Union at pu@rpi.edu.

Class of 2019 Secretary/Treasurer
These officer positions will be filled by the Class Council after Freshman Elections. They may be filled by elected Class Representatives or by other members of each class. Interested parties should contact their newly elected Class President following Elections.
**Student Government Committees**
There are various committees that pursue school improvement projects and work with administration of policies. For information contact the Grand Marshal at gm@rpi.edu or the President of the Union at pu@rpi.edu.

**Judicial Board**
The Judicial Board has jurisdiction in alleged violations of the Grounds for Disciplinary Action by students or groups, and in civil cases between students and groups. The Judicial Board is comprised of seven students. The application process begins in September. For more information, contact jboard@rpi.edu.
General Info

Abbreviations Used
RnE = Rules and Elections Committee
SGS = Student Government Suite, Union Room 3120

Locations
All notices regarding Elections will be posted on the bulletin board in the SGS and online at http://elections.union.rpi.edu. All forms will be available online at http://elections.union.rpi.edu and in the Student Government Suite at the Rensselaer Union.
Forms can be turned in at:
- The Union Administration Office during regular business hours.
- Under the door of the RnE Office
- Directly to a member of RnE

Candidate Information Meetings will be held at the times and locations listed in the Calendar section of the handbook. The RnE office is located in the SGS near the whiteboard. There is a vote sticker on the door.
Voting will occur in the DCC Great Hall and in the Commons Lobby.

Forms

Candidacy Form
The declaration of a student’s candidacy for an office, including agreement to the election honor code, extended sign policy, and everything else in the elections handbook. A Candidacy Form must be submitted before candidates may begin soliciting nominations!

Candidate Assistance Form
The declaration of a student’s desire to actively assist a candidate in the operation of their campaign. This form must be signed by the candidate as well as the assistant.

Nomination Form
The form allowing a constituent to nominate a student for a specific office. A Candidacy Form must be submitted before candidates may begin soliciting nominations!

Expense Form
The list of campaign materials and expenses incurred as a result of campaigning.

Public Record
Public record shall be defined as being available to members of the Union.

All election forms are considered public record (excluding Rensselaer Identification Numbers), and can be requested for viewing in person by any members of the Union.

The Chair shall notify the Rules and Elections Committee within 24 hours of all requests for public record information received.
Will add in dates when set. Well, I mean when I’m bothered to type in the preliminary dates.

**Key:**
Yellow: Start/End dates  
Red: Form Deadlines  
Grey: Potential Voting Days  
White: If You’re Reading This, it’s Too Late

**September 22**  
Campaigning Starts – 6 pm

**October 10** – 3 pm, RnE Office  
Candidacy Forms Due  
Nomination Forms Due  
Party Registration Forms Due  
Party Affiliation Forms Due  
Expense Forms Due

October 13 – Primary Elections

October 15 – Final Elections  
Final Expense forms due – 8 pm, RnE Office

Candidate Info Session Dates/Locations  
All info sessions are from 5 to 6 pm unless stated otherwise  
September 22 – Union 3510  
September 23 – Union 3502 (Phalanx Room)  
September 24 – Union 3510  
September 25 – Union 3510  
September 28 – Union 3510  
September 29 – Union SGS Club Library  
September 30 – Union 3510  
October 1 – Union 3510  
October 2 – Union 3510

If you aren’t able to make a candidate info session, but still want to run for office, please contact rne@union.rpi.edu
Election Rules

Section 1 - Eligibility and Multiple Offices

1. Only members of the Rensselaer Union may be eligible to run for elections. Members of the Rensselaer Union are defined by the Rensselaer Union Constitution (Article II) to be those presently enrolled at Rensselaer Polytechnic Institute who have paid the Union Activity Fee.
2. Only members of the Union reported by the Registrar to be in the Class of 2019 cohort are eligible for this election.
3. No candidate may run for more than one position on the same Class Council (which includes Class President, Class Vice President, and Class Representative and does not include Senator). A candidate may be nominated to multiple positions on the same Council but must decide which nomination to accept by the ballot check deadline listed in the calendar. If the candidate receives a winning vote for both positions, the candidate must choose to withdraw from one of the races.
4. Candidates are required to attend at least one Candidate Information Session before they start actively campaigning. Dates, times, and locations are listed earlier in this handbook.
5. Candidates may submit a Platform Statement of at least 100 words at the time of the submission of their Candidacy Form. Platforms may be submitted via email. Platforms will be listed on the Rules and Elections website.

Section 2—Political Party

1. A political party is a group of candidates and/or members of the Rensselaer Union who are united under a common symbol and name. Each party must submit a Party Registration Form that includes its party name, a platform statement of at least 100 words, and the names and ranks of each party officer. They may also submit a party symbol.
2. Members may join a party by completing a Party Affiliation form. The form requires the signature of a party officer declaring that the party accepts the student as a member of the party and the signature of the student stating they wish to join the party. All Party Affiliation Forms must be submitted by October 10, 2015.
3. If any member chooses to run for any student government office, he or she automatically runs under the party of which they are a member.
4. Party officers are responsible for actions undertaken in the name of their party by members of their party.
5. A student may only be a member of one party at a time.
6. Parties may advertise under the Extended Sign Policy from September 22 at 6 pm until October 15, 2015.
   a. Party Material that includes the name of any member of
the party running for office must include the names of all members of the party running for office and must give equal representation to the members on the material.

i. Equal Representation is defined by the Rules and Elections Committee as a good faith effort by the party to ensure that all candidate names receive similar exposure and are of similar size.

7. No party shall support more candidates for any office than can be elected to that position.

8. The highest-ranking officer of a party may at any time change the officers of that party by submitting written notification to the Rules and Elections Committee.

9. Party members can leave their party by submitting written notification to the Rules and Elections Committee.

10. Party affiliation, or lack thereof, will not be listed on the ballot.

11. The party name and symbol may not include a student’s name or likeness, nor the name of a Union organization, Greek organization, or Institute department.

12. In the event that a party is dissolved or a member candidate's candidacy ends, all related campaign material must be removed within 24 hours.

13. Only members of the current freshman class can be party members or candidate assistants for freshman elections.

Section 3—Nomination Procedures

1. A candidate must be nominated for the position they are seeking in order for their name to appear on the ballot by the constituents they would be representing.
   a. For Class President, Vice President, and Senators: 125 nominations are needed.
   b. For the office of Class Representative: 50 nominations are needed.

2. Only designated Nomination Forms may be used to solicit nominations.
   a. The candidate's name and office to which he/she is being nominated must be filled out prior to obtaining any signatures. Each nomination form may be used by only one person seeking one office. If the same person is seeking multiple offices, the candidate must use separate forms for each office. Signatures must be solicited in person by the candidate. No candidate may solicit signatures prior to filing a Candidacy Form and attending a Candidate Information Session.
   b. Nomination Forms may only be signed by constituents of the office (defined as those who would be eligible to vote for the office according to Section 1). Each nomination
must contain the nominating person’s Rensselaer Identification Number (RIN), their first and last initials, and their name. All information must be legible.

c. Candidates may nominate themselves, and any constituent may nominate more than one person for the same office.

d. It is advised for candidates to get extra nominations, as around 15% of nominations on forms normally aren’t able to be validated.

3. All Nomination Forms must be received by the Rules and Elections Committee by 3 pm on October 10, 2015

a. Nomination forms may be submitted to the Union Administration Office on the third floor of the Rensselaer Union. Normal hours are Monday-Friday from 9 am to 5 pm. The Administration Office will stamp all submitted nomination forms with the time and date and provide a copy of the original to the candidate. The candidate should keep their copy for their personal records.

b. Nomination forms may be submitted directly to members of the Rules and Elections Committee. Candidates will be provided a copy of the submitted forms if requested by the candidate.

c. Candidates are encouraged to submit forms as they are completed rather than submitting multiple forms together. Candidates will be notified of the number of valid signatures once nomination forms are processed. Typically 5-10% of signatures submitted are invalid. Candidates may request to see processed form and see which signatures were not accepted as well as the reason for invalidation.

Section 4—Finances

1. A record of all expenditures must be kept during the campaign process (including items received for free) along with receipts for all purchases other than copies under $1. No candidate may exceed the following limits:

   a. For the offices of Senator and Undergraduate Class Officer: $100 is the maximum
   b. For the office of Class Representative, $50 is the maximum.

2. The spending limit for a Candidate running for more than one office is equal to the largest amount allowed for any one office.

3. No candidate or party may be supported by Union funds or supplies. Club property is considered property of the Union.
4. All printing for campaign purposes may be expensed at the following minimum rates:
   a. For 8.5x11” Black and White -- 8 cents/page
   b. For 8.5x11” Color -- 12 cents/page
   c. For 11x17” Black and White -- 15 cents/page
   d. For 11x17” Color -- 20 cents/page
   e. Any printing done using recycled paper shall be expensed at 50% of the price of normal printing.

5. Each candidate and party must submit a Preliminary Expense Report Form containing all expenses through October 10 at 3 pm to the Rules and Elections Committee. Each candidate and party must submit a Final Expense Report Form containing all campaign expenses by October 15 at 8 pm. If there are runoffs, involved candidates must submit a second Final Expense Report Form containing all campaign expenses by a date to be announced. All applicable Expense Report Forms must be received from all candidates and any political party of which they are a member in order for that candidate to hold office. Candidates without any expenses must submit a blank Expense Report Form with their name on it.

6. Any service available to a candidate must be made available under the same terms to all other candidates running for the same office. Any service made available to one party must be made available under the same terms to all other parties.

7. If a candidate is unsure whether any items they used should be expensed, it is their responsibility to check with RnE.

Section 5—The Campaign

1. Campaigning is defined as the promotion of any candidate or the promotion of a slogan, symbol, or idea for this purpose.
   a. Any of the following may be considered active campaigning:
      i. Soliciting of nominations
      ii. Dissemination of campaign material
      iii. Public displays or actions intended to draw attention to a candidate
      iv. Parties, assemblies, etc. at which attention is drawn to a candidate
   b. Any of the following may be considered passive campaigning:
      i. Wearing a campaign material (shirts, buttons, hats, etc.)
      ii. Casual conversation
2. Only passive campaigning is permitted in dining halls.
3. No candidate may begin campaigning until September 22 at 6 pm. Candidates may not campaign or solicit signatures prior to the acceptance of a Candidacy Form for that candidate and attending a Candidate Information Session. Campaigning is allowed until 12 am on October 16, 2015.
4. Candidates may only be assisted in campaign activities by members of the Rensselaer Union as defined in Section 1.1. These students must complete a Candidate Assistance Form that is signed by both the candidate and the assistant. A candidate assistant may not participate in campaign activities until their Candidate Assistance Form is submitted to a representative of the Rules and Elections Committee. Individuals may assist multiple candidates provided they have submitted Candidate Assistance Forms for each candidate. Passive campaigning by members of the Rensselaer Union is allowed without completing a Candidate Assistance Form. At no time may anyone other than the candidate or their proxy solicit nominations.
   a. Only members of the current freshman class may be candidate assistants for freshman elections
5. Candidates may not use the name or title of other students in active campaigning prior to the completion of a Candidate Assistance Form by that student.
6. Campaign material submitted to Concerto can only be added to the Rules and Elections feed.
8.Campaigning may not disturb the academic process nor cause any physical damage to anything on campus. Use of classroom equipment (projectors, overheads, chalkboards, etc.) for campaigning purposes may be considered disturbing the academic process.
9. Candidates may not leave unsolicited voicemails or place campaign material in campus mailboxes.
10. Candidates and Parties may not send repetitive or multiple unsolicited messages or requests on social networks, requests may include but are not limited to joining a group, liking a page, or following an activity feed.
   a. Students may opt-in to receive messages from a candidate or party but must be permitted to opt-out at any point.
   b. A candidate may not send an email message to a list not established for party
purposes.

11. Candidates are responsible for any messages or information posted on any electronic or other forum which they administer or are associated with.

12. No campaign material of any kind may be placed unsolicited under doors.

13. No campaigning is allowed within a 100-foot radius of any polling location on election days and the night prior beginning at 10 pm.

14. Groups of candidates and/or political parties may reserve rooms in the Union with the following restrictions:

15. The group will have the same rights as any outside organization not affiliated with the Rensselaer Union in terms of room reservations.
   a. Any fines imposed by the Rensselaer Union on such a group for problems with the room shall be subtracted from said candidates’ expenditure limit.
   b. Listings on room reservations shall be put under an individual’s name and not under a party’s name. Listing shall read: “Private Meeting – [Candidate’s Name]”
   c. Rooms reserved for these purposes are restricted in attendance to registered candidates, candidate assistants, and party members.

16. In limited circumstances (including temporary and permanent disabilities), the candidate may select a Candidate Proxy. The Rules and Elections Committee will evaluate the candidate’s request and develop a list of activities in which the Candidate Proxy may participate and limitations the proxy must abide by.
   a. The Candidate Proxy must be a member of the Rensselaer Union.
   b. The Candidate Proxy must not be running for any office.
   c. The Candidate Proxy must state that they are acting as a proxy for a candidate.
   d. If the Candidate Proxy commits a violation, the candidate is also liable and may be assigned a penalty.
   e. The Candidate Proxy and the candidate may not simultaneously participate (in the role of the candidate) in any activity.
   f. A candidate may only use one proxy during the course of the elections.

17. No Institute logos or logos of Institute related organizations may be displayed on campaign material

18. The Rules and Election Committee
shall be the authority for interpreting and enforcing the rules for all campaigns.

Section 6—Extended Sign Policy

1. This sign policy is in effect starting at September 21, 2015 at 6 pm TO October 16, 2015 at 12 am for freshman elections ONLY.

2. All campaign material must be clearly identified with the candidate and/or party’s name and contact information (e-mail or phone number). Contact information must be in a minimum font size of 12 pt in Times New Roman or equivalent.
   a. Any campaign material viewable from multiple sides must include content on all sides.
   b. Any poster composed of multiple sheets of paper must have contact information on each smaller poster.

3. No placing posters on the ground or sidewalks.

4. No reserving space.

5. Duct tape may not be used anywhere.

6. No blocking pedestrian pathways (7-foot height clearance required).

7. Candidates may only use masking tape to attach campaign material to objects, other than trees.

8. No posters are allowed in the footbridge sign holders. Posters may be attached to the footbridge fencing.

9. Chalk may not be used anywhere.

10. No posters may obstruct Institute signs or previously placed posters.

11. No campaign material is allowed in or around polling sites within a 100 foot radius after 10 pm on the days before voting and voting itself.

12. Respect other candidates and their campaigns. Do not tamper with or poster over other campaigns. Do not place tape over tape securing the signs of other candidates.

13. Campaign material is restricted to an area of 8.5” by 11” on each bulletin board. Bulletin boards with multiple surfaces count as one bulletin board.

14. Campaign displays comprised solely of tape are prohibited.

15. Egregious postering in a singular area is prohibited. This is defined as postering which is in such a volume that it causes complaints by three separate members of the Student Union, unaffiliated with any campaigns or candidates to file complaints with the Rules and Elections Committee on a specific issue. A candidate will be issued a warning with specific measures which should be taken to rectify the issue, which they have 48 hours to appeal or comply with before they are issued a violation.

16. Campaign material may not be placed on any vehicle without the permission of the owner.

17. Live animals may not be used as a
18. Banners may be attached to trees with string only.
19. No campaign material is permitted within any Rensselaer construction site without prior approval of the Rules and Elections Committee.
20. No campaign material may be attached to glass surface in or on any public door.
21. Banners larger than 24” by 36” on the exterior of residence halls must be approved by the Office of Residence Life and may only be hung from a window with that room resident’s permission.
22. No campaign materials may be posted in public areas of residence halls, other than candidates’ doors and other residents’ doors with their permission.
23. Campaign materials inside or on the Rensselaer Union must be approved by the Union Administration Office. There is a limit of 10 posters per candidate with no more than two posters larger than 11” x 17”.
24. No campaign material may be located within the line of sight of a polling location on any election day.

Section 7—Primaries and Finals
1. A Primary Election may be held at the discretion of the Rules and Elections Committee if there are more candidates than twice the number of available positions.
2. Prior to an election, a preliminary copy of the ballots for each class year will be posted. It is the responsibility of each candidate to ensure that their name appears and is accurate at least 24 hours prior to the election. The Rules and Elections Committee will not be responsible for unreported errors.
3. The order in which candidate names appear on the ballot is determined randomly for each ballot.
4. The Rules and Elections Committee may delay election results for any reason up to 48 hours.
5. The Rules and Elections Committee will report the number of ballots received, the number of votes received for each registered candidate, and the number of votes received for all valid write-in candidates receiving over 5% of the votes. Additional write-in information may be released at the Committee’s discretion. Additional demographic information regarding the entire voting population and those who voted may also be released.

Section 8—Write-In Candidates
1. Write-in votes are permitted in all elections except Runoff Elections. Eligible write-in candidates
receiving sufficient votes in the Primary Election will appear on the final ballot.

2. Write-in candidates must meet the qualifications for the office to which they are elected and are subject to the same rules as registered candidates, including those related to finance.

3. To be counted as a valid write-in vote, the vote must contain a legible first and last name, recognized by the Registrar as that of a member of the Rensselaer Union.

4. Write-in candidates do not have to file any forms, except for an expense form if the Rules and Elections Committee requests one. Write-in candidates are restricted to standard Institute sign-policy regulations.

Section 10—Supervision, Counting, and Irregularities

1. At least one member of the Rules and Elections Committee must be at all poll sites while voting is taking place, and accessible to the general public.

2. Voting will be supervised by members of the Rules and Elections Committee or persons approved by the Rules and Elections Committee.

3. At least two members of the Rules and Elections Committee will be present when results are being tabulated.

4. The Rules and Elections Committee has the right to suspend any and all election results. If an election is suspended, the ballots will be suspended.

5. In the event of a tie, a runoff election will be held at a date and time to be determined by RnE.

6. All requests for recounts, challenges, and other inquiries must be made to the Rules and Elections Committee in writing within 24 hours following the posting of election results. The Rules and Elections Committee will prepare a written summary of all elections whose results are contested, copies of which will be provided to the Judicial Board, the Student Senate, and any member of the Rensselaer Union. Only constituents of a position may contest the result of that position.

7. Primary Election results will be announced in the Union as soon as they are available and the Final Election results will be announced at a time and place decided by RnE.

8. In the event that a decision of invalidity of a candidate creates a vacancy, the candidate receiving the next highest number of votes may be proclaimed the winner.

9. No person may access the RnE office, a room booked by RnE, or any other Rules and Elections Committee facility without prior
authorization
10. No person is permitted to access the Rensselaer Union Voting System during an active election without the authorization of the Rules and Elections Committee Chair.
11. In the event paper ballots are used, then:
   a. All ballots will be counted by two members of the committee to verify them
   b. No candidate will be involved in counting ballots for his or her race.
   c. Election ballots will not be disposed of until ten business days after the election results are posted.

Section 11—Honor Code

Every candidate running for a Student Government office has an obligation to observe and uphold basic principles of decency, honesty, and fair play so that students may exercise their constitutional right to a free and informed choice that expresses their will. Student Government office is a campus-wide trust. Every candidate for a student government office is expected by the voters to adhere to the following basic principles.

As a candidate for a Student Government office, I will:

- Conduct my campaign openly and fairly.
- Discuss the issues and participate in fair debate with my opponents, respecting their views and qualifications.
- Present my record and policies with sincerity and frankness, criticizing without fear and without malice the record and policies of my opponents that merit such criticism.
- Neither engage in nor be involved with unfair or misleading attacks upon the character of an opponent, nor will I engage in invasions of personal privacy unrelated to fitness for office
- Not participate in or condone any appeal to prejudice
- Neither use nor be involved in the use of any campaign material or advertisement that misrepresents, distorts, or otherwise falsifies the facts regarding an opponent.
- Clearly identify by name the source of all advertisements and campaign literature published or distributed as part of my campaign.
- Uphold the right of every qualified student to full and equal participation in the electoral process.
- Publicly repudiate support deriving from any individual or group whose activities would violate this Honor Code
- Not abuse the process of the Rensselaer Union Student Government Elections.

Section 12—Violations and Hearing Procedure

1. Any alleged violation of election rules must be brought to the
attention of the Rules and Elections Committee.

2. All violations will be considered on a case by case basis, with some weight being given to precedence within election cycle.

3. The Rules and Elections Committee shall decide on violations based on a preponderance of evidence, taking into account physical evidence, eyewitness accounts, and other forms of evidence.

4. Candidates being investigated by the Rules and Elections Committee for serious violations will be notified via phone and email. In these situations, candidates are allowed to request a hearing within 12 hours of this notification, and a hearing must take place within 24 hours of the notification.

5. The Rules and Elections Committee shall decide on all alleged violations within 36 hours of the committee being notified.

6. After a violation has been issued by the Rules and Elections Committee, candidates in violation may request an appeal if the candidate feels he or she is not in violation. A hearing shall be held not more than 48 hours after the violation has been issued.

7. At either a pre-violation or appeal hearing, the following procedures will be followed:
   a. The Rules and Election Chairperson presides over this hearing
      i. In the event of the absence or incapacitation of the Chairperson, the Vice-Chair is empowered to act as Acting Committee Chair, in this and all other manners
   b. The alleged violator shall make his or her opening statement.
   c. Any witnesses brought forward by the alleged violator shall be called first, followed by any witnesses called by the Rules and Elections Committee. All witnesses shall be questioned first by the party calling them, and then by the opposing party.
   d. Following the testimony of witnesses, the Rules and Elections Committee may question the alleged violator, and witnesses, and the parties may question each other.
   e. Following the period of questioning, the alleged violator shall make his or her closing statement.
   f. The hearing will then be closed for deliberations.
   g. The Rules and Elections Committee shall issue its decision in writing immediately following
Section 13—Sanctions

1. The Rules and Elections Committee may issue and enforce any one or a combination of these penalties for a violation of election rules:
   a. Warning against future offenses.
   b. Removal of some or all campaign rights including poster location and time and in-person events.
   c. Removal of a candidate’s name from the ballot.
   d. Upon election to office, ruling a candidate ineligible to serve for any portion of their elected term.
   e. Barring a candidate from running from office for any duration.
   f. Reduction of a candidate’s maximum expenditure limit.
   g. Require additional nomination signatures.
   h. Monetary fines charged to a student account for sign policy violations.
   i. Referral to the Judicial Board.
   j. Referral to the Dean of Students Office for disciplinary action.
   k. Community service either on campus or off campus, to be completed by a specified date. Candidates who do not complete their required community service will be sanctioned appropriately.
   l. Any other action the Rules and Elections Committee deems appropriate within the scope of elections and in accordance with all Institute, local, state, and federal regulations.

Section 14—Notification

1. Written notification can be provided to the Rules and Elections Committee by:
   a. Sending an e-mail to rne@union.rpi.edu. Please include a phone number in
all correspondence so the authenticity of an e-mail may be verified.

b. Submitting a signed letter addressed to “The Rules and Elections Committee” to the Union Administration Office during business hours.

c. Submitting a signed letter in person to the Chair of the Rules and Elections Committee.

2. Written notification to candidates can be provided by:

a. Sending an e-mail to the e-mail address listed on the Candidacy Form

b. Personal delivery of the letter from a member or representative of the Rules and Elections Committee.

c. Delivery of a letter to a candidate’s US Postal Mailbox or Campus Mailbox.

3. Candidates are responsible for reading all campaign material posted with regard to the election in official Rules and Elections Committee distributed materials, e-mails, the website, and the bulletin board.

Section 15—Authority of the Rules and Elections Committee

1. The Student Senate is granted the authority to oversee elections by the Rensselaer Union Constitution in Article IX. The Student Senate, by approving this handbook, grants this power to the Rules and Elections Committee. The interpretation of these rules is up to the discretion of the Rules and Elections Committee. Any decision may be appealed to the Judicial Board.

2. This handbook may be amended by the Rules and Elections Committee subject to the approval of the Student Senate. Minor revisions, including but not limited to typographical mistakes, deadline extensions, and logistical issues that do not affect the overall fairness of elections may be altered by a unanimous vote of the Rules and Elections Committee.