Class of 2020 Freshmen Elections Handbook

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<td>Chair</td>
<td>Hannah Rabinowitz</td>
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<td>Grad Council</td>
<td>Anthony Bishop</td>
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<td>Jeffrey A. Gordon</td>
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Student Government at Rensselaer

Student Government at RPI is composed of many organizations with activities that appeal to everyone. It is 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 2020 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, which supervises inter-council cooperation, and approves council expenditures. Each Class Council is comprised of a President, Vice President, four Class Senators, eight 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, which supervises inter-council cooperation, and approves 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. 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 2020 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 the 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 2020 position, and other vacant positions will be appointed at the discretion of the President of the Union. For more information, contact the President of the Union at pu@rpi.edu.

Class of 2020 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 the class. Interested parties should contact their newly elected Class President following the elections.

Student Government Committees
There are various committees that pursue school improvements projects and work with administration on policies. For more 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 and all forms will be available in the SGS and/or on the elections website at http://elections.union.rpi.edu. Forms will only be accepted if they are turned in to the Union Administration Office during regular business hours. Candidate Information Sessions 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. Voting will occur in the DCC Great Hall, the Student Union, and the Commons Lobby.

Forms

Candidacy Form
This form is 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; it may only be submitted after attending a Candidate Information Session.

Candidate Assistance Form
This form is 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
This form allows a constituent to nominate a student for a specific office. A candidate must attend an info session and submit a Candidacy Form before they may begin to solicit 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 all members of the Rensselaer 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 Rensselaer Union.

The Chair shall notify the Rules and Elections Committee within 24 hours of all requests for public record information received.
## Schedule

### September

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**Key**
- **Yellow:** Info Session Dates
- **Red:** Form Deadlines
- **Green:** Elections

**September 6th:**
6 PM: Campaigning Starts

**September 30th**
5PM: Candidacy Forms Due
Nomination Forms Due
Party Registration Forms Due
Party Affiliation Forms Due
Preliminary Expense Forms Due

**October 3rd**
5PM: Final Expense Forms Due
Ballot Check Deadline
10PM: All posters within 100 ft of any polling site must be removed
October 4th
8AM-5PM: Final Elections

October 6th
8AM - 5PM: Runoff Elections (If Necessary)

Candidate Info Sessions
All information sessions are from 5 to 6 PM in the SGS unless stated otherwise
September 6th
September 7th
September 8th
September 9th
September 12th
September 13th
September 14th
September 15th
September 16th
September 19th
September 20th
September 21st
September 22nd
September 23rd

If you are not able to make a Candidate Information Session, but still want to run for office, please contact rne-chair@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 2020 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, but not Senator). A candidate may be nominated to multiple positions on the same Council but may only accept one and do so by the ballot check deadline listed in the calendar. If the candidate receives a winning vote for both positions, the candidate must withdraw from one of the races.
4. Candidates are required to attend at least one Candidate Information Session before they can hand in their Candidacy Form. Candidacy Form must be submitted before they can 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 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 September 30th.
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 6th at 6 pm until October 3rd at 10pm.
7. 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. 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.
8. No party shall support more candidates for any office than can be elected to that position.
9. 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.
10. Party members can leave their party by submitting written notification to the Rules and Elections Committee.
11. Party affiliation, or lack thereof, will not be listed on the ballot.
12. 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.
13. 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.
14. Only members of the current freshman class can be party members or candidate assistants for freshmen elections.

Section 3—Nomination Procedures

1. To appear on the ballot, a candidate must be nominated by the candidate's constituents.
2. Necessary nominations by office:
   a. Class President, Vice President, Senator: 125 nominations
   b. Class Representative: 50 nominations
3. Only designated Nomination Forms may be used to solicit nominations
   a. The candidate’s name and office to which the candidate is being nominated must be filled out prior to obtaining nominations. 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.
   b. Candidates must fill out a valid Candidacy Form in addition to attending an RnE provided Candidate Information Session prior to soliciting nominations.
   c. 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), first and last initials, and their name according to the registrar. Illegible nominations will not be counted.
   d. Candidates may nominate themselves, and any constituent may nominate more than one person for the same office.
   e. It is advised for candidates to get extra nominations, as around 15% of nominations on forms normally aren’t able to be validated.
4. All Nomination Forms must be received by the Union Administration Office no later than the time and date specified in this handbook.
   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.

b. Nomination forms may not be submitted directly to members of the Rules and Elections Committee.

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. Candidates may request to see processed forms and see which signatures were not accepted.

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.

2. Spending limits by office:
   a. President, Vice President, Senator: $100
   b. Class Representative: $50

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

4. No candidate or party may be supported by Rensselaer Union funds or supplies. Club property is considered property of the Rensselaer Union.

5. All printing for campaign purposes may be expensed at the following minimum rates:
   a. 8.5x11” Black and White -- 8 cents/page
   b. 8.5x11” Color -- 12 cents/page
   c. 11x17” Black and White -- 15 cents/page
   d. 11x17” Color -- 20 cents/page
   e. Any printing done using recycled paper may be expensed at 50% of the price of normal printing.

6. Each candidate and party must submit a Preliminary Expense Report Form containing all expenses through September 30th to the Union Administration Office. Each candidate and party must submit a Final Expense Report Form containing all campaign expenses by October 3rd. 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, expressing a total of 0$ in expenses, with their name on it.

7. 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.

8. 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 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 campaign material (shirts, buttons, hats, etc.)
   ii. Casual conversation

2. Only passive campaigning is permitted
   a. In dining halls during dining hours
   b. In lecture halls/classrooms during class hours.

3. No candidate may begin campaigning prior to the date and time specified in this handbook. Candidates may not campaign or solicit signatures prior to the submission of a Candidacy Form for that candidate and attending a Candidate Information Session.

4. Candidates may only be assisted in campaign activities by members of the Rensselaer Union as defined in Section 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 the Union Administration Office. 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. Only members of the current freshmen 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.


7. 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.

8. Candidates may not leave unsolicited voicemails or place campaign material in campus mailboxes.

9. 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.

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

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

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

13. Groups of candidates and/or political parties may reserve rooms in the Union with the following restriction:
   a. The group will have the same rights as any outside organization not affiliated with the Rensselaer Union in terms of room reservations.
   b. Any fines imposed by the Rensselaer Union on such a group for problems with the room shall be subtracted from said candidates’ expenditure limit.
   c. 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]”
   d. Rooms reserved for these purposes are restricted in attendance to registered candidates, candidate assistants, and party members.

14. 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.

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

16. 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 September 6th at 6 PM until the end of elections 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 posters are allowed on the entrance area glass windows and doors of the JEC.
12. No campaign material is allowed in or around polling sites within a 100 foot radius or within the line of site of a polling location after 10 pm on the night before voting and voting day itself.
13. Respect other candidates and their campaigns. Do not tamper with or poster over other campaign materials. Do not place tape over the tape securing signs or posters from other individuals or groups.
14. 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.
15. Campaign displays comprised solely of tape are prohibited.
16. Excessive postering in a singular area is prohibited. The determination of such a violation will be made by the Rules and Elections committee. 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.
17. Campaign material may not be placed on any vehicle without the permission of the owner.
18. Live animals may not be used as a method of campaigning.
19. Banners attached to trees must be tied to the tree using string.
20. No campaign material is permitted within any Rensselaer construction site without prior approval of the Rules and Elections Committee.
21. No campaign material may be attached to the glass surface of any public door.
22. 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’s resident’s permission.
23. No campaign materials may be posted in public areas of residence halls, other than candidates’ doors and other residents’ doors with their permission.
24. 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”.

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. 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 9—Supervision, Counting, and Irregularities
1. At least one member of the Rules and Elections Committee must be at each poll site during voting.
2. Voting will be supervised by members of 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. In the result of a suspended election, all 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 the circumstances surrounding a recount, challenge, or other inquiry to be provided to the Judicial Board, Student Senate, or any other member of the Rensselaer Union upon request. Only constituents of a given position may contest the result of that position.

7. Primary Election results will be announced in the Student Union as soon as they are available.

8. Final Election results will be announced at a time and place decided by RnE.

9. In the event of a candidate's disqualification due to violations of this handbook after an election, the candidate with the next highest number of votes will assume office.

10. No person may access the RnE office, a room booked by RnE, or any other Rules and Elections Committee facility without prior authorization of RnE or the Grand Marshall.

11. 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.

12. In the event paper ballots are used, then:
   a. All ballots will be counted by at least two members of RnE to verify the results. In the event of a dispute, an additional member of RnE will count until the dispute has been resolved.
   b. No member of RnE is permitted to count votes in an election that the member is a constituent of.
   c. Election ballots will not be disposed of until at least ten business days after the election results are posted.

Section 10—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 II—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 deliberations.

h. If the appeal is successful, the Rules and Elections Committee will return all offending material in question back to the candidate.

8. The Rules and Elections Committee chair may issue a preliminary decision that must be ratified or reversed by the Rules and Elections Committee within 24 hours of the decision being issued. If no ratification or reversal of such decision is made within the 24 hours of allotted time, the decision is considered reversed.

9. All appeals must be filed with and heard by the Rules and Elections Committee before an appeal on the issue is filed with the Union Judicial Board.

Section 12—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 postering 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. Requiring additional nomination signatures.
   h. Monetary fines charged to a student account for sign policy violations.
   i. Referral to the Judicial Board for disciplinary action.
   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 13—Notification

1. Written notifications to the Rules and Elections Committee can be provided by:

   a. Sending an e-mail to rne-chair@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 notifications 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 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 election-related correspondences in official Rules and Elections Committee distributed materials, e-mails, the website, and the bulletin board.

Section 14—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.