

**2023-2024**

**SGA'S**  
*Elections*  
**HOW-TO GUIDE**

**Student Government Association  
University of Kentucky**



## Greetings from the Elections Commissioner

Hello Wildcats!

Thank you for showing your interest in joining UK's Student Government Association! As our mission statement states— UKSGA's mission is to ensure that all students are represented, advocated for, and feel a sense of belonging at the University of Kentucky. SGA strives to bolster our services to benefit all students and to improve daily life for every single student.

Some of you may be returning SGA members while some may be new. We are thrilled to help support you during this election cycle. This document lays out the inner-workings of SGA-sanctioned elections and strives to be a substantial resource for any student interested in running for office.

If you have questions, please do not hesitate to reach out to me via email at [sga.elections@uky.edu](mailto:sga.elections@uky.edu). You may also contact our SGA Advisors, Isaiah Villarreal and Nikkey Blackman at their emails [Isaiah.villarreal@uky.edu](mailto:Isaiah.villarreal@uky.edu) and [nikkey.blackman@uky.edu](mailto:nikkey.blackman@uky.edu), respectfully.

As always, Go Cats!

**Olivia Stotz**  
Elections Commissioner  
Student Government Association

**Fall 2023 Timeline**

**Important Dates:**

First day of Fall classes	August 21st
Promotional Period	Sept 1st - Oct 3rd
Official Election	Oct. 2nd & 3rd
Fall Break	October 23rd & 24th

**# of Open Senate Seats:** 5 Freshman; 4 Graduate At Large

**MASTER DRAFT**  
**OFFICIAL ELECTION TIMELINE**  
*Fall 2023*

<u><b>AUGUST</b></u>			
Aug. 24th	8:00 AM EST	Elections Board Applications OPEN	BBNvolved
Aug. 29th	5:00 PM EST	Elections Board Applications CLOSE	BBNvolved
Aug. 29th	5:00 PM EST	Elections Commissioner/AG send Elections Board Slate and Election Timeline to Operations & Evaluations Committee Chair	Via Email
Aug. 30th	7:00 PM EST	O&E Committee meets to confirm Elections Board Slate & approve Fall 2023 Elections Timeline	O&E Committee Room
<u><b>SEPTEMBER</b></u>			
Sept. 5th	8:00 AM EST	Candidate Filing Period Opens <ul style="list-style-type: none"> <li>Approved on a rolling basis</li> <li>Platform statements approved on a rolling basis until deadline</li> <li>Complaints reviewed on a rolling basis by Elections Board</li> </ul>	BBNvolved
Sept. 11th	11:59 PM EST	Candidate Filing Period Closes	BBNvolved
Sept. 12th	12:01 AM EST	Candidate Write-In Period Opens	BBNvolved

Sept. 13th	5:30 PM EST	Mandatory Candidates Meeting	Gatton Student Center Senate Chamber
Sept. 18th	10:00 AM- 3:00 PM EST	Campaign Material Stamping by Elections Board	Gatton Student Center - Rm. 330E
Sept. 18th	5:00 PM EST	Candidate Platform Statements DUE	BBNvolved/Email
Sept. 24th	11:59 PM EST	Write-in Period CLOSES	BBNvolved
Sept. 25th - Sept. 30th	By Appointment	1:1's - Candidate Meetings with Write in Candidates	Zoom or In-Person
<b><u>OCTOBER</u></b>			
Oct. 2nd	8:00 AM EST	Polls Open	BBNvolved
Oct. 2nd	11:00 AM - 2:00 PM EST	Polling Locations Open: <ul style="list-style-type: none"> <li>• Gatton Student Center: Outside of the SGA Office</li> <li>• Central Campus: The 90</li> <li>• South Campus: Ag North</li> </ul>	Various Locations
Oct. 3rd	11:00 AM - 2:00 PM EST	Polling Locations Open: <ul style="list-style-type: none"> <li>• Gatton Student Center: Outside of the SGA Office</li> <li>• Central Campus: White Hall</li> <li>• South Campus: Jacobs Science Building</li> </ul>	Various Locations
Oct. 3rd	4:00 PM EST	Polls Close	BBNvolved
Oct. 3rd	7:00 PM EST	Unofficial Results Tabulation	Gatton Student Center Senate Chamber
Oct. 3rd	9:00 PM EST	Unofficial Results Announcement	Gatton Student Center: Social Staircase & via social media platforms
Oct. 4th	4:00 PM EST	Candidate Expenditure Forms Due	BBNvolved
Oct. 4th	5:00PM EST	Claims Due	Emailed to Elections Commissioner
Oct. 4th	7:00PM EST	Elections Claims Review Meeting (Closed Meeting)	Location TBD
Oct. 4th	9:00 EST	Elections Board Decisions Released	Via Email

Oct. 6th	7:00 EST	Deadline to file claim appeals with Elections Commissioner	Via Email
Week of Oct. 9th		Supreme Court Hearing (if necessary)	Location TBD
Week of Oct. 9th	24 hrs after SC Hearing	Official results announced	Posted on Social Media

\*For the complete timeline please visit [www.uksga.org](http://www.uksga.org).

### **Elections Board of Supervision**

Elections Board members are students who do not hold another position within Student Government and are not affiliated with a campaign. Election board members are:

- Maddie French
- Holden Schroeder
- Amelia Pace
- Justin Duff
- Zane Garner
- Grant Hayden
- Jacob Keeton
- Matt Williams

Responsibilities of the Election Board of Supervision include:

- Upholding the rules and regulations of the UKSGA Constitution.
- Assist the Elections Commissioner in answering any election-related questions.
- Review and submit claims to the UKSGA Supreme Court.

### **Conduct for all elected and appointed positions**

Elected and appointed positions shall adhere to the University of Kentucky Student Code of Conduct, the SGA Constitution, and the UKSGA Governing Codes during all official UKSGA business and/or when representing the UKSGA Senate. Elected and appointed positions shall demonstrate viewpoint neutrality (assessing all challenges and discussions from a neutral point of view) and adhere to related policies in all Senate discussions regarding distribution of student fees.

### **Positions Available**

- President & Vice-President
- Undergraduate At-Large Senator
- Graduate At-Large Senator
- Agriculture, Food & Environment College Senator
- Arts & Sciences College Senator
- Business & Economics Senator
- Communications College Senator
- Dentistry College Senator
- Design College Senator
- Education College Senator
- Engineering College Senator
- Fine Arts College Senator

- Graduate School Senator (Martin/Patterson Students Only)
- Health Sciences College Senator
- Law School Senator
- Medicine College Senator
- Nursing College Senator
- Pharmacy College Senator
- Public Health College Senator
- Social Work College Senator

## Filing Period & Requirements for Candidacy

### How to file:

- To run for an elected position on Student Government Association, you must submit an application via [BBNvolved](#).
- All persons running for an office are required to submit an application to the Elections Commissioner via BBNvolved. This is due by January 30<sup>th</sup> at 5:00 PM EST.

### Write-In Candidacy Period:

- A period of time after the candidacy filing period that students wishing to declare write-in candidacy may submit a declaration of write-in candidacy certifying that they meet the requirements for office.
  - Write-in candidacy period begins 5:01PM EST on January 30<sup>th</sup> and ends on February 19<sup>th</sup> at 11:59 PM EST.
- Write-in candidates do not get the opportunity to submit a platform statement.
- Write-in candidates will appear at the top of the ballot but will only count as a vote if the student vote types their name as on of their preferences.



### Requirements for Candidacy:

- Must be in academic good standing with the University.
- Must be in conduct good standing with the University.
- Must be in financial good standing with the University.
- Attend the Mandatory Candidates Meeting on January 31<sup>st</sup> at 6:00 PM EST in the Senate Chamber in the Gatton Student Center.
  - If a candidate cannot attend, they must send an agent thereof to sign in and be present at this meeting on the candidate's behalf.
- All candidates are required to submit an expenditure form by March 1<sup>st</sup> at 12:00 PM EST.
  - Even if there was no money spent on your campaign or campaigning materials, you are still required to submit and expenditure form.
  - Failure to submit an expenditure form can lead to a claim against your campaign

## President and Vice President Guidelines

**Additional Qualifications for Office:**

Each Presidential and Vice-Presidential candidate must meet the following additional qualifications as outlined in the UKSGA constitution:

- Be a full-time student at the University.
- Must have at least a 3.0 cumulative GPA at the time of their swearing-in.
- Each candidate should be in good financial and conduct standing with the University.

**Powers and Duties:**

The President is granted the full authority by the UKSGA constitution to:

- Represent all members of UKSGA in dealings with persons or entities of other universities and the faculty, staff, and administration of the University.
- Administer the Executive Branch.
- Enter into contractual agreements on behalf of the UKSGA and the student body.
- Veto all legislation with the exception of any legislation pertaining to their removal from office or the removal of Senators from office.
- Appoint members to the Executive Branch.
- Appoint members to fill vacancies in the Supreme Court.
- Issue executive actions to guide the operation of the executive branch.
- Serve as a voting member of the University of Kentucky Board of Trustees.

Vice President is granted the full authority by the UKSGA constitution to:

- Assist the President in executing policy and University obligations.
- Serve as the President of the Senate and chair of the Senate Executive Council.
- Cast the tie breaking vote in the Senate or Senate Executive Council.

### **Student Senate Guidelines**

**Powers and Duties:**

The Student Senate, herein after referred to as Senate, is grant full authority by the UKSGA constitution to:

- Approve the UKSGA budget.
- Appropriate funds.
- Enact UKSGA policy.
- Impeach and remove any active member.
- Approve the nominations of all appointed Executive Branch Officers, Election Board members, and Supreme Court Justices.

All candidates who are elected as a college senator, must serve as the student senator for their respective college in the University Senate.

**Attendance:**

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- Senators are expected to attend all Committee and Full Senate Meetings. Meeting times occur every Wednesday at 7:00 PM EST with committee and full senate meetings alternating each week.
- Absences will only be excused if the Senator has emailed their excuse to the Senate Vice Chair no later than 24 hours before any meeting, excluding extraordinary circumstances.
- Senators are permitted a total of three (3) unexcused absences per academic year.

## **Campus Relations:**

- Senators are required to attend two (2) SGA sponsored events per semester.
- Senators are required to complete at least one (1) outreach hour per month and report them with proper documentation to the Senate Executive Council Member At-Large.
- Failure to complete these requirements will result in one (1) unexcused absence per offense.

## **Campus Wide Elections**

### **Platform:**

The primary way of voting will be on BBNvolved. Students will log-in using their LinkBlue and password and cast one (1) ballot. If students have trouble, they may visit our polling locations as laid out in the election's timeline. Additional procedures include:

- All College Senators shall be elected solely by the students in their respective colleges.
- Undergraduate At-Large Senators shall be elected solely by the undergraduate membership.
- Graduate and Professional Senators At-Large shall be elected solely by the graduate, professional, and post-doctoral membership.

### **Ranked Choice Voting**

UKSGA uses the ranked choice methodology to improve fairness in the general election by allowing voters to rank candidates in order of preference.

Each ballot shall be designed to allow for voters to rank each candidate by preference using cardinal numbers, if the election for said position is contested by two or more candidates. Voters may rank their preferences for as few or as many candidates in each contest as the voter wishes. An explanation of the election methodology shall be included on the ballot in an obvious manner to voters.



**\*Attached below are a portion of the election codes withing the SGA Governing Codes. This portion of the codes are some of the most important and most commonly referred to codes. This is not the entirety of the election codes. For all of the election codes, please refer to the SGA Governing Codes. As a candidate, it is important that you familiarize yourself with the Governing Codes.\***

603.3 All persons running for an office are required to submit an application to the Elections Commissioner. The candidate may designate the exact variation of their name that appears on the ballot in the application. The Board of Supervision shall prohibit frivolous and fictitious names from appearing on the ballot. This form cannot be changed or handed in after the last time for filing.

604.3 If a candidate or agent thereof does not attend and remain present for the duration of the meeting, the candidate's name will not appear on the ballot.

604.4 All candidates and agents thereof are responsible for being familiar with and following all federal, state, and University rules and regulations, including all information in the meeting as well as the UKSGA Constitution and UKSGA Governing Codes, for campaigning and elections.

605.1 A candidate platform shall be defined as a statement from the candidate or candidates describing their positions.

606.1 Campaign materials for the purposes of UKSGA Elections shall be defined as anything used to promote a candidate including but not limited to: flyers, literature, pamphlets, buttons, clothing articles, table-tent advertisements, electronic communication banners, posters, handbills, web pages, social media content, email documents, sound recordings, video recordings, and location-based marketing materials.

606.2 Signs posted inside the residence halls must comply with Residence Life regulations.

606.3 There shall be no posters in classrooms.

606.7 Each campaign must use discretion not to damage University property.

606.8 The Elections Board of Supervision must approve any posters in advance to ensure that candidate posters to comply with UKSGA policies.

606.9 No poster may be displayed on campus area property without the official seal of the Elections Board of Supervision

606.10 No person may bribe, give, or lend anything of monetary value over one dollar (\$1.00) or academic value in order to induce a person to vote for or against a candidate or referendum or refrain from voting altogether.

606.12 Destroying or defacing the campaign materials of other candidates is prohibited.

607.1 A ticket is defined as two or more candidates campaigning jointly. Senatorial campaigns should be independent from all other Senatorial Campaigns. Senatorial Candidates cannot appear

on campaign materials with other candidates, including but not limited to, banners, posters, handbills, social media accounts, and other promotional materials. Senatorial Candidates may not exhibit support, electronic, verbal or written, for other candidates running in their election or candidates running in the Presidential/Vice Presidential Election.

607.4 Candidates may not exhibit support, electronic, verbal, or written, for other candidate running in their election or candidates running in the President Vice Presidential Election. Candidates may be subject to ticketing violations committed by students or organizations openly affiliated with their campaign.

608.1 Candidates for office are responsible for familiarizing themselves with and following all applicable University, Election Board of Supervision, and Student Senate policies.

608.7 Neither verbal campaigning nor campaign materials shall be allowed within twenty-five (25) feet of the polls while polls are open if applicable.

608.8 University of Kentucky Libraries and University of Kentucky Student Computer Labs shall be designated as campaign-free zones on election days.

608.9 Door-to-door campaigning is not allowed in the residence halls.

608.18 No UKSGA resources shall be used to support any candidate unless those resources are available to all candidates.

609.1 An eligible voter shall be defined as a currently enrolled student at the University of Kentucky.

610.1 Full and part-time students shall be permitted to vote once per election.

610.2 The Elections Board of Supervision shall ensure that online ballots, candidate platforms, the election rules, and directions for reporting errors are available on the UKSGA website and BBNvolved.

610.4 Voters shall cast their votes using the electronic voting system website from the polling computer(s) or any other computer connected to the internet.

611.2 No persons affiliated with a campaign, including a candidate for office, may serve as a pollster.

612.2 The vote tabulation shall take place within seventy-two (72) hours of the closing of the polls.

612.5 The results shall not be final until certified by a majority of the Supreme Court at the Election Review Hearing.

613.13 No candidate shall exceed their campaign expenditure limit.

## **Complaints**

Per UKSGA Governing Code 613.4, at any time in the election period, any student who believes that a violation of election or campaign rules occurred may file a Complaint with the Elections Commissioner. Students filing complaints may submit any relevant documentation to support their complaint to the Elections Commissioner. Complaints shall be reviewed by the Elections Commissioner and Elections Board within 3 business days (72 hours) of being received by the Elections Commissioner.

The complainant, as well as the student(s) and/or organizations who are the subject of the Complaint shall be informed as to whether the Board determines the Complaint is actionable and state their reason for reaching their decision. Board determinations of Complaints are not appealable. Points shall only be assigned to merited Claims by the Supreme Court, and no points are assigned to candidates for actionable Complaints.

- If, after being informed of an actionable Complaint against their activity, a candidate persists in that activity, the Supreme Court may have grounds to impose higher point penalties at the hearing. However, if the candidate remedies the behavior upon notification by the Elections Commissioner, and is able to provide evidence of such, the Supreme Court could impose a lesser point penalty at the hearing.
- If a student submits an actionable Complaint after the deadline to submit Claims, the Supreme Court retains authority to order review and assess points if appropriate.

## **Claims Process**

Any candidate who believes that a violation of election or campaign rules occurred may file a Claim with the Elections Commissioner, by the date and time determined by the Elections Board of Supervision. Candidates filing claims may submit any relevant documentation to support their claims to the Elections Commissioner. (Governing Code 613.5)

### Claims with merit

613.8 If the Elections Board deems that a claim has merit, they will notify the claimant and defendant of their decision. The claim will then be brought before the Supreme Court.

613.10 The Supreme Court shall convene no later than one week after the Claims Review Meeting. At this time, the Elections Commissioner shall present all claims including those with merit and those that have been appealed. The Supreme Court will decide which claims they will hear in their formal Supreme Court Hearing.

### Claims without merit

613.9 If the Election Board determines a claim lacks merit, the Elections Commissioner will notify the claimant of that finding and will provide the claimant with a written statement detailing the reasoning for the finding. The Elections Commissioner must inform the claimant of their right to appeal to the Supreme Court.

- a. A student may file an appeal with the Supreme Court and maintains the right to an expedited hearing due to the time sensitive nature of elections. Notice must be provided

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to the Elections Commissioner of the appeal within forty-eight (48) hours of an Elections Board decision.

- b. If a candidate chooses to appeal a Claim that the Elections Board deemed to lack merit, the candidate must provide a written statement to the Supreme Court articulating the basis for their appeal. This statement may only include information and/or documentation to support their claim that has not previously been submitted to and considered by the Elections Board.

613.12 Claims will not be considered if not filed before the deadline established by the Elections Board of Supervision.

**For more information regarding the entirety of the complaints or claims process, please refer to the SGA Official Governing Codes.**