



The
Student Government Association
Election Code
and Handbook



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Spring 2019 Election Timeline

Sunday, March 3 rd	Filing Opens
Tuesday, March 19 th at 7:00 p.m.	House of Representatives Info Session
Wednesday, March 20 th at 5:00 p.m.	House of Representatives Info Session
Sunday, March 24 th at 9:00 p.m.	Filing Closes
	- Declaration of Intent Due for SBO Elections
	- Last day to meet with Elections & Regulations for SBO Candidates
Thursday, March 28 th at 12:01 a.m.	Campaign Period Begins
Tuesday, April 9 th at 7:00 p.m.	SBO Debate
Thursday, April 11 th at 9:00 a.m.	Polls Open
Thursday, April 11 th at 11:59 p.m.	Polls Close and Campaign Period Ends
Friday, April 12 th	SBO Winners Announced
Monday, April 15 th at 12:01 a.m.	Run-off Campaign Period Begins
Wednesday, April 17 th at 9:00 a.m.	Run-off Polls Open
Wednesday, April 17 th at 11:59 p.m.	Run-off Polls Close and Campaign Period Ends
Friday, April 12 th	Representative Winners Announced
Thursday, April 18 th at 5:00 p.m.	Removal of Campaign Materials Completed
Tuesday, April 30 th at 5.00 p.m.	House Executive Board Election

*SBO Orientations will be individual meetings during the filing period with the Elections & Regulations Committee and will be scheduled by the Elections and Regulations Chair. All documentation will be due at this time.



Student Body Officer Elections

Eligibility

- At the time of filing all candidates must:
 - Be full-time (12+ semester hours) member of the undergraduate student body.
 - Have attended the University for a minimum of three full semesters (not summer terms), accumulating a total of 36 semester hours at TCU; therefore, the first time a student may run for Student Body Office is during their fourth semester at TCU.
 - Candidates must have a cumulative GPA of 2.50 at the time of filing, and must maintain this GPA throughout their term.
 - Have served a minimum of one semester as a member of the Student Government Association as a voting member of the House of Student Representatives, member of House Executive Board, Frog Aides Executive Board, or Cabinet.
 - Not be an officer in more than a total of two recognized student organizations.
- Students who have been, or currently are, on disciplinary probation with the University are prohibited from running for office.
- Student Affairs staff will verify the eligibility of candidates at the time of filing.

Filing

- The filing period will be set by the Elections & Regulations committee. Filing will open on Sunday, March 3, 2019 and will close Sunday, March 24, 2019.
- All interested candidates must schedule a meeting with member(s) of the Elections & Regulations Committee during the time of filing, upon which time the Declaration of Intent and all other required documents must be submitted.
 - All required documents will be provided by the Elections & Regulations Committee at this time.
- Once a Declaration of Intent is completed and submitted, candidates may not change the position for which they are seeking office.
- Candidates for Student Body Officer positions may not disclose what position they are running for until they have filed with the Elections & Regulation Committee.
 - Disclosure of intended office is permitted so long as the candidate, campaign team, and campaign volunteers are not disclosing their intended office with the purpose of garnering votes (i.e. campaigning).
 - Prior to submitting a Declaration of Intent to run for Student Body Office, the only individuals that can be made aware of a candidate's intended office are campaign team members.

Campaigning

- Campaigning is defined as any public action initiated by either a candidate or a member of the candidate's campaign team to persuade members of the student body to vote for against one or more candidates.



- No campaigning will be permitted before the campaign period begins on March 28, 2019 at 12:01 a.m.
- Campaign teams are limited to 10 undergraduate students, all of which must have specified duties that are relayed to the Elections & Regulations committee during filing.
 - Candidates are permitted to have campaign volunteers carry out duties throughout the campaign process, but neither the candidate, campaign team members, nor campaign volunteers may campaign until the campaign period begins.
- Student organizations may only endorse a candidate once the Organization Endorsement Form has been submitted to and approved by the Elections & Regulations Committee.
 - An endorsement is defined as public support by an organization for any candidate for Student Body Officer, including those acting on behalf of their organization.
 - Organization Endorsement Forms may begin to be submitted once the campaign period begins.
 - Candidates or campaign teams may not reach out to organizations seeking an endorsement, or speak to that organization, prior to the campaign period.
- Campaigning is allowed only on campus.
- Coordination between campaigns for different SBO offices is not permitted.
- No sitting SBO or the Speaker of the House may, in their official capacity, endorse or campaign for a candidate for an SBO office.
- Before campaigning in residence halls, candidates, campaign team members, and volunteers must have the permission of the respective hall director.
- Any campaigning in the BLUU must be approved by the Union Office (Information Desk).
- Any campaigning in other University buildings must be approved by the appropriate entity.
- Campaign materials promoting multiple candidates will not be allowed.
- Unsolicited communication with members of the student body is prohibited.
 - Unsolicited communication will be defined as communication of campaign rhetoric, such as spam and mass messaging, that is deemed unwanted and excessive by the recipient.
- Campaigning within 50 feet of a grouping of 3 or more computers is prohibited on election day only.
- Candidates are not permitted to create their own voting booths.

Campaign Violations and Appeal Process

- Campaign violations include, but are not limited to:
 - Early campaigning
 - Exceeding campaign spending limits
 - Misstating campaign expenses
 - Using campaign methods not permitted per the Election Code
 - Violating the University Code of Student Conduct or other applicable university and SGA policies



- Engaging in any form of negative campaigning, including, but not limited to, defamation of character, libel, slander, or altering an opponent's campaign materials
- All violations will be assessed by the Elections & Regulations Committee, and the appropriate sanctions will be conveyed to the candidate.
- Sanctions may include, but are not limited to –
 - Revoking of tabling privileges
 - Removal of yard signs or other campaign materials
 - Being prohibited to speak to student organizations
 - Revoking of social media privileges
- Should a candidate be found in violation of campaigning procedures and rules, the status of their candidacy will be reviewed.
- The Judicial Board will act as an appellate court for election violation decisions contested by the sanctioned candidate. The candidates must appeal decisions within 48 hours after the Elections & Regulations Committee notifies the candidate of the decision regarding the violation. The Judicial Board must meet to hear appeals within 24 business hours of the candidate contesting the sanction.

Campaign Expenses

- All campaign expenses must be tracked on the Budget Tracking form provided by the Elections & Regulations Committee at the time of filing.
- Student Body Officer funding will be divided equally among candidates in contested races.
- Candidates are limited to \$500 in campaign spending.
- Candidates are not permitted to campaign with, and will not be reimbursed for, purchases that:
 - Items that do not meet TCU's receipt requirements;
 - Receipts that are not turned in within 24 hours of being purchased, throughout campaign period;
 - Purchases made prior to the campaign period that are not disclosed to Elections & Regulations during the time of filing;
 - Purchases made by anyone other than the candidate or campaign manager;
- All run-off elections will be subject to a \$100 spending limit.
 - The procedure for reporting expenses during the run-off will follow the same rules as that of the general election.

Elections and Results

- The general election will be held on Thursday, April 11th and will last from 9:00 a.m. until 11:59 p.m.
- If no candidate for an office or position receives an absolute majority of the votes cast for that office, then a run-off shall be held between the two candidates receiving the most votes, on the days set in the Election Timeline.



- Each student will receive an email sent to their TCU email account with a unique voting link to vote for Student Body Officer. Additional emails/links will be sent for their House of Representative constituencies.
 - All undergraduate students are eligible to vote.
- To win a position, a candidate must receive an absolute majority of the votes cast.
 - An absolute majority is defined as 50 percent of the votes cast plus one additional vote. When determining the number of votes cast, abstentions will be subtracted.
- Winners will be notified by phone the morning of Friday April 12.
- In the case of a run-off, the same rules will apply.

Student Body Officer Special Election

- In the event of the inability of an officer-elect to fulfill his/her duties, the Elections & Regulation Committee has the responsibility to:
 - Call a special election on dates to be set by the Elections & Regulations Chair.
 - Set filing dates that begin no earlier than 20 academic days prior to an upcoming election and shall continue for 5 academic days.
- All other election provisions and rules in the code shall be enforced for this special election with the exception of those listed above.
- Expenditures for candidates in the special election are limited to \$250.00, with candidates in a run-off will have their total spending limit raised an additional \$100.00.

Oath

- The Speaker of the House or Chief Justice of the Judicial Board shall administer the oath of all newly elected Student Body Officers at the regular House meeting directly following the election. The oath shall be as follows:
 - “I (state your name) do most solemnly and sincerely swear to faithfully serve the students of Texas Christian University, to execute the duties and responsibilities of the office I hold, to represent the interests of the student body as a whole, and to maintain and uphold the constitution of the student body, so help me God.”
 - The religious reference may be omitted at the request of the student taking the oath.



Declaration of Intent

I, _____, hereby declare that I am running for the office of Student Body _____ at Texas Christian University for the term beginning on May 13, 2019 and running through May 11, 2020.

I have attended Texas Christian University for _____ semesters (not counting summers) at the time of taking office, and will have completed _____ hours upon the time of taking office (not including hours obtained in the Spring 2019 semester or through transfer, dual credit, summer school credit or AP credit).

My current cumulative GPA at Texas Christian University is _____.

By initialing below, I acknowledge the following:

1. _____ I am currently a full-time, undergraduate student (12+ semester hours) and will maintain full-time, undergraduate student status throughout my term.
2. _____ I will have been a member of the Student Government Association for a minimum of one (1) semester at the time of taking office, as a voting member of the House of Student Representatives, member of House Executive Board, Frog Aides Executive Board, or Cabinet.
3. _____ I have read and fully understand the provisions set forth in the Election Code and Handbook.
4. _____ I agree to abide by all the rules set therein and to contact the Elections & Regulations Chair with any questions about requirements or restrictions that are unclear to me.
5. _____ I recognize that the Elections & Regulations Committee performs a regulatory role during the campaign.



- 6. ____ I understand that the rules set in the Election Code are binding and that any violation of the Code or other SGA governing documents, will result in action being taken against me.
- 7. ____ I agree to contact the Elections and Regulations Committee if I see or hear of any possible violations of the Election Code by my campaign team and volunteers or by the campaign team or volunteers of other candidates.
- 8. ____ I agree to educate my campaign team and campaign volunteers on all guidelines set forth in the Election Code.
- 9. ____ I understand that TCU Student Affairs will verify my credit hours, GPA, and University conduct record to determine my eligibility as a candidate.
- 10. ____ I understand the ballot position is selected randomly.
- 11. ____ I understand the responsibilities of the office I am running for, as set forth in the Student Body Code.
- 12. ____ I understand that if my cumulative GPA or semester GPA falls below a 2.50, or if I withdraw, or graduate from the University, or study abroad, I will be considered having resigned my position.

This Declaration of Intent must be submitted to the E&R Chair by 5:00 PM on Friday March 24, 2019

Signature of Candidate: _____

Date: _____

Signature of Campaign Manager: _____

Date: _____



Organization Endorsement Form

This form must be completed by the leadership of the organization endorsing the candidate and should be submitted to the E&R Chair before public disclosure of the endorsement.

Candidate Name: _____

Organization: _____

Officer #1 Name: _____

Officer #1 Phone: _____ Officer Email: _____

Officer #2 Name: _____

Officer #2 Phone: _____ Officer Email: _____

We, _____ and _____, officers of the above organization do formally affirm that such organization will endorse _____ for the position of _____ by way of our approval and a vote in accordance with our constitution by our members in a regularly scheduled general meeting. With this endorsement, the organization will adhere to all Election Regulations as outlined in the Election Code and Handbook, and will not provide any assistance to a candidate to obtain university resources that he or she would not have access to as an individual student or provide financial contributions of any type.

Office #1 Signature

Officer #2 Signature

Date

Date



House of Representatives at Texas Christian University

Elections & Regulations Committee

105th Student Body Election

By initialing below I, _____, do hereby promise to act to the best of my ability to campaign according to the guidelines set out herein.

_____ I will not violate the spirit of SGA documents, including the Election Code and Student Body Code, in the course of campaigning.

_____ I will act in a manner befitting the office for which I am running at all times during the campaign period.

_____ I understand that, as a candidate for an SGA office, I am seen as emblematic of SGA and will represent the organization in a manner befitting its reputation.

_____ I will act with respect towards other candidates for office and members of the Elections & Regulations committee during the campaign period.

_____ I will conduct my campaign with the intention of furthering a fair, honest, and meaningful election for the members of the TCU student body.

_____ I will conduct my campaign primarily with the intention of furthering the interests of the Student Body.

_____ I take responsibility for the actions of my campaign team/volunteers and will hold them to the same standards set by this document.

_____ I will do my utmost to uphold the provisions outlined herein.

Signature of Candidate: _____

Date: _____

Signature of Campaign Manager: _____

Date: _____



Representative Elections

Eligibility

- Only members of the Undergraduate Student Body may run for, apply, be elected to, or hold office or title within the Student Government Association.
- Candidates must be members of the college or class they wish to represent. Every candidate may run for two constituencies.
- Candidates must be enrolled in at least 6 hours throughout their term.
- Candidates must have a cumulative GPA of 2.50 at the time of filing, and must maintain this GPA throughout their term.
- Students who have been, or currently are, on disciplinary probation with the University are prohibited from running for office.
- Any member of the Student Government Association whose cumulative GPA or semester GPA falls below 2.50 or who withdraws, graduates from the university, or studies abroad will be considered as having resigned his or her position.
- The SGA advisor will verify eligibility of candidates at the time of filing.

Filing

- Representatives will file through an online application made public by the Elections & Regulations committee.
 - Candidates are permitted to run for representative in up to two constituencies.
- Applications will be due by the end of the filing period
- Candidates will be notified when their filing documents have been approved.

Campaigning

- Campaigning is defined as any public action initiated by either a candidate or a member of the candidate's campaign team to persuade members of the student body to vote for against one or more candidates.
- No campaigning will be permitted before the campaign period begins on March 28, 2019 at 12:01 a.m.
- Candidates for representative are not permitted to have campaign teams or volunteers, meaning no one may campaign for the candidate besides themselves.
- Campaign materials promoting multiple candidates will not be allowed.
- Candidates for representative are limited to \$100 in spending for campaigning purposes.
 - Expense reports for campaigning purchases will be provided by The Elections & Regulations committee, and will be due the day following the election.

Campaign Violations/Appeal Process

- Campaign violations include but are not limited to:
 - Early campaigning
 - Exceeding campaign spending limits



- Misstating campaign expenses
- Using campaign methods not permitted per the Election Code
- Violating the University Code of Student Conduct or other applicable university and SGA policies
- Engaging in any form of negative campaigning including defamation of character, libel, slander or altering an opponent's campaign materials
- All violations will be assessed by the Elections & Regulations Committee, and the appropriate sanctions will be conveyed to the candidate
- Sanctions may include, but are not limited to –
 - Revoking of tabling privileges
 - Removal of yard signs or other campaign materials
 - Being prohibited to speak to student organizations
 - Revoking of social media privileges
- Should a candidate be found in violation of campaigning procedures and rules on multiple accounts, the status of their candidacy will be reviewed.
- The Judicial Board will act as an appellate court for election violation decisions contested by the sanctioned candidate. The candidates must appeal decisions within 48 hours after the Elections & Regulations Committee notifies the candidate of the decision regarding the violation. The Judicial Board must meet to hear appeals within 48 business hours of the candidate contesting the sanction.

Elections and Results

- Representative elections will be held on Thursday, April 11th and will last from 9:00 a.m. until 11:59 p.m.
- Students will receive an email sent to their TCU email account with a unique voting link to vote for each of the constituencies they are eligible to vote for.
 - All undergraduate students are eligible to vote.
- The winners of each constituencies will be those receiving the most votes.
- Winners will be announced Friday April 12th via email.

Oath

- The Speaker of the House shall take the oath of all newly elected representatives at the regular House meeting directly following the election. The oath shall be as follows:
 - “I (state your name) do most solemnly and sincerely swear to faithfully serve the students of Texas Christian University, to represent the interests of my constituency and the student body as a whole and to maintain and uphold the constitution of the student body, so help me God.”
 - The religious reference may be omitted at the request of the representative taking the oath.



House Executive Board Elections

Speaker of the House

- The Speaker of the House will be elected at the last House of Representatives meeting of the 104th session and the first meeting of the 105th session.
- Any candidate for Speaker of the House must have served as a Representative within the House of Representatives for at least one semester prior to the semester they assume the position.
- Members of the House of Representatives that wish to run for Speaker of the House must fill out an application provided by the Elections and Regulations Committee.
- Nominations from the floor for the Speaker of the House will only be taken if the position has one or no applicants.
- All current and new members of the House of Student Representatives can vote for the Speaker of the House.

House Committee Chairs

- All Standing Committee Chair elections will occur at the joint session of the House of Representatives, which is the last House of Representatives meeting of the 104th session and the first meeting of the 105th session.
- Any candidate for one of the Standing House Committee Chair positions must have been a voting member of the House of Representatives or of that respective committee for a minimum of one semester prior to running for Committee Chair.
 - Questions concerning committee membership of a potential candidate for committee chair will be determined by the previous chair and Speaker of the House.
- Members of both the current House of Representatives, and the newly elected representatives will elect all standing house committee chair positions.
- Members of the House of Representatives that wish to run for a committee chair position will file an online application provided by the Elections and Regulations committee.
- The deadline to file an application is April 28th, 2019
- Nominations from the floor for Committee Chair positions will only be taken if a chair position has one or no applicants.
- All current and new members of the House of Student Representatives are able to vote for the Speaker of the House.

Elections

- To win a position, a candidate must receive an absolute majority of the votes cast.
 - An absolute majority is defined as 50 percent of the votes cast plus one additional vote. When determining the number of votes cast, abstentions will be subtracted.
- Newly elected committee chairs will take office at the start of the following meeting of the House of Representatives.



- House executive board elections will occur at the joint session of the House of Representatives.
- In the event of a vacancy in office or in filing, the Executive Board will appoint a qualified replacement with a simple majority of the House.

Oath

- The Speaker of the House shall take the oath of all newly elected or appointed House Officers at the regular House meeting directly following the election or appointment.
- The incumbent Speaker of the House or the Chief Justice of the Judicial Board shall take the oath of the newly elected or appointed Speaker of the House directly following the election or appointment. The oath for both the Speaker of the House and House Officers shall be as follows:
 - “I (state your name) do most solemnly and sincerely swear to faithfully serve the students of Texas Christian University, to execute the duties and responsibilities of the office I hold and to maintain and uphold the constitution of the student body, so help me God.”
 - The religious reference may be omitted at the request of the officer taking the oath



Class of 2023 Elections

Eligibility

- Candidates for the Class of 2023 must be first-year students at the university having no more than 24 credit hours upon starting at the university.
- Candidates must be enrolled in a minimum of 6 hours throughout their term.

Filing

- Representatives will file through an online application made public by the Elections and Regulations committee.
- Applications will be due by the end of the filing period
- Candidates will be notified when their filing documents have been approved.
- An election time-line will be provided by the elections and regulations committee at the time of the application opening.

Campaigning

- Campaigning is defined as any public action initiated by either a candidate or a member of the candidate's campaign team to persuade members of the student body to vote for against one or more candidates.
- No campaigning will be permitted prior to the campaign period, which will be set by the Elections & Regulations committee.
- Candidates for representative are not permitted to have campaign teams or volunteers, meaning no one may campaign for the candidate besides themselves.
- Campaign materials promoting multiple candidates will not be allowed.
- Candidates for representative are limited to \$100 in spending for campaigning purposes.

Campaign Violations and Appeals

- Campaign violations include but are not limited to:
 - Early campaigning
 - Exceeding campaign spending limits
 - Misstating campaign expenses
 - Using campaign methods not permitted per the Election Code
 - Violating the University Code of Student Conduct or other applicable university and SGA policies
 - Engaging in any form of negative campaigning including defamation of character, libel, slander or altering an opponent's campaign materials
- All violations will be assessed by the Elections & Regulations Committee, and the appropriate sanctions will be conveyed to the candidate
- Sanctions may include, but are not limited to –
 - Revoking of tabling privileges



- Removal of yard signs or other campaign materials
- Being prohibited to speak to student organizations
- Revoking of social media privileges
- Should a candidate be found in violation of campaigning procedures and rules on multiple accounts, the status of their candidacy will be reviewed.
- The Judicial Board will act as an appellate court for election violation decisions contested by the sanctioned candidate. The candidates must appeal decisions within 48 hours after the Elections & Regulations Committee notifies the candidate of the decision regarding the violation. The Judicial Board must meet to hear appeals within 48 business hours of the candidate contesting the sanction.

Elections and Results

- All students classified as first-year students will receive a unique voting link to their TCU email.
- The winners will be the two candidates receiving the most votes.
- Winners will be announced the day following the election.

Oath

- The Speaker of the House shall take the oath of all newly elected 2023 representatives at the regular House meeting following the election. The oath shall be as follows:
 - “I (state your name) do most solemnly and sincerely swear to faithfully serve the students of Texas Christian University, to represent the interests of my constituency and the student body as a whole and to maintain and uphold the constitution of the student body, so help me God.”
 - The religious reference may be omitted at the request of the representative taking the oath.



Constitutional Referenda

- Dates for referenda and ratification of Constitutional amendments must be announced and posted no less than 14 days and no more than 17 days before polling to permit adequate notice and publicity of all issues.
 - Any vote to amend the constitution must be available through a medium open to all students, this excludes social media platforms.
- All referenda or proposed Constitutional amendments must receive the majority of votes required by the Constitution and the Code to be effective.
- The Elections & Regulations Committee will conduct the election in one business day when it does not coincide with an additional student body-wide vote. If the referendum election coincides with another student body-wide vote, the Elections & Regulations Committee will designate an appropriate time frame for the election.
- All appeals and infractions will be decided upon by the Elections & Regulations Committee
- If the Executive Board determines that the Elections & Regulations Committee Chair has a conflict of interest with the referendum, the Parliamentarian will assume the role of temporary Elections & Regulations Chair, with all responsibilities shifting back to the original Chair after the referendum is completed. Impartiality must be maintained at all times by the committee and the chair.