

***2022 Representative Candidate Packet***

The following document contains important dates, information, and the Election Guidelines. Please read through thoroughly. Thank you for your interest in serving the student body.

- Election Board Chair & her esteemed Committee

## **SPRING 2021 STUDENT BODY ELECTION**

### ***Representative Election Timeline***

Wednesday, January 19, 8:00 AM – Filing for Student Body Officer Candidates opens on SGA website

Tuesday, March 1, 7:00 PM – Filing Closes

Wednesday, March 16, 5:00 PM – Campaigning begins

Wednesday, March 30, 8:00 AM – 10:00 PM – General Election voting day

Thursday, March 31, 7:00 PM – Deadline to remove campaign materials

### ***House of Representatives Executive Board Election Timeline***

Tuesday, April 5, 8:00 AM – Filing opens for House Executive Positions

Friday, April 15, 5:00 PM – Filing Closes for House Executive Positions

Tuesday, April 19, 5:00PM – First meeting of the 109<sup>th</sup> Session of the House of Representatives

# Student Body Officer Elections

## *Eligibility*

- I. At the time of filing, all candidates must:
  - a. Be full-time (12+ semester hours) member of the undergraduate student body.
  - b. Be completing course work on TCU's physical campus in Fort Worth.
    - i. Unless there is an unexpected and complete closure of campus.
  - c. Have completed a total of 36 semester hours, 24 of which must be completed at TCU.
  - d. Have a cumulative GPA of 2.50 at the time of filing.
- II. At the time of election, all candidates must:
  - a. 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 member, Frog Aides Executive Board, or member of Cabinet
    - i. If a candidate has not fulfilled the above requirements, they must attend a minimum of three Student Government Association meetings before the start of the campaign period
      1. Meetings can include: Standing legislative committee meetings, House of Representatives meetings, Frog Aides meetings, and House Executive Board meetings
        - a. The Speaker of the House, standing legislative committee Chair, or Frog Aides Directors will be asked to verify candidate attendance at their respective meetings
- III. During the term of office, all student body officers must:
  - a. Maintain full-time undergraduate (12+ semester hours) student status, with the exception of seniors in their graduating semester.
  - b. Be completing course work on TCU's physical campus in Fort Worth.
  - c. Maintain a cumulative GPA of 2.50.
  - d. Uphold Student Code of Conduct and remain in good standing with the University, as defined by the Dean of Students Office, including remaining off disciplinary probation.
- IV. Students who have been, or currently are, on disciplinary probation with the University (as defined by the Dean of Students Office) are prohibited from running for office.
- V. Student Affairs staff will verify the eligibility of candidates at the time of filing.
  - i. In the event a candidate is ruled ineligible, the candidate will be notified by the SGA advisor.

## *Filing*

- I. All interested candidates must attend a candidate orientation meeting, at which time all required documents must be submitted.
  - a. The filing period will be set by the Elections Board and written into the SBO Candidate Filing Packet.
  - b. All required documents will be provided in the SBO Candidate Filing Packet.
- II. Once the filing period has closed, candidates may not change the position for which they are seeking office.
  - a. A candidate can only run for one Student Body Officer position.

- III. As a requirement of the filing process, all candidates must meet with the sitting Student Body Officer whose position they are intending to run for.
  - a. The sitting SBO will be asked to verify candidate(s) attendance
    - i. Sitting SBOs who host informational candidate meetings may not disclose any information regarding that candidate's intent to run.
    - ii. Sitting SBOs should host information candidate meetings individually and not for groups of prospective candidates.
- IV. Candidates for Student Body Officer positions may not announce their intent to run for a Student Body Officer position nor disclose their chosen position until the filing period closes, and campaign period has begun.
  - a. The only individuals that can be made aware of a candidate's intended office before the beginning of the campaign period are those assisting with the campaign.

### ***Campaigning***

- I. 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 or against one or more candidates.
- II. No campaigning will be permitted before the campaign period begins.
- III. Candidates must submit the name and requested information of all the individuals who assisted in campaigning to the Elections Board.
- IV. Registered student organizations may only endorse a candidate once the Organization Endorsement Form has been submitted to and approved by the Elections Board
  - a. An endorsement is defined as public support by either the leadership or membership of a registered student organization for any candidate for Student Body Officer.
  - b. Any individual, department, or group operated by TCU may not endorse a candidate (ex: TCU Dutchmen, TCU Showgirls, Political Science Department, TCU Football, John V. Roach Honors College, etc.)
  - c. A candidate can seek the use of a TCU student athlete's name, image, or likeness to aide in the candidate's campaign.
    - i. Compensation provided to the athlete by the candidate may not be reimbursed, however is subtracted from the campaign budget.
    - ii. All NIL documentation requested by the Elections Board must be submitted to the Election Board prior to the use of the athlete's name, image, or likeness.
    - iii. All uses of NIL must follow the NIL guidelines provided to you by the Election Board.
  - d. No one besides TCU Registered Student organizations can endorse candidates.
    - i. TCU faculty and staff, Sodexo employees, graduate students can not endorse a candidate.
  - e. Candidates or campaign teams may not reach out to organizations seeking endorsement prior to the campaign period.
  - f. For an organization endorsement to take effect, an endorsement requires either (1) a majority vote of the members of an organization, or (2) the signatures of two officers.
    - i. If an organization endorses via option (1), the organization must be able to certify a vote of their members upon request.
    - ii. If an organization endorses via option (2), public communication of the endorsement must make clear that it is an endorsement only by the leadership.

- V. No sitting SBO or the Speaker of the House may endorse or campaign for a candidate for an SBO office.
- VI. Campaigning is allowed only on campus.
- VII. Coordination between campaigns for different SBO offices is not permitted.
- VIII. Campaign materials promoting multiple candidates will not be allowed.
- IX. Prior to campaigning:
  - a. In residence halls, candidates, campaign team members, and volunteers must have the permission of the respective hall director.
  - b. In the BLUU, must be approved by the Union Office (Information Desk).
  - c. Any other University buildings must be approved by the appropriate entity.
- X. Unsolicited spam or mass communication with members of the student body is prohibited.
- XI. Lottery-style giveaways and prize incentives are prohibited.
- XII. Candidates are not permitted to create their own voting booths.
- XIII. Candidates may not ask to show proof of vote by a student for a particular candidate for any reason.
- XIV. If a candidate is put into either quarantine or isolation during the campaign period due to COVID-19, the election will continue as it was originally planned
  - a. If a candidate is in this situation, the campaign team should act sensibly to carry out the responsibilities of the candidate
  - b. Candidates, as well as campaign teams, are encouraged to follow appropriate COVID-19 precautions in the two weeks leading up to the election, as well as during the campaigning period
  - c. If a candidate is unable to continue their campaign, the situation will be evaluated on a case-by-case basis with the SGA Advisor and Elections Board Chair.

### ***Campaign Violations and Appeal Process***

- I. Campaign violations include, but are not limited to:
  - a. Early campaigning
  - b. Exceeding campaign spending limits
  - c. Inaccurate report of campaign expenses
  - d. Using campaign methods not permitted per the Election Guidelines
  - e. Violating the University Code of Student Conduct or other applicable university and SGA policies
  - f. Engaging in any form of negative campaigning, including, but not limited to, defamation of character, libel, slander, or altering an opponent's campaign materials
- II. All violations will be assessed by the Elections Board, and the appropriate sanctions will be conveyed to the candidate.
  - a. It is the responsibility of the Elections Board to notify the individual who submitted the violation once it has been received if an action has been taken.
- III. The Judicial Board will act as an appellate board for election violation decisions contested by the sanctioned candidate. The candidates must appeal decisions within 24 hours after the Elections Board 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***

- I. All campaign expenses must be reported to the Elections Board using the Budget Tracking Form provided at the time of filing.
  - a. Candidates must report expenses within 72 hours of purchase

- II. Student Body Officer funding will be divided equally among candidates in contested races.
- III. Candidates are limited to \$500 in campaign spending.
  - a. If a candidate is in a race that requires a primary and they ultimately advance to the general election, then the candidate will be given an additional \$100 for the time between the primary and general election.
  - b. If a candidate is in a race that only has two candidates, they will not receive the additional \$100. They will have the \$500 to spend throughout their entire campaign period.
- IV. Candidates will not be provided with TCU's tax-exempt certificate. Any tax paid will count towards campaign spending limits.
- V. Candidates are not permitted to campaign with, and will not be reimbursed for, purchases that:
  - a. Do not meet TCU's receipt requirements
  - b. Purchases not disclosed to the Elections Board
  - c. Purchases made by anyone other than the candidate or campaign manager

### ***Elections and Results***

- I. The general election will be held on the date specified in the SBO Candidate Filing Packet.
- II. On Election Day, each student will receive an email sent to their TCU email account with a unique voting link to vote for Student Body Officers. Additional emails/links will be sent for their House of Representative constituencies.
  - a. All undergraduate students are eligible to vote.
- III. If there are more than two candidates for any position, there will be a primary election two days before the general election.
  - a. The two candidates who receive the most votes from the primary election will move on to the general election.
- IV. If there are not more than two candidates, then the race will go straight to the general election.
- V. For the general election, the candidate who receives the most votes win.
- VI. All candidates will be notified of the election results on the date and time outlined in the SBO Candidate Filing Packet.

### ***Student Body Officer Special Election***

- I. In the event of the inability of an officer-elect to fulfill his/her duties, the Elections Board has the responsibility to:
  - a. Call a special election on dates to be set by the Elections Board Chair.
- II. All other election provisions and rules in this document shall be enforced for this special election.
- III. Expenditures for candidates in the special election are limited to \$250.
  - a. If there is a need for both a primary and general election, the two candidates who advance to the general election will be allocated an additional \$100.

## ***Oath***

- I. 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:
  - a. “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.”
  - b. The religious reference may be omitted at the request of the student taking the oath.

# Representative Officer Elections

## *Eligibility*

- I. Only members of the Undergraduate Student Body may run for, apply, be elected to, or hold office or title within the Student Government Association.
- II. Candidates must be members of the college or class they wish to represent. Every candidate may run for two constituencies.
- III. Candidates must be enrolled in at least 12 hours throughout their term.
- IV. Candidates must have a cumulative GPA of 2.50 at the time of filing and must maintain this GPA throughout their term.
- V. Students who have been, or currently are, on disciplinary probation with the University are prohibited from running for office.
- VI. 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.
- VII. The SGA advisor will verify eligibility of candidates at the time of filing.
- VIII. During the term of office, all student body officers must:
  - a. Maintain full-time undergraduate (12+ semester hours) student status, with the exception of seniors in their graduating semester.
  - b. Be completing course work on TCU's physical campus in Fort Worth.
  - c. Maintain a cumulative GPA of 2.50.
  - d. Uphold Student Code of Conduct and remain in good standing with the University, as defined by the Dean of Students Office, including remaining off disciplinary probation.

## *Filing*

- I. Representatives will file through an online application made public by the Elections Board.
- II. Applications will be due by the end of the filing period.
- III. Candidates will be notified when their filing documents have been approved.

## *Campaigning*

- I. 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.
- II. No campaigning will be permitted before the campaign period begins on the date specified in the Representative Candidate Filing Packet.
- III. Candidates for representative are not permitted to have campaign teams or volunteers, meaning no one may campaign for the candidate besides themselves.
- IV. Campaign materials promoting multiple candidates will not be allowed.
- V. Candidates for representative are limited to \$100 in spending for campaigning purposes.
  - a. Expense reports for campaigning purchases will be provided by The Elections Board and will be due the day following the election.



## ***Campaign Violations/Appeal Process***

- I. Campaign violations include but are not limited to:
  - a. Early campaigning
  - b. Exceeding campaign spending limits
  - c. Misstating campaign expenses
  - d. Using campaign methods not permitted per the Election Guidelines
  - e. Violating the University Code of Student Conduct or other applicable university and SGA policies
  - f. Engaging in any form of negative campaigning including defamation of character, libel, slander or altering an opponent's campaign materials
- II. All violations will be assessed by the Elections Board, and the appropriate sanctions will be conveyed to the candidate
- III. Should a candidate be found in violation of campaigning procedures and rules on multiple accounts, the status of their candidacy will be reviewed.
- IV. The Judicial Board will act as an appellate court for election violation decisions contested by the sanctioned candidate. The candidates must appeal decisions within 24 hours after the Elections Board 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**

- I. Representative elections will be held on the date specified in the Representative Candidate Filing Packet.
- II. 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.
  - a. All undergraduate students are eligible to vote.
- III. The winners of each constituency will be those receiving the most votes.
- IV. All candidates will be notified of the results via email within 48 hours of the close of the election.

## **Oath**

- I. The Speaker of the House or Chief Justice of the Judicial Board shall take the oath of all newly elected representatives at the regular House meeting directly following the election. The oath shall be as follows:
  - a. "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."
  - b. The religious reference may be omitted at the request of the student taking the oath.

# House Executive Board Elections

## *General Qualifications*

- I. During the term of office, all student body officers must:
  - a. Maintain full-time undergraduate (12+ semester hours) student status, with the exception of seniors in their graduating semester.
  - b. Be completing course work on TCU's physical campus in Fort Worth.
  - c. Maintain a cumulative GPA of 2.50.
  - d. Uphold Student Code of Conduct and remain in good standing with the University, as defined by the Dean of Students Office, including remaining off disciplinary probation.

## *Speaker of the House*

- I. The Speaker of the House will be elected at the at the joint session of the House of Representatives which is the last meeting of the 108th session and the first meeting of the 109th
- II. 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.
- III. Members of the House of Representatives that wish to run for Speaker of the House must fill out an application provided by the Elections Board.
- IV. Nominations from the floor for the Speaker of the House will only be taken if the position has one or no applicants.
- V. All current and new members of the House of Student Representatives who are present can vote for the Speaker of the House.

## *House Committee Chairs*

- I. All Standing Committee Chair elections will be elected at the joint session of the House of Representatives which is the last meeting of the 108th session and the first meeting of the 109th
- II. 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.
  - a. Questions concerning committee membership of a potential candidate for committee chair will be determined by the previous chair and Speaker of the House.
- III. Members of both the current House of Representatives, and the newly elected representatives will elect all standing house committee chair positions.
- IV. Members of the House of Representatives that wish to run for a committee chair position will file an online application provided by the Elections Board.
  - a. The deadline to file an application is in the House of Representatives Filing Packet.
- V. Nominations from the floor for Committee Chair positions will only be taken if a chair position has one or no applicants.
- VI. In the case that there are no applicants for a Committee Chair position, floor nominations for members who do not meet eligibility requirements will be entertained.

## *Elections*

- II. To win a position, a candidate must receive an absolute majority of the votes cast.

- a. An absolute majority is defined as 50% of the votes cast plus one additional vote. When determining the number of votes cast, abstentions will be subtracted.
- III. Newly elected committee chairs will take office at the start of the following meeting of the House of Representatives.
  - a. House executive board elections will occur at the joint session of the House of Representatives.
  - b. 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.

### ***Special Election***

- I. In the event there is an executive member unable to fulfill his/her duties, the Elections Board has the responsibility to:
  - a. Call a special election on dates to be set by the Elections Board Chair.
  - b. The election will be structured like that of joint session and the new officer will be elected by the standing members of House.
- II. All other election provisions and rules in this document shall be enforced for this special election.

### ***Campaigning***

- I. Campaigning for House Executive board elections is limited to word-of-mouth.
- II. Campaigning will be contained to voting members of Joint Session of House.
- III. Unsolicited spam or mass communication with members of the student body or SGA is prohibited.

### ***Oath***

- I. 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.
- II. 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:
  - a. "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."
  - b. The religious reference may be omitted at the request of the officer taking the oath