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USUSA Elections Introduction

Dear Candidate,

Congratulations on your decision to participate in this year’s student body officer elections at Utah State University Regional Campuses! I think you will really enjoy the time you spend in campaigning and talking with fellow students. I am excited for the weeks ahead and wish you the best of luck in your campaign. Please don’t feel overwhelmed by the process, I am here to answer any question you may have and I am happy to help.

Please educate yourself on the USUSA Regional Campuses Elections Bylaws, included in this packet. If you have read it in the past, please re-read it, as changes have been made. You will be expected to adhere to the bylaws or face the risk of penalty.

A mandatory election orientation meeting will be held Monday February 13, 2017 at 5:00 p.m. Check with your USUSA Regional Campus Advisor for the location of your local meeting. Please note that you may bring others with you to the meeting, i.e., campaign manager or committee members, but they may not attend in place of you.

You will be able to create and submit a video along with a bio and campaign platform which will be housed on the elections web site as well as featured in the online election software. You can submit your video bio and campaign platform to Kevin Webb at kevin.webb@usu.edu.

All declaration of candidacy forms must be turned into your service region’s/campus’ USUSA advisor by Monday, February 13 at 4:30 p.m.

Please don’t hesitate to reach out with any questions you may have, you can reach me at tiffanyburnhope@gmail.com. You are in for a lot of fun, a great learning experience, and even some personal growth. As an elected member of student government, you will be able to get directly involved with improving student life, decision making on your campus, including student fees, and making USU a better school today, tomorrow, and for future students. I am excited to meet you and pass the torch to the next group of outstanding students!

Congratulations on your decision to run for office. Good luck!

Sincerely,

Tiffany Burnhope
USUSA Regional Campus President
Candidate/Officer Eligibility

In strict compliance with the Constitution of the Utah State University Student Association, Article III, Section 3, candidates for office at Regional Campuses must adhere to the following requirements:

- Carry a minimum of 6 credits per semester as an undergraduate student or 3 credits per semester as a graduate student
- Have a USU cumulative G.P.A. of 2.5 or above and/or an overall cumulative G.P.A. of 2.5 or above
- Free from academic warning, probation, or suspension
- Be willing and able to attend all meetings and carry out all duties as outlined in the officer charter
- Free from USU Student Code violations and/or student conduct probation

For further clarification, reference Article III, Section 3 of the USUSA Constitution below:

Section 3. Eligibility

A. No student shall be eligible to run or apply for any USUSA office if not in good standing. Once in office, any officer who fails to maintain good standing will immediately be placed on probation.

Good Standing applies to both academic and behavioral conduct, which shall be defined as:

1. Carrying a minimum of 12 credits per semester, or considered a full-time student by the School of Graduate Studies during their entire term of office, including the spring semester of election or appointment. Regional Campus and Distance Education students are in good standing if carrying a minimum of six credits per semester as an undergraduate, or a minimum of three credits per semester as a graduate student during the academic year.
2. Maintaining a USU cumulative GPA at or above 2.5 if the student has completed two or more semesters at USU. If the student has not completed two semesters at USU, then the student’s overall college cumulative GPA must be at or above 2.5.
3. Maintaining a GPA of 2.5 or higher, for all semesters while in office, including the spring semester of election or appointment. The summer semester shall only count for or against an officer’s good standing if nine or more credits are taken. However, all summer classes will be calculated into the cumulative GPA.
4. Free from academic warning, probation, or suspension.
5. Free from major USU Student Code violations and/or student conduct probation.
   a. If a student has any pending student conduct hearings, he/she may proceed in running/applying for office. If found guilty the student is subject to removal from office.
# Elections Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Candidate Filing Deadline</td>
<td>Monday, February 13</td>
<td>4:30 p.m.</td>
<td>Advisor</td>
</tr>
<tr>
<td>Mandatory Candidates Meeting</td>
<td>Monday, February 13</td>
<td>5:00 p.m.</td>
<td>IVC</td>
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<tr>
<td><em>Mandatory for all candidates. Campaign managers/committee members may attend if they wish.</em></td>
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<tr>
<td>Candidate Profile Submission Deadline</td>
<td>Wednesday, February 15</td>
<td>5:00 p.m.</td>
<td>N/A</td>
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<tr>
<td><em>Send candidate profile information (video, bio, and campaign platform) to campus advisor – contact list pg. 23</em></td>
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<tr>
<td>Open Campaigning Begins</td>
<td>Monday, February 20</td>
<td>7:00 a.m.</td>
<td>N/A</td>
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<tr>
<td><em>All social and online media campaigning may begin at this time.</em></td>
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<tr>
<td>Primary Elections Begin</td>
<td>Monday, February 27</td>
<td>7:00 a.m.</td>
<td>vote.usu.edu</td>
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<td><em>A primary election will only be held in the case of 3 or more candidates for an office.</em></td>
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<tr>
<td>Primary Elections End</td>
<td>Tuesday, February 28</td>
<td>3:00 p.m.</td>
<td>N/A</td>
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<tr>
<td>Primary Financial Statement Deadline</td>
<td>Tuesday, February 28</td>
<td>5:00 p.m.</td>
<td>Advisor</td>
</tr>
<tr>
<td>Primary Elections Announcement</td>
<td>Tuesday, February 28</td>
<td>6:00 p.m.</td>
<td>Email</td>
</tr>
<tr>
<td>Primary Elections Cleanup Deadline</td>
<td>Tuesday, February 28</td>
<td>11:30 p.m.</td>
<td>Email</td>
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<tr>
<td><em>Primary elections materials for those candidates not advancing to the finals must be fully removed.</em></td>
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<tr>
<td>Final Elections Begin</td>
<td>Wednesday, March 1</td>
<td>7:00 a.m.</td>
<td>vote.usu.edu</td>
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<tr>
<td>Elections End</td>
<td>Thursday, March 2</td>
<td>8:00 p.m.</td>
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<tr>
<td>Final Financial Statement Deadline</td>
<td>Thursday, March 2</td>
<td>5:00 p.m.</td>
<td>Advisor</td>
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<tr>
<td>Elections Cleanup Deadline</td>
<td>Thursday, March 2</td>
<td>10:00 p.m.</td>
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<tr>
<td><em>All candidate’s campaign materials must be removed from campus or fines may be incurred.</em></td>
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<tr>
<td>Final Announcement</td>
<td>Friday, March 3</td>
<td>10:00 a.m.</td>
<td>Email</td>
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***This timeline is subject to change. All changes will be announced to candidates as needed.***
Officer Positions & Compensation

**USUSA Regional Campus Officers**

<table>
<thead>
<tr>
<th>Position</th>
<th>Elected</th>
<th>Fall &amp; Spring</th>
<th>Monthly for 8 Months</th>
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<tbody>
<tr>
<td>RC President</td>
<td>Elected</td>
<td>$3000</td>
<td>$200</td>
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<tr>
<td>RC Executive Vice President</td>
<td>Elected</td>
<td>$2000</td>
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<tr>
<td>Campus Representative</td>
<td>Elected</td>
<td>$1500</td>
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</table>

**Available Positions**

- Regional Campus President (One position available for all service regions)

**USU - Brigham City Service Region**

- Executive Vice President
- Brigham Service Region Representative (2)
- Kaysville Campus Representative (2)

**USU - Tooele Service Region**

- Executive Vice President
- Tooele Campus Representative

**USU - Moab Service Region**

- Executive Vice President

**USU - Southwest**

- Executive Vice President
- Southwest Representatives (2)

**USU - Uintah Basin Service Region**

- Executive Vice President
- Roosevelt Campus Representative (2)
- Vernal Campus Representative (2)

**USU - Salt Lake Service Region**

- Executive Vice President
- Salt Lake Representative
- Orem Representative
Officer Expectations

Knowledge Expectations

- A solid understanding of the purpose of USUSA.
- A working knowledge of the USUSA Constitution.
- A working knowledge of the Student Code of Conduct.
- A solid understanding of your officer charter.
- A working knowledge of the USU Regional Campuses system.
- A working knowledge of your position assignments.

Behavior Expectations

- Professionalism in all your dealings.
- Complete job responsibilities as listed in officer’s charter and/or assigned.
- Be a role model for the USU student body.
- Support USUSA events and activities.
- DWYSYWD (Do What You Say You Will Do)
- Treat the office staff with professionalism and courtesy.
- Provide appropriate and timely information to your advisor and the office staff.
- Do whatever is in your power to enhance the quality of life for students.
- Meet with your advisor on a regular basis and provide feedback on individual, council and university issues.

Fiscal Responsibility Expectations

- Have a working knowledge of your budget.
- Monitor your budget and regularly track your budget balance.
- Remember you are stewards of this money. It is really the students’ money, not yours.
- Have a working knowledge of university fiscal procedures.

Time Expectations:

- Executive Council Meetings* Tuesday 4:00 p.m. As Needed
- RC Executive Council Meetings** Tuesday 5:00 p.m. Bi-Weekly
- Regional Council Meetings*** TBD TBD As Required by Campus
- Assigned University Committees TBD TBD As Required

* Attended by RC President
** Attended by RC President and Executive Vice Presidents of each service region
*** Attended by Executive Vice Presidents and Campus Representatives. Each campus conducts its own regional council meetings.
2017-2018
Mandatory Officer Events

Mandatory Events

USUSA Officer Inauguration  April 20, 2017 5:00 p.m.
New Officer Retreat  May 12-13, 2017
Fall Officer Retreat  August 25-26, 2017
RC Student Fee Board  January 20, 2018*
Campus Specific Events  As outlined by charter or required by advisor

Highly Recommended Events

Utah Leadership Academy (ULA)  May 16-18, 2017

Weekly Meetings

RC Executive Council Meeting*  Bi-weekly, Tuesdays 5:00 p.m.
Regional Council Meeting  Varies by Region

*Mandatory for President and VP’s only
Declaration of Candidacy

A DECLARATION OF CANDIDACY FOR AN OFFICE IN THE
UTHA STATE UNIVERSITY STUDENT ASSOCIATION

I, ________________________________ , do hereby declare my official candidacy for the office of
(Print your name as it should appear on the ballot)
______________________________ within the Utah State University Student Association.
(List of the office that you would like to run for)

A - Number: ___________________________  G.P.A.: ________________________________

Major(s): ______________________________ Minor(s): ________________________________

Credit Hours Enrolled in this Semester: _________  Cell Phone Number: __________________________

Email Address: __________________________

• I do further declare that I have read and I do understand the provisions of the USUSA Constitution and the current
  Elections Bylaws, and that I am willing to comply with them.

• I do further declare that I understand that the dates listed on the Mandatory Officer Dates/Events page of the
  elections packet are part of the duties of the elected position, and should I be elected, I will be available on these
dates as part of my commitment to the office.

• I hereby authorize the Student Involvement and Leadership Center at Utah State University to check my grades for
  eligibility to run for USUSA office; and if elected, during the term of my office.

Date: ________________________________  Signature: ________________________________

I do hereby certify that the above-named student is in compliance with Article III, Section 3, of the USUSA Constitution,
which reads:

No student shall be eligible to run or apply for any USUSA office if not in good standing. Once in office, any officer who
fails to maintain good standing will immediately be placed on probation.

IT IS THE RESPONSIBILITY OF THE CANDIDATE TO CERTIFY ELIGIBILITY WITH A USU Advisor.

______________________________  ________________________________
Campus USUSA Advisor  Advisor or Staff Assistant (for grade certification)
Candidate Profile

The Candidate Profile will be published on the USUSA website.

This information must be emailed to your campus advisor by Wednesday, February 15 at 5:00 p.m. Submissions sent after the deadline may not be published.

NOTE: DO NOT send any attachments. Please cut & paste or type directly into the email the information below. Failure to do so will result in non-publication of your information. SUBJECT LINE: Your subject line must be as follows: USUSA Elections, YOUR NAME, Office you’re running for

Name: ____________________________
Office for which you are running: ____________________________________________
Email: ____________________________ Phone: ____________________________
Gender: M / F  Class Rank: F So J Sr Grad
Hometown: ____________________________  Years at USU: ______
Major(s): ____________________________  Minor(s): ____________________________

Qualifications
List of qualifications that will help you in the office you are running for (Limit to most relevant.):

1.
2.
3.
4.
5.

Goals and/or Plans for Office
Please list your top 5 goals and/or plans you wish to accomplish in office (Limit to most relevant.):

1.
2.
3.
4.
5.

Campaign Platform
In 30 words or less state your campaign platform (Failure to comply with word limit may result in it being edited):

*All submitted content may be edited for clarity and length.
Primary Financial Statement

Each primary candidate must present this list on February 27 or 28, 2017. This statement should include all expenditures and donations used for primary elections. Receipts for items should be attached.

**Election Spending Limit:** $200 for campus representatives, and $400 for Executive Council candidates.

Failure to stay within the spending limit will result in candidate disqualification.

**Please Note:** A primary election will only be held for offices with 3 or more candidates. All information provided on this form is public information.

<table>
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<tr>
<th>Items Purchased</th>
<th>Quantity</th>
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**PURCHASED ITEMS TOTAL**

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<th>Items Donated</th>
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**DONATED ITEMS TOTAL**

<table>
<thead>
<tr>
<th>TOTAL PURCHASED &amp; DONATED ITEMS</th>
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</thead>
</table>
Final Financial Statement

Each final candidate must present this list on March 1 or 2, 2017. You will sign up for an audit time at the Mandatory Candidates Meeting. This statement should include all expenditures and donations used for final elections. Receipts for items should be attached.

Election Spending Limit: $200 for campus representatives, $400 for Executive Council candidates.

Failure to stay within the spending limit will result in candidate disqualification.

Please Note: All information provided on this form is public information.

<table>
<thead>
<tr>
<th>Items Purchased</th>
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<th>Price</th>
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Purchased Items Total

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<tr>
<th>Items Donated</th>
<th>Quantity</th>
<th>Price</th>
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Donated Items Total

Total Purchased & Donated Items
Utah State University Student Association
Election Bylaws

Preamble

The Utah State University Student Association election bylaws govern the election of both USUSA candidates and referenda affecting the USU student body. These bylaws drive their authority from the USUSA Constitution Article III, Section 7.

The foundation of USUSA elections rests on campaign ethics. Therefore candidates, campaign committees and supporters, and proponents and opponents of referenda must follow all university policies, and local, state, and federal law. This includes, but is not limited to, a prohibition of:

A. Bribery, in any form, either to voters or other candidates.
B. Slander.

I. Candidate Requirements
   A. All candidates, including write-ins, shall qualify according to Article III, Section 3 of the USUSA Constitution (the following section related to eligibility are a summary from the constitution and should be automatically updated).
   B. Eligibility
      1. No student shall be eligible to run or apply for any USUSA office if not in good standing. Once in office, any officer who fails to maintain good standing will immediately be placed on probation.
         a. Good Standing applies to both academic and behavioral conduct, which shall be defined as:
            i. Carrying a minimum of 6 credits per semester, or considered a full-time student by the School of Graduate Studies during their entire term of office, including the spring semester of election or appointment.
            ii. Maintaining a USU cumulative GPA at or above 2.5 if the student has completed two or more semesters at USU. If the student has not completed two semesters at USU, then the student’s overall college cumulative GPA must be at or above 2.5.
            iii. Maintaining a GPA of 2.5 or higher, for all semesters while in office, including the spring semester of election or appointment. The summer semester shall only count for or against an officer’s good standing if nine or more credits are taken. However, all summer classes will be calculated into the cumulative GPA.
            iv. Free from academic warning, probation, or suspension.
v. Free from major USU Student Code violations and/or student conduct probation.
   (i) If a student has any pending student conduct hearings, he/she may proceed in running/applying for office. If found guilty, the student is subject to removal from office.

2. If after election a USUSA officer does not maintain good standing in any sense, then the following terms of probation will apply:
   a. Probation will last one semester and serve as an opportunity for the officer to regain good standing.
   b. Any USUSA officer not in good standing will be ineligible to receive their USUSA scholarship; however, the monthly stipend is excluded from this restriction. For those officers not receiving a monthly stipend, they will be eligible to receive $1,200.00 for the semester they are on probation.
   c. Any USUSA officer who fails to regain good standing at the completion of the probation period will be immediately removed from office.
   d. Any appeals to the eligibility criteria may be submitted to the Office of the Vice President for Student Services. Any decisions made by this office are final.
   e. The USUSA Executive Council will have the authority to place an officer on probation by a 2/3-majority vote if the officer is deemed to have acted in a way that is unbecoming of the appropriate office.

C. Write-in Candidates:
   1. Upon entering a race, write-in candidates must file a Declaration of Candidacy.
   2. Write-in candidates will not be included in ads, pictures, or biographies paid for by the Elections Committee.
   3. Write-in candidates must notify the Elections Committee if they choose to participate in forums and debates during USUSA Elections Week.
   4. Write-in candidates will not be present on the primary election ballot and will only be included on the final election ballot if:
      a. A candidate comes in either first or second in total vote count, is eligible to hold office;
      b. And reaches or exceeds 10% of the vote total in the respective election. (See EC Bill 2014-06)
   5. Write-in candidates must abide by the election bylaws.

D. Candidate Requirement Appeals
   1. Truly extenuating circumstances may be cause to appeal candidate eligibility.
   2. The Student Hearing Board may grant exception to candidate requirements based on circumstance. Those wishing to appeal candidacy, see TSC 326.
II. **Timeline**

A. **Deadlines:**
   1. A signed Declaration of Candidacy form is required to be an official candidate. The USUSA campus advisor must sign the form.
   2. If, after the filing deadline, there are no constitutionally-qualified candidates for an office(s), the Elections Committee shall reopen the filing process for that particular office(s), accepting Declaration of Candidacy forms at the date set by the Elections Committee. Notice of the secondary deadline shall be printed in *The Utah Statesman*.

B. Declared candidates must be at the mandatory campaign meeting held by the Elections Committee to review the election policies and procedures, and answer questions. Absence will result in automatic forfeiture of candidacy. While campaign managers are encouraged to come, they cannot take the place of the candidate.
   1. Exceptions are rarely granted. Possible exceptions may include death in the immediate family or hospitalization and must be given in writing by Elections Co-Chairs.

C. **Clean-Up:**
   1. Primary candidates not advancing into final elections are responsible for removal of all campaign materials by the appropriate time set by the Elections Committee on the second night of Elections Week following primary elections.
   2. Final election candidates are responsible for the removal of all campaign materials by 4:00 p.m. on the final day of Elections Week.
   3. A $50 fee will be charged to any candidate who does not clean up all of his/her campaign materials by the appropriate time set by the Elections Committee. If the student does not abide by this regulation, the Hearing Board will meet with the student accordingly.
   4. The Student Hearing Board will investigate any charges of vandalism. USU is not responsible for any acts of vandalism committed by candidates, their campaigns, or their supporters.
III. Voting
   A. Plurality to Elect:
      1. The names of the two candidates on the primary ballot receiving the greatest number of votes shall be placed on the final ballot.
      2. In final elections and special elections, the candidate or ballot item that has the greatest number of votes will be declared the winner.
   B. Ballots:
      1. The names of all candidates for each office shall be placed on the ballot in alphabetical order by last name, along with a space(s) for write-in candidate(s).
         a. All names of all candidates for each office shall be placed on the ballot in alphabetical order by last name, along with a space(s) for write-in candidate(s).
            i. Permanent nicknames, however, may be approved by the Elections Committee (e.g. Bob for Robert, Sue for Susan, etc.).
            ii. Ballots will be accessed via www.vote.usu.edu.
   C. Eligibility to Vote:
      1. Voter must be a current USU registered at a Regional Campus.
      2. In USUSA Presidential and select referenda, elections will be open to all Regional Campus students.
      3. Proxy voting is prohibited.
   D. Counting Votes:
      1. Votes shall be tabulated immediately following the closing of the polls.
      2. No ballots will be accepted after the published time of closing. Votes are tabulated and verified by a committee of two student involvement advisors, one staff member of the Information Technology (IT) department, Elections Co-Chairs, and the USUSA President.
         a. In the event that the current USUSA President is running for office, the officer following the line of authority shall take his/her place.
      3. Tie Breaking Procedures.
         a. Should an exact numerical tie occur between any candidates running for a USUSA elected position, the following procedure has been outlined and established as the method of breaking the tie.
            i. Upon announcement of the final elections results, the tied candidates will be brought together by the Elections Co-Chairs, the current officer in the position of the tied candidates, and at least one of the student involvement advisors to follow these tie breaking procedures.
ii. The tied candidates will be given one hour to choose, at their discretion, whether they would like to participate in a coin toss by neutral party or in a special one-day election to break the tie.

   (i) This election will occur within two weeks of the final announcement, will be on the selected day from 9:00 a.m. to 3:00 p.m., and all election bylaws shall apply (including remaining within the given budget allotment).

   (ii) If the candidates cannot come to a consensus within the hour given, the choice will be removed and a special one-day election will occur.

b. If a second numerical tie should occur between the same candidates, the tie breaking procedure will be a coin toss by a neutral third party.

E. Results:
1. All results are final after votes are tabulated and verified. This extends to candidates, initiatives, referenda, or any other matter submitted to the USU student body for a vote.

IV. Money and Finance
A. Campaign Spending: All campaign expense are personally covered by the candidate
   1. Total Expenditures: money directly spent on campaign materials and supplies
   2. Candidates violating the campaign-spending limit (overspending) will be referred to the Student Hearing Board.
      a. Executive Council candidates shall not exceed $400.
      b. Campus Representative candidates shall not exceed $200.
   3. Audits: All candidates must submit a complete list of receipts for all campaign expenditures and donations to the Elections Committee.
      a. Candidates will be required to have two election audits; one during primary elections and one during final elections. Candidates may be subject to additional audits if deemed necessary by the Elections Committee.
      b. If a receipt for an item is not available, or if the item has been donated, it will be assessed at Fair Market Value by the Elections Committee.
      c. These financial statements must be submitted to the Elections Committee by the specified audit deadlines. In the case of failure to submit a financial statement by the specified deadline, the candidate is disqualified.
   4. Donations: defined as any monetary contributions or physical good used as campaign materials (see Article V.A.3).
      a. The Elections Committee will give a Fair Market Value to donations and other unpurchased material.
         i. Donations are included in the campaign expenditures of $200 or $400.
         ii. Donations or other un-purchased material must be presented to the Elections Committee in writing and may not be used until the candidate has an official response from the Committee. Donations exceeding $50 must have appropriate documentation to be presented to the Elections Committee members serving as auditors.
5. **Fair Market Value**
   a. Fair Market Value: FMV is defined as an estimate of the value of property and services based on what an average buyer would pay to an average seller in the market.
   b. Actual Cost: Actual Cost is defined as the cost presented on an official sales receipt.
   c. All donated materials are to be priced at FMV.
   d. It is the responsibility of the candidate to obtain from the Elections Committee a FMV for any campaign material not appearing on the list provided at the mandatory candidate meeting.
   e. Should a candidate feel that FMV has been determined inaccurately or unfairly, they may submit a written appeal to the SILC Director and the Student Advocate VP who will then make a decision. All decisions by the SILC Director and Student Advocate VP will be final. This decision will then be communicated to the Elections Co-Chairs.
      i. If the Student Advocate VP is running for office, the SILC Director will select an elected student body officer to take their place.

V. **Campaign Rules**

A. Campaigning definitions:
   1. Active: engaging directly with students with the intent of pursuing their vote. Includes any action where a candidate and/or his/her committee are directly soliciting students for votes (e.g. handing flyers directly to students, knocking on doors, etc.).
   2. Passive: any action where a candidate is NOT directly soliciting students for votes. Students may communicate with organizations and individuals to learn the issues facing students to gain insight as to how to address those issues and concerns.
   3. Campaign Materials: any image, text, or physical item with the purpose of garnering attention and increasing awareness for a specific candidate or ballot item.

B. Neutrality:
   1. Elections Committee members, current USUSA officers, and Student Hearing Board members are not allowed to wear campaign materials or publicly endorse any candidate.
      a. Current USUSA officers running for reelection or new position are exempt from neutrality restrictions.
   2. Anyone with violations will be sent to the Student Hearing Board for review.

C. Campaign Committees and Meetings
   1. Campaign committee members are people that are specifically helping candidates campaign and must be current students from USU.
   2. All meetings held by the candidate prior to the filing deadline must be private and arranged by the candidate specifically for the purpose of organizing a campaign.
      a. Social and electronic media may be used for the purpose of communicating with campaign committee members.
D. Pre-Filing Deadline Rules
1. All active campaigning is prohibited prior to the filing deadline. However, students may participate in passive campaigning (see Article V.A.2).
   a. Published/broadcasted campaign materials (e.g. social media, videos, flyers, posters, text messages, emails, radio, etc.) are strictly prohibited.

E. Post-Filing Deadline Rules
1. Printed campaign materials (e.g. posters, cards, flyers, shirts, etc.) are not to be distributed prior to Elections Week.
2. Social and online campaigning may begin one week before primary elections begin, starting Monday at 7:00 a.m.

F. On-Campus Campaigning during Elections Week
1. Candidates are strictly prohibited from active campaigning in classrooms.
   a. Classrooms are defined as any gathering of faculty members and students for the purposes of teaching and learning authorized by USU or any of its units (See USU Student Code of Conduct Article V.3.C).
      i. This includes, but is not limited to, online classroom forums, email lists, and other activities such as field trips and labs.
2. Candidates are not allowed to engage in active campaigning during any USU athletic event, club sport, programming event, or outside of these events while patrons are entering or exiting the building.
   a. Active campaigning is allowed at USUSA events hosted for the purpose of promoting elections and in which candidates are expressly invited to attend and campaign.
   b. This includes, but is not limited to, distributing campaign materials such as posters, banners, buttons, or flyers.
3. Sidewalk chalk and stickers are not allowed.
4. Signs, posters, or banners must have approve from campus administration prior to being hung. They may not be placed on the outside of any campus buildings.
5. Campuses may allow candidates to use digital signage in addition to or in place of physical posters or banners if they choose to.
6. Flyers and other campaign materials must be handed directly to potential voters.
   a. There will be no distribution of materials on vehicles within university parking lots or metered areas.
   b. No campaign materials shall be:
      i. Placed on unapproved bulletin boards (see Article V.F.11).
      ii. Left on tables.

G. USUSA candidates and their respective committee members are not allowed to have students vote on the candidates and/or committee member’s electronic devices. Students may vote on their own device.

H. USUSA candidates and their respective committee members are not allowed to block students’ movement in or out of buildings or rooms in order to force them to vote.
1. Posters
   a. Posters: printed or other types of campaign materials on paper to be hung in appropriate buildings on campus. This excludes digital TV screens.

2. Copyright:
   a. Use of USU, USUSA, and all affiliated organizations’ copyrighted material is prohibited.
   b. Any campaign material must comply with copyright laws. Candidates assume full responsibility for failure to comply.
   c. USUSA, USU SILC, and/or USU claim no responsibility for the illegal use of copyrighted materials by candidates.

I. Social and Electronic Media:
   1. All social and electronic media active campaigning will be restricted from use until the Monday prior to Elections Week starting at 7 a.m.
   2. Facebook
      a. All pages and groups must be kept private until the Monday prior to Elections Week starting at 7 a.m.
      b. Throughout the election process, candidates are not allowed to post on any official university or departmental Facebook pages or groups (e.g. USU, USUSA, College of Humanities and Social Sciences, Huntsman School of Business, etc.).
   3. Twitter
      a. To stay connected to elections activity, candidates may use the official hashtag decided upon by the Elections Committee.
   4. Pinterest, Tumblr, YouTube, and other social media outlets
      a. Candidates may use these platforms as they wish, however, they must comply with timeline rules and must use personal accounts. Use of any official university or departmental social media accounts is prohibited.
   5. Election Video
      a. A video will be made by the Elections Committee of the candidates’ platforms to be added to the USUSA website and social media accounts.
   6. Election Website
      a. All final candidates’ election information (one picture, campaign platform, goals, and qualifications) will be placed on the USUSA website.
   7. Email
      a. The use of electronic mail to actively campaign and solicit votes is prohibited. Mass email is limited to communicating with campaign committee members who have opted into receiving such communications.
   8. Use of campaign materials on vehicles is prohibited.
J. Violations and Penalties
   A. Hearing Board
      1. Jurisdiction
         a. Pursuant to Article V of the USUSA Constitution, the USUSA Hearing Board will hear all election
grievances. The Hearing Board will render a decision on each grievance, and will assess a
penalty if necessary.
      1. The Violation Process will be as follows:
         b. During Elections Week, any charges of violation of campaign regulations will be submitted in
writing to the Hearing Board within 24 hours of the incident, but no later than the closing of the
polls.
         c. If an elections bylaw violation comes to light after the final election results have announced, a
complainant may file a grievance until noon on the day of inauguration.
            i. Prior to the election, there is no time limit, although the Hearing Board will not meet regularly,
and will hear cases on an as-needed basis.
         d. In the event of a violation, or a grievance being filed, both the accuser and accused must be called
before the Hearing Board together. Upon hearing both sides, the Hearing Board will render a
decision and assess a penalty if necessary.
         e. Election results for the office(s) in question will not be made public until all grievances have been
heard by the Hearing Board, ruled upon penalties assess, and the candidate(s) notified of the
decision.
         f. Candidates will be responsible for submitting grievances for his/her own campaign.
            i. Any student must file an election grievance who was affected by or a direct witness to any
violation of election bylaws by campaigns or those campaigning for ballot issues.
         g. The burden of proving that a bylaws violation occurred is on the person filing the grievance.
         h. Explanation of how to file a grievance will be discussed at the mandatory elections meeting.
      2. Penalties:
         i. Penalties from which the Hearing Board may choose are as follows:
            i. Confiscation and/or restriction of campaign materials (e.g. only one sign as opposed to two);
            ii. Restrictions on campaign times (e.g. not being allows to attend town hall meetings or campaign
on campus during certain times);
            iii. Budget restrictions;
            iv. Ordering a new election for a particular office pursuant to Article III, Section 1 of the USUSA
Constitution;
            v. Disqualification of candidate(s);
            vi. Or fines to be paid if the violation is discovered after the election has already taken place.
               (i) Fines shall not exceed the respective candidate’s campaign expenditure limit (see Article IV.A.2.a
and IV.A.2.b).
Elections Contact Information

RC USUSA Advisors
Kevin Webb
Campus: Logan
Email: kevin.webb@usu.edu
Phone: 435-797-3124

Lauri Merrill
Campus: Brigham City/ Tremonton
Email: lauri.merrill@usu.edu
Phone: 435-919-1253

Melissa Thomas
Campus: Kaysville
Email: melissa.thomas@usu.edu
Phone: 801-499-5120

Erin Donahoe-Rankin
Campus: Tooele
Email: erin.donahoe-rankin@usu.edu
Phone: 435-797-9950

Kathryn Porter
Campus: Salt Lake
Email: kathryn.porter@usu.edu
Phone: 385-646-5570

Leslie Woodward
Campus: Uintah Basin (Vernal/Roosevelt)
Email: leslie.woodward@usu.edu
Phone: 435-722-1782

Nancy Glomb
Campus: Southwest
Email: nancy.glomb@usu.edu
Phone: 435-797-3911

Sam Sturman
Campus: Moab
Email: sam.sturman@usu.edu
Phone: 435-797-5103