



## Spring 2012 Election Procedures: Class Council Candidates

1. The Undergraduate Association Spring 2012 elections will be held from 9 AM Wednesday, March 21, 2011 to 5:00 PM Friday, March 23, 2012.
2. The elections will be governed by the Election Code, Campaign Rules Document, as well as these procedures, and supervised by the Election Commission. The commission reserves the right to interpret the Undergraduate Association Election Code and Campaign Rules Document as necessary.
3. CANDIDATE PACKET:

Within this packet you will find the following:

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a. These Election Procedures (2 pages).....	1-2
b. A Description of the Class Council positions.....	3
c. A Checklist of what you need to turn in to run.....	3
d. An Elections Calendar with key events and date.....	4
e. Summary of the Election Code and Campaign Rules.....	5
<b>MAKE SURE YOU READ THIS TO AVOID CAMPAIGN VIOLATIONS!!!</b>	
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h. One Statement of Candidacy Form.....	8
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j. An Official Petition on which you can obtain signatures (10 pages).....	10-13

After you pick up a packet you will be added to the e-mail list <ua-candidates> and will receive important election-related updates and announcement from the list. To ensure that you are on this list type:

athena% blanche ua-candidates

at an Athena prompt and look for your username. If your name doesn't appear, please contact <ua-elect@mit.edu>.

Up to date election information will also appear on the Election Commission's website at <http://mit.edu/ua/elections>.

4. CANDIDATE INFORMATION FORM— Due 5 PM Monday, March 12:

All Class Council candidates must complete this form and return it to the Election Commission.

5. STATEMENT OF CANDIDACY— Due 5 PM Monday, March 12:

The Election Code mandates that all official candidates file the Statement of Candidacy with the Election Commission in order to be validated. A form for you to sign is included in this packet.

6. PETITIONS—Due 5 PM Monday, March 12:

All Class Council must file a petition with the Election Commission to appear on the official ballot. The Election Code mandates that candidates cannot obtain signatures from more than 15% of their constituency. The Election Commission sets the specific number of signature based on Article IV Section 5 of the code.

- a. Candidates for Class Council must obtain 108-160 signatures.
- b. All signers of the sheets must be registered undergraduates of MIT. The election commission will check signature sheets for validity.



- c. When circulating the petition you are only allowed to place campaign materials within the printed box on your petition sheets (it cannot be larger than the box). You may not create multiple copies of this box, set up a campaign website, or campaign in any other way before petitions are due.

7. PETITIONS—Due 5 PM Monday, March 12:

Platform statements explain the principles on which you appeal to voters. There is no set formula for a platform; feel free to be creative. All platforms must be sent electronically to <ua-elect@mit.edu>. You may not be included in the Voter's Guide if your platform isn't turned in on time.

8. PHOTOS:

If you have a picture that you would like us to use in the Voter's Guide, please include it with your platform statement in a web friendly format (jpeg, gif). If you do not have a photo or digital camera available, you can get your picture taken in the UA Office when you turn in your paperwork on Monday, March 12.

9. PROOF OF REGISTRATION— Due 5 PM Monday, March 12

All candidates must be registered students, per the MIT Registrar's Office, in order to be eligible to run. Each candidate must obtain a proof of registration from the Student Services Center (11-120), by add date. Winning candidates that fail to do so will be automatically removed from office.

10. FUNDING AND EXPENSES— Due 5 PM Tuesday, April 3:

Campaign Expenses are limited to \$400 (as per Article V, Section 2C of the election code) but you shouldn't have to spend anywhere near that amount to win. Included in this packet is a form on which you should list all your expenses. The form is due in the Election Commission's mailbox (in the UA office) on the Friday following elections. Please note that you will NOT be reimbursed for campaign expenses.

11. CAMPAIGNING AND RULES:

Included in this packet is the Campaign Rules Document, which contains a complete listing of election rules. To avoid some of the messier situations that have occurred in the past, it is very important that you read through this document. You may also want to look at the Rules and Procedures FAQ. It contains answers to common questions and further clarifies rules with which there have been issues in the past. The FAQ is available online.

Campaign violations are handled by the Campaign Rules Board, a subsidiary of the Election Commission. Please note that the Campaign Rules Board is not the Violations Police; its job is to act on complaints, not actively seek out violations. If you have a complaint with the way anyone is running his or her campaign, first try to negotiate with the offending individual. If all else fails, send a description of the violation and any evidence you may have to <ua-elect@mit.edu>.



## **Class Council Position Descriptions: Spring 2012**

The Class Council is responsible for promoting class unity, organizing class social events, and conducting any other business of the class. The class officers for the Classes of 2013, 2014, and 2015 will be selected in this election.

Positions and typical roles are described below:

**President:**

Runs weekly meetings, coordinates activities of all officers and committees, and serves on the UA Cabinet.

**Vice President:**

Runs meetings in President's absence, may chair a class committee.

**Secretary:**

Records minutes at meetings, keeps a calendar and record of events, may chair a class committee.

**Treasurer:**

Handles budgeting and financial matters.

**Publicity Chairs (1 or 2 people, run as a ticket):**

Keeps class informed of events, produces class newsletter, maintains web page.

**Social Chairs (1 or 2 people, run as a ticket):**

Plans and implements social program, from study-breaks to large scale events

## **Spring 2012 Elections Checklist**

By Monday, March 12 at 5 PM you must:

1. Read all instructions, paying special attention to dates and election procedures.
2. Check if your name appears on the ua-candidates list.
3. Turn in petition signature sheets with 108-160 signatures to the Election Commission.
4. Turn in your signed statement of candidacy to the Election Commission.
5. Turn in proof of registration.
6. Turn in your signed campaign rules acknowledgement statement.
7. E-mail your platform and photo to <ua-elect@mit.edu>.
8. Have your picture taken for the voter's guide in the UA Office, W20-401.

Send questions or concerns to <ua-elect@mit.edu>.

PLEASE NOTE: Late petitions will only be accepted under the circumstances outlined in Article III, Section C of the Election Code. If you need a deadline extension for obtaining your petition signatures, please let the Commission know the reasons for your request prior to the petition deadline. If your request is approved, you will have until the Late Petition Deadline, Friday, March 16 at 12 PM, to turn in your petition. As you are not allowed to campaign until your petition is approved, turning in a late petition will cut down on your campaigning time.



## Spring 2011 Elections Calendar

### **Monday, March 5, 7:30pm**

- Meeting in W20-400 to distribute petitions and discuss election procedures

### **Monday, March 12, 5pm**

- Paperwork collection in the UA Office, W20-401
- Signed statements of candidacy, signed campaign rules acknowledgement form, and candidate information form
- Candidate photos taken for those without access to a digital photo or camera
- Platform statements and photos due via email to <ua-elect@mit.edu>
- Official campaigning begins Wednesday, March 14 at 12:01 pm, if approval email is received.
- Proof of registration due (obtained in 11-120).

### **Friday, March 16, 12 pm**

- Late Petition Deadline (see note at the bottom of page three)

### **Sunday, March 18, 7 pm**

- UAP/VP Candidates' debate in the Student Center, co-sponsored by the Election Commission and the Tech

### **Wednesday, March 21, 9 am**

- Campaigning must cease in Athena Clusters
- All campaign posters in Athena Clusters must be removed by this date
- Electronic Voting Begins

### **Friday, March 23, 5pm**

- Electronic Voting Ends

### **Saturday, March 24, 12:01am**

- Results of the election will be posted

### **Tuesday, April 3, 5 pm**

- Funding forms due in the UA office, W20-401



## Summary of the Election Code and Campaign Rules

### Registration Requirement

- b. All members of the Class Councils, UA Council, and any other body that the UA oversees with democratic, open elections must be provably registered MIT students. Proof of your registration must be provided to the UA by Add Date of the term the elections are held in.
- c. If proof of registration is not provided by Add Date and you win your election you will be immediately removed from office.

### ASA Postering Infractions

- A. Do not break the ASA postering rules. You are responsible for any penalties the ASA hands down to your campaign for breaking these rules. The most relevant rules are that you may only place one poster per public board, that posters can be at most 11"x17" in size, and that you may not poster over other current fliers (i.e., fliers that advertise events that haven't happened yet.)

### Campaign Rules Document Violations

- a. The full Campaign Rules are available at [http://web.mit.edu/elections/current/Election\\_Code.doc](http://web.mit.edu/elections/current/Election_Code.doc). Violations of these rules will result in a penalty handed down to your campaign from the UA ElectComm. These violations and associated penalties are:
  - a. Level I Violations (those that don't give your campaign an significantly unfair advantage)
    - G. These violations include, but are not limited to: Breaking the ASA postering rules (some of which are noted above.)
    - H. The penalties for a Level I Violation can include an official warning from the UA ElectComm and a possible restriction of your campaigning rights.
  - b. Level II Violations (those that violate the spirit of the elections and present a noticeably unfair advantage to your campaign)
    - G. These violations include, but are not limited to: Campaigning without an approved petition, using large drop posters, sending a campaign email to a list that you are not a member of, or chalking on walls.
    - H. The penalties for a Level II Violation can include revocation of certain campaigning forums (no postering in the Infinite, no campaign emails, etc.), suspension of your campaign, and placing "Violated Election Rules" next to your name on the ballot.
  - c. Level III Violations (those that present a grossly unfair advantage to your campaign)
    - G. These violations include, but are not limited to: Tampering with paper or electronic voting systems, Campaigning in Lobby 10 or in Athena clusters on Election Day, or intentionally sabotaging another candidate's campaign.
    - H. The penalties for a Level III Violation can include placing "Violated Election Rules" next to your name on the ballot, complete revocation of campaigning rights, or removal from the ballot.

### Disqualification

- a. Any candidate that commits a severe violation of these elections or the democratic process under which these elections are held may be disqualified if they cannot be sanctioned through the above violations.
- b. Disqualification will be used only as a last resort.
- c. In the event of disqualification, any votes you receive will be the first to be redistributed in the preferential voting system.

### Funding Violations

- A. All candidates must submit a funding form whether they spent any money or not. Candidates that fail to do so and win will be removed from office and replaced by their runner-up.
- B. Any complaints regarding campaign finance will be directed to the Campaign Rules Board subcommittee of ElectComm. They will hand down any sanctions stemming from a complaint.
- C. If you go over the funding limit for your campaign you will be fined the amount you went over the limit. UA JudBoard and the Campaign Rules Board will then hand down additional sanctions if necessary.



## **Candidate Information Sheet for Class Council Candidates**

*Due Monday, March 12 at 5 PM in the UA Office*

### Class Council Candidate Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

### Class Council Candidate Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

*Please attach all your receipts*

Office Campaigned for \_\_\_\_\_

Date	Item Description	Cost
TOTAL SPENT		



## Statement of Candidacy for Class Council Candidates

*Due Monday, March 12 at 5PM in the UA Office*

Pursuant to Article III, Section B (1, d) of the Election Code of the Undergraduate Association, the following statement must be signed before a candidate's name may be placed on the ballot.

*If elected to the office of \_\_\_\_\_ of the Undergraduate Association, I  
\_\_\_\_\_ hereby promise to fulfill all responsibilities of my offices enumerated in the  
Undergraduate Association Constitution, other bylaws of the Undergraduate Association, and the Undergraduate  
Association Election Code. I fully understand that failure to do so will result in my removal from office by the  
Undergraduate Association Council.*

*I also agree to follow all campaign rules and procedures as laid out in the Campaign Rules Document,  
Election Code, and candidate packet. I understand that failure to do so may result in sanctions ranging from an  
official warning to disqualification.*

Signed,

\_\_\_\_\_ Date: \_\_\_\_\_

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If running as a team, each candidate must fill out an individual statement.

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Association Election Code. I fully understand that failure to do so will result in my removal from office by the  
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*I also agree to follow all campaign rules and procedures as laid out in the Campaign Rules Document,  
Election Code, and candidate packet. I understand that failure to do so may result in sanctions ranging from an  
official warning to disqualification.*

Signed,

\_\_\_\_\_ Date: \_\_\_\_\_





**Acknowledgement of Campaign Rules**  
*Due Monday, March 12 at 5PM in the UA Office*

Pursuant to Article V, Section C (3) of the Election Code of the Undergraduate Association, the following statement must be signed before a candidate's name may be placed on the ballot.

*I, \_\_\_\_\_, hereby promise that I have read the Campaign Rules Document in its entirety and will fulfill any fines placed upon me for any campaign violations I commit.*

Signed,

\_\_\_\_\_ Date: \_\_\_\_\_



**Petition for Class Council Candidates**  
*Due Monday, March 12 at 5PM in the UA Office*

**Campaign Materials Box**

Paste anything that represents your campaign here.  
(Be sure to include your name(s) and what you are running for!)

**PLEASE READ BEFORE SIGNING:** The bearers of this petition wish to run for Class Council, and need 107-160 signatures from undergraduates to get on the official ballot. The Class Council is responsible for promoting class unity, organizing class social events, and conducting any other business of the class. Your signature on this petition indicates that you think the bearer deserves to be placed on the ballot for a class office. **Please be aware that your signature is NOT a vote; you may sign petitions for as many candidates as you wish, even if two or more are running for the same office.**

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**(you may not collect more than 160 signatures—collecting additional signatures will be considered as a form of campaigning before campaigning is officially allowed)**