Dear Student,

On behalf of the Undergraduate Association Election Commission, I am delighted that you are interested in running for UA President or Vice President. This is a great opportunity to meet lots of people and lead a remarkable organization.

The Elections Commission is a committee of the Undergraduate Association whose job is to run elections for the Undergraduate Association. In other words, we're all students, just like you. We realize that life at MIT can be hectic and that work can pile up very quickly. We therefore hope to make this election run as smoothly as possible and make sure that all of your questions are answered.

This packet contains a number of important sections, so make sure you read through the whole thing. You should have:

1. This cover letter.
2. A document explaining the positions of UA President and Vice President.
3. A document explaining the logistics of the election as well as its timeline.
4. Rules about campaigning and campaign violations.
5. A statement of candidacy.
6. A form for reporting expenses.
7. A form for collecting petition signatures.

After you finish reading this letter, make sure to carefully read the next two documents, which explain what the UA President and Vice President do, how the election works, and what each of the steps you need to take are to be on the ballot. The documents also list a number of important dates and deadlines for the election, so make sure to make a note of those.

If you have any questions throughout this process, please don't hesitate to email us at ua-elect@mit.edu. Otherwise, good luck and have fun!

Best,

Grace Connors
Chair, UA Election Commission

What the UA President and Vice President do

The UA President and Vice President are the two primary officers of the Undergraduate Association. Candidates run as a ticket.

UA President:

The President serves as Chief Executive Officer of the UA. He or she is the default primary contact person in the UA. The President represents the MIT undergraduate body and attends regular meetings with student leaders, administrators, and faculty. He or she may make statements to local or national media on behalf of the MIT undergraduate body. The UA President sits *ex officio* on a number of committees both inside and outside of the UA.

UA Vice President:

The Vice President assists the President in his or her duties. The Vice President generally oversees inner workings of the UA. He or she helps to manage the various UA committees and regularly meets with committee chairs. The UA Vice President sits *ex officio* on a number of committees both inside and outside of the UA.

The Election for the UA President and Vice President

Elections for the UA President and Vice President run in three phases. The first phase consists of finding a running mate and becoming an official ticket in the election. You and your running mate can do this by notifying the UA Election Commission of your intent to run and collecting petition signatures. During the second phase, candidates carry out their campaigns by advertising themselves to the voters. The third phase consists of voting. All registered undergraduates are eligible to vote in the election.

Phase 1: Intent to run

To become an official candidate in the election, you and your running mate must first notify the Commission and your constituents of your intent to run. This consists of three things:

1. You and your running mate must **both** email the Election Commission at ua-elect@mit.edu to indicate your intent to run. The email must include your **full name**, **phone number**, and **what position (President of Vice President) you wish to run for.** It should also include the **full name of your running mate**. If you would like a photograph of yourself to appear on the ballot (which we strongly recommend), please include it in this email. You should also include a brief (1-2 paragraph) platform, which will appear next to your name on the ballot.

2. You must collect signatures from your classmates. These signatures are called your "petition" to run. To be listed on the ballot, each ticket must collect **no fewer than 495 and no more than 740 signatures** (you and your running mate only need to collect one set of signatures). It is important to understand that the purpose of the petitions is *not* to campaign, and it may not be used as such. See the rules about campaigning for more information.

3. You and your candidate must both sign an official statement of candidacy, which can be found in this packet.

The petition signatures and statement of candidacy must be submitted to the Election Commission in W20-401.

Phase 2: Campaigning

After petition signatures have been collected and reviewed by the Commission, you will be notified that you are an official candidate in the election. At this point, you are free to campaign, according to the rules and guidelines specified in this packet. During this phase, all of the candidates will be invited to participate in a debate open to the entire class body, jointly hosted by the Elections Commission and *The Tech*.

Phase 3: Voting

Voting will open to the class after two weeks of campaigning. Voting is done online and will remain open for a week. Campaigning may continue during the voting period, as long as it continues to follow campaigning rules. Results will be announced by the Commission shortly after the election closes.

All official candidates will be asked to turn in a proof of registration as well as an expense report form as proof that they did not violate the campaign spending limit as outlined in the campaign rules.

Timeline and Deadlines

Phase 1 begins on **Monday, March 2** and closes on **Monday, March 16 at 5:00pm**. All emails, petition materials, and statements of candidacy must be turned in by then. We also highly recommend that you turn in your proof of registration by this point; you can obtain one by going to 11-120 with an MIT ID.

The Commission will review all petition materials and announce the official list of candidates on **Tuesday, March 17**. At this point, Phase 2 will start and all official candidates may begin officially campaigning. The debate, which is open to the entire undergraduate body, will be scheduled for the week after Spring Vacation, exact time and date to follow.

For Phase 3, voting will open (online only) on **Monday, April 6 at 8:00am**, and close on **Friday, April 10 at 5:00pm**. Official candidates will be notified and announced by **Saturday, April 11**.

The absolute latest date by which a proof of registration must be turned in is Add Date (**Friday, March 6**). The election funding form must be turned in after the end of voting on **Friday, April 10.**

Campaigning rules and guidelines

In order for elections to be fair for everyone, we have several rules and guidelines about campaigning. The purpose of these rules is to prevent a candidate from gaining an unfair advantage in the election, or for the legitimacy of the election to suffer due to a perception of unfairness. It is impossible to comprehensively list every possible action one may do to gain an unfair advantage. Therefore, the list below should not be seen as comprehensive. Please follow the spirit of the election.

- There may be **absolutely no campaigning before Monday, 3/16 at 5:00pm**. You may begin campaigning at that time, though official candidates will not be notified until the following day.

  Note that this especially applies to petitioning. All platform information must be confined to the box at the top of the signature sheet. Furthermore, candidates may *not* gather more than 740 signatures.

- Posters must follow the rules of the postering boards they are on. For most public posters, this is the ASA postering rules. For posters inside living groups, the living group's government may set its own rules. No posters may be hung in or near the UA Chambers (W20-400) or UA Office (W20-401). The Election Commission has no rules about the size or contents of the posters, other than MIT's rules and regulations. Note that operators of poster boards may have their own additional rules regarding size or contents of posters.

- Candidates may spend **no more than $210** on their campaign. Before being declared winner, they must present a full summary of their expenses to the Election Commission.

- Chalk may be used as part of the campaign, as long as candidates chalk only on horizontal spaces. Walls and stairs may **not** be chalked.

- Non-excessive emailing may be used as part of the campaign. You may not email students you personally do not know to vote for you. You also may not join mailing lists which you have not previously been a part of with the

intent of emailing out asking for votes.

If the Commission observes or is notified of a violation, it will contact the candidate and notify them. Except in particularly egregious cases, first time violations will be responded to with a formal warning. The Commission reserves the right to levy sanctions ranging from formal warnings up to and including disqualification from the election.

Additionally, the ASA may issue a fine for repeated or egregious postering violations. **Any fines incurred from any campaign activity, including ASA postering violations, are the sole responsibility of the candidate.**

Statement of candidacy
Due Friday, March 16 at 5:00pm in W20-401

You must fill out and sign the following statement of candidacy, and turn it in with your signatures to **W20-401 by Monday, 3/16 at 5:00pm**.

If elected to the office of

_____ of the

Undergraduate Association, I,

_____, hereby promise to fulfill all responsibilities of my office as enumerated in the Undergraduate Association Constitution, Uniform Class Constitution, other bylaws of the Undergraduate Association, and the Undergraduate Association Election Code. I fully understand that failure to do so shall be grounds for removal from office. I agree to follow all campaign rules and procedures as laid out in the candidate packet, and understand that failure to do so may result in sanctions up to and including disqualification from the election.

_____   _____

Signature   Date

Spring 2014 Elections Funding Form
Due Friday, April 10 at 5:00pm in W20-401
Please attach all your receipts

Name _____

Office Campaigned for _____

Date _____

Date	Item Description	Cost
. *TOTAL SPENT*		

Petition for Candidates for UA President/Vice President
Due Monday, March 16 at 5:00PM in W20-401

Campaign Materials Box

Paste anything that represents your campaign here. Be sure to include your name(s) and what you are running for.
No other campaign materials may appear anywhere else on this petition or it will not be accepted.

PLEASE READ BEFORE SIGNING: The bearers of this petition wish to run for as a ticket for UA President/Vice President, and need 495-740 signatures from members of the MIT undergraduate body to get on the official ballot. The UA is responsible for allocating the undergraduate budget, holding events, and representing undergraduate interests to the Institute. Your signature on this petition indicates that you think the bearers deserve to be placed on the ballot. **Please be aware that your signature is NOT a vote; you may sign petitions for as many candidates as you wish.**

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