



Dear Off-Campus Student,

On behalf of the Undergraduate Association Election Commission, I am delighted that you are interested in running for a position of the Undergraduate Associate Off-Campus Representative for the calendar year of 2016. This is a great opportunity to become more involved in the MIT community, get to know lots of people, and learn valuable skills.

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 logistics of the election as well as its timeline.
3. Rules about campaigning and campaign violations.
4. A statement of candidacy.
5. A form for reporting expenses.

After you finish reading this letter, make sure to carefully read the next two documents, which explain what the UA Off-Campus Representative, 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



The Election for the UA Off-Campus Representative for the Year of 2016.

Elections for UA Off-Campus Representative run in three phases. The first phase consists of becoming an official candidate in the election by notifying the UA Election Commission of your intent to run. The second phase consists of campaigning, during which candidates advertise themselves and their candidacy to the voters. The third phase consists of voting. All Undergraduate students who do not live on campus can vote in this election.

Phase 1: Intent to run

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

1. You must email the Election Commission at ua-elect@mit.edu to indicate your intent to run. This email must include your **full name** and **phone number**. If you would like a photograph of yourself to appear on the ballot (which we strongly recommend), please include it in this email. You may also include a brief (1-2 paragraph) platform, which will appear next to your name on the ballot.
2. You must sign an official statement of candidacy, which can be found in this packet.

The 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.

Phase 3: Voting



Voting will open to the class after three days of campaigning. Voting is done online and will remain open for five days. 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 **December 2nd** and closes on **Monday, December 7th 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, December 8th**. At this point, Phase 2 will start and all official candidates may begin officially campaigning.

For Phase 3, voting will open (online only) on **Thursday, December 10th at 8:00am**, and close on **Monday, December 14th at 5:00pm**. Official candidates will be notified and announced by **Tuesday, December 8th**.

The absolute latest date by which a proof of registration must be turned in is **December 10th**. The election funding form must be turned in after the end of voting on **Monday, December 14th**.

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, 12/7 at 5:00pm**. You may begin campaigning at that time, though official candidates will not be notified until the following day.
- 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. However, 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 Monday, 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, 12/7 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

Undergraduate Association
Office of the Elections Commission



ua-elect@mit.edu
<http://web.mit.edu/ua/elections>

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