Dear Member of the Class of 2018,

On behalf of the Undergraduate Association Election Commission, I am delighted that you are interested in running for a position on the Class Council for the Class of 2018. 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 positions on the Class Council.
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 Class Council (and each of its members) does, 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 Class Council does

The Class Councils are responsible for promoting class unity, organizing class social events, and conducting any other business of the class. The members of the Class Council are also called the "class officers" of their class.

Officer positions

Each Class Council typically has six positions, though for some of the positions two people may split the role. The positions are:

- President: The Class President runs weekly meetings with the other officers, coordinates activities of all officers and class committees (if any are formed), and serves as a member of the UA Cabinet.

- Vice President: The Class Vice President assists the President in his or her duties, runs meetings in the Class President's absence, and may chair a class committee.

- Secretary: The Class Secretary records minutes at meetings, maintains a calendar and record of events, and may chair a class committee.

- Treasurer: The Class Treasurer handles budgeting and financial matters for the class, including reimbursing purchases and interacting with the Student Activities Offices.

- Publicity Chair: The Publicity Chair keeps the class informed of events and other business of the Class Council. This may involve publishing a newsletter, maintaining a web page, or communicating with the press. This position may be filled by two people, in which case they must have run as a ticket.

- Social Chair: The Social Chair plans and implements social programs and events. This position may be filled by two people, in which case they must have run as a ticket.

The Election for the Class Council for the Class of 2018

Elections for UA Class Councils 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 and collecting petition signatures. The second phase consists of campaigning, during which candidates advertise themselves and their candidacy to the voters. The third phase consists of voting. All members of the Class of 2018 are eligible to vote in the 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**, **phone number**, and **what position you wish to run for**. 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. If you are running for Publicity Chair or Social Chair and want to run as a ticket with another student, **you must explicitly state their name, and they must email us as well.**

2. You must collect signatures from your classmates. These signatures are called your "petition" to run. To be listed on the ballot, each candidate must collect **no fewer than 115 and no more than 170 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. If you are running as part of a ticket for Publicity Chair or Social Chair, you only need to collect one set of signatures.

3. You must 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.

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, February 15** and closes on **Friday, February 26 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 **Saturday, February 27**. At this point, Phase 2 will start and all official candidates may begin officially campaigning.

For Phase 3, voting will open (online only) on **Monday, March 14 at 8:00am**, and close on **Friday, March 18 at 5:00pm**. Official candidates will be notified and announced by **Saturday, March 19.**

The absolute latest date by which a proof of registration must be turned in is Add Date (**Friday, March 4**). The election funding form must be turned in after the end of voting on **Friday, March 18.**

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 Friday, 2/26 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 170 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. 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 Friday, February 26 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 Friday, 2/26 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 2016 Elections Funding Form
Due Friday, March 18 at 5:00pm in W20-401
Please attach all your receipts

Name _____

Office Campaigned for _____

Date _____

Date	Item Description	Cost
. *TOTAL SPENT*		

Petition for 2018 Class Council Candidates
Due Friday, February 26 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 bearer of this petition wishes to run for a Class Council office, and needs 115-170 signatures from members of his or her class 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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