

## STUDENT TRUSTEE ELECTION PROCEDURES AND GUIDELINES

### BALLOT POSITION

Candidates will have their names placed on the ballot in the order the petitions were received by the **Office of the Board of Trustees (SRC 2071)** beginning at 9:00 a.m. on the first day to file petitions as outlined in the official timeline for the Student Trustee Election. The candidates' ballot position will be the same number which must be shaded on the electronic ballot. In the event that two candidates arrive at the appointed hour set forth in the election timetable to file their petition, a lottery, supervised by the Board of Trustees Secretary will be held to select the ballot position.

The Board of Trustees Secretary will prepare the *Ballot Marking Instructions* for review and approval by the Board of Trustees Secretary.

### CAMPAIGNING RULES

Candidates are strongly encouraged to conduct their campaigns in a manner which upholds the principles of honesty, decency and fair play, as well as the rules and guidelines of College of DuPage. Candidates are strongly discouraged from utilizing campaign materials that misrepresent, distort or falsify facts. Students who fail to uphold standards of honesty and fairness may be charged with violating the Student Standards of Conduct. Some recommendations include forming a campaign team. Only currently enrolled students may campaign for candidates. These people will help you reach as many students as you can! You can also create a theme or platform that will help students connect and want to take the time to vote.

### RULES:

1. You may use posters, flyers (8 ½ by 11), handbills, buttons, brochures, and ads. You may NOT use stickers or chalk or anything that may damage the building structure itself. All posters and flyers must be posted using masking tape only.
2. All campaign materials must be pre-approved by the SLC Advisor by submitting the original of the flyer to the Office of Student Activities prior to the posting.
3. The Student Activities staff will affix an approval date stamp to the originals of campaign material. Students will make copies of those materials after the stamp is used.
4. No candidate will be able to use Student Activities funds, SLC funds or any college funds to support their campaign. All costs are out of pocket unless a club/organization decides to endorse a candidate.
5. Where and when can I post flyers and posters? Until the Friday before elections, you may only put up flyers using the traditional method of submitting 80 copies to Student Activities office. (see Posting Guideline handout.)

In addition, during the week of elections you may post flyers and posters at the ten designated Election Info Spots listed below.

- 1) IC Door #5 entrance area
  - 2) SRC/IC 2<sup>nd</sup> Floor Foyer
  - 3) PE Building Tunnel, First Floor
  - 4) MAC Tunnel, First Floor
  - 5) MAC – (see additional guidelines)
  - 6) M Building Lounge Area
  - 7) K Commons
  - 8) SRC Upper Walkway
  - 9) SRC Lower Walkway
  - 10) Cafeteria Glass Wall near Entrance
6. Only flyers and posters may be posted on the walls, as long as it doesn't cover up any other item. Nothing may be posted on chalkboards, whiteboards, doors, floors, or ceilings. There is a maximum of 300 flyers for this "Day of Posting." These flyers must include the date and time of when voting can take place.
  7. The MAC (McAninch Arts Center) has their own posting policies, and we defer to those after the campaigning materials are approved through Student Activities:
    - a) All posters, signs, flyers, etc. must be approved by MAC staff in AC 201 and may then be displayed only on "Community Boards" located throughout the Center.
    - b) Nothing may be attached to or displayed on any Arts Center walls, doors, counters, or windows. Any unauthorized postings will be removed.
  8. Distribution of campaign materials such as handbills or buttons should be done in a safe and non-harassing or pushy manner (doesn't obstruct traffic or deter students from going to class). Such distribution will not take place on any stairwells, in any doorways, or in any office on campus. Campaigners should make every effort to properly dispose of any campaign materials littering the campus as soon as it is noticed.
  9. Campaigning in classrooms during class time must have the prior approval of respective faculty member.
  10. On Election days there shall be no written or verbal campaigning within 100 feet of the Glen Ellyn campus polling places. Candidates may not loiter within this 100 ft. zone during polling times, nor ask for updates or information of the election volunteers. (see Campaign Boundary Map). The Regional Center and CIL front desk staff will establish and designate a campaigning area away from the polling place. (Elections will be held Monday – Thursday the week before Main Campus

elections at the Regional Centers and CIL's.)

	<u>Regional Centers:</u>	
◦ Addison Center –	301 S. Swift Rd.,	630-942-4649
◦ Carol Stream Center –	500 N. Kuhn Rd.,	630-942-4888
◦ Naperville Center –	1223 Rickert Dr.,	630-942-4700
◦ West Chicago Center –	930 E. Roosevelt Rd.,	630-231-3348
◦ Westmont Center –	650 Pasquinelli Dr.,	630-942-4800
◦ Bloomingdale CIL -	162 S. Bloomingdale Rd.,	630-942-4900

11. Each candidate is responsible for informing any student campaigning on their behalf of these election procedures, including the limitations indicated here. If a campaigner violates these rules, it is considered that the candidate has violated the rules.
12. Campaigners and candidate must remove all campaign materials by Friday at NOON after election day.

### **ADDRESSING CAMPAIGN VIOLATIONS**

Any and all violations to these Campaigning Rules must be brought to the attention of the Advisor of Student Leadership Council, or specified designee(s), in writing in order for them to be addressed or investigated.

Violation complaints submitted prior to the election days should be turned in to the Student Activities office; date and time being noted by the staff accepting the complaint. The staff will ensure that the Advisor or specified designee(s) receives complaints as soon as possible. Violation complaints submitted on the days of the election should be given to the Student Activities staff via email.

The Advisor or specified designee(s) will investigate written complaints accepted as soon as possible. After investigating the complaint, the Advisor or specified designee(s) will recommend action to the SLC Election Commission. Action may include informing candidates or campaigner of the violation or removal of campaign literature. The official receiving the complaint should note action taken and student's response.

Any illegally posted campaign materials will be removed and destroyed as directed by the Advisor. As per the Posting Guidelines of the College, candidates may be assessed a fee for such removal.

Campaign literature posting irregularities and violations of these campaigning rules will NOT be sufficient to warrant voiding the results of the election.

#### Potential Election Violation Consequences:

1. 1<sup>st</sup> report (if justified violation) = warning, plus no more campaigning that day by candidate or campaign team
2. 2<sup>nd</sup> report (if justified violation) = no more campaigning allowed at all by candidate or campaign team
3. 3<sup>rd</sup> report (if justified violation) = automatic dismissal as a candidate (ballot or write-in) and elimination of any campaigning and campaign materials

### **POLL WATCHERS**

Each candidate may have one poll watcher at each polling place at any time. Poll watchers must be currently enrolled College of DuPage students whose identifying information is forwarded to the SLC Advisor via email by the candidate no later than one week prior to the election. Poll watchers shall only observe, must not interfere with nor touch any election materials, and must follow all campaign rules.

### **ELECTION JUDGES and TRAINING**

Election judges will be scheduled by the Director of Student Activities no later than three working days prior to the election. Election judges may be staff and faculty of the college, and/or an outside body as designated by the Director of Student Activities. Additionally, currently enrolled C.O.D. students MAY be approved by Student Activities staff to serve as an election judge. All Election judges will be required to attend a training session so that uniform voting procedures are adhered to at all polling places. The Student Activities staff will schedule and facilitate these training sessions for ALL judges.

### **VOTING PROCEDURES**

The election judge will:

- 1) ask each voter to present a photo I.D., (NO I.D, NO VOTE)
- 2) check to see that the voter is currently enrolled at C.O.D. on the computer Alpha List  
*Note: Regional Center and CIL staff may verify current enrollment through a different process.*
- 3) Voter will print his/her name and town of residence on Application for Ballot form,
- 4) Voter will initial the Application for Ballot form to the left of the voter's signature,
- 5) Judge will Initial or stamp a ballot in the appropriate space

- 6) Judge will give the ballot to the student.

The student will take the ballot to the voting booth to mark the ballot as per the posted instructions.

The student may place the ballot in the box, or give the ballot to the judge who will immediately place the ballot in the box.

WRITE-IN Procedure: A student's name may be written-in on the line provided for the write-in vote on the ballot. There shall be no need to mark any box next to the write-in line. If no vote has been cast for a candidate whose name is pre-printed on the ballot, and the intent of the voter is clear, the write-in vote will be counted. If a write-in candidate receives the most votes, he/she shall be declared the winner if he/she is otherwise qualified to hold the position of student trustee. If a write-in winner is not qualified, i.e., because he/she does not have the requisite GPA, or if a write-in winner declines to assume the office of student trustee, then a vacancy will exist. The vacancy will be filled for the remainder of the term as provided by existing college policy.

#### **COUNTING OF THE BALLOTS**

- The ballot box will remain secured from the time the polling place opens until the counting begins as designated in the official timetable. When the box is not under the supervision of an election judge it will remain in the Student Activities office. Ballot boxes at Regional Center polling places will be secured in a locked office when the polling place closes.
- Ballots will be counted using the Scantron machine. Prior to insertion in the machine, ballots will be checked for over votes, judges' stamp, write-in votes, and any irregularities. Ballots with irregularities will be hand counted as is deemed appropriate and kept separate.
- The Director of Student Activities and at least two special judges, preferably one student, will count the ballots in a closed room according to the timetable. These judges will certify the results of the election immediately after the counting, will notify the secretary of the Board of Trustees, and will post the results outside the Office of Student Activities, on a board designated for Board notices, and at all polling places.
- Each candidate and one registered poll watcher for each candidate as specified in these procedures may observe the counting of the ballots.

#### **OVERALL ELECTION CONTEST**

Any candidate for Student Trustee is entitled to file an election contest petition contesting the results of the election. Said petition shall be presented to the Vice President of Student Affairs, and shall state with specificity the basis of the contest and the relief sought, which may include the holding of a new election or a correction in the tallies, and shall contain the signatures of ten students who voted in the election and who support the election contest. The petition must be filed no later than two working days after the end of the on-campus election. The filing of the petition shall stay the seating of the student trustee until the resolution of the petition.

Campaign literature posting irregularities and violations of these campaigning rules will NOT be sufficient to warrant voiding the results of the election. Election contests shall be strictly limited to those situations where there have been arithmetic errors in the counting of the ballots such that a different candidate should have been declared the winner, or where grave irregularities have made it impossible to determine the true results of the election.

The Board of Trustees, or its designee, shall be responsible for holding the hearing on the election contest petition and shall convene a meeting upon the earliest date as is practical to consider the petition. The Board of Trustees shall have the final authority regarding any election contest. In the event a new election is ordered, the election shall be held at times and on dates specified by the Board of Trustees but no later than thirty days from the date the Board of Trustees renders its decision. Only those candidates who participated in the contested election may participate in the new election.