

IOWA STATE UNIVERSITY

STUDENT GOVERNMENT



ELECTION CODE

Revised October 29th, 2024

Approved November 13th, 2024

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CHAPTER 1

GENERAL PROVISIONS AND DEFINITIONS

1.1 Scope and Purpose

1.1.1 The mission of the Election Commission shall be the fair and proper administration of all elections of the Government.

1.1.2 The Goal of this code is to serve as a guide for The Election Commission and to outline procedures for operating the Student Government Elections. The Election Commission seeks to ensure that elections are:

1.1.2.1 DEMOCRATIC by providing candidates ample time for campaigning and forums for debate.

1.1.2.2 FAIR through enforcement of STUDENT GOVERNMENT Election Law

1.1.2.3 EQUAL OPPORTUNITY by informing students of the requirements and procedures to run for office and providing support or guidance for candidates who may need or desire it.

1.1.3 The Election Commission's task is to inform candidates of this code and moderate the elections. Candidates are encouraged to ask questions.

1.2 Election Law

1.2.1 Student Government Election Law consists of the following:

1.2.1.1 Student Government Constitution – Article V

1.2.1.2 The Student Government Bylaws – Chapters 9 & 10

1.2.1.3 The Election Commission Constitution

1.2.1.4 This Election Code

1.2.2 Election Law specifies how the Election Commission is formed, the membership of the Election Commission, and the responsibilities of the Election Commissioner, Vice Commissioner, Treasurer and Commission Members.

1.2.3 Election Law also sets forth procedures by which all general and special elections are to be run. These procedures are partially specified in the Student Government Constitution and Bylaws. Additional details are specified in this Election Code.

1.2.4 Election Law empowers the Election Commission to strictly enforce these laws in the

course of running the elections. This includes the ability to investigate and punish violations of Election Law. These violations and appropriate penalties are explained in this Election Code. Violations of Election Code which are not listed in Appendix A are subject to fines at the discretion of the Election Commission.

- 1.2.5 The Election Commission may prescribe rules, procedures, and regulations and adjudicate election matters (i.e disputes about petitions, the imposition of fines) in the execution of this Election Code. Such regulations shall not be inconsistent with the Student Government Election Law as defined above.
- 1.2.6 This Election Code shall serve as the standing Election Code of the Student Government. Pursuant to the Bylaws, all necessary changes and alterations to be made to this Election Code shall be communicated to the Speaker of the Senate, who shall author a bill amending this document for consideration by the Student Government Senate
- 1.3 Definitions. To achieve clarity and to serve the purpose of this Election Code, certain terminologies are hereby defined. The Election Commissioner reserves the right to interpret all definitions accordingly outside of the provided definitions list. “shall” is defined as being mandatory. “may” is permissive.
 - 1.3.1 “Campaign” is a candidate, slate, or referendum and their campaign staff who assists in their campaign in winning an election or position on the ballot.
 - 1.3.2 “Campaigning” is defined as the advocacy, efforts on behalf of, and/or advertising of a candidacy or referendum. Campaigning does not include those meetings attended by campaign staff for developing a platform, adopting policy, or conducting business related to the internal affairs of a candidate or slate. Campaign shall also not include the solicitation of signatures.
 - 1.3.3 “Campaign Staff” is a person or group of persons who contribute to developing and implementing a strategy necessary for a particular candidate or slate to win an election.
 - 1.3.4 “Class Four Offenses” is defined as offenses of relation to campaign violations or petitioning.
 - 1.3.5 “Class Three Offenses” is defined as offenses of relation to operational violations.
 - 1.3.6 “Class Two Offenses” is defined as offenses of relation to campaign financing.
 - 1.3.7 “Class One Offenses” is defined as serious offenses of Election Law.
 - 1.3.8 “Election Law” means the laws outlined in the Student Government Election Code, the Student Government Constitution (Article V), and the Student Government Bylaws (Chapters

9 &10).

- 1.3.9 “Endorser” is any eligible person or organization or groups of persons supporting and advocating for the election of any campaign that is identified and acknowledged by the campaign team.
- 1.3.10 “Endorsement” is the official and recognized advocacy or support by an endorser
- 1.3.11 “Executive Slate” shall mean a pair consisting of one (1) presidential and one (1) vice-presidential candidate. Both positions must have a nominee to be considered an executive slate.
- 1.3.12 “Informative Session” shall mean an educational program for prospective candidates in the Student Government Elections outlining rules and procedures outlined in the Election Code and other governing documents.
- 1.3.13 “In-Kind Donation” is any donation, monetary or material to a candidate or campaign by an endorser or non-endorser valued above \$0.
- 1.3.14 “Liaison” is any Election Commission member who serves as an informative representative to campaigns during an election.
- 1.3.15 “Malicious” is intentional or deliberate acts characterized by ill-will or malevolence or a conscious disregard for the integrity of the election code.
- 1.3.16 “Nullification” shall mean the act of declaring an election result invalid and void and shall require the Election Commission to organize a new election.
- 1.3.17 “Petition Signature” shall mean a student signature petitioning for a student-led initiative or a candidate’s spot on the ballot and shall include the signers full legal name, signature if the petition is collected through a physical petitioning sheet, and either their official Iowa State University email or nine-digit University ID. A petition signature is not an accepted petition signature when all three requirements are not included on the form.
- 1.3.18 “Physical Campaign Material” shall mean campaign material that takes physical form, including but not limited to flyers and posters.
- 1.3.19 “Physical Petitions” shall mean student signatures petitioning for a student-led initiative or a candidate’s spot on the ballot that are collected by a printed petitioning form approved by the Election Commission.
- 1.3.20 “Polling Location” shall mean locations designed to assist students on campus in voting for the election by non-biased parties which provides students with electronic capabilities to vote and which are approved by the Election Commission.

- 1.3.21 “Significant Change” means changes made to any document that alter the state of the original document to an unrecognizable degree.
- 1.3.22 “Solicitation” shall be defined as campaigning or seeking petitions.
- 1.3.23 “Third Parties” include individuals or organizations that are not considered a member of the campaign staff.
- 1.3.24 “University club email list” shall be defined as an email listserv that serves the purpose of communicating to the members within that club and/or organization and is created by and for that club and/or organization.
- 1.3.25 “University organization email list” See *University club email list* for definition.

CHAPTER 2

SENATORIAL CANDIDATE REGISTRATION, SEMINARS, and LIAISON ASSIGNMENT

- 2.1 Candidates placed on the ballot for a senate seat shall only register for one of the two seats they are eligible to hold.
- 2.2 Senatorial candidates shall attend at least one (1) informative seminar.
- 2.3 Each senatorial candidate shall receive a packet containing the following:
 - 2.3.1 Senatorial Statement of Intent form
 - 2.3.2 The Election Code
 - 2.3.3 An election timeline including time and locations for all events.
 - 2.3.4 Endorser Forms
 - 2.3.5 Financial Revenue and Disclosure form
 - 2.3.6 Violation Procedures
 - 2.3.7 Any other information the Election Commission deems necessary.
- 2.4 Each Senatorial Candidate shall be assigned a liaison from the Election Commission. Liaisons are responsible to the candidate for assisting in answering questions regarding Election Code. Liaisons and candidates are paired randomly. There shall be no direct conflict of interest between a liaison and candidate.
- 2.5 Prospective senatorial candidates must sign a Statement of Intent form indicating their intent to run for a particular office and must be returned by the date on the election timeline.
- 2.6 Members of the Election Commission shall discuss the rules of campaigning, review the election timeline and campaign expenditures accounting procedures, and take questions from the candidates during informative seminars.
- 2.7 Candidates who are absolutely unable to attend one of the scheduled seminars may fulfill this requirement by contacting the Election Commissioner at least seven (7) days before the deadline for Statement of Intent Submissions.
- 2.8 Those who fail to meet the registration requirements outlined in this chapter and other applicable chapters of the Election Code may run as a write-in candidate. Information for running as a write-in candidate may be found in Chapter 9 of the Election Code.

CHAPTER 3

EXECUTIVE SLATE REGISTRATION, SEMINARS and LIASON

- 3.1 Individuals running in a Student Government Election may run for both Senate and executive office.
- 3.2 Executive candidates and their Campaign Finance Officer shall each attend the special seminar designed for candidates running for executive office.
 - 3.2.1 Members of the Election Commission shall discuss the rules of campaigning, review the election timeline and campaign expenditures accounting procedures, and take questions from the executive candidates and their campaign team.
- 3.3 Executive candidates and/or their Campaign Finance Officer who are absolutely unable to attend one of the scheduled seminars as outlined in 3.2. may fulfill this requirement by contacting the Election Commissioner at least seven (7) days before the deadline for petition submission.
- 3.4 Each executive slate shall receive a packet containing the following:
 - 3.4.1 Executive Statement of Intent form [Link to electronic petition form](#)
 - 3.4.2 The Election Code
 - 3.4.3 An election timeline including time and locations for all events
 - 3.4.4 Endorser forms
 - 3.4.5 Finance Ledger template
 - 3.4.6 Violations Procedures
 - 3.4.7 Any other information the Election Commission deems necessary.
- 3.5 Prospective executive candidates must sign an Executive Statement of Intent form indicating their intent to run for office and returned by the date on the election timeline. Executive slates shall declare their chosen funding mechanism of either private funding or public funding within the Executive Statement of Intent Form. Further regulations regarding private and public funding are outlined in Chapter 6.
- 3.6 The Commissioner or Commission may also approve campaign materials at any time following the submission of the Executive Statement of Intent form. It is recommended that materials requiring lead or printing time are submitted promptly through the campaign approval submission process.
- 3.7 In addition to submitting the Executive Statement of Intent, campaigns must have a selected

Campaign Finance Officer and must apply for a purchasing card at least two weeks prior to the campaign start date. Campaign Finance Officer shall have the opportunity to file the application at the special seminar for Campaign Finance Officer's, organized by the Election Commission Treasurer.

- 3.8 The Election Commissioner shall serve as the liaison for all executive slates. In the event that the Election Commissioner is not able to fulfill this role, the Vice Commissioner shall serve as the liaison.
- 3.9 Those who fail to meet the registration requirements outlined in this chapter and other applicable chapters of the Election Code may run as a write-in candidate. Information for running as a write-in candidate may be found in Chapter 9 of the Election Code.

CHAPTER 4

PETITIONS AND BALLOTS

- 4.1 All candidates and slates are prohibited from unapproved solicitation for petitioning in all Iowa State-owned residence halls and university-owned/operated apartments, as outlined in the Policy Handbook for Residence Halls and University Owned/Operated Apartments. Those wishing to solicit in the halls or apartment communities must be registered with and have the prior approval of the Student Engagement Office and the Director of Residence's Residence Life Office and must submit written approval to the Election Commissioner with the date and time intending to solicit.
- 4.2 All slates, candidates, and student led initiatives and referenda must use the electronic or printed form provided by the Election Commission. The printed form may be reproduced to provide for the required number of signatures.
- 4.3 If a customized petition form is proposed by a student led initiative, it must be reviewed by the Election Commission and approved in a regular meeting prior to usage.
- 4.4 Executive Slate Petitioning
 - 4.4.1 Any student wishing to formally run for Student Government executive office must petition to have their name placed on the ballot. Petition forms shall be issued to each executive slate for the purpose of obtaining signatures. Petition forms shall also be available for candidates through virtual means.
 - 4.4.2 Online petitioning must be made available to campaigns following registration and upon request. Election Commission will create and monitor online petition forms in collaboration with the Advisor. Petitions submitted after the date and time specified in the Election Timeline shall not be considered as the final petition count. Only online petition forms approved by the Election Commission shall be considered.
 - 4.4.3 Petition requirements are further specified in the Student Government Bylaws.
 - 4.4.4 All information collected on petitions shall be considered confidential. The use of such information for any campaign-related purpose without explicit consent of the signatory is prohibited. Once submitted, the petition shall be the sole property of the Election Commission and shall be considered final.

CHAPTER 5

DEBATES

- 5.1 Students at Iowa State University are expected to follow the Principles of Community. All candidates and slates will be held responsible for what is said or their actions by them or by their campaign team, and may be addressed in the debates.
- 5.2 For all debates, moderators shall be required to ask all candidates if they need accommodations to participate in the debates. Additionally, a soundcheck shall be done to ensure that candidates are able to hear the moderators.
- 5.3 Senatorial Debates
 - 5.3.1 In the event that a Senate constituency is at least one hundred and fifty percent (150%) contested, the Election Commission shall contact the relevant constituency council to determine whether it is necessary to hold at least one candidate debate for this seat.
 - 5.3.2 Candidates who fail to attend these debates or are tardy shall be subject to penalties.
- 5.4 Executive Debates
 - 5.4.1 A minimum of two (2) executive candidate debates shall be held.
 - 5.4.2 The Election Commission shall prepare questions used at the debates in collaboration with the Iowa State Daily for the executive debates. In addition, members of the audience shall be able to question the candidates. The Election Commission may discard any questions from the audience on the grounds that it is non-germane, derogatory, or otherwise unsuitable for the candidate debate.
 - 5.4.3 To uphold the integrity of our electoral process, it is mandatory for all slates or candidates to participate in designated debates. Non-compliance will result in specified penalties, distinguishing between tardiness and complete absence.
 - 5.4.4 All students are welcome to submit questions for consideration to the Election Commission in advance of the debate.
 - 5.4.5 The date, time, location, and format of any debate shall be decided by the Election Commission and be provided to the candidates at least one week in advance.

CHAPTER 6

FINANCIAL REGULATIONS DISCLOSURE AND REIMBURSEMENT

6.1 The Election Commission or Election Commission Treasurer may request to see up-to-date records of all campaign revenue expenditures. The candidate or slate must present these records to the Election Commission or Election Commission Treasurer within twenty-four (24) hours of the Commission's or Treasurer's request.

6.2 Senatorial Candidate Financial Regulations

6.2.1 Prior to the deadline specified in the election timeline, each senatorial candidate must file with the Election Commission an accurate and true Revenues and Expense Disclosure form listing all campaign assets, contributions of assets, and criterion expenses. The Revenues and Expense Disclosure form template shall be provided to the candidates by the Election Commission Treasurer. This form shall include the following:

- 6.2.1.1 Name, address, and phone number of the individual or group making financial contributions to your campaign
- 6.2.1.2 The amount of this contribution and the nature and fair market value of any in-kind contribution
- 6.2.1.3 Date contribution was made
- 6.2.1.4 Itemized document listing all goods and services donated to the candidate or slate in-kind
- 6.2.1.5 This form must be supported by original receipts indicating the date the item was purchased, and the name of the provider. Original receipts shall be submitted to the Election Box for review by the Election Commission Treasurer to determine that the receipts concur with a candidate's submitted Revenues and Expense Disclosure form.
- 6.2.1.6 In the event that original receipts are unavailable, the Election Commission Treasurer reserves the right to value such items at fair market value.

6.1.2 The sum of all senatorial candidate's expenditures shall not exceed three hundred dollars (\$300). This figure includes all donations, cash, and tangible in-kind support for senatorial

candidates.

- 6.1.3 Senatorial candidates shall not be allowed to receive public funding and shall be ineligible to use a P-card.

6.2 Executive Slate Financial Regulations

- 6.2.1 Upon the submission of the Executive Statement of Intent form, executive slates must apply for an Election Commission Purchasing Card through Campus Organization Accounting Office with the assistance of the Election Commission Treasurer. It is recommended that executive slates apply at least two weeks prior to the campaign start date outlined in the election timeline.
- 6.2.2 Executive campaigns shall declare their selected finance option of either private funding or public funding by notifying the Election Commission via the Executive Statement of Intent Form as outlined in 3.5.
- 6.2.3 A six-thousand-dollar (\$6,000) balance will be dedicated during the Annual Allocations to the Student Government Operating Account to publicly fund campaigns. Funds will be divided evenly among the total number of executive slates requesting funds from this account.
- 6.2.4 All Executive slates may be eligible to be funded through a public funding option provided by Student Government. A publicly-funded slate's spending limit will be the amount allocated by the Election Commission, the maximum allocation being two thousand dollars (\$2,000).
- 6.2.5 All slates will be allowed to use a private funding option.
- 6.2.6 The spending limit of privately funded campaigns will be equal to the spending limit of publicly funded campaigns as allocated by the Election Commission.
- 6.2.7 Publicly funded executive campaigns are not allowed to receive monetary donations.
- 6.2.8 All executive slates finances will be put into the Election Commission Student Organizations account and will be spent with an Election Commission purchasing card. It falls upon the slates to track their revenue and expenditures, but the Election Commission Treasurer shall also track these purchases and report to the Commission accordingly.
- 6.2.9 The Election Commission Treasurer reserves the right to approve, or reject, campaign expenditures. All unapproved expenditures will be charged to that candidates U-Bill. Executive slates are expected to follow all University Policies surrounding Purchasing-Card purchases and all policies outlined in the Priorities and Criteria.

6.2.10 Executive slates shall file accurate and true finance ledger on a weekly basis with the Election Commission Treasurer listing all revenue and expenses that the campaign has accrued and incurred up to the date of the weekly ledger submission deadline. A final submission of the finance ledger shall be submitted after the elections. The finance ledger template shall be provided to the slates by the Election Commission Treasurer. The weekday to submit the weekly report shall be determined by the Election Commission Treasurer. This form shall include the following:

6.2.11.1 Name, address, and phone number of the individual or group making financial contributions to your campaign

6.2.11.2 The amount of this contribution

6.2.11.3 The nature and fair market value of any in-kind contribution

6.2.11.4 Date contribution was made

6.2.11.5 Itemized document listing all goods and services donated to the candidate or slate in-kind

6.2.11.6 Itemized document listing all goods and services purchased by the slate and shall include documentation of the vendor, date of purchase, payment method (p-card or intramural form), cost per item, quantity, total cost, and intended usage for each item.

6.2.11.7 This form must be supported by original receipts indicating the date the item was purchased, and the name of the provider. Original receipts shall be submitted to the Election Box for review by the Election Commission Treasurer to determine that the receipts concur with a candidate's submitted final finance ledger submission. In the event that original receipts are unavailable, the Election Commission Treasurer reserves the right to value such items at fair market value.

6.2.11 Any publicly funded executive slate wishing to have an expenditure of over five hundred dollars (\$500) must get approval of the Election Commission prior to purchasing.

6.2.12 All executive slates are prohibited from purchasing or utilizing a non-Iowa State University website domain as indicated by University Policy. Executive slates will be allowed web space using the Student Government website. Slates that purchase or utilize a non-Iowa State University website domain shall be reported to the Iowa State Trademark Licensing Office.

6.2.13 After all transactions have properly gone through the entirety of the Workday reconciliation process, the cardholder of the campaign Election Commission Purchasing Card is required to decommission the card utilizing the procedure outlined by the Campus Organization and Accounting Office. Upon successfully decommissioning the card, the cardholder shall notify the Election Commission Treasurer.

CHAPTER 7

ENDORSEMENTS AND IN-KIND DONATIONS

- 7.1 All endorsements shall be filed and approved with the Election Commission before the endorsement may be claimed by the candidate or slate.
 - 7.1.1 All endorsements shall be filed with the Election Commission at the latest on the Friday by 10 pm before the first day of voting.
- 7.2 In the case of a student organization endorsement, the candidate shall provide a statement, signed by the president and an additional office or advisor affiliated with the group, stating that an endorsement has been made. Any contributions or in-kind donations, monetary or non-monetary towards a candidate or slate shall be listed on the Endorsement Form. This includes but is not limited to: signboards, endorser's newsletters delivered to regular members, and letters to the editor authored by an endorser.
- 7.3 Student organizations that are run by an executive slate receiving student fee allocations may make endorsements but may not contribute funds to any candidate or executive slate.
- 7.4 In the case of an individual endorsement, any campaign material distributed by and/or paid for by an endorser are to be included as in-kind contributions on the candidates' Final Revenues and Expenses Disclosures form or slates' finance ledger, and the cost of such contributions shall go against the total expenditures spending limit and are not reimbursable. This excludes endorser's newsletters delivered to regular members, letters to the editor authored by an endorser, and unbiased reports from a media source.
- 7.5 Candidates and slates shall be held responsible for the election-related actions or materials of their endorsers during their campaign, and from any fine resulting from their violations of Election Law based on such actions or materials.
- 7.6 University organizations are prohibited from endorsing any specific candidate or slate.
- 7.7 External organizations or individuals shall be permitted to endorse a specific candidate or slate after the endorsement has been filed with and approved by the Election Commission.
- 7.8 Public candidates may not receive in-kind donations, only privately funded candidates may receive in-kind donations.
- 7.9 Private slates are allowed to in-kind donate monetary funds to themselves but are required to deposit said funds to their purchasing card as required in 6.3.7. Private slates are not allowed to

in-kind donate materials or services to themselves.

CHAPTER 8

CAMPAIGNING REGULATIONS

- 8.1 Campaigning for the Student Government General Election shall officially begin on the date specified in the election timeline. Campaigning prior to the campaign start date shall be prohibited. Penalties for early campaigning are listed in Appendix A.
- 8.2 Campaign activity conducted on behalf of a candidate or slate by an individual who qualifies as a member of the campaign staff, or an endorser shall be considered campaigning.
- 8.3 All members of campaign teams must be current Iowa State students. Knowingly having non-Iowa State students on the campaign teams shall be considered malicious behavior.
- 8.4 Third Parties
 - 8.4.1 All third parties, excluding media sources, that are actively disseminating information on the candidacy of a person or persons or on issues related to a Student Government election shall be required to mark materials with a statement of funding source.
 - 8.4.2 Third parties campaigning on the behalf of a candidate or executive slate shall notify that candidate or slate of any items, such as literature and/or items including but not limited to: flyers, table tents, posters, signs, buttons, and any other materials that will be disseminated containing the name of that candidate or slate.
- 8.5 On the days of voting, there shall be no active campaigning in or within one hundred (100) feet of Election Commission approved polling locations.
- 8.6 Members of the Election Commission and members of the Supreme Court, shall be explicitly forbidden from engaging in any form of campaigning for any particular candidate, slate, or referendum question at any time during the Election Cycle.
- 8.7 Required Campaign Material Stamps for Senatorial Candidates
 - 8.7.1 The Election Commission shall provide all candidates with a list of official Election Commission stamps, for which one (1) stamp design must be used on all campaign material. All required campaign material stamps must be clearly visible.
 - 8.7.2 Senatorial candidates are prohibited from using Iowa State University's trademarks as outlined in the Iowa State University Trademark Management Policy. This includes but is not limited to: vote.iastate.edu, generic campaniles, tornadoes, cyclones, or cardinal-type birds in the designs or any other graphic that may be confusingly similar to an existing ISU mark.
 - 8.7.3 Senatorial candidates can request an exemption of 8.7.2. by submitting a rule waiver form to

the Election Commissioner. Attached to the rule waiver shall be the associated campaign material. The Election Commissioner shall approve or deny the rule waiver request to waive 8.7.2. within forty-eight (48) hours of submission. If approved, the Election Commission shall submit campaign materials to the Iowa State University Trademark Office on behalf of the candidate.

8.7.4 The use of the following terms shall require a rule waiver, and approval from the Election Commission and Iowa State University Trademark Office:

8.7.4.1 Iowa State University

8.7.4.2 Iowa State

8.7.4.3 ISU

8.7.4.4 Cyclones and Cyclone

8.7.4.5 Cy and Clone

8.7.4.6 vote.iastate.edu

8.7.4.7 This list is not exhaustive. For a complete list of allowed marks, refer to the Guidelines for Student and Campus Organizations use of Iowa State University's Trademarks. Materials that utilize marks of Iowa State University must be purchased from a licensed vendor listed in the Iowa State University Trademark Office licensed vendor database.

8.7.5 Consistent with regulations outlined in the Iowa State University Trademark Management Policy, your relationship to the university must be clearly identified. Physical campaign materials must include one of the following statements and must be legible to the naked eye:

8.14.3.3 Election Commission at ISU

8.14.3.4 Election Commission at Iowa State University

8.14.3.5 Election Commission at Iowa State

8.8 In order for the Election Commission to accurately account for budgeted campaign material, all election material, outside of that used solely on social media, must be approved with a statement of funding by the Election Commission prior to dissemination (In example: Paid for by the Smith-Anderson Campaign).

8.9 All publicly disseminated campaign materials must include a statement of funding source. Any candidate's campaign materials that have not been stamped or otherwise approved by the Election Commission shall be taken down at the discretion of the Election Commission.

8.10 Required Campaign Material Stamps for Executive Slates

8.10.1 The Election Commission shall provide all slates with a list of official Election Commission

stamps for use on campaign materials, for which one stamp design must be used on all campaign material. All required campaign material stamps must be clearly visible.

8.10.2 Executive slates are required to submit all campaign materials subject to Trademark rules to the Iowa State University Trademark Office following the approval of the Election Commission.

8.10.3 Materials that utilize marks of Iowa State University must be purchased from a licensed vendor listed in the Iowa State University Trademark Office licensed vendor database.

8.10.4 Exceptions to campaign material stamps may be requested by a rule waiver. In order to be exempt from regulations set forth in the Iowa State University Trademark Management Policy, written approval must be obtained by the Iowa State Trademark Licensing Office and be documented by either the Election Commissioner or your liaison.

8.10.5 In order for the Election Commission to accurately account for budgeted campaign material, all election material, outside of that used solely on social media, must be approved with a statement of funding by the Election Commission prior to dissemination (In example: Paid for by the Smith-Anderson Campaign).

8.10.6 All publicly disseminated campaign materials must include a statement of funding source. Any publicly funded campaign must include the phrase “Paid for with student activity fees” on all campaign material. Any candidate or executive slate campaign materials that have not been stamped or otherwise approved by the Election Commission shall be taken down at the discretion of the Election Commission.

8.10.7 Consistent with regulations outlined in the Iowa State University Trademark Management Policy, your relationship to the university must be clearly identified. Physical campaign materials must include one of the following statements and must be legible to the naked eye:

8.10.7.1 Election Commission at ISU

8.10.7.2 Election Commission at Iowa State University

8.10.7.3 Election Commission at Iowa State

8.11 Policies regarding the Memorial Union

8.11.1 Chalking is prohibited on all Memorial Union grounds.

8.11.2 Policies located within the Iowa State University Memorial Union Facility Use Policy must be followed.

8.12 Policies regarding Student Engagement

8.12.1 All candidate or slates must conform to policies set out in the Student Activities Center Student Organizations Resource Manual. Any candidate or slate may request a rule waiver by scheduling a meeting with the Election Commissioner and the Assistant Director for

Student Engagement.

8.12.2 Rule waivers shall be scheduled at least forty-eight (48) hours in advance. Failure to schedule a rule waiver shall be considered as a violation.

8.13 All candidates and slates must adhere to all University, Local, State and Federal laws.

8.14 Campaigning by e-mail or Internet Message Boards

8.14.1 Students at Iowa State University pay a mandatory computer fee, so campaigning by e-mail or internet message boards does not contain a value that is required to be accounted in the Final Revenue and Expenses Disclosure Form.

8.14.2 All electronic campaigning, including but not limited to social networking, must at all times conform to the University Code of Computer Ethics. Candidates and slates may be subject to disciplinary action by the Iowa State University Information Technology Services.

8.14.3 Use of a university club or organizations email list must be approved by the club or organization through a use agreement. A copy of this agreement must be filed with the Election Commissioner prior to use of the list.

8.14.3.1 Candidates and slates shall not collect individual students emails through the Iowa State Directory to distribute electronic campaigning material. Candidates and slates shall have individuals sign up for candidate notifications using a consent form which shall include the constituents print name, email and/or phone number, Student ID number, and signature if creating a listserv for campaigning purposes. Constituents must be able to unsubscribe from candidate notification services.

8.14.3.2 If any member of a list should object to receiving campaign-related material, candidates and slates must either remove the individual from all lists being utilized, or, in the case of a list owned or associated with another group, immediately cease use of that list.

8.14.3.3 Campaign materials distributed through e-mail must be carbon copies to the Election Commissioner and must bear the following text as either a header or footer:

1. **“This message is not a random mailing. It is being <sent/posted> by <candidate/slate>, a candidate for Student Government <office name>. If you do not wish to receive messages of this type in the future, please send e-mail to that effect to the originator of the message and the STUDENT GOVERNMENT Election**

Commissioner at <election commissioner email address>.”

2. Failure to carbon copy an email to the Election Commissioner or failure to secure written authorization from the owner of a list prior to its use shall be subject to a minimum penalty per incidence. Penalty is listed in Appendix A.
 - 8.14.3.4 If a campaign is sending multiple copies of the same or similar email to students, the Election Commissioner may require that only one copy of the email is carbon copied, and that the rest may be disseminated without a carbon copy as long as no significant changes are made. The Election Commission holds the right to decide what does and does not constitute significant change.
 - 8.14.3.5 Campaigns are subject to adhere to the regulations that are set forth on specific electronic media such as website or message board regulations.
 - 8.14.3.6 Candidates and slates shall not purchase any university email list from the Office of the Registrar for the purpose of sending campaign material. The cost of the list shall be a non-criterion expenditure.
- 8.15 Contests between student organizations and groups, including but not limited to university residences, Chapter Facilities, or college councils, which requires the voter to reveal personal information, are prohibited. Penalties against members or groups for withholding this information are also prohibited. Student organizations may keep records of voter turnout however the use of such records, other than for statistical purposes, is prohibited. Voter turnout drives and programs to assist voters are encouraged, but personal information may not be required of those participating.
- 8.16 Consistent with finance regulations set forth by the Campus Organizations Accounting office (COA), all candidates and slates are prohibited from operating a raffle event.
- 8.17 Intentional false, spoken or written, statements by a campaign, damaging to an opposing candidate or slate's reputation shall be considered as malicious behavior.
- 8.18 All senators are required to complete two outreaching credits. Details on what constitutes a credit can be found in Appendix B of the Election Code. Senators are expected to alert the Election Commission within forty-eight (48) hours prior to the event and provide a source of visual evidence of completing the event. Any event not listed in Appendix B must receive written approval by the Election Commissioner.
- 8.19 The Election Commissioner shall work with the executives slates to establish a time for each campaign to meet with the Commissioner, Treasurer, and Vice Commissioner.

- 8.19.1 This meeting shall occur once a week, or more as needed, over the course of the campaign.
- 8.19.2 Slates, both the Presidential and Vice-Presidential candidates, shall be required to attend at least three (3) meetings. If either the Presidential or Vice-Presidential candidates are unable to attend, the meeting shall be rescheduled.
- 8.19.3 In the event that the Commissioner, Vice Commissioner or Treasurer are unable to attend, a general member of the Election Commission shall serve as a substitute.
- 8.20 Candidates and slates are prohibited from reserving signboards under the Election Commission or Student Government. Student Organizations may in-kind donate signboard reservations for candidates and slates. Any fees incurred by a candidate or slate reserving signboards for campaigning is responsible for those fees.
- 8.21 Executive slates running for executive office shall not be allowed to purchase and/or own a website domain outside of the iastate.edu domain. Executive slates will be given free web space through the Student Government website.
- 8.22 Social Media
- 8.22.1 Candidates and slates are allowed to organize social media pages before the campaign start date, as specified in the Election Timeline. These social media platforms must remain on a private, hidden mode until the campaign start date.
- 8.22.2 Any candidate or slate that is found to own a public social networking site campaigning on their behalf prior to the campaign start date shall be subjected to a penalty.
- 8.22.3 Executive slates shall be allowed to purchase digital advertisements with the approval of the Election Commission and Iowa State University Trademark Licensing Office. Digital advertisements shall bear the Election Commission stamp in accordance with code 8.8.
- 8.23 All candidates and slates shall be prohibited from entering a legally binding contract regarding the policies they will enact or support when elected.
- 8.24 Campaigns shall not represent themselves as the entity of Student Government or as Election Commission.
- 8.25 All campaigns must adhere to policies stipulated in the Iowa State University Trademark Management Policy and the University Domain Name Policy. Trademark violations shall be directed to the Iowa State University Trademark Licensing Office.
- 8.26 All candidates and slates are prohibited from unapproved solicitation in all Iowa State owned residence halls and university owned/operated apartments, as outlined in the Policy Handbook for Residence Halls and University Owned/Operated Apartments. Those wishing to solicit in the halls or apartment communities must be registered with and have the prior approval of the Student Activities Office and the DOR Residence Life Office and must submit written approval to the Election Commissioner with the date and time intending to solicit.

8.27 Campaigns are permitted to use student and house mailboxes to disseminate campaign material but must follow all policies and procedures outlined by the Department of Residency. Written permission must be submitted to the Election Commissioner prior to dissemination of campaign material.

8.28 The Process of Decommissioning a Campaign

8.28.1 All physical campaign materials must be removed by the date outlined in the Election Timeline. It is recommended that campaigns recycle their campaign materials.

8.28.2 Campaigns which fail to remove campaign material by the specified date may be subject to a penalty.

CHAPTER 9

WRITE-IN CANDIDATES

- 9.1 Write-in campaigns are forbidden to participate in any official Student Government sponsored events, such as but not limited to debates. Write-in campaigns are not entitled to promotions and outreach conducted by the Student Government (i.e Student Government Website).
- 9.2 Any student wishing to run as a write-in candidate is strongly encouraged to contact the Election Commissioner and obtain a copy of the Election Code. All Iowa State University students are eligible to run as write-in candidates, even if they have not contacted the Election Commission, provided they are eligible to hold office.
 - 9.2.1 Write-in candidates are not required to submit a petition to the Election Commission and are not eligible for any campaign reimbursement funds.
- 9.3 Write-in candidates are subject to all university policies and the Election Law including but not limited to policies specific to designated polling locations. Failure to abide by these policies may result in disciplinary actions taken by the Dean of Students office. If a candidate violates these policies and is successful in winning the election, their behavior may be considered an extreme malicious violation of Election Law and be subjected to penalties as listed in Appendix A.
 - 9.3.1 Failure to abide by student policies will be dealt with by the Dean of Students.
 - 9.3.2 Failure to abide by Election Law will be dealt with by the Election Commission.
- 9.4 Senatorial write-in candidates shall submit the Final Revenues and Expenses Disclosure form before they are eligible to receive the office for which they are running. Executive write-in candidates shall submit the Finance Ledger before they are eligible to receive the office for which they are running.

CHAPTER 10

CONSTITUTIONAL AMENDMENTS, REFERENDUM QUESTIONS, AND STUDENT INITIATIVES

- 10.1 A student or group may seek to put forth a constitutional amendment or student initiative by presenting the Election Commission with the exact text of the proposed constitutional amendment or student initiative and requesting petition forms. The Election Commission shall create a customized petitioning form with the exact text of the proposed constitutional amendment or student initiative clearly visible to the reader.
- 10.2 In accordance with the recognized “Powers of the Student Body” as delineated in the Constitution, the students of the university may put forth a constitutional amendment or student initiative by presenting a petition signed by two-thousand (2,000) Iowa State University students. These signatures shall be checked by the Election Commission in the same manner as prescribed in Chapter 4 Petitions and Ballots, and/or the relevant clauses of Chapter 14 Provisional Procedures, should they be invoked by the Election Commission. Should an initiative meet the petitioning requirements, the Election Commission shall hold a special election on the question.
- 10.3 The Election Commission shall create a common language description of the benefits and consequences for each constitutional amendment, student initiative, or referendum that is to be placed on the ballot and will be the final authority on all information in the description. The Election Commission shall place the common language description on the ballot. The Election Commission shall publish all amendments, initiatives, or referenda that are to be placed on the ballot and their respective description in the Iowa State Daily prior to the opening of the polls.
- 10.4 Campaigns and campaign materials concerning constitutional amendments, student initiatives or referenda shall be exempt from all spending limits and shall not require prior approval of the Election Commission, unless such material expresses an explicit connection to a candidate or slate.
- 10.5 Any campaign materials-whether circulated by candidates, slates, or third parties pertaining to constitutional amendments, referenda, or initiatives-with explicit reference to any candidate or slate must be approved by the Election Commission and shall be subject to the rules concerning candidate and slate campaign materials. A statement of funding source is required on all printed campaign materials.

CHAPTER 11

PENALTIES

- 11.1 Any candidate or campaign found guilty of violating Student Government Election Law shall be assessed a penalty based on but not limited to the violation penalties as outlined in Appendix A. The Election Commission reserved the right to handle alleged violations on a case-by-case basis. First violations may be subject to warning pending severity.
- 11.2 All penalties shall be paid out-of-pocket by the executive slate that has been assessed a penalty, unless otherwise stated by the Election Commission.
- 11.3 At the discretion of the Election Commission, the candidates can be subject to an alternative remedy consisting of, but not limited to: freezing of financial spending for a determined period of time, incremental financial deduction of the total capped spending limit, and limitations on campaigning or removal from ballot.
- 11.4 The Election Commission shall have the authority to issue a warning and/or a cease-and-desist letter to campaigns over an action that may constitute a violation of Election Law.
- 11.5 Slates shall be required to comply with penalties imposed by the Election Commission.
- 11.6 Extreme malicious violations may include, but are not limited to, buying votes, bribery, harassment of opponent voters, or the Election Commission, and shall result in disqualification and nullification of contest and be it further. Extreme malicious violations of Election Law may result in the candidate or slate being barred from future Student Government Elections, non-appealable to future Election Commissions, with a two-thirds vote of the Election Commission.
- 11.7 Extreme malicious violations of Election Law by a winning candidate, as determined by two-thirds of the Election Commission, will result in a nullification of the contest in question. After an affirmative nullification vote by the Election Commission, there shall be an automatic appeal to the Student Government Supreme Court on whether to uphold or reverse the ruling of the Election Commission.
- 11.8 In the case that a candidate or slate is unable to receive a financial penalty, campaign materials valued at the penalty shall be impounded by the Election Commission. If the Election Commission is unable to impound campaign materials, the Election Commission may seek alternative remedies as outlined in 11.3.
- 11.9 Winning candidates or campaigns must be in good standing with the Election Commission prior

to the day of election certification to receive their respective seat or office. Failure of winning candidates to be in good standing may result in disqualification or nullification of contest during the election certification process. Failure to be in good standing includes but is not limited to unpaid penalty fines or failure to submit the Finance Ledger or Final Revenue and Expense Disclosure form.

- 11.10 If the Election Commission suspects that the violation also violates the Student Disciplinary regulations, or any applicable university policies, local, state, or federal law, the Dean of Students Office shall be notified.

CHATER 12

POLLING LOCATIONS AND PROCEDURES

- 12.1 No registered student at Iowa State University shall be denied the opportunity to vote in any Student Government election. Each eligible voter shall have the following areas of voting eligibility: executive slates, residence area senators, college area senators, and referenda questions and student initiatives. For each of the senate seat constituencies, the voter shall be allowed to cast a number of votes up to and including the number of open seats for the constituency.
- 12.2 To better ensure the fairness of Student Government election procedure, randomizing computer technology will be used to maximize the effectiveness of the electronic balloting system. Every candidate thus has an equal chance of being placed at the top of every ballot cast.
- 12.3 Voting shall occur in a manner designed to protect each voter's confidentiality. A secure Internet website provides access to all students, minimizes the possibility of voter fraud, allows ballot position to be randomized, and allows a high degree of confidentiality. At this website, the voter shall be required to enter their valid Iowa State University NetID and password. Students who do not have an Iowa State University NetID or password shall be assisted by an Election Commission member.
- 12.4 All students voting shall be verified as current Iowa State University students upon logging in to the website. The voter shall then digitally sign the "Voter's Declaration of Eligibility Card" stating that they are a current Iowa State University student eligible to vote and that they have not yet voted in the current election. The voter shall then be presented with a custom ballot displaying only the positions for which they are eligible to vote. After completing the ballot, it must be submitted personally by the voter, subject to an additional password check. A voter may stop voting and void their current ballot at any time prior to the final submission of the ballot.
- 12.5 If a student should stop voting for any reason during their voting session, they shall be allowed to return at a later time and vote. If a voter abandons their ballot prior to final submission, it shall be cancelled following a timeout period. The voter shall have the opportunity to vote at a later time while the polls are still open. The website shall prohibit multiple submissions by one student.
- 12.6 A copy of the digitally signed "Voter's Declaration of Eligibility" shall be kept on file and confidential with the Election Commission Advisor until the beginning of the following Fall

semester, at which time it shall be destroyed. Knowingly providing false information to a student organization is a violation of the Student Conduct Code number nine (9): *“Knowingly furnishing false or misleading information to university officials, faculty, student organizations, or on official records, or altering such records is prohibited.”* In the event that a student falsifies information on the “Voter’s Declaration of Eligibility” they shall be referred to the Office of Judicial Affairs for possible disciplinary action.

- 12.7 Candidates shall not actively provide any computers or communication devices to potential voters during the period that voting is open.
- 12.8 The Election Commission will operate polling locations during the elections. Any other entity wanting to operate polling locations must gain approval from the Election Commission. The operators for said polling locations relinquish their right to endorse in fairness of elections.
 - 12.8.1 A minimum of one Election Commission members should be running a single polling location.
 - 12.8.2 Anyone outside of Election Commission that wishes to volunteer at a designated polling location must sign a volunteer terms and condition form.
- 12.9 Slates may not provide the ballot at campaign stations on election days. They may direct them to vote.iastate.edu or to the Election Commission voting locations.

CHAPTER 13

STUDENT GOVERNMENT WEBSITE POLICIES

- 13.1 Executive slates will be allotted one singular webpage on the Student Government website. Slates shall only use the allocated webpage as a platform to promote their campaign. The candidate shall follow the University Information & Technology policies as the website will be hosted on the Iowa State domain. Each slate shall be allocated no more than one page of server space.
- 13.2 Slates may use the Student Government Director of Information and Technology as a resource to help design and publish with the webpage. The Director of Information and Technology may not be partial to any candidate or slate. If the Director of Information and Technology is an executive slate, on a campaign team for an executive slate, endorses a slate, or campaigns for a slate in any other way, they must recuse themselves from the duties of their position that pertain to Student Government elections for the remainder of that election cycle. The Election Commission may select a replacement to execute these duties.
- 13.3 Slates may request for a custom domain name for the campaign page.
- 13.4 Slates shall not install/add any plugins, software, or code to the Student Government webpage without the explicit and written consent of the Director of Information & Technology of the Student Government webpage. Written consent must be submitted to the Election Commission.
- 13.5 Slates shall not create new posts or pages on the Student Government Website. The slates shall only use the page assigned to them.
- 13.6 The Student Government Election Commissioner and the Director of Information & Technology reserves the right to advise, modify, or remove any of the contents of the assigned page if deemed necessary.
- 13.7 The Student Government and the Election Commission shall not be responsible for any loss of data.
- 13.8 Any website violation stated in Chapter 13: Student Government Website Policies may result in the termination of the webpage.

CHAPTER 14

PROVISIONAL PROCEDURES

14.1 The Election Commission shall have the authority to invoke the provisional procedures outlined in this chapter as the need arises. Implementation of the following code sections may be invoked by a majority vote of the Election Commission and shall expire at the end of the Election Cycle in which it was initiated. All candidates and slates shall be notified of such changes within twenty-four (24) hours following the Election Commission's decision. The notification shall include an effective date and time. This clause shall have primacy over the clauses within this chapter.

14.2 Physical Petitioning

14.2.1 Physical petitions must be submitted to the Election Commission, either at the Student Government office or by a submitting a scan to the Election Commission, prior to the petition deadline specified in the General Election Timeline. Only physical petition forms that are provided or direct copies of the blank form provided or approved customized petitioning forms shall be considered.

14.2.2 The Election Commission shall, within 72 hours of receipt of any petition form, verify the petition and notify the slate or student-led initiative whether they have met the minimum signature requirement. All petition forms shall be checked for unacceptable or illegible names.

14.2.3 It is recommended that prior to submission, to check signatures and redact any improper signatures with a single line drawn in ink through the entire row. The alteration shall be initialed. is the individual submitting the forms' responsibility to ensure that the information on the form is legibly printed and is properly signed.

14.2.4 To verify signatures on physical petitioning sheets, the Election Commission shall select a minimum of twenty percent (20%) of the signatures per page and verify that these persons are registered students for the current semester. The Election Commission shall mark each selected signature and note whether it was accepted.

14.2.5 Any physical petitioning sheet found to have unacceptable signatures shall have its total signature count reduced by the number of rejected signatures. Any sheet found to have more than twenty percent (20%) unacceptable signatures shall be rejected completely and shall not be counted towards that slates minimum threshold. Any slate who has their signatures

redacted may continue the petitioning process but must still have all forms returned to the Student Government office by the petition deadline.

14.2.6 To protect the confidentiality and information contained in a physical petitioning sheet, the collection of signatures through the method of passing around classes, lectures, labs, recitations, professor or graduate lead review sessions or supplemental instruction sessions during the session shall be prohibited.

14.2.7 Each signature must be attended to by a member of the campaign team. Therefore, the method of passing around or leaving petition sheets at organizational meetings is prohibited.

14.3 Infectious Pathogen Regulations & Related Procedures

14.3.1 The procedures outlined in this section shall only apply in the event of a pandemic, epidemic or other applicable public health emergencies. Provisions within this section shall be aimed at limiting or reducing serious illnesses and long-term health impacts, and/or death.

14.3.2 All campaigning events, whether on-campus or off-campus, shall follow recommendations set by the World Health Organization (WHO) and Centers for Disease Control and Prevention (CDC). Additional regulations set by Iowa State University, local municipalities, state or federal regulations must be adhered to. Failure to meet regulations set by the university, local municipalities, state, or federal laws shall be subjected to a minimum penalty.

14.3.3 The Election Commission may require that all petitions be collected through the online-only method. If this is the case, campaigns are encouraged to create and print a QR code linking to the online petitioning site and have students scan the QR code to access the petitioning sheet.

14.3.4 In the event of a public health pandemic, masks shall be required at all events held by campaigns unless exempted. Face shields or torn masks will not be considered compliant to this code, as it is not recommended by the CDC. Exemptions prescribed by local municipalities or other governing bodies will be permitted as an exemption from this provision of the code.

14.3.5 Campaigns organizing events must follow social distancing guidelines by the recommended amount by the CDC. It is the campaign's responsibility to prevent close face-to-face contact from occurring at their campaigns events to the best of their abilities. Accommodations for this rule shall be made in advance when preparing for events.

- 14.3.6 Candidates and slates are required to conduct a personal symptom check prior to attending Student Government hosted events. In the event that a candidate or slate may not attend a required event due to showing of symptoms or being quarantined/in isolation, candidates and slates shall not receive a penalty. Election Commission may create accommodations or postpone events as they deem necessary.
- 14.3.7 Food at events shall follow food service requirements set by Iowa State Event Authorization. During a pandemic, all food items shall be prepackaged or preassembled prior to serving.
- 14.3.8 Upon notification of a positive case, the Vice Commissioner shall attempt to notify candidates, slates, and constituents shall a potential exposure to a pathogen related to a public health pandemic has occurred. Election Commission shall not reveal the identity of any individual self-reporting a positive case to the Election Commission when reporting exposures.

Appendix A & B

