

IOWA STATE UNIVERSITY

STUDENT GOVERNMENT



ELECTION CODE

Revised October 30th, 2025

Table of Contents

CHAPTER 1: General Provisions and Definitions

CHAPTER 2: Senatorial Candidate Registration, Seminars, and Liaison Assignment

CHAPTER 3: Executive Slate Registration and Seminars

CHAPTER 4: Petitions and Ballots

CHAPTER 5: Debates

CHAPTER 6: Financial Regulations, Disclosure and Reimbursement

CHAPTER 7: Endorsements and In-Kind Donations

CHAPTER 8: Campaigning Regulations

CHAPTER 9: Write-in Candidates

CHAPTER 10: Referenda Questions and Student Initiatives

CHAPTER 11: Penalties

CHAPTER 12: Polling Locations and Procedures

CHAPTER 13: Student Government Website Policies

CHAPTER 14: Provisional Procedures

Appendix

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 “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).
 - 1.3.5 “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.
 - 1.3.6 “Endorsement” is the official and recognized advocacy or support by an endorser
 - 1.3.7 “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.

- 1.3.8 “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.
- 1.3.9 “In-Kind Donation” is any donation, monetary or material to a candidate or campaign by an endorser or non-endorser valued above \$0.
- 1.3.10 “Liaison” is any Election Commission member who serves as an informative representative to campaigns during an election.
- 1.3.11 “Malicious” is intentional or deliberate acts characterized by ill-will or malevolence or a conscious disregard for the integrity of the election code.
- 1.3.12 “Nullification” shall mean the act of declaring an election result invalid and void and shall require the Election Commission to organize a new election.
- 1.3.13 “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.
- 1.3.14 “Physical Campaign Material” shall mean campaign material that takes physical form, including but not limited to flyers and posters.
- 1.3.15 “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.
- 1.3.16 “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.
- 1.3.17 “Significant Change” means changes made to any document that alter the state of the original document to an unrecognizable degree.
- 1.3.18 “Solicitation” shall be defined as campaigning or seeking petitions.
- 1.3.19 “Third Parties” include individuals or organizations that are not considered a member of the campaign staff.
- 1.3.20 “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.

1.3.21 “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 Three example cases for each penalty tier with a note that examples are non-exhaustive.
 - 2.3.8 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 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
 - 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 Violation Procedures
 - 3.4.7 Three example cases for each penalty tier with a note that examples are non-exhaustive.
 - 3.4.8 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.
- 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 Following the submission of the Executive Statement of Intent, campaigns must select a Campaign Finance Officer and must apply for a purchasing card. 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 Election Commission. The printed form may be reproduced to provide for the required 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 provide candidates with any accommodations necessary to participate that are requested by the candidates. Additionally, a soundcheck shall be done to ensure that candidates are able to participate in the debates.
- 5.3 No props will be allowed at the podium by any candidate.
- 5.4 Disruptive behavior during the presidential or vice-presidential debate, including but not limited to, obstructive and disruptive signage, distracting candidates, or moderators, shall not be tolerated. Disruptive individuals will be asked to leave and refusal to do shall be considered interfering with official acts of the Election Commission and the respective campaign shall be held responsible.
- 5.5 Senatorial Debates
 - 5.5.1 If a senate consistency 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.
 - 5.5.2 Candidates who fail to attend these debates or are tardy shall be subject to penalties.
- 5.6 Executive Debates
 - 5.6.1 A minimum of two (2) executive candidate debates shall be held.
 - 5.6.2 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.
 - 5.6.3 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.
 - 5.6.4 All students are welcome to submit questions for consideration to the Election

Commission in advance of the debate.

- 5.6.5 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 in-kind and all goods purchased by the candidate.
 - 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.
 - 6.2.2 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.

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

6.3 Executive Slate Financial Regulations

- 6.3.1 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.
- 6.3.2 A six-thousand dollar (\$6,000) balance will be dedicated during the Annual Allocations to the Student Government Operating Account. Funds will be divided evenly among the total number of executive slates with a maximum of \$2,000 per campaign.
- 6.3.3 Executive campaigns are not allowed to receive monetary donations.
- 6.3.4 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.
- 6.3.5 The Election Commission Treasurer reserves the right to approve, or reject, campaign expenditures. All unapproved expenditures will be charged to the executive candidate's U-Bill. Executive slates are expected to follow all University Policies and surrounding Purchasing-Card purchases and all policies outlined in the Priorities and Criteria.
- 6.3.6 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 campaigning is over, before the elections have officially been called. 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:
 - 6.3.6.1 Name, address, and phone number of the individual or group making financial contributions to your campaign
 - 6.3.6.2 The amount of this contribution.

- 6.3.6.3 The nature and fair market value of any in-kind contribution
- 6.3.6.4 Date the contribution was made.
- 6.3.6.5 An itemized record of all in-kind donations of goods and services made to the candidate or slate.
- 6.3.6.6 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.
- 6.3.7 Any executive slate wishing to have an expenditure of over five hundred dollars (\$500) must get approval of the Election Commission prior to purchasing.
- 6.3.8 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 and will be subjected to a penalty.
- 6.3.9 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 Endorsements must be filed with and approved by the Election Commissioner before the endorsement can be claimed by a slate or campaign.
 - 7.1.1 All endorsements shall be filed with and approved by the time specified on the Election Timeline.
 - 7.1.2 This deadline may be extended at the discretion of the Election Commissioner.
- 7.2 For endorsements made to a campaign or slate by a student organization, the slate or campaign must provide a statement signed by both the president and additional officer or advisor of the group confirming the endorsement. All in-kind donation and contributions, monetary or non-monetary, must be mentioned on the Endorsement Form.
 - 7.2.1 Any slate or candidates that is an officer of a student organization cannot endorse themselves or their campaign, nor can said organization provide any kind of donation or contribution, both monetary and non-monetary.
 - 7.2.2 A slate or candidate shall still be allowed to speak, present or otherwise campaign at an organization in which they are an officer.
- 7.3 For endorsements made to a campaign or slate, any campaign material paid for or distributed by said endorser must be listed as in-kind contribution on the Final Revenues and Expenditures Form. The total cost of all contributions shall be subtracted from the total expenditures spending limit. These contributions are not reimbursable.
- 7.4 Candidates and slates shall be held accountable and responsible for all election-related actions or materials and are subject to all fines that may arise from violations of Election Law by endorsers.
- 7.5 University organizations, faculty, staff, excluding student employees given that they are not using their position for campaign purposes, or Student Government may not endorse a candidate or slate.
 - 7.5.1 Claiming an endorsement by the aforementioned individuals and groups shall be considered a violation.
 - 7.5.2 Members of Student Government may still endorse a candidate but shall not be allowed to use Student Government resources to aid a candidate or slate.
- 7.6 External organizations and individuals may endorse a candidate or slate.

7.7 Public campaigns may not receive monetary in-kind donations but may receive material in-kind donations.

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.
- 8.2 Campaign activity conducted on behalf of a candidate or slate by a member of the campaign staff, an endorser, or any individual or organization affiliated with the campaign shall be considered campaigning.
 - 8.2.1 Candidates or slates shall be held responsible for the campaign actions of their campaign staff, affiliates, and endorsers.
- 8.3 All members of campaign teams must be current Iowa State students. Knowingly having non-Iowa State students on the campaign team shall be considered malicious behavior.
- 8.4 On the days of voting there shall be no active campaigning within one hundred (100) feet of Election Commission approved polling locations.
- 8.5 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 questions during the Election Cycle.
- 8.6 Regulations for Physical Campaign Materials
 - 8.6.1 All physical campaign material must be approved by the Election Commission prior to dissemination and must contain a stamp and statement of funding.
 - 8.6.2 The stamp shall include one of the approved Election Commission logos provided to candidates and must include one of the following:
 - 8.6.2.1 Election Commission at Iowa State University™
 - 8.6.2.2 Election Commission at Iowa State™
 - 8.6.2.3 Election Commission at ISU™
 - 8.6.3 The statement of funding for physical campaign materials used by executive slates shall be clearly visible shall be the phrase “Paid for with Student Activity Fees.”
 - 8.6.4 The statement of funding for physical campaign materials used by Senate candidates shall clearly state the candidate is paying for the material.
 - 8.6.5 Alongside approval by the Election Commission, all physical campaign materials must be approved by the Iowa State University Trademark Office.
 - 8.6.6 Physical campaign materials that do not have the required stamp, statement of funding and have not been approved by the Election Commission and the Trademark Office shall be

taken down at the discretion of the Election Commission without reimbursement for candidates or slates.

8.7 Regulations for Campaigning on Social Media

8.7.1 Candidates and slates shall be allowed to create social media accounts for the purposes of campaigning.

8.7.1.1 Social media accounts shall remain private or hidden until the campaign start date on the Election Timeline. Public accounts prior to the start date shall be considered early campaigning.

8.7.1.2 All social media accounts created for the purposes of campaigning shall be disclosed to the Election Commission.

8.7.1.3 If they choose to utilize social media, campaigns shall establish new accounts and shall not reuse social media which were not created expressly for the purpose of that campaign. This shall not restrict the use of personal accounts provided the Election Commission can monitor those accounts.

8.7.1.4 Campaigns shall not create social media accounts that may be confused with an account belonging to an opposing candidate or slate.

8.7.2 Unpaid social media posts shall not require the approval of the Election Commission and shall not be required to be approved by the Iowa State University Trademark Office.

8.7.3 Paid social media advertisements shall follow the requirements for physical campaign materials established in 8.6.

8.7.4 Deleting or otherwise removing a social media post for the purposes of concealing a violation shall be prohibited.

8.7.5 All campaigning on social media shall be done in accordance with the Student Code of Conduct.

8.8 Regulations for campaigning on Email and Online Messaging

8.8.1 Candidates and slates shall be permitted to campaign using their Iowa State email address, campaigning through non-Iowa State email addresses shall be prohibited.

8.8.1.1 The Election Commissioner shall be carbon copied on all emails sent by an executive slate for the purposes of, but not limited to, distributing campaign materials, schedule meetings with individuals or organizations, or seeking endorsements.

8.8.1.2 A senatorial candidate's assigned liaison shall be carbon copied on all emails sent by a senatorial candidate for the purposes of, but

not limited to, distributing campaign materials scheduling meetings with individuals or organizations, or seeking endorsements.

8.8.1.3 Meetings may be scheduled through alternative platforms such as Teams and other messaging apps, but these meetings shall be confirmed on email and shall adhere to carbon copy requirements.

8.8.1.4 The Election Commissioner or a liaison shall not be required to carbon copied in internal emails or other communication sent within a campaign staff, or between a campaign and their affiliates.

8.8.1.5 All emails sent by a candidate or slate shall bear the following in the email signature: **“This message is not a random mailing. It is being sent by <candidate/slate>, a candidate for Student Government <office name>. If you do not wish to receive message 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>.**

8.8.2 The use of student organization email lists and group chats for the purposes of campaign shall only be done with the written permission of the student organization in the form of a completed Use Agreement Form.

8.8.3 The use or purchase of email lists owned by Iowa State University shall be prohibited.

8.8.4 Excessive, repeated, unsolicited messages on email, group chats, direct messages, or other electronic means shall be prohibited.

8.8.5 Campaigns shall not collect student emails through the Iowa State Directory to distribute electronic campaign materials, but may collect emails through the Directory for the purposes of setting up meetings.

8.8.6 All forms of electronic campaigning on email and other electronic means shall adhere to the University Code of Computer Ethics.

8.9 Regulations for the Separation of Official Student Government Business and Campaigns

8.9.1 Candidates and slates shall be prohibited from presenting themselves as representatives of Student Government while campaigning.

8.9.2 Making any reservations under Student Government shall be prohibited, all reservations shall be made under the Election Commission.

8.9.3 The use of any official Student Government communication channels, including but not

limited to, official email addresses, the Student Government Teams, and social media accounts be prohibited.

8.9.4 The use of any official Student Government resource for campaigning including but not limited to, funds, office supplies, printing, or tabling supplies shall be prohibited.

8.9.5 Campaigning at official Student Government events or meetings except those organized by the Election Commission for the explicit purpose of campaigning shall be prohibited.

8.9.6 No candidate, slate, campaign team member, endorser, or campaign affiliate shall use their position within Student Government to pressure, coerce, or otherwise unduly influence another student, student organization, or other campus partner into providing campaign support.

8.10 Regulations for Campaign In-Person and Virtual Events

8.10.1 Candidates and slates shall follow all relevant university policies.

8.10.2 All in-person campaign events shall be entered into the university Event Authorization System.

8.10.3 All campaign events shall be free of charge.

8.10.4 All room and space reservations shall be made under the name of the Election Commission.

8.10.5 Candidates and slates shall notify the Election Commission at least 48 hours before an in-person and virtual event of the event time and location.

8.10.6 All promotion of any campaign events shall adhere to regulations in this Election Code and university policy.

8.10.7 All literature, or other campaign materials handed out, or used, at campaign events shall adhere to regulations in this Election Code and university policy.

8.10.8 Candidates and slates shall be prohibited from operating a raffle event.

8.11 Regulations for the Use and Collection of Students' Personal Information

8.11.1 The collection of students' personal information shall be limited to collecting names, emails, and phone numbers for the purposes of sending reminders, voting information, or other campaign messages to voters.

8.11.1.1 This personal information may also be used for adding students as members of campaign staff, campaign affiliates, or for the purposes of filing endorsements and other forms that require personal information with the Election Commission.

8.11.1.2 Students' university ID numbers shall only be collected for the purposes of filing required forms with the Election Commission.

8.11.2 Any personal information collected from students must be provided voluntarily, no student shall be forced or unduly coerced into releasing their personal information.

- 8.11.3 Only the respective candidate, slate or campaign staff disclosed to the Election Commission shall have access to personal information collected by the campaign.
- 8.11.4 The sale, trade, or other transfer of personal information collected by the campaign to individuals other than the respective candidate, slate or campaign staff shall be prohibited.
- 8.11.5 Any personal information collected from students must be deleted by the data designated by the Election Commission for campaign decommissioning.
 - 8.11.5.1 Personal information that was collected during previous election cycles shall not be used.
- 8.12 Regulations for Campaign Decorum and Behavior
 - 8.12.1 Intentional, false, spoken or written, statements by a campaign, damaging to an opposing candidate or slate's reputation, shall be prohibited.
 - 8.12.2 Intentionally taking down, damaging, or otherwise defacing campaign materials of a campaign by another campaign shall be prohibited
 - 8.12.3 Attempting to frame another campaign for a violation of this Election Code, university policy, or relevant laws shall be prohibited.
 - 8.12.4 Harassing another campaign, including candidates, campaign staff, campaign affiliates, endorsers, or voters shall be prohibited.
 - 8.12.5 Intentionally obstructing or otherwise attempting to prevent another campaign from campaigning through any means shall be prohibited.
 - 8.12.6 Campaigns shall be prohibited from offering bribes, gifts, or favors to students, or student organizations in exchange in for votes, endorsements, or other forms of campaign support.
 - 8.12.7 Interfering or attempting to interfere with official acts of the Election Commission shall be prohibited.
- 8.13 Regulations for Chalking
 - 8.13.1 Chalking in restricted areas including, but not limited to, the grounds of Parks Library and the Memorial Union shall be prohibited.
 - 8.13.2 Candidates and slates found in violation of chalking rules shall be responsible for cleaning up the chalk.
- 8.14 Regulations from Outside the Election Commission
 - 8.14.1 Campaigns shall adhere to university policies.
 - 8.14.2 Campaigns shall adhere to all local, state, and federal laws.
- 8.15 Regulations for QR Codes and Links
 - 8.15.1 QR Codes and links may be used on physical and digital campaign materials but shall not link directly to the ballot.
 - 8.15.1.1 Campaigns may include QR codes and links to vote.iastate.edu

8.16 Regulations for the Use of Websites

8.16.1 The use of website domains outside of iastate.edu shall be prohibited.

8.16.1.1 Candidates and slates shall be granted space on the Student Government website to include biographical information and a picture of the respective candidate.

8.16.2 Campaigns may maintain link aggregators, such as LinkTree, to provide a collection of permitted links to voters.

8.17 Regulations for Solicitation and Poster Distribution in Official University Property

8.17.1 Campaigns shall be prohibited from unapproved solicitation or campaigning in Iowa State-operated residence halls and apartments.

8.17.1.1 Written approval from the building operator or director must be filed with the Election Commission at least 48 hours before solicitation occurs.

8.17.2 Campaigns shall be prohibited from solicitation or in university-owned buildings.

8.17.2.1 Written approval from the building operator or director must be filed with the Election Commission at least 48 hours before solicitation occurs.

8.17.3 Campaigns shall be required to seek written approval before putting posters in any bulletin board that is run by a university organization or department.

8.18 Additional Regulations for Campaigns

8.18.1 Campaigns shall be prohibited from signing legally binding contracts, or other agreements, in regard to their policies and initiatives they would undertake if elected.

8.18.2 Senatorial candidates shall be required to complete two Campaign Outreach Credits before the end of voting.

8.18.2.1 A list of example activities eligible for a campaign Outreach Credit shall be provided to candidates in Appendix A of this Election Code.

8.18.2.2 Candidates shall notify the Election Commission at least 48 hours prior to an outreach event and must provide a source of visual evidence after the completion of the event.

8.18.2.3 Any event to be completed for a Campaign Outreach Credit that is not listed in the Appendix must first receive written approval from the Election Commissioner.

8.18.2.4 Campaign Outreach Credits shall be due on the date and time specified on the Election Timeline.

8.18.3 The Election Commission shall work with the executive slates to establish a time for each campaign to meet with the Commissioner, Treasurer, and Vice Commissioner.

8.18.3.1 This meeting shall occur once a week, at a minimum

8.18.3.2 Both the presidential and vice-presidential candidates shall be required to attend at least three meetings. If either the presidential or vice-presidential candidates are unable to attend, the meeting shall be rescheduled.

8.18.3.3 In the event that the Commissioner, Vice Commissioner, or Treasurer are unable to attend, a general member of the Election Commission shall serve as substitute.

8.18.4 Candidates and slates seeking an exemption from any regulation found in this Election Code shall be required to file a Rule Waiver Form with the Election Commission.

8.18.4.1 Rule waiver requests shall be dealt with on a case-by-case basis subject to the discretion of the Election Commissioner.

8.18.4.2 If a candidate or slate believes that their rule waiver request was unfairly denied, they may request a full vote by the Election Commission to override the decision of the Commissioner.

8.19 Regulations for Campaign Decommissioning

8.19.1 All physical campaign materials must be removed by the date specified on the Election Timeline.

8.19.1.1 Campaigns shall not be required to clean up chalk that is outside and open to the elements.

8.19.2 Campaigns shall notify the Election Commission when decommissioning has been completed.

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 prohibited from being on Student Government website for campaign purposes.
- 9.2 Any student wishing to run as 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 Statement of Intent to the Election Commission and are not eligible for public funding.
- 9.3 Write-in candidates are subject to all university policies and the Election Law including but 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.
 - 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 the Election Law will be dealt with by the Election Commission.
- 9.4 Senatorial write-in candidates shall submit the Final Revenue and Expenses Disclosure form before they are eligible to receive the office which they are running. Executive write-in candidates shall submit the Final Revenue and Expenses Disclosure form and 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 at 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 the 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.
- 10.2.1 The Election Commission shall only hold a special election if the petition requirements is met outside the first date listed on the General Election Commission Spring Election Timeline. And would run till one week before the first day of voting.
- 10.3 The Election Commission shall create a common language description of the benefits and the consequence 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 not be eligible for public funding and shall have a spending limit of \$300. These materials do not require prior approval from the Election Commission, unless they explicitly reference 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 Iowa State University Trademark and shall be subject to the rules concerning candidate and slate campaign materials. A statement of funding source along with the Election Commission stamp 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 both point and monetary penalties as defined below. The Election Commission reserves the right to handle alleged violations on a case-by-case basis. First violations may be subject to warning pending severity.

11.1.1 Any campaign who receives 10 or more points shall be automatically disqualified. Any violation that will put a slate at or over the 10 point limit shall be automatically appealed to the Supreme Court.

11.2 The violation structure shall be as follows:

11.2.1 A Category D violation shall be defined as a violation that clearly gives a slate an extreme unfair advantage and/or egregious violation of Election Law.

11.1.2.1 The penalty for this violation shall be a monetary fine of zero (0) dollars and ten (10) points, resulting in disqualification.

11.2.2 A 1st Degree violation shall be defined as a violation that clearly gives a slate a significant unfair advantage and/or constitutes a serious violation of the Election Law.

11.2.2.1 The penalty for this violation shall be a monetary fine of one hundred (100) dollars and five (5) points.

11.2.3. A 2nd Degree violation shall be defined as a violation that gives a slate an unfair advantage and/or constitutes significant violation of Election Law.

11.2.3.1 The penalty for this violation shall be a monetary fine between fifty-one (51) and hundred (100) dollars and three (3) points.

11.2.4 A 3rd Degree violation shall be defined as a violation that may give a slate an unfair advantage and constitutes a minor violation of Election Law.

11.2.4.1 The penalty for this violation shall be a monetary fine between one (1) and fifty (50) dollars and one (1) point.

11.3 All penalties shall be paid from the allotted public funding by the executive slate that has been assessed a penalty, unless otherwise stated by the Election Commission.

- 11.4 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, and limitations on campaigning or removal from ballot.
- 11.5 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.
- 11.6 Slates shall be required to comply with penalties and points imposed by the Election Commission.
- 11.7 Category D 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.
- 11.8 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 11.4.
- 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.
- 11.11 Within twenty-four (24) hours of issuing a penalty, the Election Commission shall publicly announce the decision by posting on social media and updating the Student Government website.

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 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.
- 12.5 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.

- 12.6 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 and 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 slate's 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