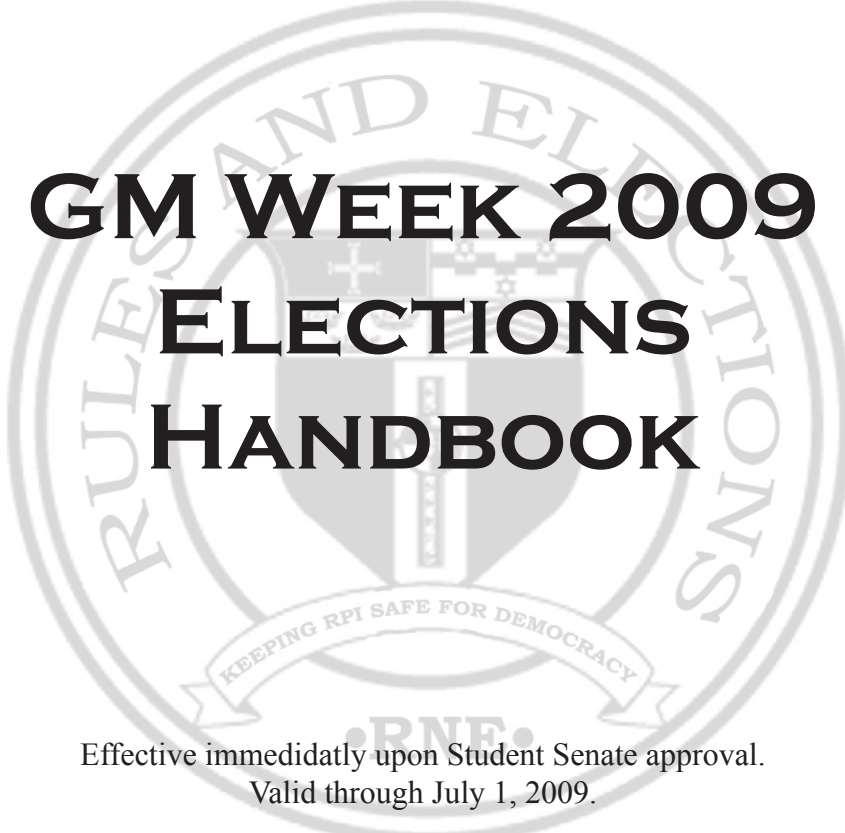


Rensselaer Polytechnic Institute  
Student Senate



# GM WEEK 2009 ELECTIONS HANDBOOK

Effective immediately upon Student Senate approval.  
Valid through July 1, 2009.

Prepared by the Rules and Elections Committee of the Student Senate

Committee Membership:

Christopher M. Goldsmith, Chair

Haris Khan, Judicial Board

Erica Sherman, Graduate Council

Katelyn Reepmeyer, Panel/IFC

Michael Wallace, Senator, Independent Council

For more information or questions contact [RNE@union.rpi.edu](mailto:RNE@union.rpi.edu)  
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# CALENDAR FOR ELECTIONS

## February 2008

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## March 2008

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April 2008

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February 2008

### Wednesday February 18

**9am:** Party Registration Begins

### Monday February 23

**9am:** Candidacy Forms Available

**8pm:** Candidate Information Meeting  
in Union room 3511

### Tuesday February 24

**8am:** Limited Party Campaigning Begins  
(Extended Sign Policy Takes Effect)

**9pm:** Absentee Ballots for  
Primary and Final elections available

### Wednesday February 25

**9pm:** Candidate Information Meeting  
in Union Room 3602

## March 2008

### Tuesday March 3

**8am:** Nomination Forms Available

### Sunday March 8

Sign-ups for RPI TV Candidate Speeches  
Taping Begins - TV

Saturday March 7 -Sunday March 15; Spring Break

## March 2008(continued)

### Monday March 16

**4pm:** Deadline for Candidates to sign-up for Polytechnic  
GM Week issue Photograph Time -P

**5pm:** Deadline for GM and PU candidates to Sign Up  
for a Polytechnic Endorsement Interview  
timeslot and return GM Week issue  
responses - P

**10pm:** Limited Party Campaigning Ends

### Tuesday March 17

**5pm:** Deadline for Party Registration

**9pm:** Candidate Information Meeting  
in Union 3602

### Thursday March 19

**5pm:** Preliminary Party Expense Forms Due  
(with expenses through March 18)

**9pm:** Candidate Information Meeting  
in Union Room 3602

### Monday March 20

**5pm:** Deadline for all others to return  
Polytechnic GM week Issue Responses - P

# CALENDAR FOR ELECTIONS

## March 2009 (continued)

### Wednesday, March 25

**9pm:** Candidate Information Meeting  
in Union Room 3602

Deadline for RPI TV Candidate Speeches-TV

### Saturday, March 28

**3pm:** Nomination Petitions Due

**3pm:** Preliminary Expense Forms Due  
for candidates and parties

**3pm:** Candidacy Forms Due

**3pm:** Party Affiliations Forms Due

**3pm:** GM week event sign-up sheet Due

**8pm:** Primary Ballots Posted - #

### Sunday, March 29

**4-6pm** Primary Debates in Union McNeil Room - #

**8pm** Deadline for Candidates to  
Check Primary Ballots for Errors - #

**10pm** All Campaign Material Must be  
Removed from the Poll Sites - #

### Monday, March 30

**9am-7pm** PRIMARY ELECTIONS -  
Commons Lobby Poll Site - #

**9am-5pm** PRIMARY ELECTIONS -  
DCC Great Hall Poll Site - #

**9am-7pm** PRIMARY ELECTIONS -  
Union Poll Site - #

**5pm** Deadline for Receiving Primary Absentee  
Ballots - #

**~11pm** Primary Elections Results Announced in  
Union Ratheskellar - #

### Tuesday, March 31

**12 midnight:** Campaign Material  
May be Placed in Poll Site Areas

**7pm** Final Ballots Posted

# - Only applicable if Primary Elections are necessary - #

\$ - Only applicable if Runoff Elections are necessary - \$

## April 2009

### Wednesday, April 1

**2-4pm** Final Debates in DCC 308

**7pm** Deadline for Candidates to  
Check Final Ballots for Errors

**10pm** All Campaign Material must be Removed from  
Poll Sites

### Thursday, April 2

**9am-7pm** FINAL ELECTIONS -  
Commons Lobby Poll Site

**9am-5pm** FINAL ELECTIONS -  
DCC Great Hall Lobby

**9am - 7pm:** FINAL ELECTIONS -  
Union West Lobby Poll Site

**5pm:** Deadline for Receiving Final Absentee Ballots

**7:30pm:** Expense Forms Due (expenses through April 4)

**10pm:** All Campaign Material must be removed from all  
locations

### Saturday, April 4

**Time:** Final Elections Announced

### Sunday, April 5

**7pm** Runoff Ballots Posted - \$

### Monday, April 6

**7pm** Deadline for Candidates to Check Runoff Ballots  
for Errors - \$

**10pm** All Campaign Material Must be Removed from  
Poll Sites - \$

### Tuesday, April 7

**9am-7pm** RUNOFF ELECTIONS-  
Commons Lobby Poll Site - \$

**9am-5pm** RUNOFF ELECTIONS -  
DCC Great Hall Poll Site - \$

**9am-7pm** RUNOFF ELECTIONS -  
Union West Lobby Poll Site - \$

**7:30 pm** Runoff Expense Forms Due - \$

**10pm** All Campaign Material Must Be Removed  
From all locations (Extended Sign Policy is  
no longer in effect) - \$

**~11pm** Runoff Elections Results Announced in  
Union Ratheskellar - \$

# AVAILABLE POSITIONS

## **Elected Positions for All Returning Students:**

**Grand Marshal** - The Grand Marshal is the highest elected office in RPI Student Government, serving as the leader and chief spokesperson for the Union. The GM presides over the Student Senate, the chief legislative and representative body of the Union. The GM will have regular meetings with Institute officials and serves on a number of Institute committees. The time commitment is substantial. For more information, contact the current Grand Marshal at gm@rpi.edu.

**President of the Union** - The President of the Union presides over the Executive Board, the budgeting group of the Union, and is the chief financial officer of the Union. The PU appoints most of the members of the Executive Board. Like the GM, the PU is in close contact with Institute officials. The time commitment for this office is also substantial. For more information, contact the current President of the Union at pu@rpi.edu.

## **Elected Positions for the Classes of 2010, 2011 and 2012:**

**Class President** – The Class President is responsible for organizing their Class Council, protecting and upholding the bylaws established for their Class Council, organizing class activities, and calling and presiding over Class Council meetings. For more information, contact the President of the Undergraduate Council at uc@rpi.edu.

**Class Vice President** – The Class Vice President will assume the duties of the President in his or her absence, and assist the President in his or her duties. For more information, contact the President of the Undergraduate Council at uc@rpi.edu.

**Senator (4 are elected)** – The Senate is the chief legislative and representative body of the Union, presided over by the Grand Marshal. It consists of six graduate senators, four senators from each undergraduate class, a senator from the Independent Council, and a senator representing the Interfraternity and Panhellenic Councils. Each senator must serve on at least two committees or chair one committee of the Senate. Weekly time commitment is at least five to eight hours per week in addition to Class Council or Graduate Council commitments. For more information, contact the Grand Marshal at gm@rpi.edu.

**Class Representative (8 are elected)** – The Class Council is responsible for establishing a class constitution, appointing representatives to the Undergraduate Council, planning activities and fundraisers, designing a class ring, selecting a commencement speaker and class gift, planning Senior Week events, and representing the entire class to the rest of student government. Eight Class Representatives are elected, though more students may apply for membership-at-large to a council. For more information, contact the President of the Undergraduate Council at uc@rpi.edu.

**Independent Council Representative (3 are elected)** – The Independent Council (IC) represents all students not affiliated with a social fraternity or sorority. Members of any social fraternity or sorority can not run for or vote for a position on the Independent Council. The IC is comprised of three representatives from each undergraduate class and three representatives from the graduate class. The main functions of the IC are organizing social events and to represent the independent community to the rest of student government. Time commitment is approximately two hours per week as a minimum. Contact the President of the IC for more information at ic@union.rpi.edu.

## **Elected Positions for the Class of 2009:**

**Alumni President / Reunion Chair** – The President is the leader of the Class and is responsible for administration of class business and class spirit. As Reunion Chair, the President would be set to begin at the appropriate time to work with the Reunion Vice Chair and the Alumni Office to recruit a planning committee and help to plan Reunion Weekend to be held every five years.

**Alumni Vice President / Reunion Vice Chair** – The Vice President works closely and shares the responsibilities for maintaining class spirit and planning the next reunion with the Alumni Class President.

**Alumni Secretary / Reunion Networking Coordinator** – The Secretary will receive the list of class members and will set up appropriate networks for the purpose of maintaining contact with classmates between reunions.

# AVAILABLE POSITIONS

## **Alumni Treasurer / Reunion Gift Chair –**

Primary responsibilities include correspondence to classmates regarding the class gift, recruiting other classmates to help with networking, and soliciting class members. RPI staff support comes from the Reunion Giving Program Manager who will arrange to have letters prepared and mailed, provide lists for networking, and opportunities for training.

## **Elected Positions for Graduates:**

**Senator (6 are elected)** – The Senate is the chief legislative and representative body of the Union, presided over by the Grand Marshal. It consists of six graduate senators, four senators from each undergraduate class, a senator from the Independent Council, and a senator representing the Interfraternity and Panhellenic Councils. Each senator must serve on at least one committee of the Senate. Weekly time commitment is at least five to eight hours per week in addition to Graduate Council commitments. For more information, contact the Grand Marshal at [gm@rpi.edu](mailto:gm@rpi.edu).

**Graduate Representative (5 are elected)** – The Graduate Council is responsible for representing graduate views. Five Class Representatives are elected, though more students may apply for membership-at-large to the Graduate Council. For more information contact the President of the Graduate Council at [gradcouncil@rpi.edu](mailto:gradcouncil@rpi.edu).

**Independent Council Representative (3 are elected)** – The Independent Council (IC) represents all students not affiliated with a social fraternity or sorority. Members of any social fraternity or sorority can not run for or vote for a position on the Independent Council. The IC is comprised of three representatives from each undergraduate class and three representatives from the graduate class. The main functions of the IC are organizing social events and to represent the independent community to the rest of student government. Time commitment is approximately two hours per week as a minimum. Contact the President of the IC for more information at [ic@union.rpi.edu](mailto:ic@union.rpi.edu).

## **Non-Elected Positions:**

**Executive Board Representatives** – The Executive Board (E-Board) is the budgeting group of the Union which supervises clubs and the Union building. Executive Board positions will be filled shortly after GM Week 2008 Elections. For information contact the President of the Union at [pu@rpi.edu](mailto:pu@rpi.edu).

## **2010/2011/2012 Class Secretary/Treasurer –**

These officer positions will be filled by the Class Council after GM Week Elections. They may be filled by elected Class Representatives or by other members of each class. Interested parties should contact their newly elected Class President following Elections.

## **Various Student Government Committees**

– for information contact the Grand Marshal at [gm@rpi.edu](mailto:gm@rpi.edu) or the President of the Union at [pu@rpi.edu](mailto:pu@rpi.edu)

**Judicial Board** – The Judicial Board has jurisdiction in alleged violations of the Grounds for Disciplinary Action by students or groups, and in civil cases between students and groups. The Judicial Board is comprised of seven students. The application process begins in September. For more information, contact [jboard@rpi.edu](mailto:jboard@rpi.edu).

## **Student Senate Rules and Elections Committee**

– RNE runs elections, including this one. Following GM Week Elections, we will be looking for new members. For more information contact the Grand Marshal at [gm@rpi.edu](mailto:gm@rpi.edu), or the Chair of Rules and Elections at [RNE@union.rpi.edu](mailto:RNE@union.rpi.edu).

**Undergraduate Council** - The Undergraduate Council is responsible for initiating all legislative action within the Union pertaining to undergraduate students in areas not specifically dealt with by the Student Senate or the Executive Board. Two members of each undergraduate class are appointed to the Undergraduate Council by their Class Councils.

# GENERAL INFORMATION

## Abbreviations Used

**RNE** = Rules and Elections Committee of the Student Senate

**RPI** = Rensselaer Polytechnic Institute

**GM** = Grand Marshal, the highest elected office

**GM Week** = Grand Marshal Week (Friday, March 27, 2009 - Friday, April 3, 2009)

**PU** = President of the Union, the chief financial officer of the Union

**CII** = Center for Industrial Innovation (also known as the George M. Low building)

**DCC** = Darrin Communications Center

**SGS** = Student Government Suite, Union Room 3120

## Locations

All notices regarding Elections will be posted on the bulletin board in the Student Government Suite in the Rensselaer Union (Room 3120) and on-line at <http://elections.union.rpi.edu>.

All forms will be available on-line at <http://elections.union.rpi.edu> and in the Student Government Suite in the Rensselaer Union.

All forms must be turned into the Union Administration Office during regular business hours. On Saturday, March 28, 2009, the Union Administration Office will be open from 11am - 3pm to accept forms.

Candidate Information Meetings will be held in the Rensselaer Union. Please see pages two and three of this document for specific rooms and times.

The RNE office will be located in Union room 3026.

If needed, Primary Debates will be held in the Union McNeil room.

Final Debates shall be held in DCC 308. Voting will occur in the Union (West Lobby, Second Floor), in the DCC Great Hall, and in the Commons Lobby.

## Forms

**Candidacy Form** - The declaration of a student's candidacy for an office, including agreement to the election honor code and sign policy.

*A Candidacy Form must be submitted before candidates may begin soliciting nominations!*

**Candidate Assistance Form** - The declaration of a student's desire to actively assist a candidate in the operation of his/her campaign. For the candidate's protection, this form must be signed by the candidate as well as the assistant.

**Nomination Form** - The form allowing a constituent to nominate a student for a specific office.

*A Candidacy Form must be submitted before candidates may begin soliciting nominations!*

**Expense Form** - The list of campaign materials and expenses incurred as a result of campaigning.

**Party Registration Form** - The form allowing a student or students to register a new or old party.

**Party Affiliation Form** - The form allowing students to associate themselves with a party.

## Public Record

Public record shall be defined as being available to members of the Union.

All Candidacy Forms, Candidate Assistance Forms and Nomination Forms are public record (excluding Rensselaer Identification Numbers).

The total number of valid nominations a candidate has received are public record.

The items and amounts from each candidate's Expense Form are public record.

The Chair shall notify the Rules and Elections Committee within 24 hours of all requests for public record information received.

# ELECTION RULES

## Section I - Eligibility and Multiple Offices

1. Only members of the Rensselaer Union may be eligible to run for elections. Members of the Rensselaer Union are defined by the Rensselaer Union Constitution (Article II) to be those presently enrolled at Rensselaer Polytechnic Institute who have paid the Union activity fee. Students registered to be on co-op are eligible to vote and hold office.

2. Candidates may only run for offices open to their class year. No candidate may be a member of two different class years at the same time or change class year affiliation within a given semester (unless due to Registrar error). No class year designation is given to graduate students. An undergraduate's class year is determined one of two ways (using whichever method the individual wishes):

a. Number of credits as reported by the Registrar—in general: 0-30 credits for class of 2012, 31-60 credits for class of 2011, 61-90 credits for class of 2010, 91 credits and over for class of 2009

b. Expected year of graduation as reported by the Registrar.

3. No candidate may run for more than one position on the same council (which includes Class President, Class Vice-President, and Class Representative and does not include Independent Council or Senator). A candidate may be nominated to multiple positions on the same council, but must decide which nomination to accept by the ballot check deadline listed in the calendar.

4. Only Independents may run for Independent Council Representative. An Independent is a member of the Union who is not a brother, a sister, a pledge, an associate member, nor a bid acceptor of any social fraternity or social sorority at Rensselaer Polytechnic Institute. The Dean of Students Office shall determine fraternal affiliation.

## Section II - Political Parties

1. A political party is a group of candidates and/or members of the Rensselaer Union who are united under a common symbol and name. Each party must submit a Party Registration Form that includes its party name, party symbol, a 100-1000 word party platform statement, and

the names and ranks of each party officer. The party's name and symbol may only be used by the party who registered them first.

2. If a party was registered for GM Week 2008, only the highest-ranking eligible officer of the old party can reregister the party. If the party is not reregistered, the name and symbol may not be used by any candidate/party until GM Week 2010. Only current members of the Union are eligible to reregister a party.

3. Members may join a party by completing a Party Affiliation Form. The form requires the signature of a party officer declaring that the party accepts the student as a member of the party and the signature of the student stating they wish to join the party. All Party Affiliation Forms must be submitted by March 28, 2009 3 pm.

4. Officers are automatically members of the party. If any member chooses to run for any student government office, they automatically run under the party of which they are a member.

5. A student may only be a member of one party at a time.

6. Parties may advertise for interviews between February 24, 2009 8 am and March 16, 2009 10 pm. During that time, the extended sign policy is in effect for parties. All party material must prominently include "Vote GM Week 2009," and CANNOT specifically promote voting for that party or any candidate. It must also include a party contact name and information (either phone number or e-mail address) for the highest ranking officer, when and where the interviews will take place, what offices the party is looking for, and the party's symbol. Any poster that does not follow these rules explicitly will be a violation.

7. Parties may continue to advertise under the Extended Sign Policy from March 17, 2009 8 am through elections without any of the restrictions in paragraph 6.

8. No party shall support more candidates for any office than can be elected to that position.

9. The highest-ranking officer of a party may at any time change the officers of that party by submitting written notification to RNE.

10. Party Affiliations will not be listed on the ballot.

# ELECTION RULES

11. The party name and symbol may not include a student's name or likeness or the name of a Union Club or organization, Greek organization or Institute Department.

12. In the event that a party is dissolved or a member candidate's candidacy ends all related campaign material must be removed within 24 hours.

## Section III - Nomination Procedures

1. A candidate must be nominated for the position they are seeking in order for their name to appear on the ballot

a. For the office of Grand Marshal or President of the Union: 600 nominations are needed.

b. For the offices of Undergraduate Class Officers or Senator: 125 nominations are needed.

c. For the Alumni offices: 75 nominations are needed.

d. For the Class Representative offices: 50 nominations are needed.

e. For the offices of Graduate Senator and Independent Council Representative: 25 nominations are needed.

f. For the offices of Graduate Council Representative: 20 nominations are needed.

2. Only designated areas of the GM Week 2009 Nomination Forms may be used to solicit nominations.

a. The candidate's name and office to which he/she is being nominated must be filled out PRIOR to obtaining any signatures. Each nomination form may be used by only one person seeking one office. If the same person is seeking multiple offices he/she must use separate forms for each office. Only the candidate may solicit signatures. This must be done in person. No candidate may solicit signatures prior to filing a 2009 GM Week Candidacy Form with the Rules and Elections Committee.

b. Nomination Forms may only be signed by constituents of the office (defined as those who would be eligible to vote for that office according to Section I). Each nomination must contain the nominating person's Rensselaer Identification Number (RIN), his/her first and last initials, and his/her signature. All information must be legible or it is invalid.

c. A candidate may nominate himself/her-

self, and any constituent (including a candidate) may nominate more than one person for the same office.

3. All Nomination Forms must be submitted to the Union Administration Office by Saturday, March 28, 2009 at 3pm. The Administration Office is located on the third floor of the Rensselaer Union. Normal hours are Monday-Friday 9 am-5 pm, but it will also be open Saturday, March 28 from 11am-3 pm (for election business only). Upon submission of a nomination form, the Administration Office will stamp it with the time and date, and a copy of the original will be given to the candidate. The candidate should keep their copy for their records. RNE will process nomination forms on a first-come, first-served basis. Members of RNE may collect nomination forms outside of the Administration Office. Forms submitted to members of RNE outside of the Administration office will be treated as if they were received by the administration office on the following business day. Candidates are urged to submit forms periodically throughout the process even if the forms are not fully completed. Once a form is processed, the candidate will be notified of the number of valid signatures on it (those that meet the requirements listed in Section III.2.b). Normally 10%-15% of the signatures submitted are invalid (this is based on past statistics and does not necessarily predict future results). The candidate may request to see the form and see which signatures were not accepted and for what reason.

## Section IV - Finances

1. During the process of campaigning, a record of all expenditures (including items received for free) must be kept along with receipts for all items. Receipts are not needed for copies under \$1. No candidate may exceed the following limits:

a. For the offices of Grand Marshal and President of the Union: \$300 is the maximum.

b. For the offices of Senator and Undergraduate Class Officers: \$100 is the maximum.

c. For the offices of Class Representative, Graduate Representative, Independent Council Representative, and Alumni Offices: \$50 is the maximum.

# ELECTION RULES

2. The spending limit for a candidate running for more than one office is equal to the largest amount allowed by any one office the candidate is running for and not the combined total.

3. No candidate or party may be supported by Union funds or supplies. Club property is considered property of the Union and therefore may not be used by candidates or parties.

4. Party dues, or money candidates pay to be affiliated with a political party, are considered an individual expense and must be included on the individual's expense form.

5. During Party Campaigning (February 24, 2009 8 am-March 16, 2009 10 pm), parties may spend up to \$25 and in addition they may purchase a single 1/8-page advertisement in The Poly to be printed no later than March 18, 2009. All party expenditures during Limited Party Campaigning must be submitted by March 19, 2009 5 pm on a Party Expense Form to the Union Administration Office. Party expenditures during Limited Party Campaigning are not funded through party dues and will not detract from any member's expense limit.

6. Outside of limited party campaigning, parties shall be funded solely through the collection of real or virtual dues from member candidates. Party dues real or virtual may not exceed 20% of candidate's expense limit. Total party expenses may not exceed 20% of the sum of all member candidate's expense limits.

7. Each party and candidate must submit a report of their expenses by March 28, 2009 3:00 pm with expenses through March 27. Additionally each party and candidate must submit an expense report containing all campaign expenses by 7:30 pm on April 2. If there are runoffs, expense forms must also be submitted on April 7, 2008 7:30 pm for all candidates who participate in the runoff election. Expense forms must be submitted by the candidate and his/her party for that candidate to hold office.

8. Any service available to a candidate must be made available under the same terms to all other candidates running for the same office. Any service made available to one party must be made available under the same terms to all other parties.

## Section V - Campaigning

1. Campaigning is defined as the promotion of any candidate or the promotion of a slogan, symbol, or idea for this purpose. Any of the following may be considered active campaigning (though this is not a comprehensive list):

- a. Soliciting nominations
- b. Dissemination of campaign material (e-mail, signs, posters, shirts, etc.)
- c. Public displays or actions intended to draw attention to a candidate
- d. Parties, assemblies, etc. at which attention is drawn to a candidate

Examples of passive campaigning include among other things:

- a. Wearing campaign material (shirts, buttons, hats, etc.)
- b. Casual conversation.

2. All candidates are strongly encouraged to attend a Candidate Informational Meeting.

3. No candidate may begin campaigning until March 17, 2009, at 8am with the exception of soliciting nominations. Candidates may begin soliciting nominations on March 3, 2009 at 8am. No campaigning of any kind for a candidate may occur prior to acceptance of a GM Week 2009 Candidacy Form for that candidate by a representative of the Rules and Elections Committee.

4. Candidates may only be assisted in campaign activities by Activity Fee-paying RPI students. These students must complete a Candidate Assistance Form that is signed by both the candidate and the assistant. A candidate assistant may not participate in campaign activities until his/her Candidate Assistance Form is submitted to a representative of the Rules and Elections Committee or the Union Administration Office. Individuals may assist more than one campaign. However, they must complete a form for each campaign prior to assisting in that campaign. Passive campaigning by Activity Fee-paying RPI students is allowed without completing the Candidate Assistance Form. At no time may anyone except the candidate or their proxy solicit nominations.

5. Candidates and their assistants may not break Institute Rules and Regulations in the act of campaigning.

6. Campaigning may not disturb the academic process nor cause any physical damage to anything on

# ELECTION RULES

campus. Use of classroom equipment (i.e. overhead projectors, chalkboards, etc.) for campaigning purposes may be considered disturbing the academic process.

7. Candidates may not leave unsolicited voice-mails or place campaign material in campus mailboxes.

a. A candidate may not send an e-mail message to a list not established for party purposes.

b. A list for party members and candidate assistants can be created. Such a list must include a tagline at the bottom of each message with instructions to unsubscribe reading, "To unsubscribe from this list, email [highest ranking party officer's or candidate's RCS ID]@rpi.edu."

c. Other e-mail messages not explicitly mentioned above, such as e-mails causing complaints, can be deemed unsolicited by RNE and will be subject to disciplinary action.

8. Candidates are responsible for any messages or information posted on any electronic or other forum which they administer or are associated with.

9. No campaign material of any kind may be placed unsolicited under doors.

10. Only passive campaigning is permitted in the Dining Halls.

11. No campaigning of any kind is permitted on or in polling locations during times specified on pages two and three of this document.

12. No campaigning is allowed within a 100-foot distance of any polling location on any election days.

13. Groups of candidates and/or political parties may reserve rooms in the Union with the following restrictions: The group will have the same rights as any outside organization, not affiliated with the Rensselaer Union, in terms of room reservations. Any fines imposed by the Rensselaer Union on such a group for problems with the room shall be subtracted from said candidate's and/or party's spending limit. Listings on room reservations shall be put under an individual's name and not under a party's. Listing shall read "Private Meeting – Candidate's Name." Rooms reserved for these purposes are restricted in attendance to registered candidates, candidate assistants, and party members.

13. In limited circumstances (including temporary and permanent disabilities or the

student's non-local co-op status) the candidate may select a Candidate Proxy. RNE will evaluate the candidate's request and develop a list of activities in which the Candidate Proxy may participate and limitations the Proxy must abide by.

a. The Candidate Proxy must be a member of the Union.

b. The Candidate Proxy may not be running for any office.

c. The Candidate Proxy must state that they are acting as a proxy for a candidate.

d. If the Candidate Proxy commits a violation, the candidate is also liable and may be assigned a penalty.

e. The Candidate Proxy and the candidate may not simultaneously participate (in the role of the candidate) in any activity.

f. A candidate may only use one proxy during the course of the elections.

15. All campaign material must clearly include the candidate's name and contact information (e-mail, local address, or local telephone number). Contact information must be a minimum font size of 10pt Times New Roman or equivalent.

16. The Rules and Elections Committee shall be the primary authority for interpreting and enforcing the rules for all campaigns.

## Section VI - Primary and Final Elections

1. A primary election may be held at the discretion of the RNE Committee if there are more candidates than twice the number of available positions.

2. Prior to an election, a preliminary copy of the ballots will be posted. It is the responsibility of each candidate to ensure that his/her name appears and is accurate by the dates specified on page three of this document. The RNE Committee will not be responsible for unreported errors.

3. The order in which candidate names appear on the ballot is determined randomly for EACH ballot.

4. RNE may delay election results for any reason for up to 48 hours.

5. RNE will report the number of ballots received, the number of votes received for each registered candidate, and the number of votes received for all valid write-in candidates received.

# ELECTION RULES

ing over 5% of the votes. At RNE's discretion, additional write-in information may be released. Additional demographic information regarding the entire voting population and those who voted may be released.

## Section VII - Write-In Candidates

1. Write-in votes are permitted, except in Runoff Elections. In the Primary Election, a write-in candidate who garners enough votes will appear on the final ballot, if eligible.
2. Write-in candidates must meet the qualifications for the particular office and are subject to the same rules as registered candidates (including those referring to finance).
3. To be counted as a valid write-in vote, the vote must contain a legible first and last name recognized by the Registrar.
4. Write-in candidates do not have to file any forms with RNE except for an expense form if RNE requests one. Write-in candidates must use the extended sign policy like any other candidate.

## Section VIII - GM Week Participation

1. All registered candidates are required to assist the GM Week Committee. Each candidate is required to perform two hours of service to the committee. A list of events, dates, and times will be available with RNE by March 23, 2009 8 pm.
2. Candidates may sign up for service starting March 23, 2009 8 pm. All sign-ups must be complete by March 28, 2009 3 pm. The sign-up list will be located in the Student Government Suite of the Rensselaer Union.
3. Candidates may not campaign while completing service.
4. Candidates must sign in and sign out with a member of RNE (or person RNE has authorized). Failure to sign in or sign out may prevent a candidate from receiving credit for the service.
5. RNE may create elections-related service opportunities in addition to GM Week Committee assistance as needed to allow all candidates to complete their two hours of service.
6. All registered GM/PU candidates are invited to participate in the GM Week debates. For the primaries, debates will be on March 29, 2009 4-6 pm and, for finals, debates will be on April 1, 2009 3-5 pm.

## Section IX - Supervision, Counting, and Irregularities

1. Voting will be supervised by members of the RNE Committee or persons approved thereby.
2. At least two members of the RNE Committee will be present where votes are being counted. No candidate will be involved in counting the ballots of his/her race.
3. The RNE Committee has the right to suspend any and all election results if any election is questioned. If an election is suspended, the ballots will be impounded.
4. In the event of a tie, a runoff election will be held on the dates listed on page 3 of this document.
5. All requests for recounts, challenges, and other inquiries must be made to the RNE Committee in writing within 24 hours following the posting of election results. The RNE Committee will prepare a written report on all contested elections, copies of which will be provided to the Judicial Board, the Student Senate, and any member of the Union. Only constituents of a position may contest the election of that position.
6. Election ballots will not be disposed of until ten business days after the election results are posted.
7. Candidates for Grand Marshal and President of the Union must receive at least 40% of the vote in order to be elected to office.
8. Primary Election results will be announced in the Union as soon as they are available, Final Election results will be announced at the GM Week finale as soon as they are available. Results will not be released before the times listed on page two of this handbook. If final results cannot be announced by 1 am on April 4, 2009, the announcements will be postponed until April 5, 2009 2 pm.
9. In the event that a decision of invalidity of a candidate creates a vacancy, the candidate receiving the next highest number of votes may be proclaimed the winner. In extraordinary situations, the RNE committee shall have the authority to use any reasonable course of action to determine the outcome.
10. No person may access any RNE facility, including the RNE Office, without prior authorization.

# ELECTION RULES

## Section X - Honor Code

Every candidate running for a student government office has an obligation to observe and uphold basic principles of decency, honesty, and fair play so that after a vigorously contested but fairly conducted campaign, students may exercise their constitutional right to a free and informed choice that expresses their will. Student government office is a campus-wide trust. Every candidate for a student government office is expected by the voters to adhere to the following basic principles:

- I will conduct my campaign openly and fairly. I will discuss the issues and participate in fair debate with my opponents, respecting his/her views and qualifications. I will present my record and policies with sincerity and frankness, criticizing without fear and without malice the record and policies of my opponents that merit such criticism.
- I will neither engage in nor be involved with unfair or misleading attacks upon the character of an opponent, nor will I engage in invasions of personal privacy unrelated to fitness for office.
- I will not participate in or condone any appeal to prejudice.
- I will neither use nor be involved in the use of any campaign material or advertisement that misrepresents, distorts, or otherwise falsifies the facts regarding an opponent.
- I will clearly identify by name and address the source of all advertisements and campaign literature published or distributed as part of my campaign.
- I will uphold the right of every qualified student to full and equal participation in the electoral process.
- I will publicly repudiate support deriving from any individual or group whose activities would violate this Honor Code.
- I will not abuse the process of the Rensselaer Union Student Government Elections.

## Section XI - Extended Sign Policy

This sign policy is in effect starting at 8:00 am on Tuesday, February 24, 2009, and ending Friday, April 3, 2009 at 10 pm or, if Runoff elections are held, April 7, 2009 at 10 pm.

- All campaign material must be clearly identified with the Candidate and/or Party's

name and contact information (e-mail, local address, or local telephone number). Contact information must be in a minimum font size of 10pt Times New Roman or equivalent.

- No placing posters on the ground or sidewalks.
- No reserving space.
- Duct tape may be used on red brick only.
- No blocking pedestrian pathways (7-foot height clearance required)
- Only masking tape may be used on painted surfaces or glass. This includes the Footbridge handrails and the DCC pillars.
- No chalk is allowed anywhere.
- No posters may obstruct Institute signs.
- No campaigning or campaign material in or on polling site buildings after 10 pm the days before voting and voting itself.
- Respect other candidates and their campaigns. Do not tamper with or poster over other campaigns.
- On campus bulletin boards, campaign material may not cover an area larger than 8.5" X 11".
- Campaign material may be placed on any vehicle only with the permission of the owner (i.e., no flyers under windshield wipers, etc.).
- Animals may not be used as a method of campaigning.
- Banners may be attached to trees with string only.
- No campaign material is permitted in or on any Rensselaer construction site.
- No campaign material may be attached to glass surfaces in or on any public door.
- Banners (pieces of campaign material larger than 24"x36") on the exterior of residence halls must be approved by the Office of Residence Life, and may only be hung from a window with that room resident's permission.
- No campaign materials may be posted in public areas of residence halls, other than on candidates' doors and on other residents' doors with their permission.
- Campaign materials (posters) inside the Union must be approved by the Union Admin Office (limit of 10 posters per person with no more than two posters larger than 11"x17").

# ELECTION RULES

- No campaign material may be located within the line of sight of a polling location on any election days.

## Section XII - Violations and Hearing Procedures

1. Any alleged violation of election rules must be brought to the attention of the RNE Chair.
2. The RNE Chair at his/her discretion may issue a preliminary decision, and this decision shall be ratified or reversed by the RNE committee within 24 hours of the decision being issued.
3. RNE shall decide on all alleged violations within 24 hours of the committee being notified. In the case of a violation being issued, the violator will be notified of all offenses and sanctions in writing. Any candidate may request a hearing if the candidate feels he/she is not in violation. A hearing shall be held not less than 12 hours after the violation was issued and not more than 48 hours after such a request. At the hearing, the following procedures will be followed:
  - a. The alleged violator shall make his/her opening statement.
  - b. Any witnesses brought forward by the alleged violator shall be called first, followed by any witnesses called by RNE. All witnesses shall be questioned first by the party calling them, and then by the opposing party.
  - c. Following the testimony of witnesses, RNE may question the alleged violator, and witnesses, and the parties may question each other.
  - d. Following the period of questioning, the alleged violator shall make his/her closing statement.
  - e. The hearing will then be closed for deliberations.
  - f. RNE shall issue its decision in writing immediately following deliberations.
4. The RNE committee may defer any decision to the Judicial Board to handle the case.
5. No violations or hearings will be adjudicated during Spring Break (Saturday March 9, 2009 through Sunday March 15, 2009). Any issues that would otherwise have been heard over Spring Break will be heard before Tuesday March 17, 2009 10 pm.

## Section XIII - Sanctions

1. RNE may issue and enforce any one or a combination of these penalties for a violation of election rules.
  - a. Warning against future offenses.
  - b. Removal of some or all campaigning rights (including posterage location and time and in-person events).
  - c. Removal of a candidate's name from the ballot.
  - d. Upon election to office, ruling a candidate ineligible to serve for any portion of their elected term.
  - e. Reduction of a candidate's maximum expenditure limit.
  - f. Require additional nomination signatures.
  - g. Monetary fines charged to a student account (not to exceed \$.25 per 8.5" X 11" sign or \$.50 per square foot of material for sign violations).
  - h. Referral to Judicial Board.
  - i. Referral to Dean of Students' Office for disciplinary action.
  - j. Community Service either on campus or off campus to be completed by May 1st, 2009.
  - k. Any other action RNE deems appropriate within the scope of elections and in accordance with all institute, local, state, and federal regulations.

## Section XIV - Notification

1. Written notification can be provided to the RNE Committee by:
  - a. Submitting a signed letter addressed to "RNE Committee" to the Union Administration Office during business hours.
  - b. Mailing a signed letter to:  
RNE Committee  
c/o The Rensselaer Union  
110 8th Street  
Troy NY, 12180
  - c. Sending an e-mail to RNE@union.rpi.edu. Please include a phone number in all correspondence so that the authenticity of an e-mail may be verified.
  - d. Submitting a signed letter in person to the Chair of the RNE Committee.
2. Written notification to candidates can be

# ELECTION RULES

provided by:

- a. Personal delivery of the letter from a member or representative of RNE committee.
- b. Delivery of letter to a candidate's U.S. Postal Mailbox or Campus Mailbox.
- c. Sending an e-mail to the e-mail address listed on the Candidacy form (unless the candidate requests otherwise on the form, in which case e-mail will not be used as a form of notification).
- d. Mailing a letter via certified mail.

3. Candidates are responsible for reading all material posted with regard to this election in RNE distributed material, the RNE website, official RNE emails, and the RNE bulletin board.

## **Section XV - Authority of the Rules and Elections Committee**

1. The Student Senate is granted the authority to oversee elections by the Rensselaer Union Constitution (Article IX). The Student Senate by approving this handbook grants this power to the RNE Committee. The final interpretation of these rules is up to the discretion of the RNE Committee. Any decision may be appealed to the Judicial Board.

2. This handbook may be amended by the RNE committee, subject to the approval of the Student Senate. Minor revisions, including but not limited to clarification, typographical mistakes, deadline extensions, and logistical issues that do not effect the overall fairness of elections may be altered by a unanimous vote of the RNE committee (including the chair).