

OFFICE OF STUDENT LIFE
Student Government Elections 2012

Pick up and drop off ALL petitions at the Office of Student Life, Room L2.71.00 New Building

IMPORTANT DATES

Petitions Available: Friday, January 27th, 2012- Student Life, Suite L2.71 New Building, 9:30am

Petition Due Date: Friday, February 17th, 2012- Student Life, Suite L2.71 New Building, 5:00pm
*Petition received **after 5pm** on this date will be **deemed invalid**.*

Certification and Announcement of candidate's ballot position:
Friday, March 2nd, 2012

Mandatory Campaign Guideline Workshops:
Friday, March 2nd, 2012 at 1:40pm (During Community Hour)
Monday, March 5th, 2012 at 1:40pm (During Community Hour)

Candidate Eligibility Appeals & Complaints to Judicial Board submission deadline:
Monday, March 5th, 2012 at 5:00pm

Judicial Board Actions on Candidate Eligibility Appeals & Complaints:
Friday March 9th, 2012 at 5:00 pm

Student Election Review Committee (SERC) Appeals submission deadline:
Monday March 12th, 2012 at 5:00 pm

Student Election Review Committee (SERC) Actions on Appeals:
Tuesday March 13th, 2012 at 5:00 pm

Candidate Debates: Wednesday, March 14th, 2012 at 5:00 pm and
Thursday, March 15th, 2012 at 1:40 pm during Community Hour

On-Line Election Dates: Open at 5:00pm Thursday, March 15th 2012 and
Close at 5:00pm on Thursday, March 22nd, 2012

Election Results announced in New Building Atrium:
Thursday, March 22nd, 2012 at 5:30pm

Judicial Board Certifies Transfers Results to Student Election Review Committee (SERC):
Friday, March 23rd, 2012 at 5:00pm

Student Election Review Committee (SERC) certifies the election:
Monday, March 26th, 2012 at 5:00pm

Election Appeals & Complaints submitted to Judicial Board:
Tuesday, March 27th, 2012 at 5:00 pm

Judicial Board Actions on Election Appeals & Complaints:
Friday, March 30th, 2012 by 5:00 pm

Student Election Review Committee (SERC) deadline for all appeals:
Monday, April 2nd, 2012 by 5:00 pm

Student Election Review Committee (SERC) action deadline for all appeals:
Thursday April 5th, 2012 at 5:00 pm

Elected Officers swearing ceremony in Presidents Office:
Friday, June 1st, 2012 at 10am

Mandatory New Student Council Orientation & Trainings
June 1st from 1-5pm and June 4th 2011 All Day

Candidate's Name (Print)

Date

Candidate's Signature

Intended Office of Pursuit (Position)

JUDICIAL BOARD GUIDELINES FOR THE 2012 STUDENT COUNCIL GENERAL ELECTIONS

According to Section XV.ii, Provision D of the Bylaws of the City University of New York and the Election Guidelines approved by the University and the John Jay College Charter of the Student Government, Article V, Section 2, it is the responsibility of the Judicial Board to establish election procedures with the confirmation of the Student Election Review Committee (SERC). The following guidelines were formulated by the Judicial Board and confirmed by SERC for the Student Council Elections which will take place on the following days during the 2012 spring semester:

Starting on Thursday, March 15th at 5pm
Ending on Thursday, March 22nd at 5pm

Contact Information
judicialboard@jjay.cuny.edu
646-557-4800
Room L2.69.11NB

ARTICLE I

ELIGIBILITY REQUIREMENTS

In the interest of involving as many students as possible in Student Government, the Judicial Board has created the following guidelines for elections. These guidelines were collated with the expectation to expedite the process of creating a full Student Council, while maintaining the integrity and high standards that are demanded within a democratic process.

SECTION 1.0 General Qualifications for Eligibility for Student Council General Elections.

In accordance with the Student Government Charter, Article V, Section 2 and 3,

Any matriculated student, undergraduate or graduate, full-time or part-time, currently enrolled at John Jay College of Criminal Justice, who is in good academic standing and meets the other requirements stated in these guidelines, is eligible for election to the Student Council.

Undergraduate students **must have** a minimum cumulative Grade Point Average (GPA) of 2.50 and graduate students **must have** a minimum cumulative Grade Point Average (GPA) of 3.00 on the date that petitions are due and at the time of the elections.

CUNY Board of Trustees Eligibility Guidelines effective May 6th, 2010.

The following guidelines apply to each semester a student is running for and/or holding office, whether by election, appointment, or ex-officio status, in student governments, [and] the University Student Senate and other bodies. The positions subject to these guidelines are the members (senators, representatives, delegates, etc.) and officers of student governments, members of faculty-student disciplinary committees, members of the governing boards of college associations and auxiliary enterprise boards, members of allocating bodies of student activity fees, members of college governance bodies including college councils and senates, editors of student publications and officers and directors of radio and television stations, members of student elections review committees, members of personnel and search committees, members and alternate members of Board committees, and the chair, vice-chairs, the delegates, the alternates, and any other officers established by the University Student Senate. In these guidelines, credit hours refer to actual credit hours, and not equivalent or contact hours.

1. *Students must be matriculated in a degree or credit-bearing certificate program at the college in which they serve or which they represent.*
 - a. *Full-time undergraduate students must carry a minimum of 12 credit hours.*
 - b. *Part-time undergraduate students must carry a minimum of 6 credit hours.*
 - c. *Graduate students must carry a minimum of 3 credit hours.*
 - d. *In order to serve each semester, a student must have completed and earned passing grades in at least 50% of the credits for which they registered the prior semester, but in no event less than 3 credits.*
 - e. *Full-time doctoral students at level II or III shall be making satisfactory progress and shall not be subject to subdivisions c and d hereof.*
2. *Undergraduate students must have a minimum cumulative grade point average of 2.0 (John Jay requires a 2.5 G.P.A.) and be in good standing to participate in student government, the University Student Senate and the other student leadership positions covered by these guidelines. Chief executive officers and the Chairperson of the University Student Senate must have a minimum GPA of 2.5.*

Please Note: Colleges may continue to administer or adopt higher academic standards for services in their campus student government and the other student leadership positions covered by the Guidelines, subject to approval by the Chancellor.
3. *Graduate students must have a minimum cumulative grade point average of 3.0. Graduate*

students may not serve in student government and/or any other student leadership positions covered by these Guidelines for more than a total of two years.

4. Law School students must maintain a cumulative 2.3 average each semester and may not serve in student government and/or any other student leadership positions covered by these Guidelines for more than a total of three years.
5. Undergraduate students may not serve in student government and/or any other student leadership positions covered by these Guidelines for more than a total of five years, to include no more than three years at community colleges. Students shall be permitted to serve in the same executive office in a student government, the University Student Senate, or other student leadership position for a maximum of two years, except that co-chairs of the Doctoral Student Council shall be limited to a maximum of three years.
6. In order to participate in University Student Senate, on Board committees, campus student governments or serve in the other student leadership positions covered by these Guidelines, students must be certified as being in compliance with these Guidelines by the college president, or his/her designee, to the Vice Chancellor for Student Development and Enrollment.

SECTION 2.0 Eligibility Restrictions

In accordance with the Student Government Charter, Article IV, Section 4:

Any student who held office previously and was impeached, is not eligible to be a candidate in any Student Government Election. The charter reads:

No student, once so convicted, shall again be eligible to hold any office or position within Student Government.

Transfer and Freshman Students:

Freshman students are ineligible to seek candidacy as they do not have a GPA with the institution, which is a necessary component of eligibility as stipulated in Article I, Section 1.0. Transfer students with a GPA of 2.5 or more from their prior institution are eligible to seek candidacy.

SECTION 3.0 Class Representation Requirements

At the time of a student's nomination for the Office of Class Representative, **each candidate shall have sufficient credits**, including the credits registered for during the current semester (in progress) and excluding all other credits such as INC credits, to be a member of the class he or she will represent. A student's status shall be determined and certified by the Vice President of Enrollment Management, the criteria of which are as follows:

Freshman	1.0 -- 29.9 Credits
Sophomore	30.0 -- 59.9 Credits
Junior	60.0 -- 89.9 Credits
Senior	90 or more Credits
Graduate [1]	Currently enrolled in a graduate program at the College.

Seniors who are candidates for Executive Positions shall have their eligibility for office determined by their current status. If the senior is a candidate for graduation, he/she may satisfy the enrolled requirement by providing proof of acceptance to a John Jay College Graduate Program by June 1st.

Note [1]: First semester graduate students are not eligible for office, unless their Undergraduate studies were done at this institution. BA/MA students are classified according to their undergraduate class codes.

SECTION 4.0 College Council At-Large Representative and Judicial

Committee Member Requirements.

Candidates must meet the requirements specified in Sections 2.0 and 3.0, which include meeting the GPA requirement for either an undergraduate or graduate student depending on the student's class standing. In addition, they cannot be first semester freshman.

SECTION 5.0 Conflicts in Class Standing.

In cases involving conflicts in class standing, the class standing as certified by the Vice President for Enrollment Management shall be the class standing accepted and heard by the Judicial Board.

SECTION 6.0 Vacancies

Vacancies may occur during the course of the year through resignation, graduation, or many other possibilities. Vacancies as a result of the above reasons provided shall be handled as follows:

A special election may occur to fulfill any such vacancies subject to a majority vote of the Student Council. Once a special election has been confirmed by the Student Council, all prior procedures listed in this document for special elections shall thenceforth be called into effect. Should a majority of Student Council vote to oppose a special election, the vacancies on Student Council shall remain open.

ARTICLE II POSITIONS TO BE FILLED

SECTION 1.0 Representative Positions

The positions to be filled are:

- President
- Vice President
- Secretary
- Treasurer
- Freshman Representatives*
- Sophomore Representatives*
- Junior Representatives*
- Senior Representatives*
- Graduate Representatives*
- College Council at Large Representative
- Alternative College Council at Large Representative (2)
- Faculty-Student Judicial Committee (6)

Note: The two class representatives with the highest number of votes for each class will also serve as College Council Representatives, except for Freshman which has one representative on College Council. **Should these class representatives choose not to serve as College Council representatives, Student Council will hold separate elections from among the other representatives of that class in order to fill the vacancy. The Junior and Senior Representatives with the highest number of votes will also serve on the Board of Directors of the Student Activities Association. No Class Representative candidate may run for a position as College Council at Large representative.*

SECTION 2.0 Multiple Positions

No student shall be an eligible candidate for, or hold, more than one of the positions contained within this article concurrently, except for the Faculty-Student Judicial Committee.

ARTICLE III PETITIONS

SECTION 1.0 Availability

Petitions shall be standard for all offices and may be obtained on the L2 floor of 524 West 59th Street from the Office of Student Life (Suite L2.71.00NB) Monday through Thursday 9:30am-6:00pm and Friday 9:30am-4:00pm when classes are being held. No student may have more than one petition at the same time. Candidates may receive a second petition upon return of the first complete petition. A complete petition with the exact number of pages signed out from the Office of Student Life (L2.71.00NB) consisting of either four (4) pages for Non-Executives or fifteen (15) pages for Executives.

Petitions will be available beginning Friday, January 27th, 2012 at 9:30am in the Office of Student Life (L2.71.00).

SECTION 2.0 Period of Submission (Petition Deadline)

Petitions for all offices must be submitted by the candidates on or before **5:00 p.m. on Friday, February 17th, 2012 at the Office of Student Life (Suite L2.71.00).** **PETITIONS OR PLATFORMS WILL BE CONSIDERED INVALID BY THE JUDICIAL BOARD AFTER 5:00 P.M. ON FRIDAY, FEBRUARY 17th, 2012.** The petition will be time- and date-stamped on the time clock in the Office of Student Life (L2.71.00), which shall be the official clock for the purpose of petition submission. If a candidate wishes a copy of his/her petition to be stamped at the time of submission, the candidate must present a copy of the petition to the Office of Student Life (L2.71.00). Only original petitions will be accepted.

SECTION 3.0 Class Representative Positions

Petitions for Class Representative must include at least twenty-five signatures with the printed names and date of birth of the signing students, who are currently enrolled members of the John Jay College student body.

SECTION 4.0 Executive Officer Positions

Petitions for any Executive Office must include either:

[1] At least one hundred and fifty (150) signatures from students of any class, with the printed names and date of birth of the signing students; or

[2] At least seven (7) signatures from current members of the Student Council who are in good standing.

Article III, Section 4.0.2 only applies to currently elected members of Student Council.

No student may sign more than one petition for each Executive Office candidate. In the case where a student signs more than one petition for an executive office candidate, that student's signature will be disqualified on all said executive office candidate petitions. The candidate's petition will not be disqualified.

SECTION 5.0 Debates

- 1. Each candidate for Executive Office must participate in the debate sessions, to be held by the Judicial Board. There will be one session during the day and one session in the evening.**
2. All candidates will be notified of their approval to debate prior to the debate by Judicial Board.
3. *If the candidate misses one (1) debate session, they will be disqualified from the spring 2012 Student Government General Elections unless they notify the Judicial Board of their absence in*

writing at least three days prior to the debate. If the Judicial Board receives a written statement in time, they will decide on their candidacy before the debate begins.

- 4. The debates will occur on Wednesday, March 14th at 6pm and Thursday, March 15th at 1:40pm at a location to be determined.**
5. The questions for the debates will be created by the Judicial Board.
6. Each candidate will have two minutes to answer. If there is another candidate that wishes to rebut the statement made by the first candidate, they will be recognized and given one minute at the Judicial Board's approval.
7. The John Jay students gathered at the debate will have an opportunity to ask questions, based on the will of the Judicial Board. Faculty and Staff are not permitted to participate in the debate.

SECTION 6.0 College Council Representative & Judicial Committee Members

Petitions for College Council at Large Representatives and Judicial Committee members must include at least twenty-five (25) signatures with the printed names and date of birth of the signing students who are currently enrolled at the college.

SECTION 7.0 Verification of Signatures

The Office of Student Life will verify all signatures on petitions to assure that the signatories are currently enrolled students. Signatures from students who are not currently enrolled will be disqualified from that candidate's petition. This will not disqualify the petition itself, unless the number of verified signatures is less than the number required. **Duplicate signatures will only count once on the same candidate's petition.**

SECTION 8.0 Platforms

Every candidate at the time of submission of the first petition must submit a typed platform at least two hundred and fifty (250) words, *(calculations confirming the word count will be done utilizing MS Word)*. **A flash drive or a CD containing the platform must also be included.** *A picture will be taken when you submit your petition that will be included above your position on the ballot.* Platforms cannot be edited after submission. If a candidate wishes the platform to be date-stamped along with his/her petition, the candidate must provide two copies of the platform at the time of submission.

Candidates running for multiple positions (Judicial Committee and a Student Council position) may not use the same platform for multiple positions. Each candidacy must be run independently of one another.

ARTICLE IV CERTIFICATION OF CANDIDATES

SECTION 1.0 Certification of Eligibility

After consulting with the Vice President for Enrollment Services and the Dean of Students, the Judicial Board shall meet no later than Friday, March 2nd, 2012 at 5:00 p.m., to announce the certified candidates for the spring 2012 Student Council General Elections.

SECTION 2.0 Appeals

Any Candidate wishing to appeal the decision of the Judicial Board regarding the certification process shall have five (5) days from the date of the decision to file an appeal on an incident report (IR) provided to the student by the Judicial Board. **The deadline date is Wednesday March 7th, 2012 at 7:00pm.** This appeal must be time stamped in the Office of Student Life then submitted to an Office of Student Life staff member to be delivered to the Judicial Board office (Room L2.69.11NB). Appeals not submitted within this period of time will not be considered. The Judicial Board will issue a written opinion regarding the appeal within two (2) business days, **Friday, March 9th, 2012 at 5:00 pm.** Appeals of the decision of the Judicial Board must be submitted in writing to the Student Election Review Committee (SERC) within three (3) days from the date of the Judicial Board's decision. **This deadline date is Monday, March 12th, 2012 by 5:00pm.** Guidelines for the SERC appeal process are available from the Office of Student Life (L2.71.00NB).

SECTION 3.0 Ballot Position

Ballot position will be determined by random selection at the certification meeting of the Judicial Board. Candidates may be present during this selection process.

SECTION 4.0 Uncontested Seats

The Judicial Board will certify as elected those candidates who meet the specific eligibility requirements for the position sought if:

1. There is only one candidate for the positions of President, Vice President, Treasurer, Secretary, or the At-Large College Council Representative position.
2. There are no more than four candidates for Freshman, Sophomore, Junior, Senior and Graduate positions.
3. That candidate meets all other aforementioned certification requirements.

ARTICLE V CAMPAIGNING

SECTION 1.0 Campaigning

As a microcosm of the United States Government, electioneering of candidates for Student Government shall be governed by the standards set forth by The New York Times v. Sullivan (84S. CT 710) governing slander and libel. The New York Times v. Sullivan standard states that the debate on public issues must be uninhibited, robust and wide open, and that this may sometimes include vehemently sharp attacks upon public officials (provided that such allegations or claims are true). The standard also states that in order for public officials to recover damages, they must show that the defamatory statements were false and made with malice aforethought—that is, “with knowledge that it was false or with reckless disregard of whether it was false or not”—in which case, the accuser shall be summarily disqualified. The Judicial Board will use section 1.2, *infra*, as the working definition of sections 1.0 and 1.1.

SECTION 1.1 Improper Conduct

Any candidate who (or if any member of his/her campaign team) knowingly or negligently engages in an improper conduct, by maliciously* inhibiting the campaign efforts of his/her opponent[s] or other candidates, shall be disqualified from the election process subsequent to Judicial Board review and decision that such charges brought against him/her has in fact taken place. In addition, any candidate who violates any of the following rules in Article V may be disqualified from the electoral process following this same Judicial Board review process.

SECTION 1.2 *Definition of “Malicious”

For the purpose of all Student Council Elections, the word “malicious” shall mean any act/conduct, or condemnation thereof, resulting in adverse consequence[s], based on **malice** by any candidate (or member of his/her campaign team). Malice is defined as, “A desire to harm others or to see others

suffer....The intent....to commit an unlawful act that will result in injury to another or others” (The American Heritage Dictionary, [2nd. College ed.], 1991, p. 759). Examples of such conduct (if maliciously motivated) include, but are not limited to: falsehood, misrepresentation, slander, libel, and/or defamation of character—any of which has caused a definite harm to the target individual[s].

SECTION 2.0 Posters, Flyers, and Campaign Materials

Any campaign materials not posted in the designated areas (bulletin boards) will be removed by the Office of Student Life or its designee. All campaign materials which are posted must bear the stamp of the Office of Student Life.

SECTION 3.0 Classroom Presentations

Candidates may address classes in session only with the expressed official written permission of the instructor of the class. ***(The instructor must send the approval notice to the Judicial Board in writing or via e-mail to: judicialboard@jjay.cuny.edu)***

SECTION 4.0 Distribution of Campaign Materials

No Student Activity fees, official college departmental mails, official college social media, or John Jay emails shall be used for campaign purposes. All *personal* social media or created online outlets may be used. Campaign materials cannot be sent from a personal email to a John Jay email.

SECTION 5.0 Election Day Campaigning

All candidates are prohibited from electioneering within the proximity of the designated polling stations while elections are being conducted. ***Masking tape will be used to designate the POINT beyond which candidates (and those campaigning for them) must not cross.*** No campaign material will be allowed in those designated areas.

***NOTE:** Faculty, staff and college officials will not be allowed to take part in the election campaigning process. They will not be allowed to support or campaign explicitly on the school campus. Non-enrolled individuals of the college will be prohibited in the election process. This includes but not limited to, the distribution of campaign material or promotion of such on school grounds or online.

ARTICLE VI ELECTIONS

SECTION 1.0 Period of Elections

The elections will be held online. Elections will begin 5:00pm on Thursday, March 15th and will end at 5:00pm on Thursday, March 22nd.

SECTION 2.0 Voting Eligibility

All students who are currently enrolled shall be eligible to vote for candidates for Executive Office and for Class Representatives based on the criteria for class representatives in Article III, Section 3, above.

SECTION 3.0 Staffing of Elections

The polls will be staffed at all times by members of the Office of Student Life. College employees who are also students may not participate.

SECTION 4.0 Voting and Election Usage

No candidate or any member of their campaigning team may compel any student to vote using any personal or school device. For example, no candidate or supporter may share their own personal device to explicitly ask someone to vote in any college setting.

ARTICLE VII RESULTS

SECTION 1.0 Results

The results of the balloting will be announced as soon as feasible after the polls close at **5:00pm on Thursday, March 22nd, 2012** in the New Building Atrium.

ARTICLE VIII DISQUALIFICATION, APPEALS AND COMPLAINTS

SECTION 1.0 Disqualification

The Judicial Board reserves the right to disqualify any candidate who is proven to violate any of the provisions of these guidelines.

SECTION 2.0 Appeals and Complaints

All appeals regarding the Spring 2012 Student Government General Elections must be submitted as an incident report (IR) provided to the student by the Judicial Board **no** later than **5:00pm on Tuesday, March 27th**. Documentation must accompany all complaints.

NOTE: To facilitate this process, the said complaints must be submitted to the Office of Student Life where they will be time-and-date-stamped. The Official clock shall be the clock in the Office of Student Life.

The Judicial Board will act on the complaint by 5:00pm on Friday, March 30th, 2012. Anyone who believes, and can provide concrete and convincing evidence, that the decision of the Judicial Board was made in error may **submit an appeal in writing to the Student Elections Review Committee (SERC) no later than 5:00pm on Monday, April 2nd, 2012.** The appeal should be hand delivered to the Office of the Vice President for Student Affairs and Dean of Students where it will be time-and-date-stamped. The SERC, through the Office of the Vice President for Student Affairs, shall provide the Judicial Board and each candidate for the office in question with a copy of the appeal by hand delivery, certified mail or mailgram within five business days from the date the appeal was received. All persons concerned with the appeal shall have the right to submit such written statements to the Office of the Vice President for Student Affairs.

Student Election Review Committee Guidelines

Note: The Student Election Review Committee is referred to as the SERC in the following discussion.

Rules Governing the SERC

John Jay College of Criminal Justice is charged with the duty, under Article 15.2d of the bylaws of the Board of Trustees of the City University of New York, to establish a SERC in consultation with the various student government(s).

1. That SERC is required to approve the election procedures and certify the Results of elections for student government(s) and student referenda; and
2. That in furtherance of the above, the President of John Jay College of Criminal Justice is required to select personnel for the SERC from nominations received from the Student Council.

Composition

The following describes the selection of the SERC and the rules and procedures for approving elections guidelines, certifying results and the consideration of appeals.

1. The SERC shall be composed of seven members (three faculty members and four students).
2. The faculty members shall be appointed by the College President from a panel of nine nominated by the Student Council at a regularly scheduled meeting.
3. The student members shall be appointed by the College President from a panel of twelve students nominated by the Student Council at a regularly scheduled meeting provided that members of the Student Council, the Judicial Board and the Judicial Committee are precluded from membership on the SERC.
 - a. All student members of the SERC must satisfy the academic requirements specified in the Student Government Charter for Student Council membership.
4. The SERC shall elect a chairperson from among its members at its first meeting.
5. If the Student Council fails to nominate its members by October 1 of any year, the College President shall appoint the appropriate members.

Term of Office

1. The SERC shall serve a term of one year beginning on October 1 and ending on September 30.
2. SERC members shall, however, be eligible for re-appointment at the expiration of their terms.
3. The position of any member, who becomes a candidate for Student Government office, shall be declared vacant.
 - a. Dean of Students shall be the final arbiter in all instance of alleged violation of the above.
4. If a vacancy should occur for any reason, a nomination will be sent to the College President within two weeks of the occurrence of the vacancy.
 - a. If nomination is not made within the two week period, the College President shall appoint a replacement.
 - b. During the Campaign period (petition gathering to swearing in of new Student Government Officers) the College President may fill any vacancy which occurs through appointment immediately.

Quorum

Quorum for all meetings of the SERC shall consist of a majority of the membership, provided that there be a least one representative from each group present. The Dean of Student shall convene the first meeting of the SERC each year.

Duties of the SERC

1. The SERC shall oversee the election procedures for student government elections at John Jay College.
 - a. Review the election guidelines prepared by the Judicial Board;
 - b. Certify the election results;
 - c. Serves as an appeal body to hear the appeal of any person adversely affected by a decision or actions of the Judicial Board; and
 - d. Prepare a complete summary record of all proceedings and keep a copy of all written statements, letters, etc., of all appeals which shall be made available to the College President in the event that an appeal is made to the President from a ruling or decision of the SERC.

SERC Procedures

1. All decisions of the SERC shall be by a majority vote.
2. The only official minutes of all meetings/hearings will be kept by a designated SERC member.
3. All meetings of the SERC shall be open to all members of the John Jay College community.
 - a. The SERC may go into closed session to further explore options, to attempt to reach an informal settlement with the parties involved and to deliberate in order to reach a decision.
4. SERC will review all rules and regulations and all amendments governing the election for Student Government Election Guidelines submitted to it by the Judicial Board no later than November 30 of each year. If the Judicial Board fails to meet this deadline the SERC shall issue the guidelines for the student government election.
5. Within ten days of the receipt of Election Guidelines from the Judicial Board, the SERC shall decide whether or not the Guidelines are in conformance with Article 15 of the Bylaws of the University or its interpretation therefore, and notify the Judicial Board in writing of any discrepancies.
 - a. The SERC may request that the Judicial Board meet with it to discuss the guidelines
6. If necessary the Judicial Board shall submit the revised guidelines to the SERC no later than the end of the first week in February for approval.
7. SERC will certify the guidelines for dissemination no later than the end of the second week in February
8. The Judicial Board will hand deliver the election results to the SERC within 24 hours after the closing of the polls.
9. SERC will certify or not certify the election results 24 hours after receipt from the Judicial Board.

Complaints

1. All complaints regarding a Student Government Election must be submitted in writing and received by the Judicial Board Room L2.69.11NB by 5:00 P.M. on the fifth day following the last day of the elections.
2. The Judicial Board of the Student Government shall decide on all written complaints within five school days of their submission.
3. If the Judicial Board fails to act within five school days, a complaint may be filed directly with the SERC.
 - a. Any person adversely affected by the action of the Judicial Board shall have the right to appeal to the SERC in writing within five school days after the decision.
 - b. All complaints submitted to the Judicial Board or appeals to the SERC must be submitted on an official complaint form available from the Office of Student Life.
 - i. Copies of the appeal shall be sent to all other candidates for that office
4. In the event of a contested election requiring additional evidence and/or other testimony, SERC shall notify by hand delivery, certified mail, or mailgram to all candidates for the contested office what the time limit will be extended accordingly

5. The SERC shall issue its written decision within five days after the conclusion of the hearing unless one of the days is Saturday, Sunday or holiday, in which case the time limit will be extended accordingly.
6. The decision shall be signed by a majority of the members.

Appeals of SERC Decisions

1. Anyone adversely affected by a decision of SERC shall have the right to appeal to the President.
2. Any such appeal must be received in the Office of the President by 5:00 P.M. no later than five school days after the adverse decision.
3. The Office of the President shall provide SERC and each candidate for the office in question with a copy of the appeal by hand delivery, certified mail, or mailgram within five days of the receipt of the appeal.
4. Upon receipt of notice and/or copy of such appeal by SERC, the chairperson of SERC shall within two school days deliver a copy of all summarized records and copies of all papers relating to this appeal to the President.
5. All persons concerned with said appeal shall have the right to file a written statement with the President in response to and/or in support of the appeal, within five school days of receipt of notice of such appeal.
6. The decision of the President shall be final.
7. Any appeal or complaint not filed within the times frames described above shall be deemed waived.

Vacancies & Special Elections

1. In cases where there are more than two vacancies on the Student Council, other than among the executive officers, SERC may order special elections to be conducted to fill the seats.
2. If the Judicial Board fails to run such special elections the SERC may run the elections.

SERC Requirements

1. SERC shall have a mailbox in the Office of Student Life (L2.71.00NB) for receipt of all mail and all notices required by these guidelines.
2. All candidates for Student Council office will be provided with a copy of these guidelines when they obtain their petition to run for office from the Office of Student Life.