



Resolution #1 of the Spring 2019 Elections Committee

Whereas, the Elections Committee expects candidates to uphold a high level of integrity when conducting themselves in Elections; and

Whereas, the Elections Committee has a duty to decide the particular procedure for each election and ~~issuing issue~~ regulations ~~clarify~~ **clarifying** the Elections Code;

Be it hereby enacted, pursuant to the authority granted this committee under the RUSA Elections Code, that the Elections Committee issues the following TEMPORARY regulations, binding on the Spring 2019 RUSA Elections:

1. The dates, times, event descriptions and other matters mentioned therein in Appendix A shall be binding on the RUSA Spring 2019 Elections,
2. In accordance with the Elections Authorities, the positions listed in Appendix B shall be elected in the RUSA Spring 2019 Elections, and
3. Appendix C shall govern endorsements and other matters mentioned therein during the Spring 2019 Elections, and
4. The format of the Declaration of Intent to Run form displayed in Appendix F shall be used in the RUSA Spring 2019 Elections;

Be it further resolved, the preceding clause shall go into effect on March 4th, 2019; and

Be it finally resolved, in accordance with Resolution #2 of the Spring 2018 Elections Committee:

1. Appendix D shall be provided to each candidate in RUSA elections. This Appendix is a compilation of non-binding, advisory recommendations to candidates on how to be an effective RUSA member, and
2. Appendix E shall supplement the Elections Code in describing the procedures of filing a Declaration of Intent and how candidates' names will appear on individual ballots.

Appendix A

Official Timeline

Information Sessions

The Elections Committee will discuss and answer questions about the timeline, and guidelines of the RUSA Elections. Candidates, upon request, will be provided with RUSA's Elections Guidelines. It is strongly advised that students seeking candidacy attend. You are free to drop in at any time to receive information. If you cannot make any of the below meeting times, please email us and the Elections Committee can set up a meeting time to go over the process and share the PowerPoint with you.

Tuesday, March 5th, 2019 8:30 PM - 9:30 PM, LSC Gathering Lounge

Wednesday, March 6th, 2019 8:30 PM - 9:30 PM, CASC 109

Monday, March 11th, 2019 7:00 PM - 8:00 PM, BSC 174

Wednesday, March 13th, 2019 7:00 PM - 8:00 PM 8:30 PM - 9:30 PM, DSC Douglass Lounge

Declaration of Intent

OPENS: March 4th, 2019 12:00 AM

CLOSES: March 15th, 2019 11:59 PM

Campaigning Period

OPENS: March 4th, 2019 12:00 AM

CLOSES: March 31st, 2019 12:00 PM

During this period, candidates are encouraged to actively campaign and solicit support. See the Elections Code for specific rules governing campaigning and solicitation of votes.

Senators' Forum

Wednesday, March 27th, 2019 8:00 PM - 9:00 PM, Location **DSC Douglass Lounge ~~TBD~~**

The Senators' Forum is an event in which each candidate running for the Rutgers University Senate will be invited to discuss the University Senate in a public forum, moderated by one or two members of the Elections Committee. This will be a public event and registration will be on a first come first serve basis, via the Declaration of Intent form, at the discretion of the Elections Committee. The exact format of the event will be at the discretion of the elections committee chair and will be determined after every candidate's eligibility is confirmed. Candidates, who participate in the debate, consent to recordings and publications of the forum.

Elections Period

OPEN: March 29th, 2019 12:00 AM

CLOSES: March 31st, 2019 12:00 PM

During this period, eligible students of Rutgers University may actively vote for candidates in the elections. This period may be extended by the Elections Committee in accordance with the Elections Code. An official notice will be sent to all candidates and the student body of the open and close time of the Ballots.

Budget Deadlines

The preliminary budget report deadline is Wednesday, March 27th, 2019 at 10:00 PM. The final budget report deadline is Saturday, April 6th, 2019 at 12:00 PM. The budget reports may be filed up to a week in advance. A sample budget will be provided on the RUSA website.

Appeals Submission Deadline

Saturday, April 6th, 2019 12:00 PM

Appeals may be submitted at any time until the above deadline, consistent with the rules and regulations of the Elections Code. Pursuant to the Elections Code, on issues concerning budgetary reports, appeals by the Elections Committee may be pursued up to two days after the budget deadline.

Announcement of Preliminary Results

Preliminary results will be announced within 24 hours of the conclusion of the Elections.

The deadline for certifying the results will be 10 days after the announcement of the results unless certification is delayed under the order of the Elections Appeals Committee.

Swearing In Ceremony

Thursday, April 11th, 2019 at the Student Activities Center, *after the adjournment of the RUSA meeting*

First Official Meeting of the New Assembly

Thursday, April 18th, 2019 7:30 PM, Student Activities Center

The first meeting of the newly-sworn Assembly will take place on the above date. The Assembly is required under its Standing Rules to begin to elect internal positions at this time. The precise manner and nature of these elections will be decided by the newly elected body through the appropriate procedure.

Appendix B

Available Positions

Below is the list of all positions available for contest and the number of seats available for each respective category. A student may only run for one (1) position during the Election. All positions remaining vacant after this semester's elections will be open for contest during the Fall 2018 RUSA elections. For the purpose of this temporary regulation, "Off Campus" is defined to include students residing off campus as well as those students who commute to campus.

University-Wide:

- (1) President
- (1) Vice President
- (1) Treasurer
- (7) Senator (SAS only)

Livingston Campus:

- (1) 2020 Representative
- (1) 2021 Representative
- (1) 2022 Representative
- (1) Senator (SAS only)

College Avenue Campus:

- (1) 2020 Representative
- (1) 2021 Representative
- (1) 2022 Representative
- (1) Senator (SAS only)

Busch Campus:

- (1) 2020 Representative
- (1) 2021 Representative
- (1) 2022 Representative
- (1) Senator (SAS only)

Douglass Campus:

- (1) 2020 Representative
- (1) 2021 Representative
- (1) 2022 Representative
- (1) Senator (SAS only)

Off-Campus:

- (8) Off-Campus Representatives
- (1) Senator (SAS only)

Cook Campus:

- (1) 2020 Representative
- (1) 2021 Representative
- (1) 2022 Representative
- (1) Senator (SAS only)

Organizational Endorsements in the Spring ~~2019~~ 2018 Elections

Permissible Organizations

Only student organizations registered with the University may endorse a candidate or ticket. Such organizations may endorse any number of candidates or tickets for any number of positions. Pursuant to the Elections code, no other student government association, an academic unit of the University, departmental club, administrator, or administrative unit of the University may participate in endorsements of candidates or tickets. Any organization may endorse and promote the RUSA Elections in a neutral manner.

Process

Each organization, which wishes to endorse a candidate or ticket, must establish procedures, available to all members of the organization, on how that organization will select which candidates or tickets to endorse. Endorsed candidates or tickets must be emailed to rusa.elections@gmail.com. Endorsements will only be recognized if this email includes a summary of these procedures and a certification by their primary officer that these procedures were followed. A similar process must be established if the organizations chooses to endorse and promote the RUSA Elections in a neutral manner.

Permissible Activities

Officially endorsing organizations may, directly and indirectly, solicit support and encourage voting during the active campaigning period. These organizations must follow the rules that apply to candidates under the Elections Code, Article V, Section A; non-compliance shall result in disqualification from the financial incentive process. All activities conducted on-campus are also subject to University Policy.

Financial Incentive

Organizations endorsing candidates or tickets will be permitted to compete for financial rewards by encouraging students to vote. Voters will be asked to enter the name of any organization that assisted or encouraged them to vote. Organizations who attain the most amount or second most amount of responses in their class of organization size will be awarded a financial prize.

There will be three (3) one hundred and twenty-five dollar (\$125) prizes given out to the top organization that endorsed a ticket or candidate(s) in each category based off the number of responses and three (3) one hundred and twenty-five dollar (\$125) prizes to the top organizations that stayed neutral in each category based off of the number of responses. The second place prizes for all six (6) above mentioned categories will be seventy-five dollars (\$75).

The categories of organization sizes go as follows:

- 10-24 members
- 25-49 members
- 50+ members

Appendix D

Responsibilities of Elected Candidates

Oath of Office

Pursuant to the Standing Rules, all elected candidates must take the Oath of Office. The Elections Committee will be administering a swearing-in after the certification of election results. Any member who cannot attend said date is required to schedule a time with the Elections Committee or the RUSA Executive Board to complete the Oath.

Meetings

Pursuant to the RUSA Constitution and Standing Rules, candidates are responsible, if elected, to attend all RUSA meetings. These include general meetings which are held Thursdays at the Student Activities Center at 7:30 PM and committee meetings, as well as any mandatory events, approved consistent with the Assembly rules and procedures.

Senators are required to attend monthly meetings of the University Senate. Meetings of the Senate shall ordinarily convene on Friday afternoons. The schedule of Senate meetings for the next year are available on the Senate website (senate.rutgers.edu) and upon request from the Elections Committee. Meetings of Senate committees will ordinarily be scheduled during the mornings of Senate Fridays. All who accept election to the University Senate are expected to arrange a schedule that does not conflict with Senate committee, caucus and general body meetings, starting with the last Friday (for example April 27, 2018, during the Spring 2018 semester) of the Spring semester.

Standing Rules and Constitution

All elected members must uphold and abide by the RUSA Standing Rules and Constitution and the attendance policies therein. All newly elected officials must adhere to the RUSA Code of Ethics as set forth by the Standing Rules.

Office Hours

Candidates for President, Vice President, and Treasurer will be required to complete five (5) office hours per academic week during the fall and spring semesters; three (3) fixed by the Chief of Staff and two (2) at their own discretion. The office hours will be conducted in the RUSA office.

Candidates for ALL executive board positions (see definition above) will be required to complete three (3) office hours per academic week during the fall and spring semesters; at least half of them must be during business hours. The office hours will be conducted in the RUSA office. They will also need to meet with an advisor on a regular basis.

Candidates for every other position will be required to complete one (1) office hour per academic week during the fall and spring semester.

Summer Responsibilities

Office Hours

Candidates must complete office hour requirements for the twelve (12) total weeks of summer break. The President, Vice President, and Treasurer must complete fifteen (15) hours a week at the Student Activities Center. At least seven (7) of these hours must be completed during the hours specified for office hours in the Standing Rules. Candidates for ALL executive board positions (see definition above) will be required to complete 10 hours a month during summer break at the discretion of the Chair of the Assembly.

This is a non-negotiable requirement and if not completed will result in the immediate recommendation for impeachment by the Internal Affairs Committee. Housing may be available but is not guaranteed over the summer and is a case-by-case basis and will need to be brought to Lori Smith's attention as soon as possible.

Executive Board Trainings

Every candidate that plans to run for an executive board position must be willing and able, if elected, to attend a June Retreat. There will also be a Student Affairs Training required for the executive board during August, to be determined by the incoming executive board officers.

PLEASE BE ADVISED THAT THESE ARE THE MINIMUM REQUIREMENTS AND THAT MORE TIME COMMITMENT MAY BE REQUIRED TO BE SUCCESSFUL. MORE INFORMATION CAN BE FOUND BY CONTACTING THE ELECTIONS COMMITTEE.

Appendix E

Declaration of Intent

A “Declaration of Intent” (DOI) is a formal application for candidacy in RUSA Elections. It shall be the only recognized application by the Elections Committee. The DOI shall be reviewed to ensure that each potential candidate has the necessary qualifications for their chosen positions if any such qualifications exist. All candidates will receive confirmation of whether or not they are eligible to run for the respective positions they each declared candidacy for. Please note that this form will authorize the RUSA staff advisor to check all candidates’ GPAs, which must be at least 2.5, and confirm full-time status. All personal information will be strictly confidential and only known by the RUSA advisor or Elections Chair.

Students seeking office will complete a Declaration of Intent that specifies the position they will be running for and affirms that they agree to carry out their campaigns in accordance with the established Elections Code and all other similar documents. The Declaration of Intent to Run will serve to verify the correct spelling of candidates’ names, and the names of tickets that they affiliate with. The information that they provide will be used to create the ballots that will be featured at online and at polling locations on Election Days. The Declaration of Intent to Run will be made available on the Collegiate Link website and a link will be provided on the RUSA website. The form will be available to all interested candidates. Failure to complete the Declaration of Intent form by the deadline will result in a forfeiture of the right to run for a position within RUSA in the current election. Write-in votes will not be possible. Candidates will be placed on the ballot in a randomized order, for each individual voter, with ticket affiliations appearing in parentheses next to names. Personal statements and photos, if provided to the Elections Committee, will be linked from the ballot.

Appendix F

Declaration of Intent to Run Form

The Declaration of Intent to Run form shall ask for and require the candidate to provide:

1. First Name
2. Last Name
3. NetID
4. RUID
5. Class Year
6. Current campus the student resides on or the future one the candidate intends to reside on
7. School Enrollment
8. Cumulative GPA
9. Cell Phone Number (optional)
10. Email
11. Position candidate wishes to declare to run for
12. Ticket Name and Designated ticket leader (optional)
13. A personal statement for inclusion on election marketing materials, including links to websites or pictures, if desired
14. T-shirt size for RUSA polos
15. Signature affirming the following: “I also affirm that I understand that my campaign for this position on RUSA must be carried out in accordance with the current RUSA Elections Code and other applicable Election Authorities as defined in the code. I understand that any deviation from the rules set forth on my part will result in my declaration of ineligibility to participate in this election and I will be immediately disqualified. I understand that if elected it is my responsibility to attend all RUSA meetings, both general body, and committee as well as any additional responsibilities outlined in the RUSA governing documents. As a candidate for RUSA election, I understand that I am a public person on campus and should act accordingly.”
16. Indication of running mate if a person indicates their intention to run for President or Vice President
17. Indication of interest in participating in the Senators’ Forum on Wednesday, March 27th, 2019 8:00 PM - 9:00 PM