



UNIVERSITY OF ARKANSAS AT LITTLE ROCK



STUDENT GOVERNMENT ASSOCIATION

SPRING 2009 ELECTION APPLICATION AND CANDIDATE INFORMATION PACKET

**THE DEADLINE TO RETURN APPLICATIONS TO THE OFFICE OF CAMPUS LIFE IS
FRIDAY, FEBRUARY 27, 2009 AT 5:00PM**



Student Government Association Election Letter, Spring 2009

February 9, 2009

Dear Candidate:

Thank you for your interest in the Student Government Association. Running for an office is a very important decision, and we are glad that you are ready to take on the challenge.

By signing, the candidate application, you are accepting responsibility for all of the information contained in this packet, so please read carefully and thoroughly. Pay special attention to the Election Code listed on pages 8-12.

On Wednesday, February 18, 2009, and Thursday, February 19, 2009, the candidate orientation will be held in the SGA Board Room, which is directly across from the Office of Campus Life. The orientation on Wednesday will be at 6:30PM and the orientation on Thursday will be at 12:15PM. The two dates and times are an attempt to accommodate candidates with different schedules. **Attendance is mandatory.** If you have any problems with attending, please let me know as soon as possible.

You will be informed of special events and opportunities for candidates throughout the campaign period, so be sure to check your UALR e-mail account regularly. If you have any questions, please feel free to contact me via e-mail, lnorfolk@ualr.edu, by phone at 501-569-3215 or drop by the SGA office (DSC Room 201C).

Thank you again for your participation, and good luck!

Sincerely yours,

Nicholas L. Norfolk, Chief Justice
Student Government Association



Student Government Association Election Calendar, Spring 2009

FEBRUARY 6	9:00AM	ELECTION PROCLAMATION CANDIDATE REGISTRATION BEGINS
FEBRUARY 18	6:30PM*	CANDIDATE ORIENTATION (SGA BOARD ROOM) BALLOT DRAWING
FEBRUARY 19	12:15PM*	CANDIDATE ORIENTATION (SGA BOARD ROOM)
FEBRUARY 27	5:00PM	CANDIDATE REGISTRATION ENDS WRITE-IN REGISTRATION BEGINS
MARCH 4	5:00PM	WRITE-IN REGISTRATION ENDS
MARCH 9 & 10	8:30AM-1:30PM 4:30PM-7:30PM	ELECTIONS (DSC SOLICITATION AREA)
MARCH 10	7:45PM	OFFICIAL BALLOT COUNT (SGA OFFICE)
MARCH 12	5:00PM	CAMPAIGN MATERIALS MUST BE REMOVED BY CANDIDATES



Part I - Background Information

Name: _____

E-mail: _____

Student ID Number: T _____

Phone Number: _____

Major: _____

Minor: _____

Classification (only check one)

- Freshman
- Sophomore
- Junior
- Senior
- Graduate

Position applying for: (only check one)

- College of Arts, Humanities, & Social Sciences (2)
- College of Business Senators (2)
- College of Education Senators (2)
- College of Engineering & Information Technology Senators (2)
- College of Professional Studies Senators (2)
- College of Science & Math Senators (2)
- Graduate School Senators (2)
- University College Senators (2)
- President _____ (Please list your running mate)
- Vice-President _____ (Please list your running mate)

What is your platform?

**APPLICATION CONTINUES
ON REVERSE SIDE**



Part II - Eligibility Verification

DIRECTIONS: For each question, please check one box.
(Note: If you answer “No” to any of the questions below, please do not proceed. You are ineligible for appointment to the Student Government Association at this time.)

1. Are you enrolled in a minimum of six (6) hours? Yes No
2. Do you have at least a 2.0 cumulative GPA in all college work? Yes No
3. Are you available to attend the Senate meeting every other Wednesday at 12PM? Yes No
4. Do you agree to serve a minimum of two (2) office hours per week in the SGA Office? Yes No
5. Are you currently a declared academic major for the college that you are running for? Yes No

Part III - Academic Information Disclosure and Release

Under the provisions of the Family Educational Rights and Privacy Act of 1974, my signature gives permission to the Office of Campus Life to release academic information to the SGA Chief Justice regarding my GPA, my status, as a “currently enrolled & continuing student” at the University of Arkansas at Little Rock (UALR), and all disciplinary records pertaining to UALR.

Signature: _____ Date: _____

Campus Life Designee: ___ Meets Requirements ___ Does Not Meet Requirements Initials: ___ Date: _____

Dean of Students: ___ Meets Requirements ___ Does Not Meet Requirements Initials: ___ Date: _____

By submitting this application, you agree to abide by the Election Code provided by the Student Government Association. Furthermore, you are expected to participate in an orientation session with the Chief Justice before you begin campaigning.

Campus Signs and Poster Regulations

“Signs include billboards, decals, notices, placards, posters, banners, and posting as any means used for displaying a sign.”

The campus is open to posting of signs by the university community and non-university groups or individuals within the following restrictions:

All signs and posters must have the stamp of the appropriate office. Before publicly posting a sign or billboard, the individual, non-university group, residence hall, university department, Greek group, and RSO must have the sign stamped by the Office of Campus Life (OCL). Signs and billboards placed outdoors on university grounds must be approved for location by the Physical Plant director.

Indoor bulletin boards located in academic and administration buildings are normally restricted for the use of the university schools and colleges, departments, administrative units, university groups, and RSOs. If the indoor bulletin boards are to be used for posting, the unit that maintains the bulletin board must grant approval.

Before publicly posting a sign, the individual, academic department, university office, or group must have the signs stamped for posting by OCL.

Billboards, banners, and posters exceeding 14”x22” are restricted for the use of university schools and colleges department, administrative units, RSOs, and university groups. Those desiring to use the DSC Mall (west) area for posting must receive approval from the DSC director or designee.

Signs must be removed from the campus and bulletin boards no later than forty-eight (48) hours following the event publicized.

All events sponsored by RSOs or university student groups must be placed on the UALR Master Calendar prior to posting and advertising the event.

All signs must carry the name of the sponsoring individual or group.

A sign may not be attached to:

a shrub, tree, or plant, or placed on any landscaped area

a permanent sign installed for another purpose

a fence, chain, or its supporting structure

brick, concrete, masonry structure, glass, or other finished surfaces on the campus

Signs may not be secured by driving stakes in the ground or by digging holes to stabilize signs.

During SGA elections exceptions are made regarding sign and poster regulation. Students campaigning for SGA offices should contact the SGA office for election code regulations concerning posters or signs and OCL for waivers or exceptions.



Distribution of Printed Materials

Distribution of printed materials, e.g., newspapers, handbills, pamphlets, literature, etc., is permitted on campus as long as there is no interference with the normal operation of the university and with the following restrictions:

Non-members of the university community may not make use of university buildings or grounds for any distribution purposes unless registered with OCL in advance. In addition, distribution of printed materials in university-owned buildings or grounds by Greek organizations, residence hall, individual students and RSOs may occur only if the materials are stamped in advance by OCL.

In no case may any distribution include materials which are libelous, obscene, or violate or encourage the violation of federal, state, or local laws. Individuals distributing printed material deemed contrary to federal, state, or local laws do so on their own responsibility and will subject themselves to arrest and prosecution by the public authorities, and in addition, a student will subject himself or herself to disciplinary action.

Placing printed material on vehicles is prohibited.

Printed materials must have the name of the individual or group clearly indicated on the printed material.

Individuals from off campus desiring to sell commercial newspapers shall contact the associate vice chancellor for facilities and services or designee for information and general policies.

The distribution of printed material must not disrupt the flow of faculty, staff, or student traffic, or interfere with the rights of others.

Normally the campus is open for the distribution of printed material Monday through Thursday from 7:30 a.m. to 9:00 p.m. and on Fridays until 5:00 p.m.

Printed matter may be sold on the campus only in the DSC or Mall, in areas designated by the DSC director, and such sale is subject to the limitation that it must not disrupt food services or the free flow of faculty, staff, or student traffic.

The dean of students/designee, university police officers, and physical plant grounds employees may remove signs, posters, etc., on university property that are in violation of the sign and poster regulation.

Violation of these regulations may result in future denial of posting privileges for a designated period of time.



Election Code (revised October 2005)

ARTICLE I – GENERAL PROVISION

Section 1 – Purpose

The purpose of this election code will be to assure fair, accurate, and proper campaigns and elections for the Student Government Association.

Section 2 – Scope

The provisions of this election code will apply to all candidates for office in the Student Government Association (SGA), whether they are officially registered as candidates or not.

Section 3 – Election Proclamation

The election proclamation will state:

- The dates, times, and place of the election
- The dates, times and place for candidate registration, where applicable.
- Officers to be elected.
- Other ballot questions.

Section 4 – Polling Hours, Places, and Dates

Times: In all SGA elections, polling will commence at 8:30 a.m. each day and end at 2:30 p.m. each day, reopen at 4:30 p.m. until 7:30 p.m., except as otherwise provided by the Senate

Places: The Donaghey Student Center (DSC) will be a polling place for any election. The Senate will designate another similar place for the election. An appropriate area in the UALR School of Law may also be designated as a polling place and a SGA advisor designee will be appointed for the purpose of monitoring activities. The Senate will determine the designated place and advisor.

Dates: The dates for the election will be prescribed by the UALR SGA Constitution to be as follows: Fall election will be held on the first consecutive Monday and Tuesday of October and the spring election will be held on the second consecutive Monday and Tuesday of March, except as otherwise provided by the Senate.

Section 5 – Voting

- A. All voters must be identifiable as currently enrolled students by inclusion on an official list of currently enrolled students.
 - B. When voting, each voter will enter his or her name and student identification number in the computer terminal.
 - C. The ballots will be electronic with the names of the candidates listed by college. The voter will only be able to vote for those candidates within his/her college and at-large candidates.
 - D. Once the information is entered and the vote is cast, the voter cannot vote again.
 - E. In all elections, voting will be by secret electronic ballot.
- Special paper ballots will be made for those with disabilities and those foreign students specified by the proper official. These voters will sign the ballots and list their student identification on the ballot.

Section 6 – Counting Procedures

- A. All legal votes will be counted.
- B. The ballots will be tallied electronically after the polls close on the second day.



Election Code (revised October 2005)

ARTICLE II: REGULAR FALL AND SPRING ELECTIONS

Section 1 – Candidate Registration

A. The period for registration of candidates in the regular SGA elections will commence on the twenty-first (21st) school day preceding the election and will close at 5:00 p.m. on the sixth (6th) school day preceding the election, except otherwise provided by the Senate.

B. All registration will take place in the SGA office and/or the Office of Campus Life (OCL). Applications for the candidacy may be submitted to the President, Vice-President, Secretary, Chief Justice, or any other SGA officer of Student Activities official in the absence of these.

Candidates for president and vice-president must file jointly.

Section 2 – Write-In Candidates

A. All write-in candidates must submit an application for candidacy.

B. The filing period for write-in candidates will commence at the end of the regular filing period and close at 5:00 p.m. on the third (3rd) school day preceding the election.

C. Voters will have the option of electronically entering a write-in candidate for each position for which a write-in candidate was filed.

D. Only voters for duly registered write-in candidates will be counted.

1. Name of write-in candidate must be on the ballot in such a manner that it is clearly distinguishable from all other write-in candidates for that position.

The last name must be written on the ballot in order for the vote to be counted.

Section 3 – Campaign Procedures

A. All candidates will inform their campaign workers of election rules.

B. No campaign material may be posted more than twenty (20) school days prior to the election.

C. All campaigning will be conducted in a manner that will not interfere with the classroom or business activities of the campus.

Advertisements Restrictions

The use of off-campus radio, televisions, newspapers, and magazines is prohibited.

No candidate will be allowed to post campaign material off-campus.

Forum advertising is acceptable.

Candidate, their running mates, and their supporters are limited to one table in the DSC.

All signs must be approved and stamped by the Office of Campus Life and all signs must follow the guidelines established by the Director of the Physical Plant and the Director of the DSC.

The Chief Justice and the Office of Campus Life can grant exceptions and waivers to the Student Government Election Code. Candidates must fill out a waiver available in the SGA Office. The Chief Justice and the Office of Campus Life authorization for exceptions/waivers are required.



Election Code (revised October 2005)

Section 4 – Sign Regulations

A. Quantity Restrictions

1. Candidates for Senate positions are limited to twenty-five (25) posters, twenty-five (25) attached fliers, and two (2) medium-size signs.
2. Presidential/Vice-Presidential tickets are limited to fifty (50) posters, one hundred (100) attached fliers, and ten (10) medium-size signs.
3. Presidential/Vice-Presidential tickets are also allowed four (4) billboards or an equivalent area. Billboards are not counted in the limit for posters, fliers, and medium-sized signs.
4. There is no limit to the number of unattached fliers.
5. Size Restrictions
6. Materials with dimensions smaller than 9” x 12” are considered fliers.
7. Materials with dimensions between 9” x 12” and 24” x 30” or equivalent are considered posters.
8. Medium-size signs have maximum dimensions of 50” x 52” or equivalent area.
9. Billboards have maximum dimensions of 5” x 8” or equivalent area.
10. If a poster of flier contains the name of more than one candidate, it will be counted against the limit of each candidate it names.
11. Campaign media that cannot be accurately measured such as chalk outlines or other creations will not be allowed. Candidates will be allowed to distribute stickers, buttons, name tags, or other adhesive items as long as caution is taken.

Section 5 – Ballot Composition

A. Drawing

The ballot order of the candidates for each position will be determined

The ballot order for all candidates will be determined by a drawing at a time specified by the Court and preceding the election.

Second, if a candidate holds a SGA position at the time of election, the ballot will show the candidate’s SGA title beside the candidate’s name.

2. The Chief Justice will preside at the drawing.
 3. Each candidate will be given the opportunity to draw for a ballot position.
 4. The candidates for each position will draw in the order in which they filed their applications for candidacy.
 5. Special procedures for presidential elections
 1. On the ballot the positions of President and Vice-President will be listed beside each other.
 2. There will be one drawing for the two races (Presidential and Vice-Presidential).
 3. The candidates for President shall draw for ballot positions in the order in which they filed.
 4. The ballot positions drawn by a candidate for President will also be the ballot position of the candidate for Vice-President running with him/her on the same ticket.
- In the election for President and Vice-President, one vote will be cast jointly for the two (2) candidates on the same ticket.



Election Code (revised October 2005)

Section 6 – Election Days

- A. On the election days, campaigning is prohibited within a twenty (20) foot diameter to the polling place inside the DSC.
 - B. All campaign materials must be removed within two school days after the election. After that time, anyone may remove campaign materials.
 - C. If UALR charges SGA for the removal of campaign materials, the cost of removal will be charged to the candidate involved.
- Campaign material removed by election officials will be stored in the SGA office until the third day after election.

Section 7 – Run-off Elections

- A. For each Senate position, the candidate receiving the greatest number of votes cast will be declared elected.
 - B. The candidates for President and Vice-President receiving a majority of the legal votes cast will be declared elected.
 - C. If none of the candidates for President and Vice-President receiving a majority, a run-off election will be held between the candidates (i.e. the two tickets for President, Vice-President) receiving the greatest number of legal votes cast.
 - 1. The run-off election will be held on two (2) consecutive days, as is the general election.
 - 2. The run-off election will be determined in the same manner as the general election.
 - 3. Ballot order in the run-off election will be determined the same manner as the general election.
 - 4. All other provisions and procedures stated in the Election Code will remain intact for the run-off election.
- The candidates for President and Vice-President receiving the greatest number of legal votes cast in the run-off election will be declared elected.

Section 8 – Counting Procedures

- A. As soon as the last vote is cast on the last day of the election, the votes will be electronically tallied. This is the only time the votes will be counted (unless a dispute arises).

The Chief Justice, as vote manager, will tabulate the votes in the presence of the Student Court and a faculty member.

 - If the Chief Justice is running for an office, the Executive Oversight Committee will appoint someone as Interim Chief Justice to officiate the election.
 - The appointment of a temporary Chief Justice must be confirmed by a two-third (2/3) Senate vote.
- C. An invitation is extended to a Forum reporter, who may enter the election area at anytime.
- D. The winners will be announced within thirty (30) minutes of tabulation.
- E. Any other paper ballots will be added to the tabulated total votes.

Campaign material removed by election officials will be stored in the SGA office until the third day after election.



Election Code (revised October 2005)

ARTICLE III – ENFORCEMENT

Section 1 – Freedom of Conscience

No person or group will coerce any student or in any manner attempt to unduly influence a student's vote.

Section 2 – Appeal of Elections

A. The Senate has sole power to disqualify candidates to void elections.

Any student may protest an election at the Senate meeting at which the election results are certified.

The protest must be presented in writing and in person: first to the Student Court preceding the meeting of the Senate, and secondly, to the Senate.

The protest must include

The nature of the alleged violation.

The time of the alleged violation.

The place of the alleged violation.

The signature of any witnesses to the alleged violation.

A two-thirds (2/3) vote of the Senate will be required to approve the recommendation of the Student Court.

Section 3 – Penalties

A. Before and during the election, only the Chief Justice or his/her designee, with the concurrence of the President Pro-Tempore or his/her designee, may impose a penalty for the violation of the election laws with the exception of disqualification, which must be approved by the Senate.

B. No penalty may be imposed after the vote of an election is certified.

C. Any penalty is appealable to the Senate during the meeting at which the election results are certified.

The following measures are authorized at the discretion of the Chief Justice and President Pro-Tempore and do not require approval of the Senate except for disqualification.

Excessive posters, fliers, billboards; removal of material and a warning by election officials, after another violation: disqualification.

Use of off-campus media, off-campus signs, or improper posting of campaign materials: disqualification

Campaigning too near polls: after a warning by election officials, fines not to exceed \$25.00 in total, for three (3) violations: disqualification

Voter coercion or illegal voting practices: immediate disqualification of candidates, reporting of candidates and non-candidates to Behavioral Standards Committee.

Unauthorized approval of campaign materials: disqualification of candidates, reporting of candidates and non-candidates to Behavioral Standards Committee.

Other campaign violations: fines, not to exceed \$25.00 in total, for three (3) serious violations of election laws: disqualification.

Disqualification will result in a student being declared Not in Good Standing in SGA.

Not in Good Standing Clause

This status shall prevent the student from holding any elected or appointed position in SGA. The only way to reverse this status shall be to appear before the full Senate and appeal your case. After having heard the student's appeal, the Senate may, with a two-thirds (2/3) vote, remove the status. A student may only appeal this status after six (6) months have passed from the onset of this remedy or the last appeal attempt.