

## **ASUN Election Rules for March 3, 2010 Election**

### **Preamble**

The goals of the Commission are:

- To assure free and fair discussion of issues and full exposition of a candidate's and Student Election Group's ("SEGs") positions on those issues
- To assure free and fair voting procedures
- To assure the voice of the electorate is fully heard and finally implemented
- To assure student elections are conducted in a manner that will not be detrimental to the academic well-being of the University of Nebraska-Lincoln ("UNL")

The Commission will abide by and uphold all UNL policies including, but not limited to, the UNL Student Code of Conduct, the Student in the Academic Community, the Policy for Responsible Use of University Computers and Information Systems, UNL General Privacy Policy, and Guidelines for the Use of Computing Resources at UNL.

The Commission will abide by and uphold applicable local, state, and federal laws.

The Electoral Commission shall not discriminate against any student on the basis of a person's age, race, national or ethnic, origin, color, gender, religion, gender identity or expression, sexual orientation, disability, veteran's status, marital status, or place of residence.

### **Article I Definitions**

1. "UNL Policies" shall include, but will not be limited to the UNL Student Code of Conduct, the Student in the Academic Community, the Policy for Responsible Use of University Computers and Information Systems, Nebraska Union Policies, University Housing Policies and UNL Dining Services Policies, UNL General Privacy Policy, and the UNL Academic Services Handbook
2. "Regularly enrolled" shall mean registered for at least one course in a UNL Program or on the UNL Campus conducted by UNL or by one of the major administrative units of the University of Nebraska. This regulation excludes from eligibility those who are enrolled only in correspondence courses.
3. "Primary college/division/program" shall mean the first college/division/program listed in the time sequence of the student's current degree as determined by UNL Registration and Records.
4. "Student in Good Standing" shall mean a minimum 2.0 cumulative Grade Point Average and not currently on academic or disciplinary probation as determined by each college or major administrative unit
5. "Filing Form" shall be the relevant forms in Appendix II that correspond to the position a candidate intends to run for
6. "Valid Signature" shall mean a currently enrolled student's full printed name, full signature, and NU Identification Number who is eligible to vote for the candidate
7. "In Residence" shall mean enrollment in UNL Courses that are on the UNL Campus
8. "Committee for Fee Allocation Residence Area" shall mean residence halls, greek houses, and off-campus
9. "Independent Candidate" shall mean a candidate running for an ASUN position independent of an affiliation with an SEG

10. "Active Write-in Candidate" shall mean a person who is engaging in the purposeful solicitation of write-in votes in order to be elected to an ASUN position
11. "Inactive Write-in Candidate" shall mean a person who is not engaged in the purposeful solicitation of write-in votes in order to be elected to an ASUN position
12. "Campaigning" or "To Campaign" shall mean directly or indirectly to recruit, solicit, induce, or influence a student's vote in an ASUN Election, on the candidate's own behalf or on behalf or in conjunction with any SEG, Candidate, Independent Candidate, or Write-In Candidate, using means of oral, written or communication
13. "Visible Campaigning" shall mean campaigning that utilizes tangible campaign material, including but not limited to posters, banners, buttons, visuals displayed on clothing, booths, flyers, on-line campaigning and any other purposeful displays of a student's candidacy
14. "Verbal Campaigning" shall mean campaigning that utilizes oral communication including the use of sign language
15. "Vote" or "Voting" shall mean the act of casting a ballot in writing, in person, or on-line, for a person for an ASUN office or position, or for the support or rejection of an ASUN measure, survey, or ballot question in accordance with ASUN elections
16. "University Affiliated Listserv" shall mean any University of Nebraska-Lincoln institutional, academic, greek-house, registered student organization listserv, or any other listserv affiliated with an association or group primarily composed of University of Nebraska-Lincoln students, faculty, or staff in those capacities other than any personal email or on-line group relating to an ASUN election established by a candidate, write-in candidate, or SEG.
17. "ASUN Election" shall include the elections for membership in ASUN and college advisory boards, special elections to amend the ASUN constitution, and other elections that may be mandated by a vote of the ASUN Senate
18. "Electronic Campaign Material" shall mean material that is in electronic, digital, or recorded form, including but not limited to emails, file attachments, webpages, blogs and radio or visual recordings.
19. "Tangible Campaign Material" shall mean something that has a physical form that is used to campaign.
19. "Residence Halls" includes Burr; Cather; Fedde; Harper; Husker; Kauffman; Love; Pound; Neihardt; Sandoz; Schramm ; Selleck; Smith; The Courtyards and The Village
20. "Dining Areas" includes Selleck Dining Hall; Cather, Pound, Neihardt (CPN) Dining Hall; Abel/Sandoz Dining Hall; Harper/Schramm/Smith/Village Dining Hall; East Campus Union Café & Grill; East Campus Corner Deli; The Lounge; Selleck Express; Village Market
21. "Door-to-Door" shall be defined going from one residence hall door to another residence hall door
22. "Mailbox Stuffing" shall mean only tangible campaign materials constructed from paper that will be placed in a residence hall resident's mailbox

## **Article II The Electoral Commission**

### **A. Membership**

1. The Commission shall consist of six voting member and one non-voting member
  - i. Voting Members
    1. One voting member appointed by the President of ASUN as Electoral Commission Director
    2. One voting member who concurrently serves as a member of the ASUN Executive Committee
    3. Two voting members designated by the ASUN Senate

4. Two UNL faculty voting members appointed by the President of ASUN and approved by the ASUN Senate
  - ii. Non-Voting Member
    1. One non-voting member appointed by the Commission
- B. Qualifications
1. All members must be full-time students with the exception of the UNL faculty members and non-voting member
  2. All members must meet UNL regulations for participation in extra-curricular activities
- C. Term of Office
1. A member's term of office shall begin on or before the third week of the academic term and run through the remainder of the term
- D. Oath
1. All members shall sign a notarized oath of office stating he or she is not a candidate and that he or she will perform honestly and fairly the duties outlined in these regulations and in accordance with the ASUN Constitution and Bylaws, relevant UNL Policies and their purposes.
- E. Appointments
1. The Commission may appoint other persons as necessary to carry out its responsibilities such as, but not limited to, poll workers
- F. Quorum
1. One half plus one of the total voting members of the Commission shall constitute a quorum
- G. Conflict of Interest
1. While serving on the Commission no member shall be a candidate or openly support any individual candidate, SEG or any issue on the ballot
- H. Termination
1. Members may be removed from office if found not to meet any qualification or to have a conflict of interest or for any conduct unbecoming an ASUN Election Commission member
  2. Termination of Commission membership shall be determined and effected by a decision of the ASUN Student Court

### **Article III ASUN Election Responsibilities**

- A. Election Rules and Regulations
1. In General
    - i. Every academic year the Commission shall establish rules and regulations in accordance with the ASUN Constitution and Bylaws, UNL policies, and their purposes with the consent of the ASUN Senate
    - ii. The Commission shall make its rules and regulations available to interested persons
  2. Publication
    - i. The Commission shall publish, in a timely fashion, a calendar of electoral dates and deadlines and a list of offices and types of issues subject to the ballot
  3. Certification
    - i. The Commission shall certify candidates for the ballot and SEG names or acronyms and election according to Article X
- B. Election Information
1. In General
    - i. The Commission shall make available in the ASUN Office the criteria required for eligibility to vote, to file for office, to achieve candidacy, and to be certified as elected

2. Information Session
    - i. The Commission shall provide an information session concerning the ASUN election process for all executive candidates and other interested persons
    - ii. Time and place of this information session will be announced in a timely fashion by the Commission
  3. Debates
    - i. The Commission shall work with sponsoring organizations, Student Election Groups ("SEG"), and candidates to facilitate debates
- C. Enforcement
1. In General
    - i. The Commission shall administer and enforce the Electoral Commission Rules and Regulations ("Rules and Regulations")
    - ii. The Commission shall administer and enforce the Rules and Regulations in accordance with UNL policies and their purposes.
  2. Jurisdiction
    - i. The Commission shall have primary and general jurisdiction to adjudicate disputes and enforce sanctions over ASUN Elections.
    - ii. The Commission does not have jurisdiction to resolve matters of discrimination
  3. Hearing Procedures
    - i. Complaints
      1. An alleged infraction may be brought to the attention of the Commission by any person including one of its members
      2. A complaint must be in writing and on Form M. Form M shall be available in the ASUN Office.
      3. A complaint must be filed in the ASUN Office
      4. A complaint may be filed at anytime but no later than noon of the Monday following the date of an ASUN Election. In the event of a runoff a complaint may be filed up to noon of the Thursday following the date of an ASUN run-off election.
    - ii. Pre Hearing Action
      1. Only the Commission or its explicitly authorized agents may act on complaints
      2. Alleged infractions may be corrected as they are discovered by the candidate or SEG in whose name they occur or by a member of the Commission
    - iii. Hearing
      1. The Commission shall schedule a hearing within five academic class days after any complaint has been filed
      2. Notification of Parties
        - a. The Commission shall notify any candidate or SEG involved in a complaint no later than three hours before the scheduled hearing on the complaint
        - b. The Commission shall notify any candidate or SEG by phone to the number on record for the candidate or SEG
        - c. The Commission shall not be responsible for notifying any candidate or SEG whose phone is not equipped with a message recording device
        - d. Notification will advise the candidate or SEG on the nature of the complaint
        - e. Upon notification a candidate or SEG involved is entitled to a copy of the complaint

3. Postponement
  - a. Upon notification the candidate or SEG against whom the complaint is filed may request a postponement of a hearing on the matter
  - b. The Commission may grant a reasonable postponement if it finds to do so would serve the needs of fairness and the Commission's ability to rule on the matter
4. Process
  - a. Complaints shall only be heard by a quorum of the Commission
  - b. A judgment on the matter shall require a majority vote of those present
  - c. The Commission shall hear from the party alleging the complaint and then from the part against whom the complaint is filed
    - i. Each party shall have up to 10 minutes to present relevant evidence and to call upon interested parties to give evidence. Upon a party's request or the Commission's discretion this time limit may be extended
    - ii. An interested party must have first hand knowledge directly related to the alleged violation
    - iii. Relevant evidence must be directly related to the alleged violation
  - d. Upon the Commission's judgment anything deemed a violation will be immediately enjoined.
5. Post Hearing Action
  - a. After a hearing and judgment on a complaint the Commission shall prepare a written response on Form R indicating the Commission's decision and sanctions imposed
  - b. Written decisions of the Commission shall be placed on file in the ASUN Office and shall be available to interested parties
- iv. Sanctions and Penalties
  1. The Commission may establish and enforce whatever sanctions and penalties it deems appropriate for violations of the rules and policies within its jurisdiction.
  2. When the Commission determines a violation has occurred it may impose sanctions and penalties on the violating SEG or candidate or individual candidate associated with an SEG
  3. Sanctions and penalties may include but are not limited to:
    - a. Removal from ballot
    - b. Restriction of campaign activities
    - c. Requiring receipts for campaign contributions
    - d. Not certifying an election
    - e. Prosecution in ASUN Student Court
    - f. Levying fines
    - g. Recommendation to Vice-Chancellor for Student Affairs that UNL disciplinary procedures be considered and/or invoked against the offender(s)
- v. Appeal
  1. After the Commission has issued its written response any party who filed a complaint or a party against whom a complaint is filed may appeal a Commission judgment to the ASUN Student Court.
  2. All judgments of the Commission will remain in effect unless the appellate court deems otherwise

- vi. Failure in Compliance
  1. Upon the failure to comply with a Commission judgment sanctions may be imposed on a party. Those sanctions may include removal from the ballot and prohibition from participating in an ASUN Election.

#### **Article IV ASUN Election Process Responsibilities**

##### **A. Funding**

1. Funding for the execution of ASUN Elections shall be provided only by ASUN through the Commission
2. The Commission shall not accept any financial or in-kind contributions for funding of ASUN Elections

##### **B. Execution of ASUN Elections**

1. Prior to an ASUN Election the Commission shall
  - i. Announce filing and election dates in a timely fashion
  - ii. Determine on-line voting procedures, polling places, voting hours and announce these decisions at least one week before the ASUN Election
  - iii. Arrange for identification, equipment and management of designated physical polling places
  - iv. Publish a notice of election (including indication of the day, polling places, the offices up for election, and instructions for absentee and disabled voter ballots) on-line and in the Daily Nebraskan one time before the election
  - v. Prepare forms and receipts called for in the Rules and Regulations

##### **C. On ASUN Election Day**

1. The Commission shall arrange to have on-line voting and physical polls open
2. On-line voting and the physical polls shall be open in accordance with the Commission's predetermined voting hours
3. The Commission shall equip each physical polling location with:
  - i. Signs posted to identify it as a polling place
  - ii. An area sufficiently large or enclosed to serve as a precaution against electioneering or improper interferences with voters
  - iii. An adequate number of trained polled workers
4. The Commission shall arrange to have the members of the Commission and the poll workers properly instructed to care for the voting area and to assist in completing the voting process
5. Members of the Commission shall inspect buildings where a physical polling location is prior to the opening of polls and shall remove all campaign materials and cite the appropriate SEG or candidate for any violations of the Rules and Regulations
6. The Commission shall tabulate the results of an ASUN Election after the voting hours have concluded
  - i. At least three members of the Commission, one of them a faculty person, must be present at the printing of the results from the VoteNet secure website
  - ii. Each SEG, Independent Candidate, or Active Write-In Candidate may have one representative present as an observer of the tabulating of results
  - iii. Particular provisions shall be made to record accurately the votes of absentee and voters with disabilities, problematic ballots, and votes for write-in candidates
  - iv. Votes cast for candidates that have withdrawn or been withdrawn from the election, but were not able to be removed from the ballot, will not be counted for purposes of tabulating an ASUN Election
  - v. Votes cast for any candidates who do not meet the qualifications for candidacy will not be counted for the purposes of tabulating an ASUN Election

- vi. Validity of questionable ballots shall be determined by the Commission members present at the tabulating of the results
  - vii. Upon completion of the tabulating the Commission shall see to the security of the ballots, tabulations, and computations as provided for in the ASUN constitution
- D. Upon Final Tally of the ASUN Election Results
- 1. The Electoral Commissioner shall inform the Executive Candidates and the Daily Nebraskan of the preliminary results of the election for the Executive offices
  - 2. The Commission shall announce the number of votes cast for each candidate and shall be prepared to issue a break-down by college, on request, of total votes cast for President and Internal Vice-President, External Vice President, Senate candidates, Advisory Board representatives, CFA candidates, Academic Fees Advisory Committee and ASUN constitutional amendments, referenda and surveys
  - 3. After deciding all timely election complaints, examining and accepting the final financial reports of candidates and SEGs (including those it must solicit from inactive write-in candidates), the Commission shall certify the election results by a majority vote of a Commission quorum.
  - 4. The Commission shall transmit that certification to the President of ASUN, the appropriate news media, the Chancellor of UNL and the appropriate college deans. The Commission shall forward to the Corporate Secretary of the Board of Regents certification of the election of the UNL Student Regent

#### **Article V Electoral Commission Other Responsibilities**

- A. Reapportionment
  - 1. If necessary complete and announce any reapportionment of the student electorate by November 1 of every academic year
- B. Preparation For Student Elections
  - 1. Conduct any preparations for student elections as required by these regulations
- C. Non ASUN Elections
  - 1. Assist in the conduct of non ASUN Elections upon request, as mandated by the ASUN Constitution or pursuant to any other UNL agreement
- D. Suggestions and Questions
  - 1. Prepare and provide forms for suggestions (Form S) and questions (Form Q)
  - 2. Consider suggestions and questions from interested parties regarding student elections and electoral commission rules and regulations
  - 3. Retain a publicly accessible file in the ASUN Student Government Office of all suggestions, questions and Commission responses to suggestions and questions
- E. Information Session
  - 1. Conduct an information session regarding how to become involved with ASUN
  - 2. Provide sign up sheets for students interested in becoming involved with ASUN

#### **Article VI Voters, Candidates and Student Election Groups**

- A. Voters
  - 1. Eligibility
    - i. Only regularly enrolled students paying University Programming and Facilities Fees shall be eligible to vote.
  - 2. Voting Procedures
    - i. All eligible voters may vote for candidates running for election to campus-wide offices

- ii. Only graduate, undergraduate and professional students in a given college/division/program may vote for candidates running for election to office from constituencies in that college/division/program.
- iii. All graduate, undergraduate and professional students must vote in their primary college/division/program.

## B. Candidates

### 1. Qualifications of all Candidates

- i. All candidates must be currently enrolled as a student in good standing during the academic term while running and/or holding office
  - ii. All candidates must abide with the Rules and Regulations
  - iii. All candidates, except write-in candidates, must properly file a filing form that corresponds to the elected office they are running for; a filing form requires at a minimum that:
    - 1. A candidate must have the required number of valid signatures of eligible voters within the college/division/program they are running for office. The signatures shall be submitted on the same document on which they are written by the student and no valid signature may be counted twice for the same filing form.
    - 2. All candidates, if affiliated with an SEG, must list the SEG name or acronym on their filing forms and on their financial forms, at each reporting deadline.
    - 3. An eligible voter may sign more than one candidate's filing form; but no candidate may use a signature obtained on behalf of another candidate
    - 4. Oaths on the filing forms shall be binding on all candidates
  - iv. The Commission will omit or cause to be removed from the ballot the name of any candidate who submits a filing form which has been completed improperly or which does not contain the required number of valid signatures
  - v. A person may not be a candidate for two or more ASUN positions that cannot be held simultaneously
  - vi. A candidate who has submitted their filing form shall have seven days after the filing form submission deadlines to ask their name be removed from the ballot if they so choose
  - vii. A candidate must meet the respective eligibility requirements for the positions they are seeking
    - 1. A candidate's name will not be placed on the ballot until final eligibility checks are made
    - 2. A candidate who becomes ineligible after final eligibility checks are made and prior to election certification will not be considered for election and votes cast for that candidate will not be used in tabulating an ASUN Election
    - 3. A candidate who becomes ineligible after election certification will be subject to the constitution and rules governing the office to which the candidate has been elected
    - 4. It shall be the responsibility of the Commission to take reasonable steps to inform the electorate of the candidate's status
  - viii. A candidate must meet all requirements of Regents' Policy - Provisions for Student Government, which are stated below for each office as relevant.
- ### 2. Particular Qualifications for Candidacy.
- i. President and Internal Vice President candidates must;
    - 1. be currently enrolled in at least six credit hours on the UNL campus, excluding thesis, correspondence or independent study courses, and summer session



credits; upon written verification by the Dean for Graduate Studies that a graduate student is devoting full-time effort to thesis-related research and is to be considered a full-time student, a graduate student may register for fewer than six class credits and still maintain eligibility for office

2. have completed twenty-four hours of approved UNL credit hours during the two years prior to the academic term in which office is sought and must have been in residence completing six credit hours at UNL during the previous semester.
  3. attend a candidate briefing as scheduled by the Commission
  4. both run for the ASUN positions of President and Internal Vice President together as a slate, filing Form A by 4:00 P.M on the filing form deadline to become candidates
    - a. Form A requires at least four hundred fifty valid signatures from eligible voters
    - b. Form A is to be given to the ASUN Student Government Office who will give a receipt for it indicating the date of its arrival.
  5. Abide by the Rules and Regulations, UNL Policies, and their purposes
  6. Not have been convicted of a felony unless all civil rights have been restored prior to the filing deadline of the ASUN Election
- ii. External Vice-President candidates must;
1. be currently enrolled in at least six credit hours on the UNL campus, excluding thesis, correspondence or independent study courses, and summer session credits, upon written verification by the Dean for Graduate Studies that a graduate student is devoting full-time effort to thesis-related research and is to be considered a full-time student, a graduate student may register for fewer than six class credits and still maintain eligibility for office
  2. have completed twenty-four hours of approved UNL credit hours during the two years prior to the academic term in which office is sought and must have been in residence completing six credit hours at UNL during the previous semester.
  3. attend a candidate briefing as scheduled by the Commission
  4. run for the ASUN position of External Vice President on a separate ballot from President and Internal Vice-President candidates, filing Form B by 4:00 P.M. on the filing form deadline to become a candidates
    - a. Form B requires at least two hundred fifty valid signatures from eligible voters
    - b. This form is to be given to the ASUN Student Government Office who will give a receipt for it indicating the date of its arrival.
  5. External Vice Presidential Candidates must abide with the Rules and Regulations, UNL Policies, and their purposes
- iii. Senate candidates must;
1. be currently enrolled full-time in the UNL college which they are running for office to represent
  2. file Form C by 4:00P.M. on the filing form deadline
    - a. Form C requires valid signatures of eligible voters regularly enrolled in the college the candidate proposes to represent. The number of signatures required by each college is listed in the table below.
    - b. This form is to be given to the ASUN Student Government Office who will give a receipt for it indicating the date of its arrival.

3. Senate Candidates must abide by the Rules and Regulations, UNL Policies, and their purposes

90 Signatures	60 Signatures	50 Signatures	30 Signatures	20 Signatures	15 Signatures	10 Signatures
Arts & Sciences	Business	Education & Human Sciences	Ag Sciences & Natural Resources	Division of General Studies	Journalism	Nursing
		Engineering		Public Affairs	Fine & Performing Arts	Dentistry/ Hygiene
				Graduate		Architecture
						Law

- iv. Advisory Board candidates must;
  - 1. be currently enrolled in the college and division or program at UNL which they propose to represent
  - 2. file Form D by 4:00 P.M. on the filing form deadline
    - a. Form D requires twenty valid signatures of eligible voters from the college the candidate proposes to represent
    - b. This form is to be given to the ASUN Student Government Office who will give a receipt for it indicating the date of its arrival.
  - 3. Candidates for Advisory Boards must abide by the Rules and Regulations, UNL Policies, and rule of law
- v. Committee for Fee Allocation ("CFA") candidates must;
  - 1. be currently enrolled full-time at UNL and maintain full-time enrollment while running for office and if elected, while serving in office
  - 2. run to represent the CFA residence area where they will live in the fall semester immediately following the ASUN Spring Election
  - 3. file Form T by 4:00 P.M. on the filing form deadline
    - a. Form T requires seventy-five valid signatures of eligible voters
    - b. This form shall be given to the ASUN Student Government Office who will give a receipt for it indicating the date of its arrival
  - 4. Candidates for CFA may run with an SEG affiliation or independent of any SEG.
  - 5. All candidates for CFA will be subject to all Rules and Regulations that pertain to candidates independent of an SEG
  - 6. Candidates for CFA must abide by the Rules and Regulations, UNL Policies, and rule of law
- vi. Academic Fees Advisory Committee ("AFAC") candidates must;
  - 1. be currently enrolled full-time at UNL and maintain full-time student status while running for office and, if elected, while they serve.
  - 2. file Form F by 4:00 pm on the filing form deadline
    - a. Form F requires seventy-five signatures of valid signatures of eligible voters

- b. This form is to be given to the ASUN Student Government Office who will give a receipt for it indicating the date of its arrival.
- 3. Candidates for AFAC may run with a party affiliation or independent of any SEG
- 4. All candidates for AFAC will be subject to all Rules and Regulations that pertain to candidates independent of an SEG.
- 5. AFAC Candidates must abide by the Electoral Commission Rules and Regulations, UNL Policies, and rule of law

C. Student Election Groups

1. Forming an SEG

- i. Students may form groups, hereinafter known as Student Election Groups (or SEGs) for the purpose of group involvement in student elections.
- ii. SEGs must file Form G with the ASUN Student Government Office to begin the recognition process by 12:00 pm on the filing form deadline.
- iii. Recognition of an SEG will allow the group to function as a Recognized Student Organization ("RSO"). The approval of an SEG will entitle the organization to all the rights of an RSO and will include the approval of an acronym for the SEG for the purposes of the conduct of an election campaign.
- iv. Any SEG wishing to have a slate of candidates for election must file a Statement of Intent (Form J) by 4:00 P.M. on the filing form deadline.
  - 1. Form J must be accompanied by:
    - a. a list of the SEGs candidates by office sought (an SEG may run only one candidate per available seat);
    - b. A statement of SEG goals, principles, and positions on issues the SEG wishes to provide. (This statement will be placed on file in the ASUN Student Government Office for viewing by interested parties.);
    - c. the name of the SEG leader, as determined by the SEG:
      - i. The SEG leader, who may or may not be one of the candidates sponsored by the SEG, will be the person responsible for completing necessary forms and documents as required by the University, ASUN and the Commission
      - ii. The SEG leader must designate a treasurer who will be responsible for conducting all the financial transactions of the SEG
      - iii. The SEG leader must sign Form E declaring financial responsibility for any debts of the SEG.
  - 2. An SEG, for the purposes of having its candidates placed on the official ASUN Election ballot, must have a slate consisting of at least two candidates
  - 3. All candidates affiliated with an SEG must abide with the qualifications of candidates as laid out in Article VI. B.

2. SEG names or acronyms.

- i. For ballot purposes, an SEG name or acronym shall not exceed eight letters or symbols.
- ii. SEG names or acronyms cannot have been used or associated with an SEG or candidate running for any ASUN position in the previous three elections, unless valid signatures of one-half of the previous SEG candidates who are still currently enrolled UNL students are obtained. Valid signatures must be presented to the ASUN Student Government Office by 4:00 pm on the filing form deadline. See Appendix I for SEG names or acronyms that fall under this rule.

- iii. SEG names or acronyms may not include any acronym recognized or utilized by the University of Nebraska-Lincoln.
  - iv. At its discretion, the Commission may choose not to allow other acronyms to be used as SEG names.
  - v. If more than one SEG files with the intent to use the same name or acronym, the SEG that registered first in time will be granted the right to use the desired name or acronym.
3. SEG Responsibilities
- i. If the name of an SEG or of one of its candidates does not appear properly on the sample ballot published in the Daily Nebraskan or on-line, a representative of the SEG must contact the ASUN Director of Development by noon of the day following publication of the sample ballot to correct any errors. The Commission cannot take responsibility to correct misspellings on the ballot that have not been brought to its attention
  - ii. SEGs must abide by the Rules and Regulations, UNL Policies and rule of law
- D. Independent Candidates
- 1. Qualifications
    - i. All independent candidates must abide with the qualifications of candidates as laid out in Article VI.B.
  - 2. Filing Requirements
    - i. To appear on the ballot as an independent candidate, a person must register with the Commission his or her intent to run by submitting the appropriate forms (A, B, C, D, F or T) by 4 P.M. on the filing form deadline
    - ii. Independent candidates must file Form J, including any statement indicating their goals, principles, and position on issues the candidate wishes to provide. This form will be kept on file in the ASUN Student Government Office for interested persons to see
  - 3. Independent Candidate Responsibilities
    - ii. If an independent candidate's name does not appear properly on the sample ballot published in the Daily Nebraskan or on-line, the candidate must contact the ASUN Director of Development by noon of the day following publication of the sample ballot to correct any errors. Independent Candidates must abide by the Rules and Regulations, UNL Policies, and their purposes
- E. Write-In Candidates.
- 1. Active Write-In Candidates
    - i. Write-In Candidate eligibility will be based upon the qualifications of candidates as laid out in Article VI.B.
    - ii. Any currently enrolled student failing to file Form A, B, C, D, F or T before 4:00 P.M. on the filing form deadline may conduct an active write-in campaign
    - iii. A student before undertaking an active write-in campaign must complete Form V by 4:00 P.M. on ASUN Election Day to permit verification of eligibility
      - 1. Any votes cast for a student conducting an active write-in campaign that has not completed Form V by 4:00 P.M. on Election Day or is ruled to be ineligible on academic or disciplinary grounds, will be disregarded on all ballots, and these votes will not be counted for the purposes of tabulating an ASUN Election
    - iv. Any student conducting an active write-in campaign that completes Form V and meets the candidate qualifications will be subject to all relevant campaign regulations and subsequent Electoral Commission rulings in equal status with ballot candidates in

order to be certified as elected. This includes but is not limited to:

1. The filing of financial reports as required in Article VII
2. Inactive Write-In Candidates
  - i. Any student who is elected as an inactive write-in candidate must file Form A, B, C, D, F, or T, as appropriate, within forty-eight hours of notification to be certified as elected
3. All write-in candidates must abide by the Rules and Regulations, UNL Policies, and rule of law

## **Article VII Campaign Regulations**

### **A. In General**

4. Candidates and SEGs may begin visible campaigning on the first Monday of the UNL Academic Spring Semester, provided that they have previously filed a filing form. If they have not filed a filing form, then they cannot begin visible campaigning until they do so. On or before the Filing Form Deadline
  - i. Form K, Surveys and Referenda, must be filed with the ASUN Student Government Office by 4:00 PM on the filing form deadline

### **B. Campaign Regulations**

#### **1. In General**

- i. All candidates and SEGs shall campaign in accordance with all Rules and Regulations, UNL Policies and their purposes

#### **2. On-line Campaign Activities**

- i. No candidate, write in candidate, SEG, or person or group operating on behalf of any candidate, write in candidate, or SEG shall;
  1. at any time, permit any person or group to use any other person's identity, identification card, blackboard or WAM login information, social security number, university identity number, electronic mail address, or any password, in order to vote in an ASUN election or prevent any person from voting in an ASUN election
  2. during the hours the polls are open, permit, for the purposes of voting, other than casting one's own vote, the operation of any facility, building, room, booth, table, website, computer or cell-phone or similar electronic or internet capable device.
- ii. University affiliated listservs shall only be used by a candidate, SEG, or person or group operating on behalf of any candidate, or SEG to send election related messages if
  1. The listserv belongs to a registered student organization, and
  2. Prior approval from the administrator or appropriate person(s), or group in charge of the listserv is obtained, and
  3. Such use of the listserv is neither malicious nor communicating false, misleading, or repetitive messages, and

#### **3. Campaign Activities**

- i. Campaign activities may not interfere with academic programs, classes, laboratories, and other approved and scheduled University activities
- ii. Electronic Campaign Material
  1. Use of electronic campaign materials must be in accordance with the Rules and Regulations, UNL Policies and their purposes

- iii. Use of all tangible campaign material
  - 1. Use of tangible campaign materials must be in accordance with the Rules and Regulations, UNL Policies and their purposes
  - 2. Placement of tangible campaign materials on or in University display areas must not interfere with their academic use
  - 2. Tangible campaign materials may not be placed in classrooms
  - 3. In all University buildings, tangible campaign materials and any other tangible materials evidencing support for candidates or SEGs, may only be placed in approved display areas
  - 4. Any SEG or candidate may display no more than one tangible campaign material, maximum size 11" by 17" on or in any individual display area, unless the individual display area allows for a larger maximum size
  - 5. All displays of tangible campaign materials must also be in accordance with relevant University policies such as, but not limited to Nebraska Union Policies, University Housing Policies, UNL Dining Services Policies, Student Involvement Policies and UNL Building and Grounds Office Policies
  - 6. Tangible campaign materials may not be fastened to trees, utility poles, or other University property not authorized for display purposes
  - 7. Use of display areas for campaign materials shall not interfere with fair use of that space by other candidates or by non-ASUN Election materials
  - 8. No candidate, SEG, or campaign worker may move, remove, deface, or tear down tangible campaign material of any other candidate
  - 9. Respective candidates or SEGs must take down all tangible campaign material in areas where polling sites are located by 5:00 p.m. on the day prior to an ASUN Election
  - 10. All tangible campaign materials posted or displayed in connection with an ASUN Election must indicate that they relate to the "ASUN Student Government Elections." They must also conspicuously and legibly carry the date of the ASUN Election and/or (when relevant) of the ASUN Runoff Election
  - 11. All tangible campaign materials must carry the name of the SEG affiliation (if any) or candidate of the person or group being supported
  - 12. All tangible campaign materials must abide by the Rules and Regulations, UNL Policies, and their purposes
  - 13. If anyone believes a tangible campaign material is displayed in violation of these rules and regulations, that person is NOT authorized to remove the material; such violations should be reported to a member of the Electoral Commission which alone has the authority to order removal
- iv. Use of tangible campaign materials in University of Nebraska Unions
  - 1. Tangible campaign material to be posted must be delivered to Student Involvement-City /Student Involvement-East office for the official stamp. Student Involvement staff on available bulletin board/kiosk space will post two tangible campaign materials per activity. Any tangible campaign materials posted without the stamp will be removed
  - 2. All tangible campaign material posted must be of interest to the University community and bear the organization's name
  - 3. Tangible campaign material to be posted must bear the date of the event or an expiration date when the material will be removed (two weeks maximum)

4. Tangible campaign materials should not extend beyond the edge of the posting space nor cover any other tangible materials
  - v. Use of tangible campaign materials in UNL East Campus Academic Buildings
    1. All tangible campaign materials must be approved for posting (stamped) at the College of Agricultural Sciences and Natural Resources Dean's office
  - vi. Other specific uses of tangible campaign materials
    1. The proper University official must approve booths in any University building. Banners used in conjunction with booths shall be permitted, provided they do not violate individual building or general University regulations. No campaigning, which includes the use of tangible campaign materials, shall be permitted in the booth area before or after the reserved scheduled time.
    2. During ASUN elections, an SEG may reserve a banner board space on each UNL campus before the elections
      - a. Only the presidential candidate may reserve banner board space and must secure a statement from the ASUN Director of Development stating that the party is registered for the upcoming election.
  - vii. Any use of a motor vehicle to campaign requires approval by its owner and that any campaign materials placed on that vehicle be by its owner. Campaigning is not allowed in or on vehicles belonging to the State of Nebraska
  - viii. Any use of University property for distribution of tangible campaign materials must not obstruct normal traffic to and from the property
  - ix. On the day of an ASUN Election no campaigning or tangible campaign materials may be located closer than fifty feet from any entrance of a building where a physical polling booth is located; no campaigning or tangible campaign material may be located on the same floor of any building where there are polling booths nor at the places of entrance or exit from such a building or of its polling places. Members of the Commission shall inspect the building prior to the opening of polls and shall remove all campaign materials and cite the appropriate SEG or Independent Candidate for any violations.
4. Endorsements
    - i. Any tangible or electronic campaign materials that campaign in support of any candidate or SEG, including announcements or endorsements by other persons or groups, will be subject to the Rules and Regulations, UNL Policies and their purposes as though they were prepared and distributed by the supported SEG or independent candidate
  5. All SEGs and candidates are responsible for actions taken on their behalf with or without their knowledge or by their campaign workers with or without their knowledge.
- C. ASUN Student Government Facilities
1. From the Bylaws of ASUN: The ASUN Student Government, GLC, Commuter & Student Services, and the SLS offices are an important part of the Student Government process and need to function daily. These offices are not operating for the benefit of individuals or groups participating in ASUN or other campus elections
  2. These offices and any functions or meetings sponsored by these offices shall not be used by anyone for the purpose of campaigning in ASUN or other campus elections
  3. Except when engaged in the business of the Commission, no one shall discuss the efforts of any individual, candidate or SEG involved in ASUN elections when in ASUN Student Government Office or facilities or at any function sponsored by this office.

5. No ASUN resource or facility shall be used by any individual or group for the purpose of preparing or distributing campaign materials, including, but not limited to, buttons, signs, flyers, etc
6. There shall be no campaigning in these offices or facilities. Any allegations of activities that could be considered campaigning in ASUN Student Government Offices or facilities or at ASUN functions may be taken to the ASUN Electoral Commission. The Commission will have the authority to decide sanctions upon violators of this bylaw. Electoral Commission will also have the authority to expand the definition of campaigning and is responsible for submitting suggestions for amendments to this bylaw. The Electoral Commission may grant case-by-case exceptions to this bylaw in regard to ASUN elections.

#### D. Residence Hall Rules

##### 1. In General

- i. All Rules and Regulations, UNL Policies and their purposes are enforceable in residence halls and on campus dining areas
- ii. Campaigning door-to-door in residence halls is strictly prohibited at all times
- iii. Campaigning will be allowed at residence hall floor meetings only after permission from the Resident Assistant and Floor President has been given. The SEG or candidate will only be allowed to speak during 'open forum.' If permission is given to one SEG or candidate permission must be granted to all SEGs or candidates upon their request
- iv. Campaigning will be allowed at local area government meetings only after permission from the Resident Director and Local Area Government President has been given. The SEG or candidate will only be allowed to speak during 'open forum.' If permission is given to one SEG or candidate permission must be granted to all SEGs or candidates upon their request.
- v. Campaigning will be allowed at Residence Hall Association Meetings only after permission from the Residence Hall Association President has been given. The SEG or candidate will only be allowed to speak during 'open forum.' If permission is given to one SEG or candidate permission must be granted to all SEGs or candidates upon their request
- vi. Each SEG, Independent Candidate or Active Write-In Candidate is allowed ONE mailbox stuffing in residence hall mailboxes. A mailbox stuffing must be arranged with the Residence Life Staff Supervisor ("RLSS") 2 days prior to the stuffing. The maximum size of a mailbox stuffing is 4.25" X 5.5". The SEG or candidate must drop off the stuffing at each residence hall building front desk 1 day prior to distribution
  1. Residence Life Staff Supervisors
    - a. Marian Coleman, Abel/Sandoz RLSS 472-1014
    - b. Lola Young, CPN RLSS 472-1047
    - c. Velma Janzen Kauffman/Selleck RLSS 472-1078
    - d. Kara Fintel HSS RLSS 472-1066
    - e. Sandy Behrend East Campus RLSS 472-1089
- vii. SEGs, Independent Candidates and Write-In Candidates may campaign with tangible campaign materials in residence halls
  1. The maximum size of a tangible campaign material is 11" X 17"
  2. Only one tangible campaign material per SEG, Independent Candidate or Write-In Candidate is allowed to be posted on the designated public bulletin board on the first floor of a residence hall lobby



3. Only one tangible campaign material per SEG, Independent Candidate or Write-In Candidate is allowed to be posted on the designated public bulletin board in the residence dining hall areas
  4. Tangible campaign materials may not cover any pre-existing tangible campaign material
  5. If an SEG, Independent Candidate or Write-In Candidate would like to post one additional tangible campaign material on each residential hall floor they must obtain permission from the Residence Life Office. Once granted permission the SEG or Candidate must provide the Office with an original copy of the tangible campaign material. The Residence Life Office will provide the SEG or candidate with a list of residence halls and the corresponding number of floors. SEGs or Independent Candidates must then bring the correct number of tangible campaign materials to the Residence Life Office. On top of each grouping of tangible campaign materials must be appropriately labeled with a residence hall building name, and contain only enough tangible campaign materials for one per floor
  6. Tangible campaign materials are not allowed to be posted in elevators, on walls, on pillars, in bathrooms, in stairwells or within 17 inches of a stairwell door
  7. Windows and doors of a resident's room are not regulated by a Residence Hall Association by-law. A resident may place campaign materials on their own door (above doorknob level) or window pursuant to Housing guidelines. The campaign materials must be provided or received by the resident in accordance with all other rules and Regulations, specifically, but not limited to the Door-To-Door policy
  8. SEGs and Independent or Write-In Candidates must remove all campaign materials by 10:00 P.M. on the day prior to an ASUN election day. The SEG or candidate must make arrangements with the Residence Director or Assistant Residence Director for each residence hall in order to gain access to the building
  9. An SEG, Independent Candidate or Write-In Candidate may place table tents in the Dining Areas pursuant to Dining Services rules. Reservations must be made through the Dining Services Manager or Secretary at each dining area. Prior to making a reservation an SEG or candidate must complete an Event Planning and Registration form with Student Involvement. The Event Planning and Registration form must be signed by the Dining Services Manager at each residence dining hall where the SEG or candidate places table tents
  10. An SEG, Independent Candidate or Write-In Candidate may reserve a table in Dining Area Buildings (NOT the Dining Room) prior to the ASUN election day. Only one representative of the SEG, Independent Candidate or Write-In Candidate may be seated at the reserved table at a time. The SEG or Candidate must follow procedures for Space Reservation by contacting the Residence Life Staff Supervisors (RLSS) for the Dining Services Building and make arrangements with Facilities Management for the table and chairs.
2. Residence Hall Association Offices ("RHA")
    - i. Campaigning in RHA Offices is prohibited
    - ii. RHA Offices and any functions or meetings sponsored by RHA offices shall not be used by anyone for the purpose of campaigning in ASUN or other campus elections
    - iii. Except when engaged in the business of the Commission, no one shall discuss the efforts of any individual or SEG involved in ASUN elections when in RHA Offices

- iv. While in these offices or facilities no one shall promote the efforts of any individual or SEG contesting an ASUN election
  - v. No RHA resource or facility shall be used by any individual or group for the purpose of preparing or distributing campaign materials
  - vi. No RHA programming resources center resource or facility shall be used by any individual or group for the purposes of preparing or distributing campaign materials
  - vii. Any allegations of activities that could be considered campaigning in RHA Offices or facilities or at RHA functions may be taken to the ASUN Electoral Commission. The Commission shall have the authority to decide sanctions upon violators of this rule. The Electoral Commission may grant case-by-case exceptions to this bylaw in regard to ASUN elections.
3. ASUN Election Day
- i. On the day of an ASUN election no campaigning may occur and no campaign material may be located closer than fifty feet from any entrance to a residence hall building where a physical polling booth is located
  - ii. On the day of an ASUN election no campaigning may occur and no campaign material may be located on the same floor of any residence hall building where a physical polling booth is located
  - iii. Members of the Commission shall inspect residence halls and on campus dining areas prior to opening the polls and shall remove all campaign materials and cite the appropriate SEG or Independent Candidate for any violations.
- E. Student Court Conflict of Interest
- 1. The Student Court is responsible to provide a fair and impartial forum for students to challenge the actions of the Commission or other students when the students believe their rights have been infringed upon. To avoid the appearance of impropriety, any justice of the Student Court who has engaged in campaigning for or against a candidate, SEG or ballot issue, shall withdraw from the Court for any hearing and decision relevant to that candidate, SEG or ballot issue.
- F. Post-Campaign Clean-up Responsibilities and Clean-up Deposit
- 1. SEGs, independent candidates and active write-in candidates are responsible for cleaning up all their election materials by 10:00 P.M., on the second day after an ASUN Election. Relevant material for SEGs and candidates involved in an ASUN run-off election may remain in place until after the run-off election. All election materials left in place for a runoff election must be removed by 4:00 P.M., on the first day after an ASUN Run-off Election. Fines may be assessed for any failure to clean up election materials.
- G. Campaign Finances
- 1. Each SEG must maintain a strict and accurate accounting of all funds received to support the campaign and all expenditures made in behalf of the campaign, including funds expended to create and organize an SEG.
  - 2. Each active write-in candidate and independent candidate must also maintain a strict and accurate accounting of all funds received to support the campaign and of all funds expended in behalf of the campaign.
  - 3. Each SEG and each independent candidate whose name appears on the ballot must provide financial reports for all these funds to the Commission. These reports must be presented to the Commission in formats prescribed by the Commission, and submitted according to deadlines established by the Commission. These reports will be public documents, made available by the Commission to members of the public or the press upon request

- i. Fair Market Value of Non-Cash Contributions: If an item or service used for campaigning is not purchased or rented, a fair market value must be placed on the item or service and included in the report
  - ii. SEG Accumulations: Any SEG will be responsible for reporting all contributions and expenditures made on behalf of the SEG, including all contributions made and expenditures made by or on behalf of all individual candidates included on the slate.
- 4. Matching Funding of ASUN Student Government Elections
  - i. Candidates and SEGs are given the opportunity to receive matching campaign funding from Pepsi-Cola (LinPepCo) and the University Bookstore (Follett College Stores). The combined amount from these donors will provide a dollar-for-dollar match on UNL student contributions, subject to the limits specified below. That is, for each dollar a candidate or SEG raises from UNL students in contributions, they will receive one dollar in matching funds, until the applicable limit is reached
  - ii. Write-in candidates are NOT eligible for matching funds
  - iii. Maximum Matching Grant
    - 1. Executive Officer Candidates .....\$300 each
    - 2. Non Exec. Candidates with an SEG..... \$30 each
    - 3. Non Exec. Independent Candidates.....\$50 each
    - 4. The maximum grant for an SEG will be the sum of the maximum amounts allowable for the individual candidates on their slate.
  - iv. Eligibility for Matching Funds
    - 1. To be eligible, the candidate or SEG must use a campaign account established in the Student Organizations Financial Services ("SOFS") Office. Candidates or SEGs must file their required financial statements on the dates specified by the Commission. On these forms they must indicate the amount of money that they have received in contributions, including the source of each contribution. When the Commission, from the SOFS account records verifies these statements, the Electoral Commission will authorize disbursement of the matching grant.
  - v. Funds not eligible for matching
    - 1. In-kind contributions and contributions from donors other than UNL students are not eligible for matching funds.
- 5. Loans
  - i. Persons may make loans to a campaign. Funds obtained in this manner are not eligible for reimbursement from the matching funds. At the end of the campaign, loan amounts will be returned to the individual or SEG in full, provided their SOFS account has a positive balance of sufficient size. In the case where an account cannot cover the loan, the loan (or some part of it) may be converted to a contribution eligible for matching funds as long as the maximum match is not exceeded.
- 6. At the end of the campaign, any money left in the account will be divided into two equal shares: one returned to the candidate or SEG, and the other returned to the donors who provided the matching grant (up to the amount of the matching grant)
- 7. The role of the Electoral Commission will be to certify the amounts eligible for matching funds, based on SOFS records. The actual transfer of funds will be arranged through the office of the Vice-Chancellor for Student Affairs
- 8. Banking
  - i. SEGs and candidates running for office must conduct all financial transactions through the SOFS office, and be subject to SOFS rules. All funds contributed by all persons in

support of the campaigns of any SEG or candidate must be deposited in an appropriate SOFS account

9. Write-In Candidates

- i. While write-in candidates are NOT eligible for matching funds, any write-in candidate who appears to have accumulated sufficient votes to be elected must report all campaign income (contributions) and expenditures as specified by the Commission.

10. Reporting Campaign Contributions and Expenditures

- i. Campaign Contributions
  1. All contributions to any SEG or candidate must be fully reported, including identification of the individual and/or organization making the contribution, their telephone number, the amount of the contribution, the nature of the contribution if made in some form other than cash (with a fair market value indicated), and the date of the contribution. All contributions must be reported, even those made by candidates themselves.
- ii. Campaign Expenditures. A full report of campaign expenditures must be provided to the Commission, including but not limited to:
  1. itemized accounting for all expenditures supported by copies of sales receipts,
  2. itemized identification of all goods or services donated in form other than cash with fair market value identified,
  3. actual copies of campaign materials purchased and/or produced through these expenditures,
  4. itemized identification of all food and beverages

11. Procedures and Reporting Deadlines

- i. These financial reports must be submitted to the ASUN Student Government Office, 136 Nebraska Union
  1. An initial report of both contributions received and expenditures made or authorized prior to the first Wednesday in February must be submitted by 5:00 P.M. on the first Wednesday in February.
  2. An interim report of both contributions received and expenditures made or authorized prior to the first Monday in March must be submitted by 5:00 P.M. on the first Monday in March.
  3. The final regular campaign report of both contributions received and expenditures made or authorized must be submitted by 5:00 P.M. on the Monday after an ASUN Election Day. For candidates or slates in runoff elections, this report will include both contributions received and expenditures authorized for the runoff prior to the Monday after an ASUN Election Day.
  4. The final report of both contributions received and expenditures made or authorized for a runoff election must be submitted by 5:00 P.M. on the Thursday after an ASUN Runoff Election Day.
- ii. Write-in candidates who have received enough votes to be elected must submit a report of all contributions received and expenditures made or authorized. This report must be submitted by the time stated in the request for it made by the ASUN Director of Development, after proper academic/disciplinary checks have been made. All contributions must be reported, even those made by candidates themselves
- iii. The Commission will not certify the election of any candidate who has himself/herself or whose SEG has not complied with these reporting requirements and deadlines. The decision of whether or not to certify an election for this violation shall be at the discretion of the Commission

12. The Commission shall keep a copy of all submitted reports on file, available for public inspection.

**Article VIII Ballot Regulations**

A. Ballot Authority

1. The ballot to be used shall be determined by the Commission

B. Offices on the Ballot

1. President and Internal Vice-President, in combination.

2. External Vice-President

3. A Senate consisting of 35 members

i. This apportionment has been calculated using UNL's 2009-2010 Fall enrollment figures

ii. The number of seats per college/division is as follows:

College/Division	Number of Seats
Agricultural Sciences & Natural Resources	2
Architecture	1
Arts & Sciences	7
Business Administration	4
Dentistry/Hygiene	1
Engineering	2
Fine & Performing Arts	1
General Studies, Division	3
Graduate	6
Education & Human Sciences	4
Journalism & Mass Communications	1
Law	1
Public Affairs & Community Service	1
Nursing	1

4. Advisory Board offices for the following colleges shall be voted for concurrently with the ASUN candidates: Education & Human Sciences, Agriculture & Natural Resources, and Arts and Sciences. The number and nature of the constituencies (districts or divisions to be represented) are to be determined by each respective college. Information about these constituencies can be found in the office of the relevant college dean or from the ASUN Director of Development

5. The Committee for Fees Allocation Board consisting of members:

i. four members living in off campus residences;

ii. two members living in the residence halls; and,

iii. one member living in a Greek unit.

6. The Academic Fees Advisory Committee consists of five students-at-large.
- C. Position on the Ballot
1. The position of names on the ballot shall be determined as follows:
    - i. The ballot shall list each candidate's name, correct surname, and where relevant, his or her SEG affiliation; all ballots will list candidates names in the same order
    - ii. The order in which names will appear on the ballot will be random. The VoteNet system is equipped with a randomization feature which will be enabled for ASUN elections.
- D. Sample Ballots
1. A sample ballot will be printed in the Daily Nebraskan and on-line one time before the election.
  2. The sample ballot shall be clearly marked "Sample Ballot "so that it cannot be submitted as an official ballot on election day.
  3. Candidates and SEGs shall have until 12:00 noon the day following publication of the sample ballot to notify the ASUN Director of Development of incorrect spellings on the sample ballot
  4. A sample ballot shall be posted at the physical polling locations on ASUN Election Day. This sample ballot shall be clearly marked "Sample Ballot."
- E. Official Ballots
1. On the ballot for each office in a given constituency (except for run-off elections), the Commission shall provide a line or lines for write-in candidates; the number of write-in lines provided for a given office shall equal the number of candidates to be elected to that office from that constituency.
- F. Ballots for Voters with Disabilities or for Absentee Voters.
1. The Commission shall prepare copies of the sample ballot to be used by absentees and voters with disabilities
  2. The Commission shall permit the following students to vote by absentee ballot:
    - i. Students who will not be in Lincoln, Nebraska, during the time the polls are open will be permitted to vote by absentee ballot. Students who wish to vote by absentee ballot must complete Form L (available from the ASUN Student Government Office) and have their signature on that Form notarized. (Notary service is available free of charge in SOFS Office)
    - ii. Absentee ballots will not be available more than one week prior to an ASUN Election
    - iii. Absentee ballots must be cast by 4:00 P.M. on the day prior to an ASUN Election
  3. The Commission shall make provision for students with disabilities to vote
    - i. In this context, "student with disabilities" extends to include students unable to attend class due to confinement by a doctor for health reasons
    - ii. Students with disabilities shall contact the ASUN Director of Development on or before 12:00 noon of ASUN election day, and arrangements will be made for voting
    - iii. The Electoral Commission commits itself to making reasonable accommodations for persons with disabilities that specifically make it difficult to vote via regular voting procedures. Such persons should contact the ASUN Director of Development on or before 12:00 noon of ASUN election day so arrangements may be made for voting.
- G. Amendments, Referenda, and Survey Regulations.
1. Referenda and Amendments
    - i. The definition and processing rules for Referenda and Constitutional Amendments may be found in the ASUN Constitution.

2. Survey
  - i. A survey is a question submitted by a member of the University community for response during the ASUN Student Government General Election
  - ii. Because of the requirement to develop a ballot and publish samples, the precise language of any survey for the General Election must be delivered on Form K to the ASUN Director of Development by 12:00 pm 30 days prior to an ASUN Election. The Electoral Commission will certify the language and will cooperate with the processing of any clear and non-frivolous survey
  - iii. The sponsor for any survey is responsible to submit the precise wording of the proposed survey for approval of the Electoral Commission, and to pay the administrative cost of putting the survey on the ballot, publishing the sample survey and tabulating the results.

#### **Article IX Voting Procedures**

- A. Students will vote on-line by accessing their WAM account
- B. In the event that access to WAM or Votenet is impaired on the day of an election, the Commission shall have the discretion to extend polling hours or to set a new date for the ASUN election. Such determination must be made by time the polling hours were regularly scheduled to end
- C. Physical Polling Locations
  1. Students in line to vote at physical polling location at closing time will be allowed to vote. The Commission will have the discretion to accommodate the need for more time at physical polling sites
- D. No candidate, write in candidate, SEG, or person or group operating on behalf of any candidate, write in candidate, or SEG shall;
  1. at any time, permit any person or group to use any other person's identity, identification card, blackboard or WAM login information, social security number, university identity number, electronic mail address, or any password, in order to vote in an ASUN election or prevent any person from voting in an ASUN election
  2. during the hours the polls are open, permit, for the purposes of voting, other than casting one's own vote, the operation of any facility, building, room, booth, table, website, computer or cell-phone or similar electronic or internet capable device

#### **Article X Certification of an ASUN Election**

- A. In General
  1. Unless disqualified for some reason, the candidates whose names are on the slate receiving the most votes for President and Internal Vice-President will be certified as elected provided the vote tally meets the special certification rules below
  2. Unless disqualified, the candidate receiving the most votes for External Vice-President will be certified as elected, provided the vote tally meets the special certification rules below
  3. Unless disqualified, a candidate for the Committee for Fees Allocation will be certified as elected if his or her vote tally is one of the three highest among the nonresident candidates, one of two highest among the residence hall candidates, or highest among candidates from a Greek unit
  4. Election to the Senate depends on how many persons are to be elected from a given college. Unless disqualified, candidates will be certified as elected according to the number of votes they receive. The highest vote getter will be certified, then the second highest vote getter, etc., until the number of seats assigned to the constituency are filled. Ties will be broken by

a coin toss in the presence of the Election Commission Director, one faculty Commission member and the ASUN Director of Development.

5. Election to Advisory Boards, Committee for Fee Allocation, and the Academic Fees Advisory Committee will be certified in accordance with the same procedure as applies to the Senate. The number of candidates to be elected to a constituency (e.g. major or other division from within a college) will be determined by the college. Information about the number of members for each constituency is available on the back of the Filing Form D. Rules for tie breaking are determined by the college and can be learned from the ASUN Director of Development
  6. A qualified candidate must have filed all the forms, including Form H, by the proper deadlines during and after the election
  7. To remain qualified a candidate must not be found in serious violation of the Commission regulations
  8. Any write-in votes cast for persons who are ineligible (i.e., fictional characters, celebrities, or anyone ineligible because of any ASUN election rules) shall be invalid votes and shall not be counted toward the total number of votes in determining the number necessary to elect a valid candidate for any office.
- B. Special Certification Requirements.
1. The Presidential/Internal Vice-Presidential slate shall be declared elected if the slate receives a majority of the votes cast in the election. Where no slate receives a majority of the votes cast, the leading slate will be declared elected without a runoff only if it receives a vote total that is higher than the next highest slate's vote total by at least 10 percent of the total number of valid ballots cast in the election. In the event that a run-off is required, the top two vote-getting slates will be on the ballot and, unless disqualified, the persons whose names appear on the slate receiving the most votes in the runoff will be certified as elected.
  2. The External Vice-Presidential candidate shall be declared elected who receives a majority of the votes cast. Where no External Vice-President candidate receives a majority of the votes cast, the leading candidate will be declared elected without a run-off only if he or she receives a vote total that is higher than the next highest candidate's vote total by at least 10 percent of the total number of valid ballots cast in the election. In the event that a run-off is required, the top two vote-getting candidates will be on the ballot and, unless disqualified, the person receiving the most votes in the runoff will be certified as elected.
- C. Election Review
1. If election to any ASUN Executive or Senate position has been determined by less than one percent of the total votes cast for that position, upon the request of a runner-up candidate, the Commission shall provide a documented history report of the election results. Request for a review must be made within three days of the election.
- D. ASUN Runoff Election
1. If an executive candidate does not receive the vote required in the preceding sections, an ASUN runoff election will be held within the upcoming week following the general election
  2. The candidates in an ASUN run-off election for the President and Internal Vice-President shall be the two executive slates that have received the most votes in the ASUN election. The candidates in a run-off election for the External Vice-President shall be the two candidates who have received the most votes in the ASUN election
  3. Regulations of the Commission shall apply to the ASUN run-off election except that a sample ballot will be published only on-line once
  4. All financial forms for the run-off election must be turned in to the ASUN Director of Development by 5:00 p.m. on the second day after the ASUN Runoff Election



## Appendix I Calendar & Applicable SEG Names

The Following SEG Names or Acronyms are applicable to the 2009-2010 ASUN Elections

2009: Connect, Concrete, Change

2008: Ignite, Bright, All N

2007: RUN

<b>Calendar for March 3, 2010 General Election</b>	
Mon., Nov. 2	Reapportion announcement due.
TBA	Information Session concerning the election process for all those interested.
Mon., Jan. 11	Visible campaigning for candidates or slates is permitted if they have filed a filing form
Wed., Feb. 3	By 12 noon, all SEG Forms to become an RSO are to be filed in the ASUN Student Government Office.
	Announce authorized poll workers. Announcement will be maintained in the ASUN Student Government Office.
Wed., Feb. 3	Surveys must be filed by noon with the ASUN Director of Development.
Wed., Feb. 3	By 4 P.M., filing for all candidates on Forms A, B, C, D, F & T. Candidates who wish to run for any office may pick up a form for filing in the ASUN Student Government Office, 136 Nebraska Union, and must return it to the office before the deadline. A receipt will be given upon filing.
Wed., Feb. 3	By 4 P.M., filing deadline for SEGs. SEGs and independent candidates must file a SEG Statement of Intent as outlined in the Commission Regulations. (Form J)
Wed., Feb. 3	By 5 P.M. Initial Financial Statements due. (Form H) 5 P.M. Information sessions mandatory for all executive candidates.
Wed., Feb.3	Senate approval of language for surveys & referenda.
Fri., Feb. 5	By 6 P.M., ballot positions will be posted on the ASUN Office window
Mon., Feb. 8	Deadline for candidates to remove their names from the ballot
Wed., Feb. 10	Announcement of elections
Wed., Feb. 10	Polling sites and times to be announced.
Wed., Feb. 24	Absentee ballots will be available. DN ad now through election
Mon., Mar. 1	By 5 P.M., interim Financial Statements are due. Form H.
Tues., Mar. 2	By 4 P.M., deadline to cast absentee Ballots.

Tues., Mar. 2	By 5 P.M., deadline to remove electioneering material from relevant places in all buildings with polling sites.
Wed., Mar. 3	Election Day; polls open. By noon, any voter with a disability who wishes to vote must notify the ASUN Student Government Office of his or her need for assistance
Wed., Mar. 3	By 5 P.M. Form V must be received if running an active write-in campaign.
Fri., Mar. 5	By Noon any request for a recount must be filed.
Fri. Mar. 5	By 10 PM all campaign posters must be down, except those relevant to runoff.
Mon., Mar. 8	By noon, all complaints relevant to the General Election must be filed with the Commission on Form M
Mon., Mar. 8	By 5 P.M. General Election Final Financial Statements (Form H) due.
Tues., Mar. 9	Runoff election (if needed): all applicable rules for the general election apply to a runoff.
Thurs. Mar. 11	By Noon, any request for a recount of the runoff must be filed.
	By 10 P.M. all runoff campaign posters must be down.
Thurs. Mar. 11	By noon, all complaints relevant to the runoff election must be filed with the Commission on Form M.
Thurs. Mar. 11	By 5 P.M. Final Run-off Financial Statement Forms (Form H) due.
Dates for Debates are to be announced.	

## Appendix II Electoral Commission Forms

Listed below are the forms that have been developed by the Commission to make possible an orderly election. Forms should be filed as necessary for individual candidates and/or parties. All forms will be available in the ASUN Student Government Office, 136 Nebraska Union after <date rules are approved + 1 week>. Oaths on the filing forms will be binding on all candidates. Further explanation for the information contained in the following table can be found in the Electoral Commission Rules and should be referenced; the following is only a guide.

<b>Electoral Commission Forms</b>	
<b>Form A</b> President Internal Vice-President	To be filed by President and Internal Vice-Presidential candidates. Filing Deadline: Wed., February 3, 2010
<b>Form B</b> External Vice-President	To be filed by External Vice-Presidential candidates. Filing Deadline: Wed., February 3, 2010
<b>Form C</b> Senate	To be filed by Senate candidates. Filing Deadline: Wed., February 3, 2010
<b>Form D</b> Advisory Board	To be filed by Advisory Board candidates. Filing Deadline: Wed., February 3, 2010
<b>Form E</b> Financial Accountability Statement of SEG	To be filed by SEG Leaders to insure payment of campaign expenditures. Filing Deadline: Wed., February 3, 2010
<b>Form F</b> AFAC	To be filed by Academic Fees Advisory Committee candidates. Filing Deadline: Wed., February 3, 2010
<b>Form G</b> Previous SEG Name or Acronym	To be filed by all SEGs using acronyms used previously. Filing Deadline: Wed., February 3, 2010
<b>Form H</b> SEG or Independent Candidate Financial Statement	To be filed by each SEG or Independent Candidate listing and verifying all revenue and expenditures. Initial Statement due 5 P.M., Wed., Feb. 3, 2010. Interim Statement due 5 P.M. Mon., March 1, 2010. Final Statements due 5 P.M., Mon., March 8, 2010. Post Run-off Statement due 5 P.M. Thurs., March 11, 2010.
<b>Form J</b> SEG & Independent Candidate Statement of Intent.	SEG: List all SEG candidates and its platform. Independent Candidate: platform statement Filing Deadline: Wed., February 3, 2010

<b>Form K</b> Referendum and Survey	To be filed by groups sponsoring the referendum or survey. Filing Deadline: noon, Wed., February 3, 2010
<b>Form L</b> Absentee Ballot	Required for those needing to vote by absentee ballot
<b>Form M</b> Complaint	To be filed by anyone with a complaint pertaining to the election process. Should be filed immediately. In any event no later than Noon March 8, 2010 for the General Election, or Noon March 11, 2010 for the Runoff Election
<b>Form Q</b> Question	To be filed by anyone with a question concerning the election process.
<b>Form R</b> Response	To be prepared by the Commission in response to questions raised on Forms M, Q and S.
<b>Form S</b> Suggestion	To be filed by anyone who has a suggestion to aid in the election process.
<b>Form T</b> CFA	To be filed by CFA candidates. Filing Deadline: Wed., February 3, 2010
<b>Form U</b> Contribution	To be filled out by students making monetary contribution to a candidate or SEG, so that the contribution can qualify for matching funds.
<b>Form V</b> Write-In	To be filled out by a candidate running an active write-in campaign. Filing deadline: 4 PM, Wed. March 3, 2010.

### Appendix III Relevant Nebraska Union Policies

#### A. Services for Student Organizations.

Association of Students of the University of Nebraska (ASUN) recognition of a student organization makes all Nebraska Unions' services available upon completion of the Event Planning and Registration process through Student Involvement located at either City or East Campus. The services available include meeting rooms, catering, eligibility for office space, rental of equipment and staff advising for programs at both Nebraska and Nebraska East Unions and the Jackie Gaugham Multicultural Center. Organizations meeting on a SEG status are permitted the use Nebraska Unions' facilities for programs and meetings through the proper event registration procedures. The organization is permitted to hold fund-raising events but is not eligible to apply for office space. Arrangements for food at meetings and events held in Union facilities and the Jackie Gaugham Multicultural Center are outlined in the next section— Activities Involving Food.

\* Reservations, 200 Nebraska Union, 472-8168/8167

\* Reservations, 314 Nebraska East Union, 472-1778

\* Reservations, Jackie Gaugham Multicultural Center, 1505 'S' Street

#### B. Activities Involving Food.

Arrangements for food at meetings and events need to be discussed at the time the organization secures its reservation. When student organizations request food to be brought in from outside the building, it is at the discretion of the Nebraska Unions Reservation Manager or Assistant Director of Operations. Permission must be given through direct contact with the Nebraska Unions Reservation Manager or Assistant Director of Operations and documented in the Event Planning and Registration process. Organizations bringing in food without appropriately securing advance permission are subject to penalty.

\* Nebraska Union's Food Service, 220 Nebraska Union, 472-2181 or 314 Nebraska East Union, 472-1776

\* Student Involvement, 200 Nebraska Union, 472-2454 or 300 Nebraska East Union, 472-1780

#### C. Bulletin Board/Kiosk Policies.

##### 1. Nebraska Union/Nebraska East Union

- i. Recognized NU student organizations, departments and service groups associated with the University may have materials posted on bulletin boards or kiosks in the Nebraska Union and Nebraska East Union and shall have priority in space allocation.
  - A. Other organizations may request to have materials posted as space allows.
  - B. No commercial advertising will be allowed on boards without permission from the Student Involvement office.
  - C. Material to be posted must be delivered to the Student Involvement office for the official stamp. Any material without the stamp will be removed. Three copies may be brought to either Student Involvement office to be approved and distributed by Student Involvement staff to both locations for posting. Two signs per activity will be posted in Nebraska Union and one sign per activity in Nebraska East Union.
  - D. All material posted must be of interest to the University community and bear the organization's name.

- E. Posted material must bear the date of the event or an expiration date when the material will be removed (two week maximum).
  - F. Material to be posted on bulletin boards may not exceed 11 x 17 inches. Material posted on kiosks may not exceed 11 x 17 inches. The postings should not extend beyond the edge of the posting space nor cover any other signs.
  - G. Permanent bulletin board space is granted by application to and approval by the Nebraska Union Board.
    - 1. Student Involvement, 200 Nebraska Union, 472-2454 or 300 Nebraska East Union, 472-1780
- C. Crib and Main Lounge Special Use Policy.
- 1. The Crib. Recognized Student Organizations may reserve the stage area of the Crib for free entertainment, public forums and debates over the noon hour. Friday and Saturday evening events are also permitted. A sound system is available from the Union.
  - 2. Union Square. Special activities which are of service to a large number of students may be held in Union Square. Such activities may include balloting for all campus elections and voter registrations. Such programs will be limited to open public forums involving issues of general interest and concern, games (i.e., Trivia Bowl), and other programs as approved by the Nebraska Unions Reservation Manager or Assistant Director of Operations when Union Square appears to be a uniquely appropriate site.
  - 3. Video programs of general interest to the campus community or in conjunction with other programs being held in the Nebraska Union may be shown in the alcove. A TV and VCR can be provided by the Union. A sponsoring group representative will be responsible for videotape operation. No sound reinforcement shall be permitted except the self-contained speaker. Reservations for space and equipment may be made in 220 Nebraska Union, 472-8168/8167
- D. Display Case Policy - East Campus Union.
- 1. An organizational display case may be reserved at Student Involvement by Recognized Student Organization to publicize its activities.
  - 2. An Ad-hoc or Student Election Group is limited to one reservation per semester. No single organization may use both bulletin board/kiosk space and the display case simultaneously.
  - 3. The organization must design and put up its own display and remove it promptly at the end of the reservation period.
  - 4. Material displayed should be tastefully prepared, be of interest to the University community, and bear the organization's name.

Note: Union and Student Involvement personnel will assume no liability for materials displayed.

- Student Involvement, 300 Nebraska East Union, 472-1780

E. Distribution of Materials

- 1. Informational or publicity material may be passed out in the Nebraska Unions by Recognized Student Organizations through a reserved booth only. Distribution of flyers in the Main Lounge or in other interior parts of the Nebraska Unions is not permitted. Literature may be distributed on the Nebraska Union Memorial Plaza or on the North and west sides of the Nebraska East Union. Distribution of materials must not obstruct the normal traffic flow. Literature may be placed in the free distribution rack located near the south lobby entrance of the Nebraska Union and main lobby of the Nebraska East Union.

\* Reservations, 200 Nebraska Union, 472-8168/8167

\* Reservations, 314 Nebraska East Union, 472-1778

F. Meeting Rooms.

1. Reservations shall be made at least 48 hours before an event to insure space availability, to allow Nebraska Unions personnel to perform necessary services and to have the function listed on the Daily Events Calendar. Meeting rooms in Nebraska Unions are opened by Union staff prior to meeting start times. A regular meeting is defined as a two-hour block of time, and set-up includes a head table and chairs for the anticipated number of guests unless other arrangements are specified.

\* Reservations, 200 Nebraska Union, 472-8168/8167

\*Reservations, 314 Nebraska East Union, 472-1778

G. Nebraska Union Memorial Plaza.

1. Activities on the Nebraska Union Memorial Plaza must be scheduled through the Nebraska Union Reservations Manager in 200 Nebraska Union using the Event Planning and Registration process. Activities on the Nebraska Union Memorial Plaza must not disrupt regularly scheduled classes through the use of amplified sound. Those programs requiring the use of sound equipment, with the exception of microphones for featured speakers, must adhere to the following:
  2. There will be no programs the week prior to finals week or during finals week.
  3. There will be no more than three plaza programs per week, and those scheduled will be preferably on weekends. Events during the week will not occur on consecutive evenings.
  4. Sponsor of an activity must give a two-week notice to Selleck Hall's and Kauffman Residence Director (RD) so that they may notify residents. A copy of the Event Planning and Registration form will also be sent to the RD.
  5. Sponsoring organizations are encouraged to exercise courtesy and respect for others regarding sound levels of these programs.
  6. Any group using the Plaza for distribution of free printed material must not obstruct normal traffic to and from the Nebraska Union.
  7. Reservations, 200 Nebraska Union, 472-8168/8167

H. Booth Reservations on Campus.

1. Student organizations may set up booths at various locations on campus through Event Planning and Registration. For on campus location policies contact the Student Involvement office.

I. Nebraska Unions Booth Policy.

1. Booths located in the lobbies of the Nebraska Unions are provided for use by Recognized Student Organizations undertaking promotional activities. These promotions may be ticket sales, collecting funds, distribution of literature by the approved student organization booking space, merchandise sales, etc. Booth use by other than student organizations must be with permission from the Nebraska Unions Reservation Manager or Assistant Director for Operations, 200 Nebraska Union (see "Co-sponsorship of Union Booths" NU Book sec. IV.B.4). If weather permits, groups may request a card table for use on the Union Memorial Plaza instead of a booth. Tables can be taken from the closet inside the North entrance and must be returned by the user. All booth activity is to be registered through the Event Planning and Registration process.
2. Each booth is constructed to serve one organization per space in Nebraska Union and Nebraska East Union.
3. All booth activities must include a bold sign identifying the sponsoring student organization.
4. All activity must be limited to the booth.

5. Verbal harassment of Nebraska Unions customers or loud and boisterous activity is not allowed. Audiovisual equipment used to attract attention to the booth is prohibited.
  6. All ticket and merchandise sales must be coordinated through the Event Planning and Registration process with the Student Involvement office.
  7. Receipts received before 4:00 p.m. may be vaulted in Student Organization Financial Services, 222 Nebraska Union, or 300 Nebraska East Union. After 4:00 p.m., money may be vaulted in the Nebraska Union or Nebraska East Union cashier's office for pick up the following day.
  8. Booths reserved by any student organization must be staffed by student members or the official adviser of that group.
  9. The Nebraska Unions assume no responsibility for personal or organizational items left unattended.
  10. Booths must be registered with the Student Involvement office through the Event Planning and Registration process.
    - \* Reservations, 200 Nebraska Union, 472-8186/8167
    - \* Reservations, 314 Nebraska East Union, 472-1778
- J. Jackie Gaugham Multicultural Center Policies and Procedures.
1. The University of Nebraska Jackie Gaugham Multicultural Center enhances the development of ethnic minority students through programs and services, which meet their unique needs. The Jackie Gaugham Multicultural Center also serves as a place, which fosters the understanding and appreciation for ethnic diversity.
  2. Hours of Operation. The Jackie Gaugham Multicultural Center is open during the academic year and is available to student organizations and departments to utilize for events and activities. Hours of operation for the Jackie Gaugham Multicultural Center and the Macintosh computer lab located in the Center are 9:00 a.m. to 9:00 p.m. M-Th, and 9:00 a.m. to 5:00 p.m. on Fridays. Hours on Friday evenings and weekends are by reservation only. Contact the Jackie Gaugham Multicultural Center, 472-5500 or Student Involvement, 472-2454 to make reservations.
  3. The Jackie Gaugham Multicultural Center is closed on University holiday breaks during the academic year. Student organizations will be reminded of these dates in order to make other arrangements for weekly meetings scheduled when the Center is officially closed. Any event planned outside Jackie Gaugham Multicultural Center hours of operation must be approved two weeks prior to the event by the Assistant Director, Student Involvement.
  4. Reservations. Student organizations or departments may reserve the conference room, upper level and lower level multi-purpose rooms and kitchen during regular hours of operation. The lounge area may be reserved on weekends only.
  5. Student organizations or departments begin the reservation process by picking up an Event Planning and Registration form and facility use checklist from the Jackie Gaugham Multicultural Center before the room can be reserved. The Event Planning and Registration form must be completed with all appropriate signatures and returned to the Jackie Gaugham Multicultural Center. The following policies will govern the reservation process:
    - i. Any event scheduled in the Jackie Gaugham Multicultural Center must be open to the University community
    - ii. Any event scheduled in the Jackie Gaugham Multicultural Center must have a sponsorship of a University of Nebraska student organization or department.



- iii. Reservations must be made at least 48 hours prior to an event.iv.A 24-hour cancellation notice is required.
  - 6. A fee not to exceed \$20.00 will be assessed for not restoring the space to its original state prior to the event.
  - 7. The sponsoring organization is liable for any damages incurred and for the cost of repairs.
  - 8. Activities Involving Food - Jackie Gaugham Multicultural Center Policies and Procedures. Organizations may bring food into the Jackie Gaugham Multicultural Center as a part of a program or event. Organizations are to specify that food will be served and indicate any equipment needed for food preparation. If an organization chooses to bring food to the Jackie Gaugham Multicultural Center, it must receive prior approval from the Office of Environmental Health. This approval is necessary in order to obtain liability insurance. Organizations are expected to sweep, mop and dispose of garbage in the dumpster at the rear of the facility following the event. A fee of \$20.00 will be assessed if garbage is not properly disposed of. \*see also: "Food Preparation Guidelines for Student Organization Sponsored Events" NU Book sec.IV.A.9
  - 9. Activities Involving Alcohol - Jackie Gaugham Multicultural Center Policies and Procedures. Student activities involving alcohol are not permitted in the Jackie Gaugham Multicultural Center. Any student organization utilizing the Jackie Gaugham Multicultural Center is subject to all University policies regarding drugs (alcohol). Any student attending a function at the Jackie Gaugham Multicultural Center who is found with alcohol in their possession will be subject to the following:
    - i. The individual will be asked to discard the alcohol. If the individual refuses to do so, the University Police will be called and the individual will be escorted off the premises.
    - ii. According to the Student Code of Conduct, the illegal possession or illegal consumption of alcoholic beverages at University sponsored events or on University property shall constitute misconduct. Any student or organization that violates this rule will be subject to disciplinary action which may include:
      - a formal complaint filed with the Student Judicial Board,
      - the organizational adviser must be present at subsequent events,
      - the organization must hire additional security for subsequent events, and/or
      - limited use or non-use of the Jackie Gaugham Multicultural Center not to exceed one academic year.
- K. University Wide Bulletin Board Posting Policy.
- 1. Bulletin boards intended for general purposes will be so identified by a placard in the upper left corner of the bulletin board. The following rules apply to their use:
  - 2. One poster per activity is allowed on these bulletin boards.
  - 3. Only posters 11 x 17 inches or smaller are permitted.
  - 4. Permission to post on any bulletin board not bearing the proper sign must be obtained from the controlling department(s).
  - 5. No posters are to be affixed to trees, windows, doors, walls, buildings, posts, fences, bus shelters, or any campus area other than bulletin boards. Do not place flyers on car windshields or vehicles parked on campus. The cost of removal will be assessed against the posting organization violating this clause.
    - Office of the Vice Chancellor for Business and Finance, 210 Administration, 472-4455

L. Sidewalk Advertising

1. Recognized student organizations wishing to use Nebraska Union Memorial Plaza sidewalks to advertise organization activities are to comply with the following guidelines.
2. Organizations are limited to advertising on the Nebraska Union Memorial Plaza.
3. The event to be advertised must be an official organization activity and registered through the Event Planning and Registration process with the Student Involvement office.
4. The first step in gaining permission to use NU sidewalks for advertising is to stop in the Student Involvement office and register the advertising activity.
5. A sketch of how the advertising/announcement will appear on the sidewalk must be provided by the organization along with a list of materials to be used. The design must incorporate the student organization's name or a clearly identifiable organization logo. All materials must be water-soluble and may only be placed on the flat surfaces (sidewalk not benches or walls).
6. Organizations will be subject to clean-up charges for event advertising that appears in unauthorized areas.
7. Advertising may appear on sidewalks four (4) days prior to an activity. Organization members are encouraged to wash off advertising upon completion of the activity. Advertising can remain for three (3) days after an event. If advertising remains after 3 days the organization may be assessed clean-up charges by Landscape Services or Nebraska Unions.
8. Approval of sidewalk advertising will be granted on an individual case basis by the Director of the Nebraska Unions or the Vice Chancellor for Business and Finance and Landscape Services. If approval is denied, it is recommended that the administrator provide a brief written explanation to the student organization.
  - Student Involvement, 200 Nebraska Union, 472-2454 or 300 Nebraska East Union, 472-1780

M. Alcohol Policies for Student Events.

1. Student organizations wishing to have alcohol at events are encouraged to hold these activities at licensed liquor establishments where participants may purchase beverages by the drink, directly from the establishment with personal funds. It is understood that in this situation responsibility will rest with the license holder.
2. An organization can apply for special permission to have alcohol for campus events held in the Lied Center, Wick Alumni Center, Nebraska Unions or the State Fairgrounds. To receive special permission the organization must complete a form available from Nebraska Unions Food Service as part of the Event Planning and Registration process. The Vice Chancellor for Student Affairs must approve special permission requests. The expected attendance for the event must be a majority of legal age for special permission to be considered. Students need to obtain the form and begin the process at least 4 weeks prior to the event.

NOTE: Student Organization Financial Services, as dictated by NU purchasing policy, will be allowed to authorize disbursements from student organization accounts for the purchase of alcohol under specific circumstances. Contact SOFS in advance for detailed requirements.

\* Student Involvement, 200 Nebraska Union, 472-2454 or 300 Nebraska East Union, 472-1780

- \* Student Organization Financial Services (SOFS), 222 Nebraska Union, 472-5667 or 300 Nebraska East Union, 472-1780N. Exclusive Contract With Pepsi Cola.
1. Currently, NU has an exclusive contract with Pepsi Cola Company for providing beverages on the NU campus. Student organizations are covered by this contract. Co-sponsorship or contributions to programs/events of product or other forms of support, which conflict with this contract, are prohibited. In keeping with this policy, no SEG program, or event may offer beverages provided by another sponsoring beverage company.
- \* Office of the Vice Chancellor for Business and Finance, 210 Canfield Administration, 472-4455
- O. Mail Services and Mailboxes.
1. Mail and Distribution Services, located at 1820 R Street, handles all distribution of correspondence for student organizations whether delivery occurs on campus or through the United States Postal Service. All correspondence to be delivered by Mail and Distribution Services must have received proper clearance before being sent to the Mail and Distribution Services office for distribution.
- P. Mail Distribution On-Campus.
1. The on-campus distribution of mailings, leaflets, announcements, newsletters and other similar types of information materials which do not conflict with 1) the basic educational mission of the University or 2) local, state or federal regulations—sponsored by or prepared by recognized student organizations may be considered for distribution as work load permits (after distribution of business correspondence). All such mailings must be properly approved by Student Involvement and the Manager of Mail and Distribution Services. One copy of the mailing must be retained by Student Involvement.
  2. The cost of handling and distributing campus mail through Mail and Distribution Services shall be paid by the Recognized Student Organization at the rate of \$0.07 per piece mailed. Pieces to be mailed must be brought directly to Mail and Distribution Services for distribution on campus. Do not place in a United States Postal Services mail box.
  3. All campus mail processed through Mail and Distribution Services must include a complete University return address, which includes the name of the Recognized Student Organization. Mail that does not contain a complete University address will not be processed. Campus mail should be banded separately from mail requiring postage. No personal mail will be accepted by Mail and Distribution Services.
  4. If a Recognized Student Organization is having informational materials printed at Printing Services and addressed on Printing Services address and graphic equipment, the charge for the delivery will be made automatically in addition to the printing and addressing charge. All campus mail processed through Mail and Distribution Services must include the name of the Recognized Student Organization and a contact person on each mailing piece. No personal mail will be accepted by Mail and Distribution Services.
- Q. Student Organization Mailbox Policy.
1. Starting October 1, 1998, all Recognized Student Organizations at NU will be required to have an on-campus mailbox. Important University announcements, notices, statements, communications as well as U. S. mail will be delivered to the on-campus mailbox. It is the responsibility of the student organization to check and pick up mail from this mailbox at least once a week. Organization mailboxes are not to be used for personal mail.

2. Mailbox Locations .
  - i. Student Involvement. Student Involvement, in both the Nebraska Union and the Nebraska East Union, will assign mailboxes to student organizations for their use.
  - ii. Other on-campus mailboxes. Many student organizations have a close relationship with various academic and administrative units of NU. These units may, at their discretion, offer to act as the on-campus mailbox address for a student organization.
- R. Banner Boards.
  1. Lighted banner boards on Nebraska Union Memorial Plaza and five banner board display areas outside the Nebraska East Union may be reserved by recognized student organizations. An organization can reserve only one banner board space twice a semester (one week at a time), and cannot give their reserved space to other organizations. All banners must prominently display the name of the sponsoring organization and should be approximately the size of the marquee or display case. Organizations that do not make use of their reserved space by Tuesday at 3:00 p.m. at the Nebraska Union, or the Nebraska East Union, forfeit their reservation. Groups wishing to publicize large events with a professionally made banner at Northeast and Northwest corners of the Nebraska Union should discuss banner requirements with the Reservations Manager at 472-8167
  2. On City Campus, banners may be displayed in the following locations:
    - i. Indoors. Banner Boards located by the Bakery and across from Planet Sub for a total of three. During ASUN elections, a Student Election Group may reserve only one of these banner boards before the election for one week and they may not have another banner space simultaneously.
    - ii. Outdoors. Nebraska Union Memorial Plaza sign boards– East and West on Plaza (7' x 3') During ASUN elections, a Student Election Group may reserve only one of these banner boards before the election for one week and they may not have another banner space simultaneously.
    - iii. Outdoors. \* Arches in the Arcade - Banner must be professionally made. During ASUN elections, a Student Election Group may reserve only one of these banner space before the election for one week and they may not have another banner space simultaneously.
  3. On East Campus banners may be displayed in the following locations:
    - i. Indoors. East Union Great Plains Lobby: Large Display Case (3' x 7'). Lobby Wall (3' x 7')
    - ii. Outdoors. North Entrance Banner Boards (3' x 8'). West Entrance Banner Boards (3' x 8')
    - iii. Outdoor. Burr-Fedde Bus Stop (3' x 4') (Keys available at the Student Involvement Office)

\* Reservations, 200 Nebraska Union, 472-8168/8167  
 \* Student Involvement, 200 Nebraska Union, 472-2454 or 300 Nebraska East Union, 472-1780
- S. Build a Banner - Resource Materials Available in Student Involvement.
  1. Materials are available for nominal charges in the Student Involvement offices for creation of campaign material. These include but are not limited to:
    - banner paper by the foot
    - large markers and paint
    - stencil letters
    - button maker and 2" buttons

- i. As well, both offices have automatic enlargement machines designed specifically to make poster-size reproductions (up to 36" X 48") of standard, letter size documents. They are one-color in red, blue or black.
- ii. For further information or to use the resources available contact Student Involvement at 200 Nebraska Union, 472-2454 or 300 Nebraska East Union, 472-1780.

T. Table Tent Registration Policy.

Nebraska Union Table Tent Policy

- 1. Student organizations and University departments may make reservations with Student Involvement to place a single tent card advertising specific events on tables in public self-service dining rooms of both the Nebraska Union and Nebraska East Union.
- 2. Reservations are limited to a single organization or department for any week. Cards may be placed on tables one week prior to the event being advertised. The organization is responsible for card placement as well as removal of the cards at the end of the week. Placement of the cards may be in the Food Court and the Crib in Nebraska Union and in the cafeteria in Nebraska East Union. Only one tent card per table may be displayed. Tent cards are defined as folded tent-shaped, triangular or square-shaped cards. The tent card must have on it the name of the sponsoring campus organization/department and date(s) of events.

\* Student Involvement, 200 Nebraska Union, 472-2454 or 300 Nebraska East Union, 472-1780

Residence Halls Table Tent Policy.

- 1. To begin making reservations come to Student Involvement and complete an Event Planning and Registration form. Each residence hall complex food service is responsible for coordinating table tent reservations in its specific dining area. The organization will need to contact the Food Service Manager for the complex (es) it wishes to table tent, show the manager the Event Planning and Registration form and obtain the manager's authorizing signature. Be sure to ask about and follow the complex's regulations as they vary slightly between halls.

U. Student Election Groups.

- 1. Students wishing to organize on a temporary basis may apply for status as a Student Election Group. To obtain this status, students must fill out the Student Election Group form, which can be obtained at the Association of Students of the University of Nebraska (ASUN) office. The group will then submit their form to ASUN for approval.
- 2. Student Election Groups (SEG) are for those student groups whose sole purpose for forming is involvement in a campus election. SEGs are permitted to use University facilities for programs through proper Event Planning and Registration. They are also permitted to hold fund-raising events but must register all fund-raising events through Student Involvement and follow the guidelines established by the ASUN Electoral Commission. SEGs are not permitted to apply for Fund Allocation Committee (FAC) grants through the University Program Council (UPC) or apply for office space. The group may only be active for six months and will become inactive two weeks after installation of officers in the campus election.
- 3. During ASUN elections, a Student Election Group (SEG) may reserve one banner space located next to the Nebraska Union East Campus and an additional banner space located by Burr-Fedde Bus Stop. These banner spaces cannot be held simultaneously.
- 4. During ASUN elections, a Student Election Group may reserve a banner board space on each campus before the elections. Only the presidential candidate may reserve banner

board space and must secure a statement from the Director of Development of ASUN stating that the party is registered for the upcoming election. The Nebraska Union City campus and Nebraska Union East Campus offers specific types of banner space please review the appendix for clarification.

5. Union Square, the area on the west side of the City Union north of the computers, has been equipped for open forum activity and political announcements and debates. SEGs should use this space for formal announcements that they are running and for any debates that are to be held in the Union. Exceptions to this rule should be cleared with the Reservations Manager or Assistant Director for Operations.

#### Appendix II Resident Hall Campaign Material Information

Number of Posters		
Hall	Number of Posters	Delivery Location
Abel North	13	Abel Desk
Abel South	13	Abel Desk
Sandoz	9	Abel Desk
Harper	10	Smith Desk
Schramm	10	Smith Desk
Smith	10	Smith Desk
Cather	13	Neihardt Desk
Pound	13	Neihardt Desk
Neihardt	14	Neihardt Desk
Selleck	16	Selleck Desk
Husker	1	Neihardt Desk
Love	2	Love Desk
Burr-Fedde	8	Burr Desk
Kauffman	5	Kauffman Desk
The Village	15	The Village Desk
Husker Courtyards	12	Husker Courtyards Desk

Delivery Locations for Residence Hall Mailbox Stuffing		
Hall	Campaign Materials	Delivery location
Abel	575	Abel Desk
Sandoz	235	Abel Desk
Harper	234	Smith Desk
Schramm	234	Smith Desk
Smith	234	Smith Desk
Cather	230	Neihardt Desk
Pound	230	Neihardt Desk
Neihardt	245	Neihardt Desk
Selleck	395	Selleck Desk
Husker	41	Neihardt Desk
Love	24	Love Desk
Burr	116	Burr Desk
Fedde	35	Burr Desk
Kauffman	85	Kauffman Desk
The Village	230	The Village Desk
Husker Courtyards	212	Husker Courtyards Desk