

Student Government
Memorial Union Suite 144
2901 University Ave. Stop 8389
Grand Forks, ND 58202-9040

Dear Candidate:

We would like to thank you for your interest in Student Government as well as congratulate you on your decision to run for a position. As the Election Coordinator and Student Government Advisor, we look forward to working with you during this election season. In this packet you will find information on Student Government and Student Government Elections, the Elections Code, as well as other basic information.

In order to have your name included on the Student Government Election Ballot, the following forms must be completed and returned in-person to the Student Government-Student Involvement Office (Memorial Union, Suite 144) or via email to Cassie Gerhardt (cassie.gerhardt@UND.edu) no later than 12:00pm CST on Wednesday, March 27, 2024.

- Election Cover Form
- Student Records Release Form
- Candidate Statement/Waiver
- Campaign Personnel Form

In addition, the following form must be completed and returned in-person to the Student Government-Student Involvement Office (Memorial Union, Suite 144) or via email to Cassie Gerhardt (cassie.gerhardt@UND.edu) no later than 12:00pm CST on Thursday, April 18, 2024.

- Campaign Financial Disclosure Statement

Please feel free to contact either of us, if you have any concerns or questions during this election season. We are more than willing to answer any questions that you may have and are excited to serve you during the campaign season.

Sincerely,

Skyler Strand
Elections Coordinator
701.426.2551
skyler.strand@UND.edu

Cassie Gerhardt
Associate Vice President for Student Affairs and
Student Government Advisor
701.777.3667 (office) or 701.610.6566 (cell)
cassie.gerhardt@UND.edu

UND STUDENT GOVERNMENT

UNIVERSITY OF NORTH DAKOTA

Candidate Statement/Waiver

Name: _____

Phone: _____

E-Mail: _____

I am declaring my candidacy for the position of _____.

I certify that as of fall semester 2024, I will be a resident of: (check one)

- Residence Halls
- University Apartments
- Off-campus Housing (includes Fraternity/Sorority Houses)

I certify that as of fall semester 2024, I will be enrolled as a student in: (check one)

- College of Arts & Sciences
- College of Education & Human Development
- College of Engineering & Mines
- College of Nursing & Professional Disciplines
- John D. Odegard School of Aerospace Sciences
- Nistler College of Business & Public
- School of Graduate Studies
- School of Law
- School of Medicine & Health Sciences

Major: _____ Year of Study: _____

I have done the following to the best of my ability:

- I have read, understand, and promise to adhere to all of the rules and procedures governing Student Government Elections that are contained in the Student Government Constitution, Bylaws, Code of Student Government Elections, and the Code of Student Life.
- I realize that all required forms must be **completed and returned no later than 12:00 p.m. CST on Wednesday, March 27, 2024**, in order for my name to be on the ballot.
- I realize that my Campaign Finance Disclosure Form(s) must be **completed and returned no later than 12:00 p.m. CST on Thursday, April 18, 2024**, regardless of the outcome of the election.

Student's/Candidate's Signature

FOR OFFICE USE ONLY

Received Date: _____

Time: _____ Initials: _____



UND Student Government
STUDENT RECORDS RELEASE FORM

According to the Student Government Constitution, "only those students who are in Academic Good Standing at the University as defined in the Academic Catalog; not on Conduct Probation as defined by the Code of Student Life; and enrolled in one course per semester shall be eligible for a position in Student Government".

(UND Student Government Constitution, Article I, D)

PROCESSING INSTRUCTIONS

- 1. Candidate/Applicant must complete, sign and return this form with their application to serve in a Student Government position.
2. The Student Government Advisor or their designee will verify enrollment status and academic eligibility through the Registrar's Office and submit it to the Office of Community Standards to verify that the student is not on Conduct Probation prior to election/selection.
3. The Community Standards Office and Office of the Registrar will report eligibility status to the Student Government Advisor or their designee.
4. If not elected/selected to be a representative of Student Government, this form will be destroyed. If elected/selected, the Student Government Advisor will maintain a copy of the form for the duration of the student's tenure in the position.
5. New forms will be signed each year and eligibility will be verified each semester.

Name (please print legibly) Student ID#

Position Phone

Enrollment and Academic Eligibility Verification

I authorize the Advisor of Student Government or their designee to certify with the Office of the Registrar that I am currently enrolled at UND and in Academic Good Standing as defined by the Academic Catalog. I acknowledge that if my status changes and I am no longer enrolled or no longer in Academic Good Standing, I will resign from my position immediately.

Signature of Student Printed Name Date

Release of Information

I authorize the Community Standards Office to certify that I am not on Conduct Probation, as defined by the Code of Student Life. I acknowledge that if my status changes and I am on Conduct Probation, I will resign from my position immediately. A copy of this release will be kept on file in the Office of Community Standards and the Student Government Advisor or designee will be notified if my status changes.

Signature of Student Printed Name Date

Equal Opportunity Policy. The UND Student Government adheres to a policy of non-discrimination and follows the Equal Opportunity/Affirmative Action Policy of the University of North Dakota.

Office Use Only

Office of the Registrar Verification

I have verified that the above listed student is currently enrolled and is in Academic Good Standing.

Signature, Office of the Registrar Printed Name Date

Community Standards Office Verification

I have verified that the above listed student is not on Conduct Probation as defined in the Code of Student Life.

Signature, Community Standards Office Printed Name Date

Campaign Financial Disclosure Statement

Contributions

Name of Contributor	Amount

Total: _____

Expenses:

Name of Expense	Receipt YES/NO	Amount

Total: _____

The information above can be submitted on an attached spreadsheet.

I/We hereby certify that I/we did not accept contributions over the limit stated in the Code of Student Government Elections for the office sought.

I/We hereby certify that I/we did not spend over the allotted limit stated in the Code of Student Government Elections for the office sought.

Printed Name of Candidate(s) _____

Signature of Candidate(s) and Date _____

FOR OFFICE USE ONLY		
Received Date: _____	Time: _____	Initials: _____
Comments:		

Code of Student Government Elections

ARTICLE I – Scope and General Policies of this Code

Section 1 – Scope

- 1.1 Student Government Elections shall be conducted according to the procedures and guidelines set forth in this Code as well as the Student Government Constitution and Bylaws.

Section 2 – General Policies

- 2.1 This Code shall be reviewed by the Elections Coordinator(s) and Student Government Advisor before and after each election. All proposed changes shall be approved by the Student Senate as outlined in the Student Government Bylaws.
- 2.2 Ignorance of this Code shall not be an acceptable defense in response to any offense committed in any election under this Code, either by the candidates or their campaign personnel.
- 2.3 Each election under this Code shall be considered a single and separate application of this Code. Precedent, while useful as a guideline, shall be non-binding for actions.
- 2.4 Final discretion regarding any discrepancies in this Code shall be left up to the Elections Coordinator(s) and Student Government Advisor.

ARTICLE II – Definitions and Terminology

Section 1 – Definitions and Terminology

- 1.1 “Campaign Personnel” refers to any person who contributes time, effort, or services for the purpose of supporting or furthering a candidacy, where that candidate or ticket has personal knowledge of and explicitly accepts the time, effort, and services rendered.
- 1.2 “Campaign Materials” refers to all materials and literature concerning any candidate or ticket. Campaign materials shall include, but not be limited to signs, handbills, buttons, email, electronic media, social media, food, and other advertisements.
- 1.3 “Student Government Function” refers to any event which receives all or part of its funding from Student Government for the specific event and could be viewed by a reasonable person as connected to Student Government.
 - 1.3.1 Any official Election Forum, as defined by the Elections Coordinator(s), shall be exempt from this definition.

ARTICLE III – The Elections Coordinator(s)

Section 1 – Authority and Responsibilities of the Elections Coordinator(s)

- 1.1 The Elections Coordinator(s) shall interpret, execute, and enforce all election rules provided in the Student Government Constitution, Bylaws and this Code in a manner consistent with University policy.
- 1.2 The Elections Coordinator(s) shall ensure equal opportunity and treatment of all candidates.
- 1.3 All activities and decisions of the Elections Coordinator(s) shall be free of bias.
- 1.4 The Elections Coordinator(s) is responsible for the following:

- 1.4.1 Preparing Election Packets in accordance with this Code Article V.
- 1.4.2 Effectively advertising elections and voting.
- 1.4.3 Conducting and preparing for the Election Forums.
- 1.4.4 Tabulating votes at the close of polling for the election.

ARTICLE IV – Candidate Policies and Awareness Efforts

Section 1 – Candidate Policies

- 1.1 Candidates are responsible for actions that they or their campaign personnel take that violate the Student Government Constitution, Bylaws, or this Code.
- 1.2 There shall be no campaigning or campaign material displayed in the Student Government/Student Involvement Office, or at any Student Government function.

Section 2 – Student Government Website

- 2.1 The Student Government website shall include:
 - 2.1.1 A copy of the current Code of Student Government Elections.
 - 2.1.2 All forms needed by applicants for positions, including all contents of the elections packet.
 - 2.1.3 The due date of applications.
 - 2.1.4 The date of elections.
 - 2.1.5 The date(s) of official Election Forums.
 - 2.1.6 Details on where and how people can vote.
 - 2.1.7 The name and contact information for the Elections Coordinator and Student Government Advisor

Section 4 – Election Forums

- 4.1 There shall be at least one (1) Election Forum for the executive candidates and one (1) for senatorial candidates. The Elections Coordinator(s) may choose to combine the forums into one event. Formats and moderators for the Election Forum(s) shall be approved by the Election Coordinator(s) and Student Government Advisor. At least one (1) Election Forum shall include an opportunity for audience questions.

ARTICLE V – Election Packets

Section 1 – General Items

- 1.1 Election Packets shall be compiled and approved by the Elections Coordinator(s) within two weeks of the Code of Student Government Elections being approved by Student Senate.
- 1.2 Election Packets shall be available for pick-up and posted on the Student Government website no later than six (6) weeks before the election. The Elections Coordinator(s) shall have the discretion to set the starting and ending deadlines of the Election Packets and shall also designate a person(s) with proper authority to receive Election Packets.
- 1.3 After the Election Packet deadline, the Elections Coordinator(s) shall review the Election Packets to determine the completeness and accuracy.

- 1.4 Incomplete or unacceptable packets will or will not be accepted at the discretion of the Elections Coordinator(s). The decision of the Elections Coordinator(s) may be appealed to the Judicial Committee of Student Senate.

Section 2 – Election Packet Composition

- 2.1 Election Packets shall consist of the following items:

- 2.1.1 Election Cover Letter
- 2.1.2 Candidate Statement/Waiver
- 2.1.3 Student Records Release Form
- 2.1.4 Campaign Financial Disclosure Statement
- 2.1.5 Campaign Personnel Form
- 2.1.6 Code of Student Government Elections
- 2.1.7 Residence Halls Campaigning Policy

- 2.2 The following shall be retained by the candidate(s):

- 2.2.1 Election Cover Letter
- 2.2.2 Code of Student Government Elections
- 2.2.3 Residence Halls Campaigning Policy

- 2.3 The following shall be turned into the Student Government/Student Involvement Office:

- 2.3.1 Candidate Statement/Waiver
- 2.3.2 Student Records Release Form
- 2.3.3 Campaign Financial Disclosure Statement(s)
- 2.3.4 Campaign Personnel Form

ARTICLE VI – Campaign Spending and Reporting Policies

Section 1 – Campaign Spending Limits

- 1.1 A ticket for president and vice president shall not spend more than five hundred dollars (\$500) from any one individual, including the candidates' themselves and no more than three thousand dollars (\$3,000) total per election, regardless of the source.
- 1.2 A senatorial candidate shall not spend more than one hundred dollars (\$100) total per election, regardless of the source.

Section 2 – Campaign Financial Disclosure Statement(s) (CFDS)

- 2.1 Each ticket for president and vice president and each senatorial candidate shall keep accurate records of all campaign contributions and expenditures and submit them on the Campaign Financial Disclosure Statement (SFDS).
- 2.2 A CFDS shall contain:

- 2.2.1 An itemized list of contributions to a candidate or ticket by individuals or organizations including identifying information (name, item, etc.) and amounts of each contribution.
- 2.2.2 An itemized list of expenses incurred by the candidate or ticket for all campaign materials distributed by and/or paid for by the candidate/ticket or a contributor.
- 2.2.3 Receipts must be submitted for all campaign expenditures in excess of five dollars (\$5).
- 2.2.4 Documentation must be submitted for contributions and expenditures of non-monetary assets or in-kind efforts.
- 2.3 The Elections Coordinator(s) shall have final discretion over values assigned to items per fair market value.
- 2.4 A candidate/ticket shall fill out a CFDS whether or not any monies were spent or contributed to a candidate or ticket.
- 2.5 CFDS forms and accompanying documents shall be turned into the Student Government-Student Involvement Office by noon (12:00 p.m.) the day following the election.
- 2.6 CFDS forms (with personal information redacted) shall be open for public inspection after being received by the Elections Coordinator(s).
- 2.7 The Elections Coordinator(s) shall review and approve all CFDS forms received.
 - 2.7.1 CFDS appeals must be received by noon (12:00 p.m.) one (1) academic day after the CFDS filing deadline.
 - 2.7.2 CFDS appeals shall be resolved within seven (7) academic days after the election.
- 2.8 If a CFDS is not received by the time stated in this section, the candidate/ticket will have one (1) academic day, after notification, to resubmit a CFDS. Failure to do so will result in disqualification.

Section 3 – Write-in Candidate Filing Procedures

- 3.1 Write in candidates must submit a CFDS and a Student Government records release form to the Student Government-Student Involvement office or a location designated by the Elections Coordinator within three academic days of notification of election or they will be disqualified.

ARTICLE VII – Election Complaints

Section 1 – Complaint Process

- 1.1 A complaint shall be submitted in writing to the Student Government-Student Involvement Office within two (2) academic days of the day of the occurrence and shall be submitted using the Election Complaint Form.
- 1.2 The Elections Coordinator(s) shall inform the candidate or ticket that a complaint has been filed against them. The Elections Coordinator shall provide a copy of the complaint to the accused.
- 1.3 The Student Government Judicial Branch shall be responsible for hearing complaints.
 - 1.3.1 The Judicial Branch shall not meet to discuss the complaint until the accused has had twenty-four (24) hours to review the complaint.

- 1.3.2 Written responses by the accused student are not required but will be reviewed by the Judicial Branch.
- 2.4 The complainant and the accused student shall have an opportunity to present an oral presentation to the Judicial Branch.
 - 2.4.1 The Judicial Branch is not responsible for investigating the complaint.
 - 2.4.2 The complainant and accused student are responsible for providing the Judicial Branch with any evidence regarding the complaint.
 - 2.4.3 Members of the Judicial Branch shall remove themselves from any hearings involving subject matters or individuals with which they have a conflict of interest.
 - 2.4.4 If a party involved in a hearing believes that a member of the Judicial Branch has a conflict of interest in that hearing and has not removed themselves from the proceedings and if that party can provide sufficient evidence, that party may request that the Judicial Branch remove the individual from the proceeding in order to ensure the integrity of the process. Such request must be made at the beginning of the hearing and upon receiving such request, the Judicial Branch shall discuss and vote on the temporary removal of the Judicial Branch member for the duration of the hearing. The Judicial Branch member in question shall be asked not to take part in this vote which shall require a 2/3 majority in order to pass.
- 2.5 The Judicial Branch shall discuss the complaint and render a decision and if appropriate, a sanction.
 - 2.5.1 The standard of proof is Preponderance of the Evidence.
- 2.6 The Judicial Branch shall notify all parties involved of the decision within 24 hours.
- 2.7 The Judicial Branch's decision is final and may not be appealed.

ARTICLE VIII – Sanctions and Penalties

Section 1 – Sanctions

- 1.1 Minor offenses may include, but are not limited to, the following:
 - 1.1.1 Failing to comply with the campaign policies in this Code.
 - 1.1.2 Being found responsible for a third and any subsequent minor offense during the election shall be considered a major offense.
- 1.2 Major offenses may include, but are not limited to, the following:
 - 1.2.1 Failing to comply with the CFDS policy.
 - 1.2.1.1 Offenses for Executive tickets shall be violation of spending limits within three thousand and one dollars (\$3,001) and three thousand three hundred dollars (\$3,300).
 - 1.2.1.2 Senatorial offenses shall be violations of spending limits within one hundred one dollars (\$101) and one hundred fifty dollars (\$150).
 - 1.2.2 Making a libelous or slanderous statement regarding another candidate, the Elections Coordinator(s) or the Judicial Branch.

- 1.2.3 Failing to comply with the decisions of either the Elections Coordinator(s) or the Judicial Branch within a reasonable time.
- 1.2.4 Being found responsible for a third serious offense during this election shall be considered an egregious offense.
- 1.3 Egregious offenses may include, but are not limited to, the following:
 - 1.3.1 Failing to comply with the CFDS policy.
 - 1.3.1.1 Executive ticket offenses shall be violations of spending limits greater than or equal to three thousand three hundred one dollars (\$3,301).
 - 1.3.1.2 Senatorial offenses shall be violations of spending limits greater than or equal to one hundred fifty-one dollars (\$151).
 - 1.3.2 Falsification of CFDS.
 - 1.3.3 Attempting to mislead or obstruct the Elections Coordinator or Judicial Branch in the performance of their duties.
 - 1.3.4 Tampering with election equipment/paraphernalia.
 - 1.3.5 Attempting to influence the outcome of the election by means of harassment, intimidation, bribery, or fraud.
 - 1.3.6 Removal of another candidate's campaign material.

Section 2 – Penalties

- 2.1 Each minor offense may be punishable by restitution and/or any other non-monetary penalty deemed appropriate.
- 2.2 Each major offense may be punishable by a fine of no less than fifty dollars (\$50) and no more than one hundred dollars (\$100), restitution, and/or any non-monetary penalty deemed appropriate.
- 2.3 Each egregious offense may be punishable by a fine of no less than one hundred dollars (\$100), restitution, and/or any non-monetary penalty deemed appropriate including possible candidate or ticket disqualification.
 - 2.3.1 Disqualification is only an acceptable penalty when the candidate is directly responsible for the offense.
- 2.4 The Judicial Branch may refer the accused student(s) to appropriate University departments for further disciplinary action.
- 2.5 In assessing penalties, the Judicial Branch shall consider any circumstances that tend to aggravate or mitigate the severity of the offense, including any voluntary disclosures or cooperation provided when investigating the offense.
- 2.6 All candidates shall be responsible for the timely payment of their fines. Fines shall be considered outstanding if they are not paid within two (2) weeks of notification. Candidates or tickets do not have to include any fines on CFDS.
- 2.7 When paid, fines will be deposited into the Student Government General account.

ARTICLE IX – Voting and Ballots

Section 1 – Voter Identification

- 1.1 Policies stated in this section shall apply to all voters.
- 1.2 All students enrolled at the University are eligible to vote. If a student's online voting is not working that student may contact the Student Government-Student Involvement Office (701.777.4200) for voting help and a paper ballot.
- 1.3 For online voting, a student shall login to a website established for the election.
- 1.4 For paper ballot voting, a student shall present their student identification.
- 1.5 All students shall vote according to their current academic and residential district.
 - 1.5.1 Persons who wish to vote in a residential district in which they will be living during the upcoming term of office, may sign an online or paper affidavit as to their future residential district.
 - 1.5.2 Students shall be confirmed as to their major academic affiliation based on enrollment information from the Registrar at the beginning of the spring semester. If a discrepancy is encountered the student shall be required to sign an online or paper affidavit as to their academic affiliation.

Section 2 – Online Ballot

- 2.1 Online polling shall be open from 8:30 a.m. until 5:30 p.m. on election day.

Section 3 – Online Ballot Voting Policies

- 3.1 An online voting website shall be set up for the election. Only the provider and Student Government Advisor and/or their designee shall have total administrative access to the program for the duration of the election day.
- 3.2 The candidates' names shall randomly rotate in a manner in which each candidate has their name change position in the list.
- 3.3 Voting procedures shall be posted on the website instructing students how to vote. Students shall be required to enter their University of North Dakota IDM information (ex. firstname.lastname and password).
- 3.4 Procedures for online voting failure shall include, but are not limited to:
 - 3.4.1 Failures may include, but are not limited to, a campus-wide loss of Internet connection, website malfunction, and/or problems as defined by the Elections Coordinator(s) or Student Government Advisor.
 - 3.4.2 The Elections Coordinator(s) shall decide if further actions are necessary. Further actions may include, but are not limited to, a revote by a paper or online ballot at a time determined by the Elections Coordinator and Student Government Advisor.

ARTICLE X – Election Results

Section 1 – Ties

- 1.1 In the event of a tie, the tie shall be broken using the procedures set forth in the Student Government Bylaws.

Section 2 – Election Results Posting

- 2.1 The Elections Coordinator(s) shall inform, by phone call, all candidates who provided a phone number of the election results no later than six (6) hours after poll closing. If no phone number is provided, email shall be used.
- 2.2 The Elections Coordinator shall have the election results posted on the Student Government webpage within thirty-six (36) hours of the close of polls.
- 2.3 The Elections Coordinator shall compile a summary sheet that includes a list of all candidates/tickets and student write-ins for all offices and the number of votes each received.

ARTICLE XI – Amendments to this Code

Section 1 – Amendments

- 1.1 Amendments to this Code may be approved by a simple majority vote of the Student Senate.
- 1.2 The Elections Coordinator(s) may suspend any section of this Code with the approval of the Student Government Advisor. A memo shall be submitted immediately to the Student Senate outlining the section(s) suspended and reasons for the suspension of that section(s).

Updated:

03-29-98	03-31-98	04-02-03	02-01-04	03-22-06	04-29-07	04-27-08
02-01-09	02-01-11	02-22-11	04-03-11	09-21-12	12-08-13	02-01-15
01-27-16	02-21-18	02-04-19	02-11-19	02-20-19	02-27-19	02-19-20
02-10-21	02-23-22	02-08-23	02-07-24			

DIVISION OF STUDENT AFFAIRS

Housing & Residence Life
525 Stanford Rd Stop 9029
Grand Forks, ND 58202-9029
Phone: 701.777.4251
housing@UND.edu

DATE: February 6, 2024
TO: Student Elections Committee
FROM: Phil Osredkar, Assistant Director of Residential Experiences
RE: Campaign Policies

As we continue to work in collaboration with Student Government regarding campaign policies in the residence halls, we are asking that candidates follow the policies listed below. We would appreciate your help in distributing this information.

- All Housing staff will remain neutral in presenting any election information to the residents.
 - Since Resident Assistants (RAs) and Community Assistants (CAs) are also students, they are entitled to support the candidate of their choice, but will not do so as a staff person.
- We ask that any candidates wishing to advertise their campaign in the residence halls bring their corresponding materials to the Housing Office to ensure proper posting regulations are followed.
 - Nine copies can be dropped off (one per residence hall and one for the file).
 - These posters/materials can be no larger than 11 x 17.
 - Individual wing posting will not be allowed in accordance with student wishes, and as recommended by Association of Residence Halls.
 - An exception can be granted on a hall-by-hall basis by the area hall council.
 - If individual wing posting is approved by the hall council, all candidates will be given the same posting exposure. This will allow all candidates wanting to advertise in the halls equal opportunity to display their materials.
 - These posters would be given directly to the RD for posting and must follow approved flyer guidelines. This exception applies only to student government election posting/publicity. Improper posting will be removed.
- Any candidate wishing to make campaign appearances in the residence halls must contact the appropriate RD to coordinate with the individual hall government.
 - Hall Appearance Guidelines:
 - Candidates may appear before area hall councils if those hall councils choose to hear all candidates in each category. Coordination of this process will be handled by the Hall Presidents.
 - Political activities may be conducted only in the residence hall main lounge between the hours of 9 a.m. and 10 p.m. on the dates coordinated by the Hall Presidents.
 - Political activities cannot be conducted on a door-to-door basis in the residence halls.
 - No political activities will be permitted in the residence halls on election day.
 - To contact a RD call:

Brannon Hall:	7-5951
McVey Hall:	7-8869
Noren Hall:	7-8074
Selke Hall	7-8629
Smith and Swanson Halls	7-8519
West Hall:	7-5744
University Place:	7-3764

If candidates have any questions, they are asked to call me at the Housing Office at (701) 777-6281.

cc: Resident Directors, Community Assistants, ARH Executive Board, Housing Staff