

**Elections Planning and Advisory Committee**  
2015 Class of 2019 Council Election Guidelines  
Dartmouth College

## **- ROLE OF THE ELECTION PLANNING AND ADVISORY COMMITTEE (EPAC) -**

The Elections Planning and Advisory Committee (“EPAC”) is a student-run committee formed at the start of each Winter Term to oversee the campus-wide general election process for Spring Term. The EPAC believes and supports the philosophy that an open, fair, and well-organized election process plays an essential part in strengthening our community and student governance at Dartmouth College. The EPAC strives to administer each election with the Principle of Community and this philosophy in mind. Each year the EPAC is responsible for ensuring a fair election by justly enforcing the provisions set forth in the General Election Guidelines, setting a specific timeline for all official election events, publicizing the election and the process for becoming a candidate to all Dartmouth students, informing candidates of the election rules and guidelines during mandatory information sessions, ruling on all campaign-related matters (including alleged campaign violations and clarifications to the General Election Guidelines), and verifying/publicizing the results of the campus-wide election.

The specific positions that the EPAC conducts elections for are:

- Student Body President and Student Body Vice-President
- Class President and Class Vice-President for all Class Councils
- Student Assembly Class Representatives (10 per class)
- Committee On Standards (COS) and Organizational Adjudication Committee (OAC) Representatives (8 total)

## - ELECTION AND RESIDENCY REQUIREMENTS -

All prospective candidates are responsible for ensuring that they meet the following election and residency requirements. If a candidate is found not to meet the requirements, the Chair of EPAC will notify the candidate. In the case of a clerical error or a misunderstanding of the requirements, the candidate will have a chance to explain their situation to the Chair of EPAC. If the candidate does not meet the requirements outlined by the EPAC guidelines, and it has been determined that there was no misunderstanding or clerical error, the candidate will be disqualified. Once disqualified the candidate will be notified as soon as possible that he/she is removed from the official election campaign and may not run a write-in campaign.

### [1] Election requirements

All current undergraduate students in the First-Year who are in good standing with the college are eligible to bid for elected seats in the 2019 Class Council. A candidate running for any position who will be on academic probation during the campaign and election period may consult with their personal dean for a waiver to run.

Students that have been found in violation of the Student Code of Conduct at the suspension level and are interested in running for the office of Student Assembly President or Vice President will have to complete a form that gives them the opportunity to explain their situation, and allows for their statement to be available for public review during the election's campaigning period. This disclosure policy allows these students an opportunity to share with voters what happened, in their own terms and in their own words. Additionally, it is a requirement that all pending suspension-level cases must be disclosed.

**The disclosure form must be submitted with the completed petition.** Please see Elections Timeline for dates and times.

### [2] Residency requirements

[Class Council]: All candidates must be in residence two of the four terms following the election (Summer 2015 - Spring 2016).

## - CAMPAIGN RULES -

The campaign rules are the specific expectations of the EPAC. The EPAC emphasizes that these rules are not merely guidelines and that all candidates are expected to follow these rules. The EPAC reserves the right and responsibility to disqualify candidates for violating the rules. Disqualified candidates will be ineligible to hold the position for which they ran, even if elected. (If a vacancy occurs mid-year, the candidate may run for the vacant position as long as their new campaign is in accordance with the particular rules and guidelines of the organization for which they are running for a position.)

As such, candidates are encouraged to consult with the EPAC if they have any questions regarding the rules or regarding a campaign activity or method that may jeopardize their status and result in disqualification.

Every day by 9 AM, the members of the EPAC will receive a blitz with the previous day's questions and/or problems. All responses will be due from EPAC members by 7 PM that same day.

### [1] College policies and regulations

The candidate is expected to be familiar with the College's campus policies and regulations. Candidates are encouraged to seek information from appropriate departments such as the Office of Residential Life or Computing Services or from literature such as the Student Handbook. Ignorance of a policy or regulation is not an excuse for a candidate.

The EPAC will address violations that impact the election process. The EPAC assumes that individual departments will, at their discretion, investigate campaign actions that violate their department's policies or regulations.

### [2] Becoming an official candidate

To be placed on the official ballot, all candidates must submit their completed petition(s) to the Collis Center for Student Involvement (CCSI) in Room 303 of the Collis Center **no later than 4PM on Thursday, October 22<sup>nd</sup>**.

Signature Requirements:

Class Council: **50** signatures from their respective class

### [3] Write-in candidates:

The EPAC divides write-in candidates into two groups: (1) those candidates who run a write-in campaign and (2) those persons who win an election because they were 'written-in' by their friends and colleagues even though they did not campaign.

(1) The EPAC defines a candidate who runs a write-in campaign as a person (or their supporters) who uses traditional forms of campaigning such as advertising (posters, fliers, BlitzMail, etc.) and/or spends money to run a campaign. The best example of this is the person who, after seeing the slate of candidates, feels that they could do a better job and as a result, decides to run as a write-in candidate. They announce and advertise that they are running a write-in campaign.

(2) In contrast, the other type of write-in candidate is the individual who is elected because a few individuals feel that person would be the ideal candidate for a particular position. In this case, the candidate does not organize a campaign or communicate with other students that they are running as a candidate.

Both groups of write-in candidates are expected to comply with the same rules as all other candidates, and are subjected to the same eligibility requirements.

**It is important to note that traditional candidates who are disqualified by the EPAC will not be allowed to occupy a position, even if written in.**

#### [4] Organizing a campaign

Organizing a campaign shall be defined as, but not limited to:

- Asking other students to help with a candidate's campaign;
- Meeting with a group of students or using BlitzMail to develop campaign strategies;
- Preparing campaign materials;
- Printing posters, creating social media pages.

Candidates are responsible for the actions of their campaigns. Violations of election rules committed by a candidate and/or his/her campaign will be adjudicated by the EPAC. Violations committed by individuals unaffiliated with a particular campaign will be referred to the Committee on Standards, if appropriate. The EPAC will make the final judgment as to whether a violation was committed by the campaign or the individual.

Formal, written endorsements (such as on a brochure or flier) by another candidate or group of candidates are not allowed for any candidate.

#### [5] Definition of campaigning

The EPAC's definition of campaigning includes, but is not limited to:

- Hanging posters and/or fliers;
- Sending Blitz Mail messages to encourage a person to vote for a specific candidate;
- Directly or indirectly placing advertisements, such as on Facebook, YouTube, etc
- Appearing before a group to share one's opinion on issues or for the purpose of influencing individuals to vote for a candidate;
- Writing letters to the editor in campus publications.
- This list should not be considered at all comprehensive and when in doubt do not hesitate to ask the committee.

#### [6] Negative campaigning

The EPAC expects candidates to run a clean, issue-oriented campaign that is consistent with our commitment to the Principles of our Community. The committee reserves the right to disqualify or sanction a candidate if it believes that the candidate or his/her campaign engages in libel (malicious, false print report) or slander (malicious, false verbal report). Criticism of other candidates' ideas or platform is allowed; character attacks are not. This includes using a candidate's organizational affiliation, Greek house, race, ethnicity, or religion as a reason to vote

against the candidate without providing additional information as to why such an affiliation would undermine their ability to serve in the position they are running in.

If a candidate has questions as to what is an appropriate campaign strategy, they should discuss their ideas with the Chair of the EPAC prior to putting a strategy into action. Ignorance of what constitutes negative campaigning is not an excuse.

### [7] Spending limits

To ensure that campaigns are open to all students, spending limits have been set at:

\$ 60.00 for Class Council President and Class Council Vice President  
(The candidate will be reimbursed after the first \$35 that they spend)

The spending limit includes all spending on behalf of the candidate, even if spent by individual supporters or an organization that supports a candidate. All funds provided by a student organization must be included in the candidate's spending limit, and usage of these funds must be permitted by the organization's policy.

Campaign spending includes all items used to create materials promoting your campaign, for instance poster board, website maintenance costs, t-shirts, paints, all raw ingredients in campaign cookies, etc. should all be deducted from your campaign spending limits. A specific example of this policy: If a candidate decides to make a t-shirt saying "Me for SA President" and wear it around campus, the candidate must record the purchase of the t-shirt in their campaign budget, even if he/she did not purchase the shirt specifically for the campaign.

The EPAC believes that lack of financial resources should not be a barrier to running for office. Ideally, no candidate for any race other than Student Body President and Vice President should be expected to spend more than \$35 of his or her own money. Therefore, candidates for particular positions will have their campaign expenses beyond a certain point reimbursed. These figures are given above.

All campaign materials (i.e.: posters, handouts) for all races **must** be printed at the Dartmouth College Copy Center, located off campus. Please be aware that all orders placed at the College Copy Center will be delivered to campus, so plan your orders accordingly. The Copy Center will add a digital copy of the EPAC logo to any poster prior to printing. All other campaign materials must include the EPAC logo, which can be obtained at the CCSI office in Collis 303.

**All candidates must return receipts following the election period.** The candidates are required to return itemized receipts for all campaign expenditures made through Monday, October 26<sup>th</sup>, to the CCSI office in 303 Collis by 4 PM *AT THE LATEST* on Wednesday, October 28<sup>th</sup>. Each candidate or ticket should put all the receipts, and a copy of the Campaign Expenditure Sheet included at the end of this packet, in a sealed envelope. If no money is spent, there is no need to turn in an expenditure form. It is important to note that failure to turn in receipts will be

considered a violation of the campaign rules. Willful attempts to conceal receipts from the EPAC are considered a violation of the Dartmouth Community Standards principle and will be referred to the appropriate person.

Candidates who are running for more than one position may not combine campaign budgets. For example, Candidate A is running for Student Body President and OAC/COS, the most he or she would be able to spend is \$200.00 (maximum for Student Body President), NOT \$235.00 (combined total of all three positions).

### **- ADVERTISING -**

The EPAC has identified the most common methods of advertising used in campaigns. The committee has attempted to anticipate and address as many questions and issues that may arise. It is, however, impossible for the EPAC to anticipate all the methods of advertising that a candidate may choose to use. Candidates are encouraged to contact EPAC with specific questions regarding advertising methods, particularly those methods that may be a possible violation of the EPAC campaign rules. EPAC will be available to answer any and all questions on advertising, and ignorance of the rules will be no excuse should a violation occur.

#### [1] Posters and fliers

Posters and fliers are permitted, as long as they do not exceed 11" x 17" and are only posted on bulletin boards (NO windows, walls, doors, etc.). Anything that is constructed from a piece of paper constitutes a poster. We encourage candidates to limit themselves to one poster per bulletin board per candidate. The exception is that candidates (and their direct supporters) may post a poster or flier on their personal door. Damage caused by poster removal from walls, etc. will be billed to the candidate's student account advertised on the poster. **All campaigning materials should be removed within 48 hours following the election.** There will be one designated bulletin board for candidates in Collis. Only one poster or flier per candidate is allowed on this board. Only the candidates themselves and their campaign teams may post posters and fliers.

Tearing down, defacing or tampering with another candidate's properly placed poster in any way will result in disqualification from the election.

Remember that when printing to any printer (such as GreenPrint) you are restricted to printing only one copy per document. All other copies must be made at the Dartmouth College Copy Center (located off campus). A record will be kept for all candidates, and monitored by the EPAC. All printed campaign materials must include the EPAC logo, which is only available from the CCSI in Collis 303. **Printed material lacking the EPAC logo will result in sanctions.** Copying is not allowed in any other location.

## [2] Banners

Currently, the EPAC is banning the use of banners; banners are anything larger than 11" x 17". The use of supplies in the Banner Room (301E Collis) is strictly prohibited during elections.

## [3] Hinman Box bulk mailing

Only one Hinman Box bulk mailing (campus wide or for a specific class) per candidate will be allowed. Contact the Hinman Post Office directly to arrange a bulk mailing. No fees are charged. If preparing a flier for a mailing, candidates must include the following as the return address: "Elections, 6181 Collis".

## [4] BlitzMail

EPAC rules fall in line with Computing Services' Email Policy, which restricts students from mass blitzing people unknown by the sender. In order to enforce this policy, **all blitzes are not allowed to be recipient list suppressed**. The EPAC advises candidates to familiarize themselves with this and all other college policies.

Organizations are allowed to publicly endorse candidates using whatever means of selection they, by the group's general consensus, wish to choose. Once an organization chooses to endorse a candidate, they will be allowed to send one, and only one, suppressed blitz to their membership lists outlining their endorsement and why they chose to endorse their selected candidate.

Members of an organization may send a blitz, leaving the recipient list unsuppressed, to their organization with their own individual support for a certain candidate, but a non-member cannot blitz an organization membership list. Members of organization list-serves (example: a Greek house list-serve; not an example: the Generic Good Morning Message list-serve) may blitz out to these list-serves, but students unaffiliated with these list-serves may not blitz out to them.

## [5] Chalking

Candidates are required to follow all College policies in relation to chalking (i.e. no chalking on stairs, walls, under an overhang, etc). Please be advised that all chalk expenditures must be reported as purchased (or purchased on the procard). Otherwise, the EPAC refrains from any regulation of chalking.

## [6] Blitz Terminal Desktops

These are not regulated by EPAC; first-come, first-serve. Candidates who wish to advertise on Computing Services blitz terminal desktops must follow the procedure as set forth by Computing Services and include the purchase of any desktop displays on their campaign expenditure forms.



### [7] Door-to-Door

Door-to-door campaigning is allowed. However, dropping any campaign material outside a room, under a door, or on a door (or door knob) without speaking to the resident is a violation of College policy and EPAC rules. Door-to-door solicitation of votes using a laptop or other electronic device is strictly prohibited. All door-to-door campaigning practices are to be suspended 24 hours prior to the opening of the voting website.

### [8] Tabling

Tabling is permitted in designated spaces but EPAC must be made aware of where and when tabling will occur. Use of laptops is permitted to display only EPAC-approved campaign materials but at no time may the voting website be displayed or accessed.

### [9] Forums

Student organizations are encouraged to sponsor public forums of candidates. Organization-sponsored forums are public if they invite non-members of the organizations to attend. Public forums may be held at any time and any location except during the three debates set up throughout the campaign period. Student organizations that wish to sponsor such forums must inform the EPAC and prove that the forum has complied with EPAC regulations 48 hours in advance of the event.

### [10] Organizations/Publications

Candidates who receive the endorsement of any organization, including Greek Letter Organizations and Societies, are allowed to publicize that sponsorship.

Publications, defined as a recurring organization that publishes and distributes a work to campus at least once a term and has over 50 members or followers, may send or print endorsements for a particular candidate as often as they please.

### [11] Creative advertising techniques:

Candidates are encouraged to be creative in developing their campaign strategy. When developing creative strategies, candidates must remember to stay within the expenditure limits as well as other election rules. If any candidate wants to use any medium of advertisement that is not listed, that candidate must contact the EPAC and receive approval before doing so. Failure to do this may result in sanctions.

## - VIOLATIONS AND APPEALS -

### [1] Violations

Any student may report possible violations of the Election Rules to the EPAC in writing. Any and all reports will be kept anonymous. An investigation will take place regarding possible violations. The Election Planning and Advisory Committee (EPAC) reviews reports of infractions of campaign rules and determines the appropriate response, up to and including disqualification of a candidate. All infractions will be posted upon the Elections blitz bulletin. Ultimately, the decision on sanctions is at the discretion of the EPAC, but under normal circumstances the EPAC will adhere to the following tiered system for offenses:

#### **Tier One--Sanction: Warning**

A tier one offense is a violation that may have been inadvertent or can be easily remedied.

#### **Tier Two--Sanction: Suspension of a Specific Campaign Activity for an Amount of Time**

A tier two offense comes mainly from the candidate or the candidate's direct supporters. Tier two offenses harm another candidate. Activities that may be suspended include, but are not limited to: blitzing, postering, door-to-door campaigning, Hinman mailing, and distribution of campaign products with the intent or the result of hurting another candidate.

#### **Tier Three--Sanction: Suspension of all Campaigning for a Certain Amount of Time**

A tier three offense causes serious harm to the fairness of the elections process. The sanction may be extended for the duration of the election period, but falls short of requiring removal from the ballot.

#### **Tier Four--Sanction: Immediate Disqualification and Removal from the Ballot**

A tier four offense causes irreparable damage to another candidate or to the fairness of the elections process. If the EPAC believes a candidate has committed a tier four offense, the candidate will be immediately disqualified and removed from the ballot.

This tiered system is a guide for candidates and the EPAC and is not all encompassing.

Offenses at or above Tier Three will require a hearing with the EPAC. Refusal to appear at an EPAC hearing will result in immediate disqualification. At tier one, the candidate may request a special hearing with the EPAC within eight hours of the posting of the sanction. Regardless of the action taken, the EPAC will notify the individual(s) who brought the complaint as well as the candidate(s) involved in the decision, and post it on the EPAC blitz bulletin.

### [2] Appeals

If a candidate feels that a decision has been made unfairly by the EPAC, they may request a second hearing with the EPAC in writing. All second hearings must be requested in writing within 48 hours of the original decision. The committee will convene, and any involved parties will be given a reasonable opportunity to address violations or complaints. The EPAC will then meet in private,

and deliver their decision within 12 hours. Any candidate wishing to appeal above EPAC may bring his or her case to the Director of the Collis Center for Student Involvement.

### **- VOTING -**

#### [1] Dates

Voting will take place over a single 24-hour period, beginning at Friday, 11:59 PM and ending at Saturday, 11:59 PM. Elections for Spring Term 2015 will be held on Monday, April 20<sup>th</sup>. All elections will take place online.

#### [2] Computer voting

EPAC uses a computer system for voting. Website and authentication information will be provided at a later date. Please note that only your official DND registry name will be recognized on the official ballot—no nicknames can be used.

#### [3] Absentee voting

Students who will not be on campus during spring term or during the actual elections have two options for voting:

--- If the student has access to the Internet, they can vote at the address listed above from off campus during the specified dates.

--- If the student will not have access to the Internet during the specified election dates, they may blitz the EPAC to set up a special arrangement.

#### [4] Voting Complaints

Voting complaints shall be addressed (a) if they are brought to the EPAC's attention by the end of the election period, and (b) within 6 hours of occurring, whichever occurs first. If a complaint is received outside of these criteria, the EPAC reserves the right to disregard the complaint, without concern to the content of the complaint.

#### [5] Ties and Runoffs

Runoffs will occur according to each organizational constitution. The EPAC may issue new or revised campaign policies in case of a runoff election.

In the event of a tie for COS or OAC, the EPAC will, in consultation with the Judicial Affairs officer, determine how to proceed, and notify candidates involved within 72 hours. In the case of all other positions, the EPAC will consult with the constitution of the organization.

[6] Announcing the results

Once the results of the elections have been verified by the EPAC, the results will be announced in the following order:

- 1 - A BlitzMail message with the results of each specific election will be sent to all candidates who ran for that position.
- 2 - A BlitzMail message with the results of all elections will be sent to the Class of 2019.

Note - the number of votes and relative percentage that each candidate receives will be included in all of the announcements.

**-CANDIDATE EXPENDITURE SHEET-**

Candidates who spend money on their campaigns or received donations of any kind must complete and return this form to the Collis Center and Student Activities Office (303 Collis) by 4 PM, on Wednesday, April 22<sup>nd</sup>. Label and attach all receipts.

**FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION.**

If you did not spend money on your campaign, you do NOT need to turn in a sheet. If no receipts are available, note the expense and provide an explanation. The form below must be used—this cannot be done via blitz.

If you are unsure if something needs to be included on the expense sheet, please contact the Chair of EPAC (ex: film development, ink cartridges, etc).

Campaign finance limits:

- President/Vice President: \$200
- Class President/Vice President: \$60
- COS and OAC: \$35
- SA Class Reps: \$35

- Name:
- Position:
- Permanent address:
- Hinman Box:
- Dartmouth ID:
- Address for reimbursement to be mailed**

Receipt #	Item	Location purchased/ source of donation	# of items	Cost (incl tax)
1	<i>Chocolate chips for cookies</i>	<i>Price Chopper</i>	4	\$20.00
			<b>TOTAL EXPENSES</b>	

