

Fall 2020
Dartmouth College
Election Code:



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

The Election Planning and Advisory Committee (“EPAC”) is a student-run committee formed each Winter Term to oversee campus-wide general elections. EPAC believes in and supports the philosophy that open, fair, and well-organized elections play an essential part in strengthening our community and student governance at Dartmouth College. EPAC strives to administer each election in accordance with the Dartmouth College [Principles of Community](#). Each year, EPAC is responsible for ensuring a fair election, 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, adjudicating all campaign-related matters (including alleged campaign violations and clarifications to the Election Code), and publicizing the results of the campus-wide elections. EPAC will conduct the following elections for Fall 2020:

Student Body:

- Class of 2024 House Senators (6 total)

Class Council:

- 2024 Class Council Executive Board (5 total)

THE Fall 2020 ELECTION PLANNING AND ADVISORY COMMITTEE

Cait McGovern '21 (*Student Assembly President*)

Jonathan Briffault '21 (*Student Assembly Vice-President*)

William O'Brien (*Advisor to 2024 Class Council*)

Joe Castelot (*EPAC Advisor*)

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- TABLE OF CONTENTS -

<u>Section</u>	<u>Page</u>
Letter from the Student Assembly President	3
Section 1: Election and Residency Requirements	
1.1: Election Requirements	4
1.2: Residency Requirements	4
Section 2: Campaign Rules	
2.1: College Policies and Regulations	5
2.2: Becoming an Official Candidate	5
2.3: Write-in Candidates	6
2.4: Organizing a Campaign	6
2.5: Definition of Campaigning	6
2.6: Negative Campaigning	7
2.7: Spending Limits	7
2.8: Prohibition of all Physical Campaigning	8
Section 3: Advertising	
3.1: E-mail	9
3.2: Group Messaging Apps	9
3.3: Social Media	9
3.4: Creative Advertising Techniques	10
Section 4: Student Organizations and the Election	
4.1: Publications and the Election	11
4.2: Organizational Endorsements	11
Section 5: Violations and Appeals	
5.1: Violations	12
5.2: Appeals	12
Section 6: Voting	
6.1: Dates	13
6.2: Computer Voting	13
6.3: Absentee Voting	13
6.4: Voting Complaints	13
6.5: Ties and Runoffs	13
6.6: Announcing the Results	13
Appendix 1: Election Schedule	15
Appendix 2: Candidate Expenditure Sheet	16

- LETTER FROM THE STUDENT ASSEMBLY PRESIDENT -

Dear 24s,

While your first fall on campus has been an unconventional one, I hope you have been settling in well between your Foco meals and the fall foliage. After three years of being on the other side of elections -- collecting petition signatures for Class Council, posting in the Class of 2021 Facebook group for the East Wheelock Senate seat, and participating in a Zoom debate for Student Assembly President this spring -- I am excited to help guide you through your first election cycle.

This fall's elections will help shape your class's experience as you transition to remote courses this winter and reunite in the spring. As a Class Council Executive or Student Assembly Senator, you will be able to shape what this experience looks like, from planning events for your peers to collaborating with the Administration on College policy. Thank you for being passionate about our community and taking the initiative to help make Hanover home even when you are away.

EPAC has historically worked to ensure a fair and equitable election. The current election code has been curated over 15 years -- it is a living document, allowing us to flow with the circumstances of today. Your campaigns will not be normal: freshly printed posters, colorful chalkings, and talking with candidates during tabling have been replaced by Canva graphics, Instagram stories, and Zoom Q&As. Nonetheless, our elections this spring showed that it can be done and it will be done successfully once again. I have faith that you will read this code and am confident you will be able to adapt to any changes in the next week as we continue to adjust to a fully virtual format.

I wish you all a wonderful election cycle.

Best,

Cait McGovern '21

Student Assembly President

- ELECTION AND RESIDENCY REQUIREMENTS -

All prospective candidates are responsible for ensuring that they meet the following election and residency requirements. If a candidate fails 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 may petition to the Chair of EPAC. If it has been determined that there was no misunderstanding or clerical error, the disqualification will stand. Once disqualified, the candidate may not run a write-in campaign.

[1.1] Election Requirements

- 1.1.1 All current undergraduate students in good standing with the College are eligible to run for elected positions.
- 1.1.2 A student running for any position while on academic probation during the campaign and election period must consult with their personal deans for a waiver to run.
- 1.1.3 Students currently suspended or with a past suspension interested in running for the office of Student Assembly President or Vice President must 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, candidates must disclose all pending suspension-level cases.
- 1.1.4 **EPAC will send the disclosure form to candidates it may concern. Those candidates must submit the completed disclosure form with the petition to run.** Please see *Elections Timeline* for dates and times.

[1.2] Residency Requirements

- 1.2.1 EPAC defines "residency" as taking classes at Dartmouth, either remote or on-campus. Residency requirements vary depending on the position for which the candidate is running. In specific instances where candidates are required to be on campus during specific terms, the Dartmouth Plan **on file** must fulfill the residency requirements.
- 1.2.2 **Class Council Executives:** All candidates must be in residence two of the four terms following the election (Summer, Fall, Winter, Spring).
- 1.2.3 **House Senators:** All candidates must be in residence two of the four terms following the election (Summer, Fall, Winter, Spring). One of these terms must be Fall or Winter.

- CAMPAIGN RULES -

The campaign rules are the specific expectations of EPAC. EPAC emphasizes that these rules are not merely guidelines and that all candidates are expected to follow these rules. 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 if their new campaign is in accordance with the rules of the organization for which they are running.

Candidates are encouraged to consult EPAC regarding the rules or campaign strategies that may jeopardize the good standing of their campaign and result in disqualification. Candidates are encouraged to e-mail EPAC outlining questions and/or problems they have encountered during the election process. E-mails received by EPAC by 9:00AM will receive an official response by 7:00PM that same day. E-mails received after 9:00AM may not receive an official response until 7:00PM the following day.

[2.1] College Policies and Regulations

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

[2.2] Becoming an Official Candidate

- 2.2.1 To be placed on the official ballot, all candidates must submit completed candidate petitions to the EPAC e-mail by **11:59pm on Sunday, October 18th**
- 2.2.2 Candidates may run for **no more than one position**.
- 2.2.3 Candidates must collect the following signatures to petition to be recognized as official candidates:
 - Class Council Executives: **25** signatures from their respective class
 - House Senators: **no signatures required**
- 2.2.4 Candidates for all positions must watch the EPAC Elections presentation. The Presentation operates in lieu of the usual information session requirement. Failure to complete the presentation will result in removal from the official ballot, but does not preclude the student from write-in campaigning.

[2.3] Write-in Candidates:

- 2.3.1 EPAC defines a write-in candidate as a student committing actions generally associated with campaigning such as advertising (posters, fliers, e-mail, etc.) to encourage votes from other students by using the write-in function of the voting platform. EPAC also defines a write-in candidate as an individual who wins an election because they were 'written-in' by their friends and colleagues, even though they did not campaign. In this case, the candidate does not organize a campaign. Write-in candidates will not be included in official EPAC programming, nor will they be on the official ballot.
- 2.3.2 Both campaigning and non-campaigning write-in candidates are expected to comply with the same rules as all other candidates and are subject to the same eligibility requirements.
- 2.3.3 If a write-in candidate is elected, EPAC will convey that candidate's name to Judicial Affairs before publicly releasing that candidate's name and confirming that candidate's name, should Judicial Affairs find that candidate eligible.
- 2.3.4 ***It is important to note that traditional candidates who are disqualified by EPAC will not be permitted to assume any position to which they are elected, even if written-in.***

[2.4] Organizing a Campaign

- 2.4.1 Organizing a campaign shall be defined as, but not limited to the following criteria:
- Asking other students to help with a candidate's campaign;
 - Meeting with a group of students or using group communication media to develop campaign strategies;
 - Preparing campaign materials for distribution;
 - Communicating through physical and online media such as chalking and social media.
- 2.4.2 Candidates are responsible for the actions of their campaigns. Violations of election rules committed by a candidate and/or their campaign will be adjudicated by EPAC. Violations committed by individuals unaffiliated with a particular campaign will be referred to the *Committee on Standards*, if appropriate. EPAC will make the final judgment as to whether a violation was committed by the campaign or the individual.

[2.5] Definition of Campaigning

- 2.5.1 EPAC defines campaigning as actions including, but not limited to the following:
- Sending e-mails to encourage a person to vote for a specific candidate;
 - Directly or indirectly advertising (paid or unpaid) on online platforms;
 - Writing letters to the editor in campus publications;
 - After having declared candidacy, using social media to share one's opinion on student body issues or to influence individuals to vote.

This list should not be considered comprehensive. Should questions arise, please contact the committee.

[2.6] Negative Campaigning

- 2.6.1 EPAC expects candidates to run a clean, issue-oriented campaign that is consistent with our commitment to the *Principles of Community* (<https://student-affairs.dartmouth.edu/policy/principles-community>). The committee reserves the right to disqualify or sanction a candidate if it believes that the candidate or their 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.
- 2.6.2 All candidates must be aware of and abide by Dartmouth College's non-discrimination policies, found at the following website:
<http://www.dartmouth.edu/sexualrespect/policies/nondiscrimination.html>
- 2.6.3 If candidates have questions as to appropriate campaign strategy, they should discuss their ideas with the Chair of EPAC prior to taking action. Ignorance of what constitutes negative campaigning is not an excuse for violating the Code.

[2.7] Spending Limits

- 2.7.1 To ensure that campaigns are open to all students, spending limits are as follows:
 - \$95.00 for Class Council Positions
 - \$65.00 for Student Assembly Senators
- 2.7.2 The spending limit includes all spending on behalf of the candidate, even if spent by individual supporters or an organization that supports the 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. Spending beyond the specified limit is grounds for disqualification from the election.
- 2.7.3 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. Any products that candidates receive for free must still be included in campaign spending.
E.g.; If a candidate decides to make a t-shirt saying "Me for Class Council" and wear it around campus, the candidate must record the purchase of the t-shirt in their campaign budget, even if they did not purchase the shirt specifically for the campaign.
- 2.7.4 EPAC believes that lack of financial resources should not be a barrier to running for office. Therefore, candidates for the positions listed above will have their campaign expenses reimbursed after the election. If a candidate needs a cash advance rather than reimbursement, please contact the EPAC Advisor.
- 2.7.5 Prior to spending any money on the campaign, **all candidates must contact the EPAC Advisor** via the EPAC email to discuss the process for filling out the Campaign Expenditure Sheet and collecting itemized receipts for all campaign expenditures.

- 2.7.6 All candidates must return receipts prior to the voting period.** The candidates are required to return itemized receipts for all campaign expenditures to the EPAC by e-mail **NO LATER THAN 3:00PM on Thursday, October 22nd**. Each candidate should include all the receipts and a scan of the Campaign Expenditure Sheet. 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 on time 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.

[2.8] Prohibition of all Physical Campaigning

- 2.8.1 Candidates are prohibited from engaging in any form of physical campaign activity. This includes, but is not limited to, distributing posters, fliers and banners, as well as chalking, door-to-door campaigning, tabling, forum-holding and distributing campaign material through the mail. This includes students that may be residing on campus for the term.
- 2.8.2 Candidates, their campaigns, their individual supporters, their organizational supporters, and others are not allowed to sell merchandise supporting a campaign or candidate at any point before or during the official campaign period. This restriction includes, but is not limited to the following instances where:
- Proceeds from merchandise sales are pledged to third parties, including registered charities;
 - Sales are made at such a price as to merely recoup costs without seeking profits;
 - Merchandise sold does not explicitly reference a specific candidate or campaign but, through its content, form, style, and/or other qualities, would lead a reasonable observer to associate it with a specific candidate or campaign;
 - An organization is selling merchandise when EPAC has determined that such organization was formed primarily for the purpose of supporting a candidate or campaign, or when a previously-founded organization is currently operating primarily for the purpose of supporting a candidate or campaign.

- ADVERTISING-

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. However, it is impossible for 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.

[3.1] E-mail

- 3.1.1 The EPAC rules fall in line with Computing Services' E-mail Policy (<https://services.dartmouth.edu/TDClient/KB/ArticleDet?ID=63665>), which restricts students from mass e-mailing people unknown to the sender. In order to enforce this policy, **campaign e-mails may not be BCC'd**. Further, EPAC should be CC'd on all mass e-mail campaigns. EPAC advises candidates to familiarize themselves with this and all other college policies.
- 3.1.2 Emails from candidates and their campaigns **must be approved by EPAC**. Candidates and their campaigns must send their intended messages to the EPAC email account (Elections.Planning.and.Advisory.Committee@dartmouth.edu) for approval.

[3.2] Group Messaging Applications

- 3.2.1 EPAC understands group messaging applications to include all text messaging applications and all applications with similar functionalities, including WhatsApp, Facebook Messenger, Line, GroupMe and Signal. Candidates are prohibited from sending messages to groups which count more than 100 members. After posting to a group, candidates must share a screenshot of their message with EPAC. Candidates and members of their campaigns may not be added to a student organization's group messages for the sole purpose of sending campaign messages.

[3.3] Social Media

Social media includes, but is not limited to, Instagram, Twitter, and Facebook.

- 3.3.1 EPAC does not require the EPAC logo to be placed on images utilized on these platforms, however, **you are required to tag EPAC in all social media posts on the platforms on which EPAC is present.**
 - Instagram: @dartmouthepac
 - Twitter: @dartmouth_epac
 - Facebook: Dartmouth EPAC

- 3.3.2 All videos must be shared with EPAC for approval prior to distribution.
- 3.3.3 Any professional services or software purchased to produce videos must be included in the campaign expenditure sheet.
- 3.3.4 Candidates and their campaigns are **limited to 3 campaign-related social media posts to personal accounts during the campaign period**. However, posting to accounts created solely for campaigning purposes is unlimited.
- 3.3.5 Campaigns and candidates are **prohibited from posting advertisements or other election related content on groups with over 2500 members**. Posting is allowed in groups smaller than 2500 members. Candidates are strongly encouraged to contact EPAC prior to posting content to ensure that the content does not violate the code.
- 3.3.6 All social media posts must be accessible to EPAC. For instance, if a candidate wants to use a private Instagram account for campaign purposes, they must allow EPAC to follow them.
- 3.3.7 Candidates must receive EPAC approval on Snapchat filters prior to making the filters public. This includes specifying the geographic range and duration of the filter.

[3.4] Creative advertising techniques:

- 3.4.1 Candidates are encouraged to be creative. When deploying strategies not specifically covered in the clauses above (e.g.: social media campaigns, snapchat filters, etc.), candidates must remember to stay within the *expenditure limits* as well to abide by other election rules. Prior to this, however, should any candidate choose to use any medium of advertisement not covered, that candidate **must** have contacted EPAC and received approval. Failure to do so may result in sanctions up to and including disqualification. EPAC retains full discretion on any decisions regarding campaign techniques not specifically addressed herein.

- STUDENT ORGANIZATIONS AND THE ELECTION -

[4.1] Publications and the Election

- 4.1.1 EPAC defines a publication as an organization with over 20 members that publishes or distributes a work to campus at least once a term.
- 4.1.2 Candidates may use publications as a medium to express their platforms as long as the publications allow such content under their respective rules.
- 4.1.3 Candidates may not publish formal, written endorsements of another candidate or group of candidates in the same race.

[4.2] Organizational Endorsements

- 4.2.1 Publications may print endorsements for particular candidates as often as they please.
- 4.2.2 All organizations are allowed to publicly endorse candidates, as long as it does not violate clauses 2.8.1 and 2.8.2 (above).
- 4.2.3 **Student organizations are prohibited from mass Hinman mailing or e-mailing to campus** (e.g.; e-mailing the Campus Events listserv and VOX Daily) for campaign purposes.
- 4.2.4 **Once an organization chooses to endorse a candidate, it may send one, and only one, e-mail to its membership lists outlining its endorsement** and why it chose to endorse its selected candidate. EPAC must be CC'd on any and all candidate endorsements made by campus organizations.
- 4.2.5 Members of an organization may send e-mails or GroupMe messages, leaving the recipient list unsuppressed, to their organization with their own individual support for a certain candidate. However, a non-member cannot blitz an organization membership list.
- 4.2.6 Members of organizational list-serves (e.g.; a Greek house list-serve as opposed to the Generic Good Morning Message list-serve) may e-mail out to these list-serves, but students unaffiliated with these list-serves may not e-mail out to them.
- 4.2.7 Organizations **are prohibited** from using coercive measures to force members to vote for specific candidates. EPAC reserves the right to determine if a measure is coercive, at penalty of disqualification.
- 4.2.8 Organizations are permitted to provide coverage of candidates and their platforms as long as such **coverage is impartial and is spread equally among candidates.**

- VIOLATIONS AND APPEALS -

[5.1] Violations

5.1.1 Any student may report possible violations of the Election Rules to EPAC in writing. Any and all reports will be kept anonymous. EPAC will investigate all possible violations. EPAC reviews reports of infractions of campaign rules and determines the appropriate response, up to and including disqualification of a candidate. Alleged violations will be discussed at pre-scheduled meetings during the campaign period. Until the potential violation is discussed, the relevant activity must be suspended. Ultimately, the decision on sanctions is at the discretion of EPAC on a case-by-case basis, although the following guidelines will generally suggest the decision made by EPAC. These guidelines are not all-encompassing:

- **Tier 1 – Sanction: Warning**

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

- **Tier 2 – Sanction: Suspension of a Specific Campaign Activity**

A tier two offense comes mainly from the candidate or the candidate's direct supporters. Tier two offenses harm another candidate.

- **Tier 3 – Sanction: Suspension of All Campaigning**

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 disqualification.

- **Tier 4 – 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 EPAC believes a candidate has committed a tier four offense, the candidate will be immediately disqualified and removed from the ballot.

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

[5.2] Appeals

5.2.1 If a candidate feels that a decision has been made unfairly by EPAC, they may request a second hearing with EPAC in writing. All second hearings must be requested in writing within 48 hours of the original decision. The committee will convene via Zoom, and any involved parties will be given a reasonable opportunity to address violations or complaints. EPAC will then communicate in private and deliver their decision within 12

hours. Any candidate wishing to appeal above EPAC may bring their case to the EPAC Advisor, in the Office of Student Life.

- VOTING -

[6.1] Dates

6.1.1 Voting will take place over a single 24-hour period, beginning **Thursday, October 22nd at 5:00PM** and ending at **Friday, October 23rd at 5:00PM**. All elections will take place online.

[6.2] Computer voting

6.2.1 EPAC uses a computer system for voting. Elections will be held on the Dartmouth Engage portal. Voters will log in with their Dartmouth NetID and password.

[6.3] Absentee voting

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

- 1) If the student will have access to the Internet, they can vote online as normal.
- 2) If the student will not have access to the Internet during the specified election dates, they may e-mail EPAC to set up a special arrangement.

[6.4] Voting Complaints

6.4.1 Voting complaints shall be addressed if they are brought to EPAC's attention by the end of the election period, and within 6 hours of occurring. If a complaint is received outside of these criteria, EPAC reserves the right to disregard the complaint.

[6.5] Ties and Runoffs

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

- 6.5.2 In the event of a tie for COS or OAC, 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, EPAC will consult with the constitution of the organization.

[6.6] Announcing the results

- 6.6.1 Once the results of the elections have been verified by EPAC, the results will be announced in the following order:
- 1) EPAC will call each candidate and deliver his or her result. If the candidate does not answer,
 - 2) EPAC will send an e-mail to the candidate.
 - 3) EPAC will release the results of the election to the student body via the Dartmouth.

-ELECTION SCHEDULE-

The following schedule is subject to change before the beginning of the campaign period.

Sunday, 10/11 – Petitions open at 12:01 am EST

Sunday, 10/18 – Petitions due by 11:59 pm EST

Monday, 10/19 – Campaigning begins at 12:01 am EST

Thursday, 10/22 – Campaign Expenditure Sheets and Receipts due by 3:00 pm EST to the EPAC e-mail

Thursday, 10/22 – Voting opens at 5:00 pm EST

Friday, 10/23 – Election Day - Voting Closes at 5:00 pm EST

-CANDIDATE EXPENDITURE SHEET-

Candidates who spend money on their campaigns or received donations of any kind must complete and send this form to the EPAC by email no later than **3:00PM, on Thursday, October 22nd**. Label and attach all receipts. **FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION.** All candidates are required to contact the EPAC advisor via the EPAC email to discuss the proper use of this sheet. If you did not spend money on your campaign, you do NOT need to send in a sheet. If no receipts are available, note the expense and provide an explanation. If you are unsure if something needs to be included on the expense sheet, please contact the Chair of the EPAC.

Campaign finance limits:

Class Council Executives: \$95 each

House Reps: \$65 each

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	Chocolate chips for cookies	Price Chopper	4	\$20.00
			TOTAL EXPENSES	

