

The UBE Complaint Process Explained

In order to ensure the integrity of the University's electoral process, the Board of Elections allows and encourages those who believe they have evidence or knowledge of a candidate violating one of the existing [rules and regulations](#) to file a complaint. A Google Form is available on the University Board of Elections [website](#) under the "Resources" tab. On this form, you will be asked to provide your full name, computing ID, a description of the alleged violation, and any evidence that you may have.

Once a complaint is received, the Director of Research and Investigations will promptly contact all parties involved and schedule interviews. After all interviews have been conducted and supporting documents reviewed, a written report will be created and distributed to the involved parties no later than two weeks from the initial complaint. This report will provide the date, time, relevant rules, and a non-partisan account for the alleged violation. Conflicting viewpoints, by either party, will be acknowledged within the report. Depending on the complexity and severity of the allegations, a written ruling may be affixed to the bottom of the report which details the factual findings of the Board and what, if any, punitive measures are being applied. An electronic signature will be asked of all parties so as to verify receipt and acceptance of the report. At this point, parties may seek to appeal this ruling by requesting the Board convenes a hearing panel to examine the case.

In more contentious cases or by appeal, the Board may elect to make rulings through a hearing panel. As outlined in the Board's rules and regulations, a hearing panel will consist of at least three members, one of which being the Vice-Chair or Chair. At this point, all parties involved will be afforded the opportunity to speak on the allegations and respond to panelists' questions. The Board will then render a ruling on the matter and promptly communicate it to all parties.

An alternative mechanism of complaint resolution that may be utilized is mediation. Under such circumstances, the Board will provide a mediator and venue for discussions between affected parties. The aim of this mediation will be to work out a just and amicable resolution to the conflict.

Should a party believe that after a complaint has been responded to that the Board has made its ruling in error, a party involved in the complaint may seek to appeal the Board's decision to the [Judicial Review Board](#). If the Judicial Review Board decides to hear the appeal, any rulings they make are considered final and binding.

It should also be noted that, depending on the circumstances of a case, the Board of Elections reserves the right to initiate proceedings before both the University Judiciary Committee and the Honor Committee. If a party wishes to file a complaint about an election-related matter to a different University judicial body, we strongly recommend that one first consults with the University Board of Elections.