

University Board of Elections

at the University of Virginia

Spring 2020 Student Elections Candidate Information Packet

Revised 01/12/2020

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Welcome!

The University Board of Elections thanks you for your interest in becoming a candidate in the upcoming elections! This Candidate Packet contains many of the resources you'll need as a candidate. We hope this packet will be useful to you, although we strongly advise you to visit our website, **uvavote.com**, for the most up-to-date information and announcements.

University Board of Elections

The University Board of Elections (UBE) is the organization that regulates and operates the integrated student elections process at the University for governing bodies such as Student Council, the Honor Committee, the University Judiciary Committee, class councils, and school councils.

Spring 2020 Student Elections Candidate Process Guide

(This sheet is not comprehensive; please refer to official UBE Rules and Regulations!)

Please visit www.uvavote.com between Wednesday, January 29th at 10am and Monday, February 3rd at 4pm to register your candidacy.

- a. You can access the candidate nomination form to register by clicking on the 'Candidates' tab. Click the registration link at the bottom of the page.
- b. You will need to log in through NetBadge with a certificate of your UVa computing ID and password.
- c. Once registered, candidates will be able to adjust the answers to the online candidate questionnaire until Thursday, February 6th at 4pm.

You will have to read and attest to the following:

On my honor as a student, I have read and understood the Election Rules and Regulations, I hereby agree to follow these rules, will make every effort to ensure that those campaigning under my authority will read and follow these rules, and will make every effort to campaign in an ethical manner. If I or individuals working under my authority fail to follow these Election Rules and Regulations, I understand that sanctions can include (but are not limited to) charges before the University Judiciary Committee, Honor Committee, or appropriate University body.

1. After registering your candidacy, you will receive a confirmation email with a link to edit your candidate profile.
 - a. Submit and edit your answers to the candidate questionnaire; you may return at any time to edit your answers until Thursday, February 6th at 4pm.
 - b. Upload your candidate photo.
 - c. Track and report your expenditures on uvavote.com under the 'Candidates' tab. Candidates are required to submit an Interim Expenditure Report by Thursday, February 20th at 12pm and a Final Expenditure Report by Sunday, March 2nd at 4pm.

All of this information will be reflected on www.uvavote.com that students will have access to.

2. Upon registering, you will be automatically subscribed to the registered candidates mailing list, ube-candidates@virginia.edu. We will use this to send you updates and reminders, so please be sure to check your email often! If you have any questions about the candidate process, please contact ube-admin@virginia.edu.

3. As a registered candidate, the UBE will communicate with you via your virginia.edu email, so you are encouraged to stay alert for important candidate messages. UBE may send you personalized deadline reminders depending on your status. UBE will also use email to communicate allegations of rule violations.

4. For certain positions, you will not be recognized as a candidate on the ballot until you turn in your Petition for Candidacy.

a. Be sure to fill in the “signature eligibility” box on all your petitions and read the Instructions for Petition for Candidacy fact sheet. Signatures from students who do not meet this eligibility do not count towards your requirement.

b. You must meet the petition submission deadline:

i. Submit your petitions to the front desk of the Programs and Councils Office (the PAC- Newcomb Hall Room 164) by no later than Tuesday, February 18th at 12pm to appear on the ballot.

5. You should report your expenditures using the provided form located on uvavote.com under the ‘Candidates’ tab. UBE will then upload this information as received to www.uvavote.com

6. When campaigning, please pay close attention to the rules in Section II of the official Election Rules and Regulations. If you plan to engage in activities not enumerated in the Rules, please email ube-rules@virginia.edu beforehand to avoid potential rules violations. If you believe another candidate has violated a rule, please submit your complaint to ube-rules@virginia.edu with as much detail as possible. Please include a photo

if you are able to. UBE will respond to your query in a timely manner, usually not exceeding a few hours.

7. All students should vote at www.uvavote.com or at the link provided in the University-wide email from UBE. Polls are open from Wednesday, February 26th at 10am until Friday, February 28th at 4pm. Make this part of your campaign message!

8. Following the election, results will be announced at the elections ceremony and posted online at www.uvavote.com.

Technology Guidelines

Overview

With the sole exception of the Petition for Candidacy, no physical paperwork is required for any candidate, Endorsing Organization, or referendum sponsor. All other forms and other paperwork will be done through online resources.

UBE understands that all students may not have the same access to technology. If this applies to you, please contact ube-admin@virginia.edu and we will provide guides and personal assistance.

If you have any questions about any issue at any step in the elections process, please don't hesitate to contact ube-admin@virginia.edu with your questions, concerns or suggestions.

Instructions for the Petition of Candidacy

Purpose

- The petition is a way to gauge commitment to the electoral process and require that anyone who wishes to be elected to an office at the University demonstrate a minimum level of involvement with the student body.
- The petition requirement is not designed to be a barrier to inclusion on the ballot. This year, petition signatures will only be required for the following positions:
 - Student Council President
 - Student Council Vice President for Administration
 - Student Council Vice President for Organizations
 - Fourth Year Trustees President
 - Fourth Year Trustees Vice President
 - Third Year President
 - Third Year Vice President
 - Second Year President
 - Second Year Vice President
 - Architecture School Council President
 - College Council President
 - Commerce Council President
 - Education Council President
 - Engineering Student Council President
 - Batten Graduate Council President
 - Batten Undergraduate Council President
 - Nursing Student President

Who can sign?

- On your Petition for Candidacy, you must indicate the signature eligibility by completing the box on the form with the correct eligibility, as explained below. Please be aware that *petitions received with blank or incorrect eligibility filled in will not be accepted!*
- Only students who will be eligible to vote in the election in which the petitioner (potential candidate) wishes to participate are eligible to

sign your petition. This means that if a petitioner is seeking a school-wide or class-wide office, only those people the candidate would represent, if elected, may sign the petition.

- For example, if you are running for Fourth Year Trustees President, only rising Fourth Years are eligible to sign your petition.
- If you are running for a University-wide position, any registered student may sign your petition, including students who may graduate before you would take office. The same logic applies to school-wide positions.
- The eligible student voting population consists of all *degree-seeking* students.

What constitutes a valid signer?

- A valid petition signer is an individual who:
 - Has accurately and ***legibly*** completed all fields of the official Petition for Candidacy form provided by UBE for the election period: printed name, valid computing email ID, school, year, and signature.
 - Meets the signature eligibility requirements indicated on the form, as explained above.
- Each individual may only sign each petition once; repeated signatures are invalid.

How many signatures are required?

- The number of signatures needed varies depending on the position that is being contested:
 - 300 signatures required for Student Council President, VPA and VPO
 - 150 for the College of Arts and Sciences
 - 50 for Class Councils/Trustees and the School of Engineering
 - 25 for the Curry School of Education, School of Architecture, School of Nursing, McIntire School of Commerce
 - 10 for the Batten School

- Due to the high likelihood of unqualified, repeated, and otherwise invalid signatures, UBE *strongly advises that all candidates collect at least 125% of the required signatures.*

Appropriate Use of Petition for Candidacy Form

- Petitioners may not make changes, substantive or not, to the official Petition for Candidacy provided by UBE; tampered Petitions for Candidacy will not be accepted.
- Petitioners are encouraged to make copies of completed Petitions for Candidacy for their own personal records; however, only original forms can contain valid signatures.
- An individual signing a petition does **not** establish a “personal relationship” that the petitioner may assert; therefore, email communication to signatories will be strictly subject to the ban on spam specified in Section II.B.2(c) of the UBE Rules and Regulations.

Other Notes

- Petition signatures must be on the official UBE petition form for the designated election, available from our website and by request.
- All completed petitions must be turned in to the front desk located in the Programs and Councils (PAC) office in Newcomb Hall during business hours (9am-5pm Monday-Friday), and should be stapled, clipped, or otherwise held together.
- Petitioners who have questions about petitioning requirements and process must seek clarifications prior to the petition submission deadlines.

Adherence to the due date set by UBE for petition signatures is **required**. Only in cases of extenuating circumstances will any extensions or changes be made to the requirements.

University Board of Elections Rules and Regulations
Last Updated November 5, 2017

I. Power and Jurisdiction

- A. These Election Rules are created, maintained, and enforced pursuant to the principles and procedures outlined in Article IV of the University Board of Elections Constitution, and are designed to ensure free and fair elections.
- B. These Elections are in accordance with but do not supersede the University's Standards of Conduct, the Honor Code, the official rules and regulations of the Housing and Residence Life, Physical Plant, Student Council, Parking and Transportation, Student Financial Services, ITS, other applicable departments at the University of Virginia and federal, state, and local laws. Refer to the Honor and Judiciary committees, the Undergraduate and Graduate Records and various University departments and other sources for more information.
- C. The University Board of Elections has the express authority to define the voting population for University of Virginia elections.
- D. These rules are binding upon all student candidates, individuals working on their behalf, and organizations endorsing candidates. Rules may be enforced by the appropriate University body including, but not limited to, the University Board of Elections.
- E. Any questions regarding these Election Rules should be submitted via electronic mail to the University Board of Elections at ube-admin@virginia.edu.

II. Campaigning and Electioneering

- A. General Provisions
 - 1. The University Board of Elections shall provide an Elections Calendar establishing petition deadlines and reporting deadlines that govern the activities of candidates, individuals and/or organizations working on behalf of a candidate, individuals campaigning regarding a referendum, and Endorsing Organizations. A candidate's signature on the rules attestation form signifies agreement to comply with the Elections Calendar.
 - 2. All Campaign messages and materials used by candidates, individuals and/or organizations working on behalf of a candidate, and individuals campaigning regarding a referendum must comply with these Elections Rules, application University regulations, and state, local, and federal law. Under these rules, messages and materials include those intended to encourage voter participation.
 - 3. Candidates, individuals and/or organizations working on behalf of a candidate, and individuals campaigning regarding a referendum, are strictly prohibited from obstructing or interfering with campaign messages or materials relating to any other election, candidate, or referendum.
 - 4. Candidates, individuals and/or organizations working on behalf of a candidate, individuals campaigning regarding a referendum, and Endorsing Organizations, are encouraged to seek advice from the University Board of Elections regarding compliance with these Elections Rules. The University Board of Elections may advise candidates to consult other University Departments if an issue is not specifically covered by these Elections Rules. Interpretations of these rules and subsequent directions from the University Board of Elections Rules Officer or their designee, to a candidate, candidate organization, individual campaigning regarding a referendum, or Endorsing Organization, or other election participant are to be considered a part of these rules and adhered to as part of a candidate's rules attestation unless successfully appealed.
- B. Specific Applications
 - 1. Campaign Materials
 - a) All campaign materials or messages, except for chalk messages as described in Section II.B.1.b), shall bear a visible or audible disclaimer stating who paid for the material or

- message. Disclaimer shall specifically state “Paid for by [full name of individual(s) or group(s) who paid for the material or message].”
- b) Individuals and organizations are subject to the University’s exterior posting and chalking policy and are encouraged to consult that policy prior to posting campaign messages or materials. See: <http://uvapolicy.virginia.edu/policy/PRM-008>
 - c) The use of banners in public spaces on University property is prohibited.
 - d) Campaign materials or messages are not permitted on chalkboards, whiteboards, projectors, bulletin boards, or any similar publicly viewable surface within University classrooms.
 - e) Use of University Mail Services mailboxes is permitted only with the permission of University Mail Services and the manager(s) of the University Mail Station(s) involved. The use of other University mailboxes, including those provided for students and faculty by the various schools of the University, shall not be permitted unless in accordance with the policies of that school.
 - f) Campaign messages and materials including but not limited to table tents, are not to be left unattended in general purpose areas on University property such as dining halls, libraries, and computer labs. The only exception to this rule is flier and posters in accordance with Section II.B.1.b). It is permissible to distribute campaign materials, such as pencils or business cards, provided that such materials are not left unattended.
2. Electronic Campaigning
 - a) E-mail, instant messaging, text messages, personal websites, and other websites and use of social media platforms (including but not limited to Snapchat, Twitter, and Facebook) are generally permissible subject to the limitations in these Rules.
 - b) Campaigning is subject to the rules outlined in the Responsible Computing Handbook for Students. See <http://its.virginia.edu/pubs/docs/RespComp/rchandbook.html#digest>
 - c) Using chain e-mails or messages, spam mail, broadcast e-mails, or broadcast instant messages is prohibited. Facebook messages or direct messages on other social media platforms, such as Snapchat or Twitter are broadcast instant messages. Spam mail and broadcast messages are defined as sending mail or messages to people with whom the candidate, individuals and/or organizations working on behalf of the candidate, or individuals campaigning regarding a referendum, cannot reasonably assert a personal relationship.
 - d) Candidates may only direct campaign messages and materials to email mailing lists created by candidates specifically for campaign purposes.
 - e) Email Mailing List
 - (1) An email mailing list for the purposes of these Rules is defined as lists containing “virginia.edu” in the full address. These include but are not limited to “mailman.virginia.edu” lists, “toolkit.its.virginia.edu” lists, and other official and unofficial email lists for classes and student organizations.
 - (2) Candidates, individuals and/or organizations working on behalf of a candidate, and individuals campaigning regarding a referendum, may not send or direct campaign messages and materials to email mailing lists with the sole exception of lists created by candidates specifically for campaign purposes.
 - (3) Endorsing Organizations may send e-mail messages to their own internal lists but may not send messages to other email mailing lists.
 - f) All University of Virginia ITC policies and directions from ITC staff must be followed.
 3. Campaigning in University Housing
 - a) All campaigning in University housing areas must be in compliance with rules and policies set forth by Housing and Residence Life and the University Record.
 4. Campaigning in Other University Buildings and Facilities

- a) All campaigning in University Buildings and Facilities must be in compliance with rules set forth by the Undergraduate and Graduate Record and the appropriate University entity charged with maintenance of that building/facility.
- b) Only the University Board of Elections may establish and/or endorse public voting stations on Grounds. Any voting stations, including tablets, whether stationary or moving, set up by a candidate, individual and/or organization working on behalf of a candidate, and individuals campaigning regarding a referendum are prohibited.
- c) A public voting station shall be defined as any individual and or/ organization providing the opportunity to vote in an election to any person with whom they cannot reasonably assert a personal relationship
- d) Campaigning of any nature at or near a UBE established or endorsed polling place is prohibited.
- e) Any interference with a student casting a ballot in a University facility or a UBE established or endorsed polling place is strictly prohibited. Interference includes, but is not limited to, physical interference with voting or verbal comments that are coercive or harassing in nature.

III. Election Procedures

A. Establishment of Procedures

- 1. The Board shall establish the Elections Procedures for each election in a fair and reasonable manner, respecting the free speech of students, upholding the educational environment of the University, and maintaining the public trust in self-governance.
- 2. Definitions
 - a) The “voting population” shall be defined as all degree-seeking students enrolled at the University of Virginia.

B. Candidate Procedures

- 1. Definitions
 - a) A “candidate” is a University of Virginia degree-seeking student who has been certified to appear on the official ballot in an election administered by the University Board of Elections pursuant to these rules and the qualifications established by the appropriate governing body’s constitution.
- 2. Certification of Candidacy
 - a) The Board shall only certify an individual as a candidate for election upon:
 - (1) Submission of a signed rules and procedures attestation statement that is approved by the University Board of Elections as being in accordance with Section III.B.2.b) (Rules Attestation).
 - (2) Attendance at an in-person information session or successful completion of an online quiz provided by the University Board of Elections that demonstrates an understanding of the Elections Rules and Regulations prior to the candidate registration deadline.
 - (3) Adherence to all University Board of Elections deadlines as outlined in the Elections Calendar.
 - (4) The following steps may be required of an individual, at the discretion of the UBE on an election to election basis, in order to be certified for candidacy:
 - (a) Submission of a completed, original petition for candidacy that is approved by the University Board of Elections as being in accordance with Section III.B.3 (Petition for Candidacy).
 - (b) Submission of an interim expenditure report that includes up to date expenditures as well as projected expenditures for the upcoming election and campaigning periods as outlined in Section III.D. 2) (Reporting).

b) Rules Attestation

- (1) Each candidate and endorsing organization must attest by pledged submission that they have read, understand, and agree to abide by the Elections Rules and Regulations.
 - (2) The registration form, which includes the attestation statement, must also include the candidate's phone number, address, and University e-mail identification.
3. Petition for Candidacy
- a) In a given election, the UBE may require individuals to submit a Petition for Candidacy signed by students requesting that the individual's name be placed on the ballot for election to a particular office.
 - b) The petition shall be made on a form provided by the University Board of Elections and shall contain the school, academic year, signature, University e-mail identification, and printed name of each signatory and the individual to be nominated. Each page of the petition must include the office open for election and the name of the individual to be nominated. Candidates seeking to make modifications to the petition form must seek prior approval from the University Board of Elections.
 - c) Students may only sign Petitions for Candidacy in elections in which they are eligible to vote. Signatory information shall be reasonably legible and accurate for a signature to be held valid.
 - d) Student signatures do not express willingness to vote for an individual, only willingness to have the individual appear as a candidate on the ballot. Students are permitted to sign as many petitions for candidacy as they wish for all elections in which they are eligible to vote.
 - e) Petitions must be submitted in their original forms with original signatures. Photocopies or other reproductions of signed pages are impermissible except under extenuating circumstances with prior University Board of Elections approval. Individuals and organizations are advised to make and keep photocopies of these original documents before submission.
 - f) An individual seeking multiple offices, when eligible to do so, shall submit a Petition for Candidacy adhering to these rules for each office.
 - g) The Petition for Candidacy must contain the following number of valid signatures:
 - (1) 300 for Student Council President, Vice President for Administration, and Vice President for Organizations
 - (2) 150 for designated positions in the College of Arts and Sciences (CLAS)
 - (3) 50 for designated positions in the School of Engineering and Applied Sciences (SEAS)
 - (4) 50 for Class Councils and Trustees:
 - (a) Second Year Council President and Vice-President,
 - (b) Third Year Council President and Vice-President, and
 - (c) Four Year Trustees President and Vice-President
 - (5) 25 for designated positions in the Curry School of Education (EDUC), School of Architecture (ARCH), School of Law (LAW), Darden School of Business, School of Nursing (NURS), and McIntire School of Commerce (COMM)
 - (6) 10 for designated positions in the Graduate School of Arts & Sciences (GSAS), School of Medicine (MED), Batten School of Leadership and Public Policy (LEAD), and School of Continuing and Professional Studies (SCPS)
 - (7) In the event more than one of the above categories apply, it shall be at the discretion of the University Board of Elections to determine the number of valid signatures required to certify a petition for candidacy.
4. Resignation of Candidacy
- a) A candidate may, at any time prior to the commencement of polling in a given election, request the termination of his candidacy and the removal of their name from the ballot by signed letter delivered to the Chair of the University Board of Elections.
5. Candidate Expenditures

- a) All candidates are required to comply with Section III.D (Campaign Expenditures).
- C. Endorsing Procedures
1. An “Endorsing Organization” is a Contracted Independent Organization or other student organization that agrees to abide by the Elections Rules and Regulations, particularly the Rules and Regulations related to campaigning (Section II), Procedures established in this section, and Procedures pertaining to expenditure reporting (Section III.D), in return for publicity for their endorsement and other incentives at the discretion of the University Board of Elections. Student organizations may participate in elections-related speech and activities without agreeing to abide by these provisions, but are thus ineligible for University Board of Elections publicity and other incentives.
 2. All Contracted Independent Organizations (CIOs) and student-run news organizations may endorse candidates for election. Special Status Organizations, due to their status as agents of the Commonwealth of Virginia and financial relationship with the Rector and Board of Visitors of the University of Virginia, are encouraged to consult with the proper University officials before endorsing candidates or advocating a position on a referendum.
 3. Endorsing Organizations must determine their candidate endorsements through a process that provides equal opportunity to all eligible candidates.
 4. Endorsing Organizations shall report expenditures on behalf of candidates in compliance with Section III.D. Endorsing Organizations that make such reports and adhere to other Elections Rules shall be permitted to list their endorsements on the polling website in a manner designated by the University Board of Elections.
 5. Endorsing Organizations must set up and conduct interviews in collaboration with the UBE.
 6. Endorsing Organizations that fail to fully comply with their agreement to report expenditures and abide by other Elections Rules may be referred to the appropriate University bodies. The University Board of Elections may also take action it deems appropriate, including but not limited to barring an organization from the publication of future endorsements in UBE materials and the loss of other incentives related to future endorsements.
 7. No candidate may request any organization become an Endorsing Organization.
 8. No candidate may become involved in the decision-making processes of any Endorsing Organization’s endorsing process.
- D. Campaign Expenditures
1. Campaign Contributions and Expenditures
 - a) There are no limits on contributions or expenditures for election-related activities.
 - b) Candidates, candidate organizations, other students, Contracted Independent Organizations (CIOs), and other student organizations are strictly prohibited from the use of the Student Activities Fund (SAF) for political or other activities as defined and prohibited by the Board of Visitors Student Activities Fund Guidelines. See: <http://www.uvstudentcouncil.com/cios/restrictions-on-saf-funds/>
 2. Reporting
 - a) All campaign expenses must be tracked using the system provided by the University Board of Elections.
 - b) The University Board of Elections may require an Interim Expenditure Report as defined in Section III.B.2).a).(3) and one or more Final Expenditure Reports.
 - c) Candidates and Endorsing Organizations submitting expenditure reports must detail personal expenditures, expenditures of donated funds, expenditures made by individuals or organizations working at the direction of a Candidate or Endorsing Organization, and the identity of the individual(s) and/or organization(s) who donated or spent money on behalf of a candidate.

- d) Expenditure reporting shall detail any and all expenditures made related to all campaign and election materials, services, and activities.
 - e) Expenditure Reports shall include pledged statements guaranteeing the veracity of the information provided; accurate and clear descriptions of the materials, services, or activities purchased; cost and amount paid for every material, service or activity purchased; and the date each material, service, or activity was purchased. For materials for which the cost is not verifiable, an estimated reasonable value must be reported.
 - f) All Expenditure Reports shall be considered public records and shall be made freely available to the public by the University Board of Elections.
- E. Referendum Procedures
1. Definition
 - a) A “referendum” is a question that has been certified to appear on an official ballot in an election administered by the University Board of Elections pursuant to these rules and the qualifications established by the constitution of the relevant student governing body, if applicable.
 2. Certification of Referendum
 - a) The University Board of Elections shall certify a question as a referendum upon:
 - (1) Submission of a completed, original petition for referendum that is approved by the University Board of Elections as being in accordance with Section III.E.4. (Petition for Referendum).
 - (2) Submission of a signed attestation form that is approved by the University Board of Elections in accordance with Section III.E.2.(a).(3) (Referendum Attestation).
 - (3) Referendum Attestation
 - (a) A Referendum Attestation shall contain the name and contact information of the Sponsor(s) in accordance with Section III.E.3. (Referendum Sponsoring).
 3. Referendum Sponsoring
 - a) A Sponsor is an individual student or student organization who wishes to be responsible for the content of the proposed Referendum question.
 - b) Each referendum must have at least one Sponsor.
 - c) Sponsorship information for all referenda shall be public record.
 4. Petition for Referendum
 - a) Individuals or organizations seeking the certification of a question to be a referendum item must submit a petition pursuant to these rules:
 - (1) A petition for a referendum on a non-binding question of opinion to be put to the entire student body shall be made on a form provided by the University Board of Elections and shall be signed by not less than 950 students.
 - (2) A petition for a referendum on a non-binding question of opinion to a particular school or undergraduate class must be signed by five percent (5%) of full-time students in that particular school or class. Individuals or organizations collecting school or class referendum petitions should request that the UBE provide them a signature minimum based on up-to-date enrollment figures.
 - (3) A petition for a referendum on a binding constitutional amendment to be put to the entire student body shall be made on a form provided by the UBE and shall be signed by a number of students governed by the requirements established in the existing constitutions of the governing body for which the amendment applies; the specific number, when set as a percentage of a student population, will be determined by the governing body using the previous semester’s enrollment numbers. If the constitution of the governing body does not specify a required number of signatures, the University Board of Elections shall require a petition signed by no less than 1,250 students.

- (4) The Petition for Referendum shall be made on a form provided by the University Board of Elections and each page of the Petition shall contain:
 - (a) The school, academic year, signature, University e-mail identification, and printed name of each signatory.
 - (b) The full text of the proposed question at the time it is signed by students. A two-sided petition page must include the full-text on one side and a notice to that effect on the reverse page.
 - (c) The student population being asked to vote on the proposed question (e.g. “all students,” “CLAS students,” “Undergraduate Class of 2009 students”).
 - (d) Student may only sign Petitions for Referendum for proposals for which they are eligible to vote. Signatory information shall be reasonably legible and accurate for a signature to be held valid.
 - (5) Petitions must be submitted in their original form with original signatures. Photocopies or other reproductions of signed pages are impermissible except under extenuating circumstances with prior University Board of Elections approval. Individuals and organizations are, however, advised to make and keep photocopies of these original documents before submission.
 - b) Student signatures do not express willingness to vote for a particular referendum, only willingness to have the referendum appear as a question on the ballot. Students are permitted to sign as many Petitions for Referendum as they wish for all elections in which they are eligible to vote.
 5. Referenda may also be certified for placement on an official ballot administered by the University Board of Elections pursuant to the Constitutions of the Student Council, Honor Committee, University Judiciary Committee, School Governing Bodies, and Class Councils.
 6. Individuals or organizations seeking certification of a potential referendum question that proposes a change of changes to the Constitutions of the Honor Committee, University Judiciary Committee, Student Council, or Class Councils are strongly encouraged to submit the precise language of the proposed referendum item to the Office of the Vice President for Students Affairs prior to the solicitation of any student signatures so that the proposed referendum language may be forwarded to the University General Counsel’s office to review for legal sufficiency. These Constitutions are legal documents and amendments thereto must comply with local, state, and federal laws in order to be accepted by the Board of Visitors.
- F. Ballot Procedures
1. On the Election Ballot, the voting population, as defined in Article III.A.2., shall only have access to elections and referenda in which they are eligible to vote based on enrollment status.
 2. The order of the Election Ballot shall be consistent with these guidelines:
 - a) Elections for student office shall appear on the ballot prior to referendum questions.
 - b) Elections for student office shall appear on the ballot in an order determined by the University Board of Elections.
 - c) Constitutional referendum questions shall appear on the ballot prior to opinion referendum questions. Constitutional and opinion referenda shall appear on the ballot in the order in which they are certified, or in an order determined by the University Board of Elections.
 3. The order in which candidates for student office shall appear on the ballot shall be consistent with these guidelines:
 - a) Candidates will appear on each voter ballot in an order randomly generated by the Voting System.
- G. Polling Procedures
1. All voting shall be by confidential electronic ballot.

2. The Board shall establish rules for campaigning activities at public polling places in the Elections Rules and Regulations.
3. To ensure the election of the candidate preferred by the most voters, avoid runoff elections, promote positive campaigning, and encourage greater voter turnout, the Optional Preferential Alternative Vote (OPAV) scheme of Instant Runoff Voting (IRV) shall be utilized for elections of offices with one open position:
 - a) Voters shall preferentially rank any number of candidates.
 - b) If a candidate receives the majority of the top-choice votes, he or she shall be declared the winner. If no candidate receives the majority of top-choice votes, the candidate who has the least amount of top-choice votes shall be eliminated, and the next-choice votes associated with his or her top-choice votes shall be distributed to the remaining candidates. These votes shall then become top-choice votes for their respective candidates.
 - c) The process outlined in the above section shall be repeated until a candidate has a majority of votes or until only one candidate remains in the runoff process.
4. For offices with more than one open position, voters shall vote non-preferentially for any number of candidates no greater than the number of positions open for the office.
5. Should a candidate be disqualified or resign their candidacy before election results are certified by the University Board of Elections, the candidate shall forfeit votes cast for them, and votes cast for the former candidate shall be redistributed in accordance with the ranked preferences, if any, of the voters. If the UBE determines that a new election is required, pursuant to the appropriate governing body's constitution, it may proceed as provided in Section III.G.6.
6. The University Board of Elections may seek to fill positions that remain open after the election through fair and democratic processes including but not limited to conducting subsequent elections.

IV. Rules Violation, Resolution, and Enforcement

- A. Any member of the University community can file a complaint or query about compliance with these rules and regulations by e-mailing ube-rules@virginia.edu.
- B. When a dispute is brought to the University Board of Elections, the UBE may seek to resolve the dispute through mediation.
- C. If a rule violation is in dispute, the University Board of Elections may choose to use a Hearing Panel consisting of at least three UBE members, one of whom shall be the Chair or Vice-Chair, to determine if a candidate has violated a rule. If a hearing panel is convened then:
 1. Candidates may appeal the decision of a Hearing Panel to the Judicial Review Board (JRB) within 24 hours of the Hearing Panel decision.
 2. Decisions made by the JRB are final.
- D. The University Board of Elections and its Chair have the authority to serve as initiators to the University Judiciary Committee when actions occur that may violate the Standards of Conduct over which the UJC has jurisdiction.
- E. The University Board of Elections and its Chair have the authority to serve as initiators to the Honor Committee when actions occur that may violate the Honor Code over which the Honor Committee has jurisdiction.
- F. Individuals or organizations seeking to initiate UJC or Honor charges independently of the UBE are encouraged to consult with the UBE prior to initiation.

V. Ratification and Amendment

- A. These Elections Rules shall be enacted by a majority vote of the University Board of Elections.
- B. The University Board of Elections may amend these Elections Rules by a majority vote.

Rules Process Guide for Candidates

The University Board of Elections is empowered to take all actions necessary and appropriate to carry out its mission to enact and enforce Elections Rules and Procedures.

- **University Board of Elections Constitution**

Overview

The University Board of Elections (UBE) advises all candidates and campaigns to act responsibly and honorably throughout the elections process. *It is our goal and our hope for no student to commit a Rules violation this year.* Please ensure that you and everyone working under your authority are aware of and understand the Elections Rules and Regulations, particularly the first two pages of the Rules document that pertain to campaigning. It is not the role of the UBE to serve as a policing organization; however, the Board will take all allegations of Rules violations seriously and will do everything appropriate within our power to enforce the Rules.

This process guide is intended to provide candidates with a summary of the Rules enforcement process, and does not constitute a legal or governing document. The UBE will ensure due process for accused violators of the Rules and Regulations, and expects all candidates' full and honest cooperation throughout the process.

Rules Committee

A hearing panel, composed of at least three members of the UBE, and chaired by the Vice-Chair for Rules or their designee, addressed Rules enforcement and violations. All questions or concerns regarding rules should be directed at ube-rules@virginia.edu.

Reporting Violations

If you witness what you believe to be a violation of the Elections Rules and Regulations, send an email to ube-rules@virginia.edu containing as much relevant information as possible, including:

- Your name and contact information.
- The nature of the alleged violation.

- The time you witnessed the alleged violation.
- The location you witnessed the alleged violation.
- The candidate/group with which the alleged violation is associated.
- Photographic or other evidence of the alleged violation.

You can expect the UBE to ask you more questions about the violation as part of the investigation; please be prepared to respond to follow-up emails.

Please note that while you are welcome and encouraged to communicate with one or more members of the Board by email, by phone, or in person, emailing ube-rules@virginia.edu is the only acceptable method of reporting a Rules violation.

Handling Allegations

It is possible that despite your best efforts and intentions, an allegation against you may still be brought forward. Please do not panic or become overly defensive in this situation; the UBE will work with you and the reporter to handle the allegation in a fair and expeditious manner.

If you or your campaign materials are associated with an allegation of a Rules violation, you will receive an email from the UBE describing the violation in detail to which you must respond within a reasonable time frame.

- If the alleged violation was not committed by you, the UBE will work with you to determine the source of the violation and to correct it immediately to prevent further issues.
- If the alleged violation was indeed committed by you, but it is considered by the UBE to be a minor and honest mistake, you will be required to correct the violation immediately and ensure it does not happen again.
- If the alleged violation is deemed by the UBE to be serious and/or if you have been accused of multiple violations. The following actions could be taken:

- In a UBE hearing panel, a group of three or more UBE members will examine evidence and testimony regarding the violation. Prior to the ballot being live, the hearing panel may choose to restrict a candidate from being placed on the ballot or may recommend to the UBE that the case be brought before the Honor Committee or the University Judiciary Committee. After the ballot is live, the hearing panel may recommend to the UBE that the case be brought before the Honor Committee or the University Judiciary Committee or pursue no or alternative action.
 - If a hearing panel assesses a sanction and you are in disagreement, you may file an appeal to the full UBE.
- UBE may at any time in the mediation, hearing panels, investigation, or other process refer an alleged violation to the Honor Committee or the University Judiciary Committee for further investigation. If a serious violation occurs late in the elections process and the candidate is elected to their position, the UBE may also refer the violation to the organization to which they were elected.

Please note that at all times during an investigation of a violation, you are on your Honor.

Naturally, no one involved wants to go through this process. The following three suggestions will help well-intentioned candidates avoid violating the Rules and Regulations:

- If you are ever even the slightest bit unsure of whether something you want to do would violate a rule, don't hesitate to ask the UBE Rules Committee at ube-rules@virginia.edu. We will answer any questions you have quickly, usually within a matter of minutes or a few hours.
- Make sure you know what your campaign helpers are doing so that your name and your campaign are not associated with a violation. You are responsible for ensuring that everyone working under your authority is aware of and understands the Rules! The Rules and Regulations still apply to you if you are campaigning regarding a

referendum, even if it is not one that you petitioned to be placed on the ballot.

- If an Endorsing Organization is planning on campaigning for you, make sure you know what they are doing as well even though they are bound by the same campaigning rules.

ATTEND A CANDIDATE INFORMATION SESSION OR COMPLETE THE ONLINE QUIZ	
1	<ul style="list-style-type: none"> ✓ Tuesday, December 3rd in Monroe 116 at 7:30pm ✓ Tuesday, January 14th in Clark 101 at 7:30pm ✓ Tuesday, January 21st in Clark 101 at 7:30pm ✓ The online quiz is available under the Candidate tab at www.uvavote.com. The online quiz closes on Monday, January 27th at 4:00pm. <p>Completion of one of these two items is required in order to access the candidate registration form. You must complete one of them <i>even if you currently occupy an elected position or have run for a position in the past.</i></p> <p>Contact ube-admin@virginia.edu if you have any questions or concerns.</p>
COMPLETE THE CANDIDATE REGISTRATION & QUESTIONNAIRE FORM	
2	<ul style="list-style-type: none"> ✓ Candidates must complete the registration by 4:00pm on Monday, February 3 to be eligible to run. Answers to the questions can be adjusted and revised until 4:00pm on Thursday, February 6. ✓ Note: The deadline to complete a campaign grant is 11:59pm on Friday, February 7. Details at: www.uvavote.com
OBTAIN THE REQUIRED NUMBER OF PETITION SIGNATURES	
3	<ul style="list-style-type: none"> ✓ <u>Petition signatures are only required for certain positions.</u> Please see www.uvavote.com for details ✓ Information on the required number of petition signatures can be found in the Rules & Regulations, available at: www.uvavote.com ✓ Regardless of whether or not you are seeking endorsements, the deadline to submit your petition signatures is 12:00pm on Tuesday, February 18. ✓ All petition signatures must be submitted to the front desk of the Programs and Councils Office (Newcomb Hall, Room 164- the PAC) during business hours (9am-5pm M-F).
SUBMIT AN INTERM CAMPAIGN EXPENDITURE REPORT	
4	<ul style="list-style-type: none"> ✓ All candidates are required to submit an Interim and Final Campaign Expenditure Report. Interim Campaign Expenditure Reports must include current to-date and projected campaign expenditures. The Interim Campaign Expenditure Report is due at 12:00 pm on Thursday, February 20. Final Campaign Expenditure Reports are due at 4:00 pm on Monday, March 2. See www.uvavote.com for details.
DETERMINE IF YOU PLAN TO SEEK THE ENDORSEMENT OF STUDENT ORGANIZATIONS	
5	<ul style="list-style-type: none"> ✓ Candidates must sign-up online to meet with endorsing organizations between Monday, February 10 at 4:00pm and Tuesday, February 11 at 4:00pm. ✓ Interview days and times with endorsing organizations will be set by the endorsing organizations and will occur between Thursday, February 13 and Monday, February 17.
CAMPAIGN	
6	<ul style="list-style-type: none"> ✓ Campaigning can begin on Friday, February 21 at 10:00am and will end at 4:00pm on Friday, February 28.
VOTE & ATTEND THE ELECTIONS ANNOUNCEMENT	
7	<ul style="list-style-type: none"> ✓ The voting period will begin at 10:00am on Wednesday, February 26 and will conclude at 4:00pm on Friday, February 28. ✓ Election results will be announced at 5:30pm on Friday, February 28 and will be available online at www.uvavote.com. Please check the UBE website for the ceremony location.