
2012

Official Candidate Information Packet

2012 ALL-CAMPUS ELECTIONS

8 a.m. April 2nd – 8 p.m. April 4th

<http://sua.umn.edu/vote/>

All-Campus Elections Commission
300 Washington Avenue SE
Coffman Memorial Union, Room 126
Minneapolis, Minnesota 55455
612.626.6919
acec@umn.edu

All Campus Elections Commission (ACEC) Timeline 2011-2012

September 6, 2011	Applications for commissioners available online
September 23, 2011	Applications Due by 4:30pm
October 3-7, 2011	Interview/Hiring of new commission
October 19, 2011	Approval of new commission by MSA/GAPSA
December 9, 2011	Commission Training
January 30, 2012	Rules packets available on-line and in Student Activities Office
February 6, 2012	Filing opens at 8:00 a.m. – all filings must be proofed by ACEC
February 6, 2012	Campaigning Begins at 8:00 am
February-March 2012	Informational meetings by appointment (email: acec@umn.edu)
March 2, 2012	Filing closes at 4:30 pm
March 5, 2012*	Mandatory info session for President/VP candidates
March 9, 2012	Signature Endorsement closes at 4pm
March 19, 2012*	Voting Awareness Campaign
March 26, 2012*	MSA Presidential Debate
March 26, 2012*	MSA Vice-Presidential Debate
March 27, 2012*	GAPSA Presidential Debate
<u>April 2-4, 2012</u>	<u>ELECTIONS OPEN (8am on April 2nd until 8pm on April 4th)</u>
April 2, 2012	Get Out The Vote Rally – West Bank 11am-1pm
April 3, 2012	Get Out The Vote Rally – Coffman Union 11am-1pm
April 4, 2012	Get Out The Vote Rally – Saint Paul Student Center 11am-1pm
April 13, 2012	All complaints and financial statements due by 4pm
April-May 2012 (TBD)	Conduct hearings, if needed
April-May 2012 (TBD)	Mandatory review of rules and general elections for ACEC
April-May 2012	Wrap-up, re-register student group status and final review by ACEC members

**Dates subject to change*

INTRODUCTION

This packet contains involvement opportunities available to you through All Campus Elections. Please note throughout this packet, references are made to specific rules by numbers in parenthesis, e.g. (2.01). Also note that the number in parenthesis (designated student representatives), on page 8 indicates the number of open positions for each office.

The All Campus Elections Commission:

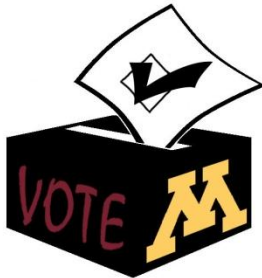
Rylee Ahnen (Chair), Brock Meyer (Rules/Finance Coordinator), Chris Herkenhoff (PR/Marketing Coordinator), Laura Pratt (Get Out The Vote Coordinator), Laura Halsey (Communications Coordinator), Linda Kim (Advisor), Marissa Suiter (Advisor)

Official Candidate Information Packets are available at:

Minnesota Student Association Office, 300 Washington Ave SE, Room 226
Graduate and Professional Student Assembly Office, 300 Washington Ave SE, Room 234
Student Activities Office, 300 Washington Ave SE, Room 126
St. Paul Student Center Information Center
Coffman Memorial Union Information Desk, 300 Washington Ave SE
Online at: <http://sua.umn.edu/vote>

ACEC expects all campaigns to encourage and urge their supporters to get out and vote.

The University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status, or sexual orientation. In adhering to this policy, the University abides by the requirement of Title IX of the Education Amendment of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Executive Order of 11246, as amended; 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to the equality of opportunity.



ALL
CAMPUS
ELECTIONS
COMMISSION

INSTRUCTIONS

1. Read the descriptions of the organizations and positions starting on page 6 and decide the position(s) for which you wish to apply. Be sure you meet all eligibility requirements.
2. Complete and submit the Candidate Application, page 9.
 - a. You must use the form provided in this packet or an exact duplicate (photocopy). Additional forms are available in the Student Activities Office, 300 Washington Ave SE, Room 126.
 - b. You must submit a separate application for each position for which you apply.
 - c. For organizational/party affiliation/endorsement information, see page 4.
 - d. Your filing statement will be provided to various University publication(s), and will be in the Voter's Guide available to students at the polling tables. **Your filing statement must not exceed 50 words and will not be edited, revised, or corrected (except to truncate the words after the 50th), so please be accurate!!** You do not have to write a filing statement in order to apply, but you are strongly encouraged to do so. You might, for example, explain what your qualifications are for the position. All filing statements must be approved by the All Campus Elections Commission.
 - e. Bring the form to the All Campus Elections Commission (300 Washington Ave SE, Room 126) or send it in the mail. The Commission must receive your form by the filing deadline, **March 2, 2012 at 4:30pm** so if you mail it, send it well in advance:

All Campus Elections Commission
c/o Student Activities Office
300 Washington Ave SE, Room 126
Minneapolis, Minnesota 55455

3. The commission will notify you, via email, confirming your eligibility or ineligibility for the position(s) for which you apply within 5 business days of your application submittal.
4. If you are elected, you will be notified by the organization to which you were elected concerning orientation, meetings, etc.
5. If you are an eligible candidate, you must file a Candidate Financial Statement within three school days after the election. This requirement is for all eligible candidates, regardless of the outcome of the elections. **Even if you spend no money campaigning, you must submit the Candidate Financial Statement.**
 - a. You must use the form provided in this packet or an exact duplicate (photocopy). Additional forms are available in the Student Activities Office 300 Washington Ave SE, Room 126.
 - b. You must submit a separate report for each position for which you applied and were eligible.
 - c. If you need more space, simply attach an additional piece of 8 1/2" by 11" paper.
 - d. Bring or send it to the Commission Office as in 2(e) above.
 - e. If the Commission does not receive your report by the deadline, there is a severe penalty as described in rules 6.06.
6. Each candidate is responsible for knowing and understanding the election rules. Included in this packet is a copy of the election rules essential for candidates to operate a responsible campaign.
7. The following questions are some we anticipate you may have. The number in parenthesis is the rule, which helps to answer the question.
 - What if I have filed and decide I do not want to run? (1.01)
 - Who can vote? (2. 01)
 - When may I campaign? (3.02 & 3.03)
 - How much money may I spend on my campaign? (4.01)

- What about write-in candidates? (5.01)

8. **If you are an organization sponsoring a referendum, be sure to check the rules regarding petitions (5.06). If you are running for MSA President or Vice President, please see the attached MSA Elections Guidelines regarding additional eligibility requirements. It is the recommendation of the Commission that you collect more signatures than the minimum required, because often a signature will be discarded because the signature is illegible or the person signing is not a University student. The Commission does check the ID numbers to ensure that the signatures are all currently enrolled University students.**

SPECIAL PROCEDURES

ORGANIZATION/PARTY AFFILIATION/ENDORSEMENT

Candidates interested in obtaining an organizational, party affiliation or endorsement must comply with the provisions outlined in Election Rules (1.06-1.08) as listed below.

- 1.06 Any candidate may elect to have organizational or party affiliations appear by her or his name on the ballot, if the organization or party whose designation is desired has registered with the Elections Commission.
- 1.07 In order to have an organizational or party affiliation or appear by a candidate's name on a ballot.
 - a. The organization must provide the Commission with:
 1. Evidence of registration with the Student Activities Office;
 2. An abbreviation or acronym for the organization of no more than five (5) letters, which shall be used on Election ballots in designation affiliation with or endorsement by that organization or party;
 3. A typed list of all candidates endorsed by that organization (including position sought); and
 - b. The candidate must provide the Commission with the name of the organizational or party affiliation or endorsement that the candidate wishes to appear on the ballot by her or his name, subject to verification by the endorsing organization.
 - c. These must be provided to the Commission by the filing deadline as determined in 2.01.
- 1.08 Each organization shall use a unique acronym or abbreviation as historically recognized by the All-Campus Elections Commission. The Commission has the authority to refuse acronyms submitted by student organizations. Student organizations electing their membership through the Elections shall not appear as organizational affiliations on any ballot.

CHARGE OF VIOLATION

Filing of complaints. All complaints alleging violations of Elections rules must be submitted in writing with signature(s) to the All Campus Elections Commission by April 18, 2008. Please reference 6.03 for complaint evaluation procedures. Complaints must clearly state the following (see page 22 for Elections Complaint form):

- a. The rule(s) alleged to have been violated;
- b. The person(s) or group(s) alleged to have committed the violation;
- c. The act(s) or behavior constituting the alleged violation.

REQUESTS FOR INTERPRETATION

If you are unsure about the meaning or specific application of the Election Rules, the Commission is willing to give interpretations. In order to gain an interpretation, submit your request in writing or by email to the Commission (acec@umn.edu). An answer will be given within seventy-two (72) hours of the request being received by ACEC.

ABSENTEE BALLOTS

Absentee ballots are available upon request. Please contact ACEC at 612-626-6919 or at acec@umn.edu.

ALTERNATIVE FORMAT

Alternate formats of this packet are available upon request. Please contact ACEC at 612-626-6919 or email acec@umn.edu.

CAMPAIGNING

Campaigning is allowed on election days. This rule requires that no campaigning take place within 25 feet of the University computer labs or ACEC designated "voting zones". All designated University of Minnesota computer labs are considered "voting zones" while Communication Kiosks are not considered "voting zones".

The Commission would like to stress the importance that all candidates and organizations are aware of the "voting zones", and respect them. If complications arise, those violating the zones may be ineligible for office and organizations sponsoring referenda may lose their privilege in future elections.

- 3.02 Campaigning will be allowed on election days; within the following regulations:
- a. No campaigning, including the disbursement of campaign literature, will be allowed within twenty-five (25) feet of University designated computer labs or election (ACEC) designated voting zones.
 - b. Any person deemed to be harassing poll workers or voters will be asked to leave the polling area by either poll workers or Commissioners.
 - c. Poll workers have the right to call Commissioners to report improper behavior on the part of any persons supporting or not supporting a candidate or referenda. The Commission shall determine what action to take, as provided for in Chapter Six (6) of these rules.
- 3.03 All campaigning shall be limited to the period between the day filing opens at 8:00 A.M and the time polling closes on the last day of Elections. Campaigning is defined to include, but not be limited to:
- a. Soliciting of public space for any type of campaign use, including residence halls and contact tables.
 - b. The registration of a campaign related student group in the Student Activities Office.
 - c. Campaign websites and other materials made available on-line (including Facebook and blogs).
 - d. Posting/Distribution of any campaign materials including hand-bills, t-shirts and buttons.
 - e. Any public declaration of intent to run of any kind (including on-line).
 - f. Gathering of signatures before opening of filing period.
 - g. All campaign preparations (including material preparation or campaign committee meetings) on or in sight of the University campus prior to filing opens must be made in a non-public area (i.e. an area made inaccessible to the general student body or general public). This does not include the use of the University's Copy Centers for the printing of campaign materials.
 - h. Use of the University of Minnesota "M" or Goldy Gopher logo is strictly prohibited by campaigns participating in the All-Campus Elections.

For a complete list of election rules, please visit sua.umn.edu/vote.

ORGANIZATIONS and DESCRIPTIONS

University Senate

Purposes/Activities: The University Senate is composed of elected faculty, academic professional, civil service staff, and student representatives. This body divides into the Faculty Senate (only faculty and academic professional representatives) and the Student Senate (only student representatives). Matters that affect only one area are brought to one of these two bodies. Matters that affect the entire University are brought to the full University Senate. Student senators represent students in the University's governance system and implement the student view on educational policies, tuition and financial issues, and structural/maintenance policies within the University system. The University Senate has worked on the students' behalf on a number of major projects in the past several years including minimizing tuition increases, University retrenchment, and course and instructor evaluations.

Expectations of Members: Candidates who are elected to represent their colleges are expected to attend all meetings of the various assemblies pertaining to their position. The Senate meetings are held on Thursday and normally meet three times per semester.

Senators automatically have seats in MSA, and must attend meetings of the Student Senate, University Senate, the MSA Forum, one MSA committee, and their respective college board.

Eligibility Requirements:

All degree-seeking students shall be eligible to vote and to be elected to the Student Senate.

For additional information, call Becky Hippert, Student Senate Liaison, (612) 626-8743, or email at hippe003@umn.edu.

Please read the section on Minnesota Student Association Forum for more information

Minnesota Student Association Forum

Purposes/Activities: The Minnesota Student Association Forum (MSA) is the Twin Cities undergraduate student government at the University of Minnesota. The Forum's responsibility is to represent students and implement the student view on educational policies, tuition and financial issues, and structural/maintenance policies within the University system. MSA has worked on the students' behalf on a number of major projects in the past several years, including the Washington Avenue Bridge Circulator, U-Pass, the MSA Express, Renters Survey, Tenant Workshops, the Lend a Hand, Hear the Band concert, course and instructor evaluation, small grants programs, and sponsoring prominent speakers. In addition, MSA, in conjunction with the Graduate and Professional Student Assembly (GAPSA), selects and approves members of the Student Services Fees Committee.

Expectations of Members: Candidates who are elected to represent their colleges are expected to attend all meetings of the various assemblies pertaining to their position. The MSA Forum meets at least 5 times per semester, generally Tuesdays, generally every other Tuesday at 3:30 pm. Committee meetings are held at 3:30 pm on Tuesdays opposite Forum meetings. There are five standing committees on MSA: Legislative Affairs, Academics and Services, Facilities and Housing, Diversity Education Funds, and Campus Relations. Every elected candidate is expected to serve on one committee.

Senators automatically have seats in MSA, and must attend meetings of the Student Senate, University Senate, and the MSA Forum. As well, candidates elected to represent St. Paul based colleges are expected to attend St. Paul Board of Colleges (SPBOC) full board meetings and serve on a SPBOC committee.

The 16 At-Large Representatives are elected to represent the student body in the MSA Forum. The At-Large Representatives are not members of the Senate.

Eligibility Requirements: Representatives to the MSA must complete the following requirements in residence at the University to be eligible to serve:

College of Continuing Education students shall be eligible for election if they have earned at least twelve credits in residence during the previous five years and are carrying at least three credits at the time of voting.

All other students shall be eligible for election if they have earned within the past year and are currently carrying at least two-thirds the number of credits required for full-time student status as defined by the Office of the Registrar for their college of enrollment.

For additional information, call MSA Office Phone: 612-625-9992, E-mail: msa@umn.edu

Graduate and Professional Student Assembly (GAPSA)

Purposes/Activities: The Graduate and Professional Student Assembly serves many functions on this campus, chief among them ensuring that the University, in all of its offices, programs, schools and departments, works in the interests of excellence in the graduate and professional experience. From curriculum changes to dining service changes, GAPSA and its coordinate councils advocate on behalf of graduate and professional students to make the University of Minnesota the premier institution for graduate and professional education in the nation. To facilitate this goal, we sponsor an extensive grants program, hold monthly socials and special events, and actively participate in legislative and community affairs.

Expectations of Members: With the exception of the President, who is elected by an election of all graduate and professional students, all executive board members are elected to serve by the Assembly at the last Assembly meeting of the spring semester. Terms of each executive board member begin June 1. All executive board members are expected to attend monthly executive board meetings, typically held the Wednesday evening before the Assembly meetings.

Assembly members are appointed to represent their college councils by their council presidents, and are expected to attend all meetings of the various assemblies pertaining to their position. The Assembly meets monthly, generally on Wednesdays from 6:30-8 p.m.

There are five standing committees on GAPSA: Internal Affairs, Programming, Finance, Public Affairs and Grants that meet on a regular basis.

Eligibility Requirements: All executive board and assembly members must be members of GAPSA, meaning that they are assessed the GAPSA fee on their tuition statement upon enrollment in coursework for each semester that they serve.

For additional information, call the GAPSA Office Phone 625-2982, E-mail: gapsa@umn.edu

2012 OPEN POSITIONS

Fill out a separate application for each position for which you apply. The number in parenthesis e.g. “(3)” denotes the number of available positions.

Please note all positions are subject to change

University Senate
College of Biological Sciences (1)
College of Continuing Education (1)
College of Design (1)
College of Education and Human Development (2) <ul style="list-style-type: none">• 1 Undergraduate Student• 1 M.Ed. Student
College of Food, Agricultural and Natural Resource Sciences (1)
College of Liberal Arts (11)
Carlson School of Management (2) <ul style="list-style-type: none">• 1 Full-time MBA Student• 1 Undergraduate Student
College of Science and Engineering (3)
Minnesota Student Association Forum (MSA)
Student Body President and Vice President (1)
At-Large Forum Representative (16)
Graduate And Professional Student Assembly (GAPSA)
Student Body President (1)

Candidate Financial Statement-Part II

Income and Expense Sheet

Due by 4:00 p.m. on April 13, 2011

Election Rule 4.01 states: "Candidates shall not exceed the amount of \$2500.00 in campaign expenditure limits. THIS EXPENDITURE LIMIT SHALL APPLY TO DONATIONS, BUT NOT ON INDIVIDUAL CONTRIBUTIONS THAT THE CANDIDATE CONTRIBUTES TO HIS OR HER OWN CAMPAIGN."

Code	Date	Description	Income	Expense	Balance
1		Individual donations (total)			
1		From Candidate themselves			
1		Fund-raiser(s)			
1		From organizations/party affiliations (cash receipts)			
1		Party/Organizational expenses incurred on my behalf			
1		Other:			
1		Other:			
		TOTAL REVENUE COLLECTED:			
2		Advertising: photocopying, duplications, newspaper advertisements.			
3		Supplies: basic office supplies, postage			
4		Donations received: good and services			
5		Miscellaneous: Food and beverage to include alcohol, payroll disbursements			
		TOTAL EXPENSES:			

You will need to describe what you spent in each category. For example, if you bought an ad in the Daily on 3/7/12, and then bought another one on 3/9/12, you need to make a line item for each one, and use the same code to denote which category the expense falls under. You may need to make additional copies of this form. You can replicate this form to make your accounting easier, but the above format is required with the proper categorical coding. Any questions contact ACEC at 612-626-6919.

2012 ALL-CAMPUS ELECTIONS COMPLAINT FORM

DEADLINE FOR FILING COMPLAINTS: April 13, 2012 at 4:00 p.m.

Date: _____ **University Student I.D.** _____

Name(s) of complainant(s): _____

Mailing address: _____

Phone number: _____ **E-mail:** _____

Complaint filed against: _____

Alleged violation(s) (list specific rule(s): _____

Description of act(s) or behavior(s) constituting alleged violation:

(please use space below and attach additional information if necessary)

Signature of Complainant(s): _____

Submit completed form along with any additional information to:

All Campus Elections Commission
Student Activities Office
126 Coffman Memorial Union
Minneapolis, MN 55455
612-626-6919 (office)
612-624-9124 (fax)

Minnesota Student Association All-Campus Elections Guidelines

1. Minnesota Student Association shall submit the following paragraph as its election requirements to the All-Campus Elections for the election it holds every spring:

In addition to all ACEC eligibility requirements, any persons running for the positions of MSA President and Vice President, must petition to have his/her name placed on the ballot. The petition shall consist of at least 450 currently enrolled University of Minnesota-Twin Cities campus undergraduate students (including names and x-500 numbers). The petition shall be filed in the Elections office by the filing deadline.

- a. The petition shall have the name of both of the candidates and a statement of support typed at the top of each page.
- b. All ID numbers *must be legible* to be considered valid.
- c. Acceptable ID numbers will be University of Minnesota-Twin Cities student x-500 numbers.

Also, all candidates who file to run for MSA president/vice president must provide the Commission with a \$50 deposit to be held for the duration of the elections until such time as the election results are certified and all complaints are resolved. This deposit will be returned in full at this time. Candidates who break campaign commission rules may be fined by the Commission as a punishment in an amount not to exceed \$50 that shall be taken only from this security deposit. Any fine money will be put towards the general fund of the following years Commission.

MSA ballots will not have organizational endorsements.

MSA Presidential/Vice-Presidential elections will be run using Instant Runoff Voting, the process of ranking candidates by preference.

2. In the event of a tie for any MSA election held through the All-Campus Elections, the MSA Forum shall hold a run-off election between the tied candidates within five (5) working days after certification of the election results by the Commission.
3. This document can be amended with previous notice given at the preceding Forum meeting by a 2/3 vote of Forum.