University Board of Elections
at the University of Virginia
www.UVAvote.com

Spring 2016 Student Elections
Candidate Information Packet

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Welcome!

The University Board of Elections thanks for your interest in becoming a candidate in the upcoming University Student Elections! We have collected in this Candidate Packet the resources you’ll need as a candidate. Although we hope this packet will be useful to you, we strongly advise that you visit our website for the most up-to-date information and announcements:

www.UVAvote.com

University Board of Elections
The University Board of Elections (UBE) is the organization that regulates and operates the integrated student elections process here at the University of Virginia for governing bodies such as Student Council, the Honor Committee, the University Judiciary Committee, class councils, and school councils.
Spring 2016 Student Elections Candidate Process Guide
(This sheet is not comprehensive; please refer to official UBE Rules and Regulations!)

Please visit [www.uvavote.com](http://www.uvavote.com) between Thursday, January 28 at 10am and Friday, February 5 at 4pm to register your candidacy.

a. You can access the candidate nomination form to register from the home page by clicking on ‘Run for Office’ on the menu to the right of the screen, or 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 Wednesday, February 10th at 10am.

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 Wednesday, February 10th at 10am.

   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 and a Final Expenditure Report.

   All of this information will be reflected on the 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 email Samantha Magnes at ube-candidate-help@virginia.edu. If you have any questions about using the website, email ube-technology@virginia.edu.

3. As a registered candidate, the UBE will communicate with you predominantly via your virginia.edu email, so you are encouraged to stay alert for important candidate messages. The UBE may send you personalized deadline reminders depending on your status. The UBE will also use email to communicate allegations of rules violations.
4. 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 (Newcomb Hall, Room 164) by no later than **Thursday, February 12 at 4pm**, to appear on the ballot. **This deadline is non-negotiable.**
      ii. If you plan to seek the endorsement of participating organizations, you must hand in your petition by **Tuesday, February 9 at 4pm**.

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-disputes@virginia.edu with as much detail as possible. The 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 the UBE. Polls are open from Friday, February 19th at 10am, until Thursday, February 25th 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.
Overview
The University Board of Elections (UBE) is committed to utilizing Internet technology throughout the elections process to work towards increased accuracy, transparency, and ease of use. With the sole exception of the Petition for Candidacy, no physical paperwork is required for any candidate, Endorsing Organization, or referendum sponsor to participate in the elections process.

The UBE understands and appreciates that not all students have the same computing technology experience; at every step of the way, we provide guides and personal assistance.

If you have any questions about any technical issue at any step in the elections process, please don’t hesitate to contact UBE-Technology@virginia.edu with your questions, concerns, or suggestions.
Instructions for the Petition for Candidacy
University Board of Elections (UBE)
Updated Spring 2016

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.

Who can sign?

- You must indicate the signature eligibility for your Petition for Candidacy by completing the box on the form with the correct eligibility, as explained below. You are encouraged to ask questions about signature eligibility before collecting signatures, but 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.
  
  - If, for example, you are running for the position of Fourth Year Board President of the Engineering Student Council, only those who will be Fourth Year students in the School of Engineering during your desired term may sign your petition.

  - If you are running for a University-wide position (President of Student Council, for example) 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 the UBE for the election period: printed name, valid 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?

- This varies based on the office sought and/or the school within which it is being sought. The numbers required for petitions are tied to the population of students that could be represented by the person who seeks the particular office in question. Please see the official UBE Rules and Regulations at www.uvavote.com for the latest signature requirements.

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

Certification of Candidacy

- Please see the Rules and Regulations Section III.B.2. Petitioners will only be certified by the UBE as candidates upon
  1) Submission of a signed rules and procedures attestation statement (located on the candidate registration form).
  2) Attendance at a mandatory information session or successful completion of the online quiz.
  3) Adherence to all University Board of Elections deadlines as outlined in the Elections Calendar.
  4) Submission of a completed petition form and verification of the eligibility of the signatories to the petition.
  5) Submission of an Interim Campaign Expenditure Report that includes both current to date and projected campaign expenditures.

Appropriate Use of Petition for Candidacy Form

- Petitioners may not make any changes, substantive or not, to the official Petition for Candidacy provided by the UBE; tampered Petitions for Candidacy will not be accepted.

- Petitioners are encouraged to make copies of completed Petitions for Candidacy; 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.(b) of the UBE Rules and Regulations.

Other notes

- Petitions must be on the official UBE petition form for the designated election, available from our website, at candidate interest meetings, and by request.

- All completed petitions must be turned in to the front desk located in the Programs and Councils Office in Newcomb Hall during business hours (8am-5pm M-F), and should be stapled, clipped, bound, or otherwise held together.
• Petitioners who have questions about petitioning requirements and process must seek clarifications prior to the petition submission deadlines.

• In the case of extenuating circumstances, the University Board of Elections may waive or change petition requirements pursuant to Section III.B.3.(f).(7) of the UBE Rules and Regulations.
University Board of Elections Rules and Regulations  
Last Updated January 13, 2016

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 Honors 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 Chair at ube-chair@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, candidate organizations, 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 and individuals directed by a candidate 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 and individuals or organizations working at their direction, are strictly prohibited from obstructing or interfering with campaign messages or materials relating to any other election, candidate, or referendum.

   4. Candidates, individual working on behalf of a candidate, and Endorsing Organizations may, and 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, 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.1d), 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 managers 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) Email, instant messaging, text messages, personal websites, and other websites and social media platforms such as Facebook.com 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. Spam mail is defined as sending mail to people with whom the candidate 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.itc.virginia.edu” lists, and other official and unofficial email lists for classes and students organizations.
      (2) Candidates 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 public voting stations on Grounds.
   c) Any interference with a student casting a ballot in a University facility 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) Each individual seeking candidacy must 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 an 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 all College of Arts and Sciences (CLAS) school-wide positions:
         (a) Student Council CLAS Representative,
         (b) Honor Committee CLAS Representative,
         (c) University Judiciary Committee CLAS Representative, and
         (d) Arts and Sciences Council Officer.
      (3) 50 for School of Engineering and Applied Sciences (SEAS) school-wide positions:
         (a) Student Council SEAS Representative,
(b) Honor Committee SEAS Representative,
(c) University Judiciary Committee SEAS Representative, and
(d) Engineering Student Council Officer.

(4) 50 for Class Councils and Trustees:
(a) First Year Council President and Vice-President,
(b) Second Year Council President and Vice-President,
(c) Third Year Council President and Vice-President, and
(d) Four Year Trustees President and Vice-President.

(5) 25 for Curry School of Education, School of Architecture, School of Law, Darden School of
Business, School of Nursing, McIntire School of Commerce:
(a) Student Council School Representative,
(b) Honor Committee School Representative,
(c) University Judiciary Committee School Representative, and
(d) School Governing Body Officer.

(6) 10 for positions deemed by the Board to have smaller student populations:
(a) Graduate School of Arts & Sciences school-wide positions,
(b) School of Medicine school-wide positions,
(c) Engineering Student Council class-wide positions,
(d) Batten School of Public Policy, and
(e) 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) 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.uvastudentcouncil.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, and expenditures made by individuals or organizations working at the direction of a Candidate or Endorsing Organization.
   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) 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 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.

(4) 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.
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-disputes@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. The University Board of Elections may 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.
      1. Candidates may appeal the decision of a Hearing Panel to the 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 Election 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, particular the first two pages of the Rules document that relate 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 several members of the UBE, and chaired by the Vice Chair for Rules or their designee, handles Rules enforcement and violations. The members of the Rules Committee can be reached by e-mail:

ube-rules@virginia.edu (questions and clarifications)
ube-disputes@virginia.edu (reporting of violations).

Reporting Violations

If you witness what you believe to be a violation of the Elections Rules and Regulations, send an e-mail to ube-disputes@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 e-mails.
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-disputes@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 e-mail 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 allegations.
- If the alleged violation was indeed committed by you but it is considered to be the result of a minor lapse in judgment or a small honest mistake, you will be required to correct the violation immediately and ensure it does not happen again.
- If the alleged violation is serious or if you have been accused of multiple violations, the UBE may convene a Hearing Panel.
  - 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 action.
  - If a hearing panel assesses a sanction and you are in disagreement, you may file an appeal to the full UBE.
- The 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!
- 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.
**SPRING 2016 CANDIDATE ELECTION CALENDAR**

### JANUARY 2016

- **Thurs., Jan. 21, 7pm - 8pm**: Candidate Information Session (Attendance at an information session are Mandatory. Contact ube-candidate-help@virginia.edu if you're unable to attend prior to January 25.) Location: New Cabell 383
- **Sun., Jan. 24, 6pm - 7pm**: Candidate Information Session Location: New Cabell 383
- **Mon., Jan. 25, 7pm - 8pm**: Candidate Information Session: (Attendance at an Information Session is Mandatory) Location: New Cabell 383
- **Wed., Jan. 27, 10:00am**: Online Eligibility Quiz closes
- **Thurs., Jan. 28, 10:00am**: Online registration system opens for candidates. In order to be officially registered, candidate must complete the online registration and submit a signed petition. Visit www.uvavote.com for details. See www.uvavote.com for additional qualifications for registration. Note: Candidates will be able to adjust the answers to the online candidate questionnaire until Wed., February 10th at 10:00am. Candidates cannot begin campaigning until this deadline of February 12th at 4:00pm.

### FEBRUARY 2015

- **Fri., Jan. 29, 5:00pm**: Deadline to submit Referenda Proposal Text (not including petition signatures)
- **Fri., Feb. 5, 4:00pm**: Deadline to complete Candidate Registration Form (to be eligible to run for office)
- **Fri., Feb. 5, 4:00pm**: Deadline to submit Referenda Petition Signatures to appear on ballot (PAC—Newcomb Hall 164)
- **Tues., Feb. 9, 4:00pm**: Deadline to submit candidate petition with signatures to be eligible for endorsements (PAC—Newcomb Hall 164)
- **Tues., Feb. 9, 4:00pm**: Deadline to apply for Campaign Grants
- **Wed., Feb. 10, 10:00am**: Deadline to finalize candidate questionnaire
- **Wed., Feb. 10, 10:00am - Thurs., Feb. 11, 4:00pm**: Candidate sign up to interview with endorsing organizations to gain endorsements. Location: Online
- **Fri., Feb. 12, 4:00pm**: Deadline to submit candidate petition with signatures to appear on ballot (PAC—Newcomb Hall 164)
- **Fri., Feb. 12th - Mon. Feb. 15th**: Campaigning begins
- **Fri., Feb. 12th - Mon. Feb. 15th**: Candidates interview with Endorsing Organizations to gain endorsement. Please contact the organization with which you are scheduled to interview for interview location information.
- **Tues., Feb. 16 12:00pm**: Interim Campaign Expenditure Report due (Electronic submission)*
- **Wed., Feb. 17 3:30pm - 5:30pm**: Candidate Town Hall, Newcomb Ballroom
- **Fri., Feb. 19 10:00am**: Voting Period Begins (www.uvavote.com)
- **Thurs., Feb. 25 4:00pm**: Voting Period Ends
- **Thurs., Feb. 25 4:00pm**: Campaigning Ends
- **Thurs., Feb. 25 4:00pm**: Final Campaign Expenditure Report due for candidates at the end of Voting Period (Electronic Submission)
- **Fri., Feb. 26 5:30pm**: Election Results Announcement Ceremony – Location: TBD
- **Fri., Feb. 26 5:30pm**: Election and Referenda results announced – Location (www.uvavote.com)
Run for Office in 7 Steps

ATTEND A CANDIDATE INFORMATION SESSION OR COMPLETE THE ONLINE QUIZ

1. ✅ Thursday, January 21 @ 7:00pm Location: New Cabell 383
   ✅ Sunday, January 24 @ 6:00pm Location: New Cabell 383
   ✅ Monday, January 25 @ 7:00pm Location: New Cabell 383
   ✅ The online quiz is available under the Candidate tab at www.uvavote.com. The online quiz closes on Wednesday, January 27th at 10:00am.
   Completion of one of these two items is required in order to access the candidate registration from. Contact uve-candidate-help@virginia.edu prior to January 27 if you have any questions or concerns.

COMPLETE THE CANDIDATE REGISTRATION & QUESTIONNAIRE FORM

2. ✅ Candidates must complete the registration by 4:00pm on Friday, February 5. Answers to the questions can be adjusted and revised until 4:00pm on Wednesday, February 11.
   ✅ Note: The deadline to complete a campaign grant is 4:00pm on Tuesday, February 9. Details at: www.uvavote.com

OBTAIN THE REQUIRED NUMBER OF PETITION SIGNATURES

3. ✅ Information on the required number of petition signatures can be found in the Rules & Regulations, available at: www.uvavote.com
   ✅ If you plan to seek the endorsement of student organizations: the deadline to submit your petition signatures is 4:00pm on Tuesday, February 9.
   ✅ If you do NOT plan to seek the endorsement of student organizations: the deadline to submit your petition signatures is 4:00pm on Friday, February 12.
   All petition signatures must be submitted to the front desk of the Programs and Councils Office (Newcomb Hall, room 164) during business hours (8am-5pm M-F).
   ✅ Petition signatures are required to appear on the ballot.

SUBMIT AN INTERIM CAMPAIGN EXPENDITURE REPORT

4. ✅ 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 12:00pm on Tuesday, February 16. Final Campaign Expenditure Reports are due at 4:00pm on Thursday, February 25. See www.uvavote.com for details.

DETERMINE IF YOU PLAN TO SEEK THE ENDORSEMENT OF STUDENT ORGANIZATIONS

5. ✅ If you plan to seek the endorsement of student organizations: the deadline to submit your petition signatures is 4:00pm on Tuesday, February 9.
   ✅ Candidates must sign-up online to meet with endorsing organizations between Wednesday, February 10 @10am and Thursday, February 12 @4pm.
   ✅ Interview days and times with endorsing organizations will be set by the endorsing organizations and will occur between Friday, February 12 and Monday, February 15.

CAMPAIGN

6. ✅ Campaigning can occur between 4:00pm on Friday, February 12 – Thursday, February 25 at 4:00pm

VOTE & ATTEND THE ELECTIONS ANNOUNCEMENT

7. ✅ The voting period will run from 10:00am on Friday, February 19 and will conclude at 4:00pm on Thursday, February 25.
   ✅ Election results will be announced at 5:30pm on Friday, February 26 at Jefferson Hall and will be available online at www.uvavote.com.