# **The Office of Elections**

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# **Election Policies and Procedures**

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Supervisor of Elections

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Contents

[I. Organization 3](#_Toc184741982)

[II. Purpose 3](#_Toc184741983)

[III. Composition of the Office of Elections 3](#_Toc184741984)

[IV. Duties of the Supervisor of Elections 3](#_Toc184741985)

[V. Duties of the Deputy Supervisor of Elections 3](#_Toc184741986)

[VI. Duties of the Election Assistants 4](#_Toc184741987)

[VII. Employment of Election Assistants 4](#_Toc184741988)

[VIII. Elections Code of Ethics 4](#_Toc184741989)

[IX. Candidate Guidelines 5](#_Toc184741990)

[X. Financial Guidelines 10](#_Toc184741991)

[XI. Operations of the Election System 11](#_Toc184741992)

[XII. Election Results 14](#_Toc184741993)

[XIII. Validation of an Election 14](#_Toc184741994)

1. Organization

There shall be an Office of Elections responsible for the unbiased production and maintenance of all Student Government elections.

1. Purpose

The purpose of the Office of Elections shall be to maintain a system of binding guidelines for the aforementioned office, political party organizations on campus, and all prospective candidates for election. Thus, this system shall be known as the Election Policies and Procedures and shall dictate the manner and scope in which this government applies restriction, resolution, and restitution in all election related manners.

1. Composition of the Office of Elections

The Office of Elections will be responsible for election oversight, candidate training, and maintenance of poll locations and materials. Additionally, the Office of Elections may consist of up to six members which shall include: The Supervisor of Elections, the Deputy Supervisor of Elections, and up to four Election Assistants.

1. Duties of the Supervisor of Elections
   1. Be responsible for proposing changes for the Elections Policies and Procedures to the Rules and Oversight (R&O) Committee, when necessary.
   2. Be responsible for executing all provisions provided within the Elections Policies and Procedures.
   3. Make public an election timeline, containing all important dates, deadlines, and statutes of limitations prior to the start of each semester as they pertain to the upcoming General Election.
   4. Forward all witnessed and reported violations of the Election Code and Election Policies and Procedures, to the Office of the Attorney General against the accused candidate(s) within the constraints of the Election Policies and Procedures timeline.
   5. Be responsible for employing impartial members to the Office of Elections including one Deputy Supervisor of Elections and up to four Election Assistants.
   6. Shall serve as the chair of the Office of Elections.
   7. Convene the Office of Elections with regular meetings and establish an agenda for said meetings.
   8. Rule on the qualifications of the candidates, submitting their decision to the Office of Elections.
   9. Be solely responsible for maintaining the membership of Election Assistants within the Office of Elections.
   10. Submit recommendations for removal of the Deputy Supervisor of Elections to the Senate.
   11. Train and assign duties to the members of the Office of Elections
   12. Shall approve and file all campaign materials, including financial information and election results.
   13. Be responsible for distributing the appropriate campaign and financial packets.
   14. The Supervisor of Elections shall be responsible for implementing a Student Government sponsored Executive Candidate Debate every Spring Semester that will include the Student Body President. This debate must take place during campaigning, and it is the Supervisor’s responsibility to:
       1. Generate questions specifically for each candidate and their respective position.
       2. Notify all candidates for office of the event details in writing including the time, place, and location.
       3. Advertise the event to the Student Body no less than five (5) school days prior to the event.
2. Duties of the Deputy Supervisor of Elections
3. Assume the duties of the Supervisor of Elections in the event of their absence.
4. Shall serve as the Vice Chair of the Office of Elections
5. Assist the Supervisor of Elections in hiring and training the Election Assistants, including the administration of the proper Elections Code examinations.
6. Work with the Supervisor of Elections to properly advertise each event (such as the Executive Candidate Debate, poll dates, tabling, etcetera) with the appropriate information attached.
7. Assist the Supervisor of Elections in overseeing the completion of initiatives related to elections as needed.
8. Duties of the Election Assistants
9. Shall serve as members of the Office of Elections.
10. Shall not be candidates for any Student Government office nor in affiliation in any way to a political party on campus.
11. Shall be required to take and pass the Elections Code examination with at least an 80%.
12. Assist the Supervisor of Elections in documenting campaign materials.
13. Establish at least two Mandatory Candidacy Meetings.
14. Shall be held accountable to working their designated poll shifts.
15. Assist the Supervisor of Elections and Deputy Supervisor of Elections with any additional duties as needed.
16. Employment of Election Assistants
17. Election Assistants shall be employed by the Supervisor of Elections and Deputy Supervisor of Elections.
18. Each Assistant must pass the Elections Code examination by 80% (or greater) in order to be qualified for the position.
19. Elections Code of Ethics
20. Purpose
21. The Elections Code of Ethics is established as a mutual respect and agreement between all persons involved with the elections process. As such, it serves to establish basic standards and values that are essential to the preservation of democratic principles.
22. System of Ethical Standards
23. No person shall:
    * + 1. Misrepresent any material fact(s) through any campaign material(s) or action(s).
        2. Misrepresent any campaign material(s) or action(s) as being the property or undertaking of any other candidate or party organization.
        3. Condone or authorize the destruction or theft of any candidate(s) or party organization(s) campaign material(s).
        4. Commit written, printed, or verbal defamation.
        5. Violate any University Policies and Regulations that are in place during the course of the election.
        6. Discriminate as defined in Title X 1002.1, “Discrimination shall be defined as the differential treatment of a student or student group solely on the basis of their gender identity or expression, race, ethnicity, creed, color, religion, sex, age, sexual orientation, national origin, marital status, parental status, disability, and any combination thereof, or what is outlined in the University Non-Discrimination, Equal Opportunity, and Diversity Statement.”
24. Candidates and/or Political Party Organizations are responsible for the action(s) of other individual(s), and/or organization(s) acting on their behalf or at their direction beyond a reasonable doubt.
25. Every candidate shall hold themselves to the highest level of ethical standards as they are a representative of the entire student body of the University of North Florida.
26. Candidate Guidelines
27. Elections Timeline
28. Format
29. Attached to the Elections Policies and Procedures shall be a timeline that prescribes the chronological order of events within the elections system.
30. This timeline shall be designed in a clear and unmistakable manner that includes all the appropriate dates and times for each event.
31. Attached to this timeline shall be a description of the event(s) and list of necessary document(s), where applicable, for each deadline.
32. Publication
33. The Elections Timeline and all relevant documents shall be published and made available to the public prior to the start of the semester that the election will take place.
34. In the absence of a Supervisor of Elections, the duty of publication of the Election Timeline shall fall with the Attorney General.
35. This Timeline shall be published to the appropriate Media Outlets (i.e. the Student Government Website).
36. Regulations
37. Five (5) weeks prior to the upcoming general election, the Elections Policies and Procedures shall be finalized and published.
38. Seven (7) weeks prior to the upcoming general election, the Office of Elections will host at least one Elections workshop.
39. Six (6) weeks prior to the upcoming general election, all political party organizations shall have filed their Declarations of Intent. Once a Declaration of Intent has been filed and approved for the calendar year, parties may begin the process of recruiting candidates.
40. Five (5) weeks prior to the upcoming general elections, the Office of Elections shall host an Elections ”Meet and Greet”.
41. The Office of Elections shall host at least two (2) mandatory candidacy workshops in the time between the Candidate Declaration of Intent deadline and one (1) week prior to the general election.
42. All Candidate Declarations of Intent shall be filed between the published Candidate Declaration of Intent open and close dates.
43. Disqualifications shall be finalized on the third business day following the deadline for the Candidate Declaration of Intent.
44. Between three (3) weeks and one (1) week prior to the upcoming general election, at least one (1) candidate Meet and Greet shall be held for the public to attend...
45. Between three (3) weeks and one (1) week prior to the upcoming Presidential election, at least one (1) Presidential Debate shall be organized, assuming the election is contested.
46. All fall and spring in person voting shall be conducted by the Office of Elections for at least two (2) business days held in succession from 9:00AM and may close at 3:00PM, at a minimum.
47. All fall and spring online voting shall be conducted by the Office of Elections for at least two (2) business days held in succession and run from 9:00AM on the first day through 3:00PM on the next day, at a minimum.
48. All financial statements must be filed by the conclusion of the business day following the close of elections.
49. Any Activity and Service Fee paying student may file an Elections Complaint by end of business (5:00 PM) the day following the conclusion of the elections.
50. The Supervisor of Elections shall have a reasonable amount of time following the conclusion of each election to forward elections violations to the Office of the Attorney General, not to exceed three (3) business days.
51. The Attorney General shall have a reasonable amount of time following the conclusion of each election to forward election violations to the Judicial Branch, not to exceed three (3) business days.
52. Candidacy
53. Requirements
54. The requirements for candidacy shall in no way exceed those placed by the Constitution and every effort shall be made to ensure that no excessive barriers exist to candidacy.
55. The constitutional requirements for candidacy may be seen under Article V § 3 of the Student Government Constitution.
56. To become a candidate in any Student Government election, a student must only meet the constitutional requirements and complete a Candidate Declaration of Intent.
57. Presidential candidates shall run on a two-person (2) ticket with a Vice-Presidential candidate. Presidential tickets shall file a joint Candidate Declaration of Intent.
58. All candidates shall attend one (1) of at least two (2) Mandatory Candidacy Meetings or will be immediately disqualified.
59. Candidate Declaration of Intent Form
60. The format for the Candidate Declaration of Intent form is at the discretion of the Supervisor of Elections but shall consist of, at a minimum, a single page for a prospective candidate to indicate acknowledgement and compliance with all required subsections.
61. Required information that must be provided on the Candidate Declaration of Intent form shall include the candidate’s:
62. Full name, as it appears on their Osprey-1 Card.
63. N-number, as it appears on their Osprey-1 Card.
64. Contactable e-mail address.
65. Contactable phone number.
66. Year in college and Major.
67. Indication of Party Affiliation. If affiliated, the Political Party Organization (PPO) chair must undersign. If not, the candidate is automatically recognized as an Independent.
68. Indication of Financial Statement option selection.
69. The following agreements must be provided with the Candidate Declaration of Intent form and each candidate must sign that they have read, understood, and agreed to all of them:
70. FERPA release and acknowledgment forms.
71. Agreement to uphold the Code of Ethics and the Elections timeline
72. Agreement to abide by all University and Student Government laws, policies and procedures.
73. Agreement to allow the Student Government Director or designee to verify eligibility to membership to Student Government.
74. Agreement of the understanding of Title VI: The Election Code and the Elections Policies and Procedures.
75. Agreement to file a finance report at the conclusion of business on the last day of the elections.
76. Political Party Organizations
77. Creation and Registration
78. Requirements
79. Any two (2) or more currently enrolled students may form a PPO and register with the Office of Elections through the completion of a Party Declaration of Intent.
80. Registered PPO’s are guaranteed the rights afforded them under Title VI.
81. PPO’s must select a chairperson from amongst themselves and indicate their selection on their Party Declaration of Intent.
82. Party Declaration of Intent Form
    * + - 1. The format for the Party Declaration of Intent form is at the discretion of the Office of Elections.
          2. The form shall contain the following required information to be completed by the founding members:
83. Names and N-numbers of founding members, as they appear on their Osprey-1 cards.
84. Designation of Party Chair
85. Designation of PPO name and abbreviation.
86. Designation of Financial Statement option selection.
    * + - 1. The following agreements must be provided with the Party Declaration of Intent form and the founding members must sign on behalf of the party that they have read, understand, and agree to all of them:
87. Agreement to uphold the Code of Ethics.
88. Agreement to uphold all University Policies and Regulations.
89. Agreement to abide by all Student Government laws, policies, and procedures.
90. Agreement of the understanding of Title VI and the Elections Policies and Procedures.
91. Agreement to file a finance report at the conclusion of business on the last day of the elections with the option to file a joint one.
    * + - 1. All Political Party Organizations’ registrations shall expire semesterly . At the time of expiration, the expired PPO’s name will be reserved until the Party Declaration of Intent deadline of the upcoming election.

If a PPO does not submit a Declaration of Intent for the party within the deadline, then they shall not be eligible as a party until the following Fall/Spring semester.

* + - * 1. PPO’s that were previously registered with the Office of Elections need only complete a party re-registration form semesterly to remain registered. Party re-registration forms shall contain the following information completed by at least two (2) renewing members:

1. Names and N-numbers of renewing members, as they appear on their Osprey-1 cards.
2. Designation of Party Chair.
3. Designation of PPO name and abbreviation.
4. Designation of Financial Statement option selection.
5. PPO’s must reaffirm their agreements as listed under Chapter V § C.i.2.c of this document as well.
6. Naming
7. The following restrictions shall exist on the naming of PPO’s:
8. No PPO may register under a name that gives the impression of University of North Florida endorsement or that uses official University language. Examples include but are not limited to: “The University of North Florida Party,” “The Blue and Grey Party,” “The No One Like You, No Place Like This Party,” “The Ozzie Party,” or “The Osprey Party”.
9. No party may have the same name or give the impression of having the same name as another registered party. Examples include, but are not limited to, “The Kool Party” and “The Cool Party,” or “The Rock Party” and “The Rockk Party”.
10. No party may register a party name as “No Party Affiliation” or any name with the word “Independent”.
11. All decisions based on naming are subject to the direct approval of the Office of Elections. The Office’s’ final decision may be appealed to the Judicial Branch.
12. Membership
13. Membership in PPO’s may be determined internally.
14. PPO’s that wish to register with Student Government must agree to an anti-discrimination and anti-hazing policy provided with the Party Declaration of Intent.
15. No student has an inherent right to be a member of any PPO as PPO’s are private entities and strictly not Registered Student Organizations (RSO).
16. Campaigning
17. Violations
    1. Major violations include, but are not limited to:
       1. Not attending a Mandatory Candidacy Meeting without making it up.
       2. Exceeding allotted amounts in campaign expense.
       3. Failing to report one or more campaign expenses.
       4. Falsifying the Campaign Expense Report Form.
       5. Attempting to qualify for candidacy under an assumed name.
       6. Attempting or successful fraud in the voting process.
       7. Intentional destruction of personal, private, or University property.
       8. Intentional defacing or decorating of any surface of UNF or private property without permission from both the Office of Elections and the University.
       9. Verbal or physical abuse or harassment of UNF students, faculty and/or administration.
       10. Campaigning prior to the designated Campaign Period, which shall commence after the Mandatory Candidacy Meeting.
       11. Any campaign or advertisement material that is/was proven to be untrue or injurious to another.
       12. Sending unsolicited emails to UNF students via myWings or student’s UNF email account.
       13. The use of official University websites for campaigning purposes.
       14. The combination of any three (3) minor violations.
       15. Violation of the Election Code or the Elections Code of Ethics.
       16. Hosting an on-campus campaigning event, including but not limited to tabling, giveaways, or campaign-oriented social events, not registered with the Student Union nor approved by the Supervisor of Elections.
    2. Minor violations include, but are not limited to:
       1. Campaign within ten (10) feet of online polling stations on all campuses.
       2. Use of staff, services, materials, supplies or equipment funded by Activity and Service Fee funds for campaigning with the exception of Student Media outlets who may offer election coverage available and accessible to all candidates free of charge.
       3. Unauthorized campaign materials, including but not limited to, social media posts, posters, giveaways, and promotional items, that are reported to or discovered by the Office of Elections will result in a minor violation.
18. Restrictions
19. Signage
20. All campaign-related signage is only permitted on university grounds starting the day the Elections “Meet and Greet” is held or within five (5) weeks of the nearest upcoming election.
21. Physical Facilities and other University officials reserve the right to remove intrusive or obstructive signage.
22. The Office of Elections shall make available the most up to date university regulations in the form of an election signage map.
23. Yard signs must have a permit issued by the Student Union Administration.
24. Placement of signs shall adhere to current university policy as directed by Physical Facilities, including but not limited to:
25. Yard Signs, which may be placed near walking paths within the interior of campus.
26. Banners, which may be hung from buildings with permission from the proper authorities. In the case of the Student Union (Bldg. 58), the Student Union Administration must be contacted.
27. Campaigns are responsible for removing all campaign-related materials, including official PPO social media posts, within one (1) business day following the close of an election.
28. Active/Passive Campaigning
29. Active Campaigning shall be prohibited in the Thomas. G Carpenter Library and classrooms.
30. An exception shall be made to permit Active Campaigning in reserved spaces within the Thomas G. Carpenter Library or classrooms, limited to meetings of Student Organizations, Registered or Unregistered, scheduled to meet in these buildings with the consent of the organization.
31. A second exception shall be made to permit Active Campaigning in classrooms with permission from the instructor, as well as invited and casual conversation between classmates.
32. Active Campaigning is allowed in the entirety of the Student Union, with the exception of the third floor of the East Building, in which all forms of campaigning are prohibited.
33. Campaigning is permitted to begin the day of the Elections Fair.
34. No campaigning is permitted in Residence Halls including, but not limited to, distribution of fliers and door to door campaigning.
35. The only exception is in the event of invited and casual conversation between residents of the Residence Hall in question.
36. Campaign materials may not be distributed in such a way as to create excessive litter or to willfully deface any property, public or private.
37. Each candidate is liable for all campaign materials relating to their campaign, and shall see to their proper disposal, except materials discarded by voters in the polling region while the polls are open.
38. No candidate shall operate under an implied Student Government endorsement. This includes, but is not limited to, any logos present in campaign materials or use of Student Government sponsored items in their campaign.
39. Candidates or political party organizations (PPO) may not accept or solicit financial donations or endorsements from any organization or individual explicitly acting on behalf of an organization outside of the University of North Florida campus.
40. Registered Student Organizations cannot fund a political party organization (PPO).
41. No candidate or organization shall promise or guarantee a future position to a student or student organization in order to obtain votes
42. Candidates or political party organizations (PPO) may not accept or solicit financial donations or endorsements from university administrators or non-student university employees.
43. The campaign materials form must be filled out and approved by the Office of Elections or designee prior to posting/placement.
44. No active campaigning or signage shall be allowed off campus. Wearing shirts, stickers or buttons and decorating a personal vehicle with campaign materials is permissible.
45. Recruitment
46. Restrictions
47. Recruitment and Campaigning
48. Recruitment shall be defined as a personal invitation from a PPO for students to run for office with the PPO, as well as the education of potential candidates in order for them to make an informed decision regarding their candidacy.
49. Recruitment is distinct from campaigning in that it does not include signage on campus, nor does it attempt to solicit votes from students.
50. Recruitment may occur once a Party Declaration of Intent has been filed and approved for the calendar year.
51. Violations of the Recruitment rules are considered Elections Violations.
52. Financial Guidelines
53. Format
54. Financial Statements are to be completed within a provided packet given to all candidates.
55. Financial Statement packets shall contain:
56. A cover page listing the contents of a final and completed statement and the undersigned agreement to the accuracy of the statement.
57. A blank itemized page(s) for the listing of all campaign expenses.
58. A totaling line at the conclusion of the list.
59. A guide for candidate financial statements that allows a candidate to calculate their total expense limit.
60. All elections contested or not contested shall require all candidates to file financial statements.
61. Regulations
62. Expense Limits
63. Senate Candidates: $500.00.
64. Presidential Tickets: $3,500.00.
65. Contents
66. A completed Financial Statement must contain:
67. An itemized list of all expenses incurred throughout the campaign. The Financial Statement must include items purchased in a previous campaign if they are re-used for the upcoming election.
    1. Each calendar year, any re-used item will depreciate by half. After four (4) years of reuse, an item may be claimed at zero percent (0%) of the current market value.
68. Copies of all receipts supporting the itemized list of expenditures. In the case of items purchased previously and re-used for a campaign, a receipt is not necessary. Instead, a fair market value must be provided.
69. Sworn agreement on behalf of the candidate or, in the case of PPO Financial Statement, the chair, to the accuracy of the full and complete statement.
70. All contributions and donations, monetary or otherwise must be accurately reported and must include the name of the donor, contribution type, and market value of the donation.
71. Operations of the Election System
72. The Ballot
73. Ballot Format and Creation
74. The Office of Elections shall be responsible for overseeing the creation and final format of each ballot and ensuring their compliance with statute.
75. Candidates’ names and political party organization affiliation shall be arranged on the ballot in a randomized manner.
76. Unopposed senator candidates shall be declared the winner by acclamation and shall not be placed on the ballot.
77. Each ballot produced for a Student Government election shall be created and formatted by the Office of Elections.
78. The ballot must be made public by the Office of Elections five (5) business days preceding the upcoming election.
79. All proper Constitutional Referenda and Plebiscites shall be placed on the ballot.
80. Candidates’ names shall be placed on the ballots in a randomized manner.
81. Candidates’ preferred names shall appear on the ballot. Candidates’ legal names as appears on their Osprey-1 Card may follow in parentheses.
82. Candidates will have the opportunity to provide a headshot and short bio of one hundred (100) words or less to express their platform on the ballot.
83. Photo and bio will be due at the discretion of the Office of Elections.
84. Constitutional Referenda
85. All signed Constitutional Referenda shall be formally summarized and forwarded to the Office of Elections by the Senate President ten (10) business days before the election, to be placed on the ballot.
86. All proposed amendments shall be published on the Student Government website ten (10) business days prior to the upcoming election.
87. Plebiscites
88. A Plebiscite shall be defined as, a nonbinding referendum on a proposed law, constitutional referendum, or significant public issue.
89. Any student may petition the Office of Elections to request that a plebiscite be placed on an electoral ballot. All plebiscite requests must be forwarded to the Office of Elections six (6) business days prior to the upcoming election. Plebiscites shall be placed on the ballot at the Supervisor of Elections’ discretion.
90. Any Plebiscite placed on the ballot shall be made open for discussion at the Senate meeting in which the vote is held to validate the election.
91. Polling Information
92. Polling Locations
93. A polling station shall be defined as a location where students may go to cast their official votes in a protected, secure and confidential environment.
94. The Office of Elections shall maintain at least one (1) polling station on campus where students may cast their votes in a secure and protected environment. Having two or more polling stations is at the discretion of the Office of Elections.
95. No group or individual outside the Office of Elections has the right to create or police a polling station.
96. The Office of Elections shall determine the best location for each station to best serve the student body and to adhere to the following provision:
97. All polling devices used to cast votes at the polling stations must be hard-wired.
98. Protected Polling Regions (PPR’s) shall exist in the area of each polling station provided by the Office of Elections and, as such, maintain the following provisions within them:
99. No active campaigning shall occur.
100. Passive campaigning is allowed, with the exception of signage placed within the PPR.
101. No individual, including poll workers, shall stand above or behind a student casting a vote.
102. Every effort shall be made to ensure the confidentiality of a student’s vote.
103. Poll workers may not answer inquiries concerning candidates, platforms, or campaign events within a PPR.
104. Groups may not gather or in any way impede access to or within a PPR.
105. Students with any physical impairments that make it difficult to mark their own ballot may request assistance from any working poll worker. Even in said instance, poll workers must still adhere to the above guidelines.
106. The exact designation for an election’s protected polling region must be determined by the Office of Elections and published two (2) weeks prior to the upcoming election.
107. The Office of the Attorney General shall supervise the enforcement of all PPR provisions.
108. Polling stations provided by the Office of Elections shall remain open from 9:00 AM until 3:00 PM, at a minimum each day during the course of an election.
109. Poll Workers
110. The Office of Elections is responsible for staffing all polling stations with qualified workers.
111. Qualified shall be defined as an individual who has no conflict of interest in regard to the current election and who has completed mandatory Election Poll Worker Training.
112. Poll workers must not hold any type of leadership position within a PPO.
113. A leadership position is defined as, any involvement in which a PPO has assigned a title for a delegated position that instructs an individual to advocate, campaign, or manage any matters regarding a particular PPO before, during, and after an election cycle.
114. Election Poll Worker Training shall be created and maintained by the Office of Elections. It shall be made available online for any individual who wishes to complete it.
115. There shall be at least two (2) poll workers maintaining a station at all times.
116. The Office of Elections is responsible for determining the length of the shift that each Senator is required to work during the elections. The Office of Elections shall make this shift known to Senators no less than ten (10) business days prior to the Elections
117. The length of the shift is contingent upon the number of eligible Senators
118. Should a special election occur due to a Presidential/ Vice Presidential runoff, the Office of Elections shall determine a new date for the election and notify senators two (2) business days after the last day of elections.
119. Should a special election occur due to an invalidation of the current election, the Office of Elections shall determine a new date for election and notify senators two (2) business days after the judicial decision.
120. Polling Devices
121. The ability to cast a vote electronically from any web-accessible device shall be provided to students.
122. This electronic system shall be protected and monitored by the university and overseen by the Office of Elections in conjunction with the Attorney General to ensure that:
123. Each eligible student only casts one (1) vote per election, and;
124. All statutory mandates concerning ballots are met, and;
125. Confidentiality is protected, and;
126. All votes are batched and traceable, and;
127. Electronic voting remains consistently open from the start of elections until their close.
128. The Office of Elections will not be held responsible should the UNF technology online system fail at any time during the elections process. It is up to the discretion of the Office of Elections in conjunction with the Attorney General to decide how to proceed with the elections.
129. Voting
130. The ability to cast a singular vote in every election is the inherent right of all A&S fee-paying students of the University of North Florida.
131. Voters must be able to:
132. Have access to a display containing each candidate’s platform.
133. Restrictions
134. In the interest of protecting the confidentiality of each student’s vote, votes shall not be solicited by candidates or campaign supporters through the individual distribution of electronic devices. This includes mobile devices, laptops, tablets, or computers of any kind.
135. Candidates and campaign supporters may direct students to online voting through electronic communication, flyers, and physical direction to polling stations but may not accompany them into the PPR.
136. Election Results
137. Election results shall be released by the Office of Elections in accordance with the Election Policies and Procedures.
138. The presidential and vice-presidential ticket with the most votes wins their respective seats.
139. The Candidates with the most votes win a senate seat in declining order until they are filled.
140. In the event of a tie for the final seat in the senatorial race or for presidency, a runoff procedure shall occur.
     1. In the event of a tie for the final seat in the senatorial race, the senate shall, at their next regularly scheduled meeting, elect one of the tied senatorial candidates through the Legislative Policies and Procedures.
     2. In the event of a tie for first place for the President and Vice-Presidential office, a runoff election shall occur.
        1. A new ballot will be published by the Office of Elections, consisting only of the candidates who tied.
        2. The runoff election shall take place online for one (1) day only from 9:00 A.M. to 3:00PM, at a minimum, the following week, after the conclusion of the general election.
        3. The Office of Elections will determine the date of the runoff election.
        4. The Office of Elections shall arrange for at least one (1) tabling location, at their discretion. This location will not be used for voting but for informational purposes and the distribution of absentee ballots, if requested.
        5. The Office of Elections will determine staffing for the table, which will remain open from 9:00 AM to 3:00 PM, at a minimum.
        6. Active campaigning will prohibit within a designated area, determined by the Office of Elections.
        7. The Presidential and Vice-Presidential ticket with the most votes will win their seat.
        8. The unofficial results of the runoff election will be announced before the end of the day, no later than 11:59 PM.
     3. In the event that the Presidential and Vice-Presidential-elect ticket becomes disqualified or withdraws themselves from the election, the runner up will obtain the seat.
141. Validation of an Election
142. Tabulation
143. All results shall remain confidential until the election closes.
144. The Office of Elections in conjunction with the Attorney General shall confirm the tabulated results following the close of an election.
145. Unofficial election results shall be released by the end of the day no later than 11:59 PM after the close of an election along with a list of all pending Judicial Complaints related to the election.
146. The Office of Elections shall, with the approval of the Attorney General and Chief Justice, release official elections results following the resolution of all pending Judicial Complaints.
147. The official results are considered the final senate seats, the respective names and the vote count they received. The Supervisor of Elections, the Attorney General and the Chief Justice must sign off for the numbers to be officially released.
148. Senate Validation
149. The Office of Elections shall formalize the official results of all closed elections and forward them to the Senate in the form of a Senate Bill introduced by the Rules and Oversight Committee chair to be considered on second read (2nd) at the next upcoming Senate meeting.
150. The Senate must receive a validation bill within twelve (12) business days following the close of an election provided all Judicial Complaints surrounding the election are resolved.
151. If a candidate were to remove themselves from the validation bill prior to the signatures of the Office of Elections, the Attorney General and the Chief Justice, then any candidate following the new opened seat would then move up.

**HISTORY:**

JR-14SB-2785 (July 28, 2014)– Original

JR-14F-2817 (Nov. 21, 2014)

JR-15SB -2885 (July 23, 2015)

JR-16S-2961 (April 8, 2016)

JR-16SB-3018 (July 13, 2016)

JR-16F-3063 (November 2, 2016)

JR-17SA-3212 (June 26, 2017)

JR-17F-3258 (November 3, 2017)

JR-18SA-3295 (May 18th, 2018)

JR-18F-3334 (November 30, 2018)

SB-19SB-3408 (July 12, 2019)

SB-19F-3441 (November 18, 2019)

SB-20F-3538 (November 20, 2020)

SB-21SB-3567 (July 16, 2021)

SB-21F-3584 (November 5, 2021)

SB-24SB-3760 (August 6, 2024)

SB-24F-3783 (December 2, 2024)