



THE UNIVERSITY OF CHICAGO

UNDERGRADUATE STUDENT GOVERNMENT ELECTIONS & RULES COMMITTEE

Candidate's Packet

Autumn 2025 Elections

As approved by the Elections and Rules Committee (E&R):

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Autumn 2025 Elections Timeline

Visit uchicagocollegecouncil.com/elections for updated information and times.

- **Monday, October 6th:** Petitions will become available at uchicagocollegecouncil.com/elections.
- **Friday, October 10th:** Petitions collected in Reynolds 016 until 5:00 PM CT.
 - o Due to a delay in the announcement of the elections process, petitions will also be collected on Monday from 12-4 CT in Reynolds 016.
- **Monday, October 13th:** Mandatory Candidates Meeting at 6:00 PM CT, Cobb 304. Candidates who are unable to attend *must* make alternate arrangements *in advance* with the E&R Chair to remain on the ballot.
- **Monday, November 3rd:** Voting will open at 8AM; the ballot link will be emailed to all voters.
- **Friday, November 7th:** Voting will conclude at 4PM, and results will be tabulated. Tabulation is public and will take place in Reynolds 016 at 5:00 PM CT.

Election Campaigning Guidelines

NOTE: The binding language that E&R considers when issuing rulings are in the governing documents — namely House Rules, Election Code, By-Laws and the Undergraduate Student Government Constitution. What follows prior to the House Rules are useful summaries and interpretations, as well as useful federal law and university policy:

E-Mail and Mass Communication

- Before sending mass communications, candidates should familiarize themselves with:
 - Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2003 (CAN-SPAM Act)
 - <https://www.gpo.gov/fdsys/pkg/STATUTE-117/pdf/STATUTE-117-Pg2699.pdf>
 - The University's Acceptable Use Policy (AUP)
 - <https://its.uchicago.edu/acceptable-use-policy/>
 - [https://itservices.uchicago.edu/page/electronic-mail-email-delivery-terms - use](https://itservices.uchicago.edu/page/electronic-mail-email-delivery-terms-use)
 - The University's Mass Email Use and Abuse Policy
 - <https://itservices.uchicago.edu/page/mass-email-use-and-abuse>
- CAN-SPAM allows for unsolicited mass contact via email or facsimile provided:
 - A visible and functional opt-out link is present in every email below the message.
 - The “from” line in an email accurately states the organization or person from whom the email is sent.
 - A label is present if the content is adult.
 - A message cannot contain a false header.
 - A message cannot be sent through an open relay or to a harvested email address.
- The AUP makes clear that violations of University ITS Policy may be reviewed by both ITS and the University's Office of Legal Counsel
 - ITS may delay, alter, or not deliver emails sent from servers that do not comply with email delivery standards, unsolicited email communication/spam, emails containing viruses, emails containing executable attachments, email containing attachments that cannot be scanned.
 - ITS may also remove you from any or all list hosts as a result of commercial use or spam mailings.
- Mass Email Use and Abuse Policy
 - Any email sent to more than 100 people is a “mass mailing” and any email without specific solicitation is a “bulk mailing”.
 - Any email sent to more than two-dozen people must not display the list of recipients.
 - This can be achieved either by using list hosts, or by using the bcc header.
 - Mass mailings must be opt-in mailings. Recipients must have requested to be contacted generally via a sign-up sheet or web page. Anyone must be able to opt-out of the mailings at any time.
 - If someone signs up for a mailing list by providing contact information, they must be notified that they have subscribed.
 - Bulk mail, the unsolicited emailing of a large audience, requires the University's permission, and such mail must be sent via the University's Bulk Mail service.

- o Violations of the Mass Email Use and Abuse Policy can lead to disciplinary action taken by the University as well as E&R.

How to Lodge Complaints

- Complaints must be made via e-mail to the Chair of the committee. Statements must be signed with the name(s) and e-mail address(es) of the person(s) registering the complaint. Anonymous complaints will not be given consideration. The Chair will forward complaints to the committee. Information not directed to the Chair will not be considered.
- Your complaint must include a reference to the rule or rules that you allege were violated and a description of the alleged behavior that may have violated them. If at all possible, attach any form of evidence you would like to present to the committee at this point.
- You will receive a confirmation email within 72 hours (discounting weekends) from the E&R Chair.
- Complaints are confidential until E&R publishes them. You may confer privately with others but it is your responsibility to ensure that they are not publicized early. Violation of this policy by the complainant may result in the complaint being thrown out. Violation of this policy by the defendant may result in additional penalties. Violation(s) of this policy by the complainant or defendant will result in penalties up to and including disqualification.
- E&R may also inform you that your complaint does not appear to describe a rules violation, though you may choose to press the complaint anyway and attempt to convince the committee otherwise.
- You will be notified once a hearing has been scheduled should you wish to attend, though E&R will generally not attempt to schedule hearings around your availability.
- If you have any documentary evidence, please submit it at least two days in advance of the hearing.
- Once the complaint has been decided upon, you will receive another email from the E&R Chair with the verdict. E&R decisions will be published online, and past decisions are available on request.
- Specific mechanisms of response based on the type of complaint are outlined in the House Rules.

If a complaint is lodged against you

- If a complaint is filed against you, you will receive an email from the E&R Chair.
- You do not have a right to know the identity of the complainant(s), or additional details on the nature of the complaint than are initially provided to you.
- You have 24 hours to respond to the complaint so that E&R may consider it at its next meeting.
- Complaints are confidential until E&R publishes them. You may confer privately with others, but it is your responsibility to ensure that they are not publicized early.
- You will be notified if/when E&R schedules a hearing should you wish to attend, though E&R will generally not attempt to schedule hearings around your availability. In the event you are unable to attend, a written statement is acceptable, though not required, in your absence.
- When a verdict has been reached, you will receive another email from the E&R Chair with the decision and an outline of disciplinary actions, if applicable.

- If you wish to appeal your case, you may respond by e-mail to the E&R Chair with any new details, not mentioned before, that you feel may have affected the outcome of the decision had they been disclosed. However, as E&R is the only body to handle these complaints, please be aware that, unless significant new evidence surfaces, our decisions are final.

Inquiries

- Questions about election rules and procedure should be directed to the E&R Chair.
- The Chair will respond to most questions within 24 hours (discounting weekends).
 - In the event that a question requires discussion with the committee members, the E&R Chair will notify you within 24 hours that the committee members are discussing and a response is forthcoming, though will require more than the usual 24 hours.
- Inquiries can become investigations at the discretion of E&R.
- More information about inquiries can be found in the House Rules.

Interactions with E&R, its members, and advisor

- By participating in Undergraduate Student Government Elections, you agree to behave in a civil, respectful manner toward the members of E&R and to abide by its judgments.
- Personal attacks on committee members, and other obstructions of the committee process **will not be tolerated, and may result in punitive action including disqualification from the election.**

Plain-English Election Code

NOTE: These guidelines are summaries and interpretations of the Election Code that E&R uses when issuing rulings. For binding language, consult those documents directly. This document is updated as the Election Code is, and is not directly approved, though is reviewed, by the full committee of E&R.

1. **Submit Petitions:**

- To appear in the ballot, candidates must turn in petitions to the Election and Rules Committee (E&R) before the election. They must also attend a rules meeting organized by E&R.

2. **Petition Timeline:**

- Candidates have between 5 and 14 days to collect signatures for their petitions, as determined by E&R. The duration will be announced when petitions are made available, within the same communication from E&R.

3. **Candidates Packet:**

- All candidates will receive a packet with a copy of the Election Code and E&R rules. This packet may be in paper or digital form, depending on the Chair's decision. Candidates will be told about the rules and regulations when they submit their petitions, or within two weeks of submission, whichever comes first. Candidates can also find this information at the Undergraduate Student Government office or on its website.

4. **Rules Meeting:**

- E&R will hold a mandatory rules meeting for all candidates. Anyone planning to run must attend this meeting. If they can't attend, they must make alternative arrangements with the E&R Chair.

5. **Valid Signatures:** All signatures on petitions will be checked. Signatures are invalid if:

- The signer is not a member of the Student Association (as defined by the Undergraduate Student Government Constitution).
- The signer is not part of the candidate's constituency.
- There are any mistakes or missing information.

6. **Required Signatures:** Candidates need the following number of valid signatures to get on the ballot:

- 200 for each Executive Slate Ticket.
- 100 for each Trustee, Faculty Governance Liaison, or Vice President candidate.
- 25 for each College Council candidate.

7. **Write-In Candidates:** If someone wants to run as a write-in candidate, they must either:

- Submit a petition with at least one valid student signature before the election and attend a special rules meeting for write-in candidates.
- Or, submit a petition with one valid signature after winning a position and agree to accept the role. This process can only be used once during a candidate's time at the University of Chicago.

8. **Campaign Team Registration:**

- Candidates must register their campaign team with E&R. This includes submitting the names of everyone helping with the campaign. If E&R doesn't provide a specific format, candidates can submit the names in any format they prefer. Candidates must register team members as soon as they start working on the campaign, and before they do any campaigning. Failure to register campaign staff properly could result in penalties.

9. **Campaign Staff Definition:** A campaign team member is anyone who:

- Is instructed by the candidate or another campaign member to carry out campaign duties.
- Works on campaign activities for more than one hour a week.
- Speaks on behalf of the campaign in a class or student organization.
- Distributes campaign materials for the campaign, including posters.
- A person who publicly supports a candidate (an "endorser") is not considered a campaign staff member unless they meet one of the above criteria.

10. **Spending Limits:**

- **Executive Candidates:** The maximum campaign spending for an Executive Slate ticket is \$200. This amount will be reimbursed according to the rules in the Candidates Packet. Write-in Executive candidates can also spend up to \$200.
- **Cabinet Candidates:** The maximum campaign spending for Cabinet candidates is \$100. This amount will also be reimbursed according to the rules in the Candidates Packet. Write-in Cabinet candidates can spend up to \$100.
- **College Council Candidates:** The maximum campaign spending for College Council candidates is \$75. Write-in College Council candidates can spend up to \$75.
- Spending by candidates is reimbursable, with certain restrictions. Services are never reimbursable. Donations to candidates, whether in kind or otherwise, are not licit under any circumstances. Candidates may not spend their own funds above reimbursable expenses.

11. **Copying Code:**

- Candidates can request a copying account at the Reynolds Club to cover printing costs. This account is part of the spending limit and will count toward the total amount a candidate can spend. To get this account, candidates must submit a written request to the E&R Chair.
- If a candidate uses a copying code, the full requested amount of the account will be counted toward the candidate's spending limit, even if the candidate doesn't use the entire amount.

12. **Fair Market Value:**

- Campaign expenses must be measured by their **fair market value**. This is the usual price of an item or service in the area where it was obtained. If something is donated or sold at a discount that's not available to the public, the fair market

value will be the regular price for that item or service. If no discount is involved, the actual price paid may be considered the fair market value, based on the E&R Chair's discretion.

13. Receipts and Budget Reporting:

- Candidates must keep **original receipts** for all campaign spending and submit them to the E&R Chair in the format specified by E&R. If no specific format is provided, candidates can submit their receipts in a spreadsheet or any other format they choose.
- Even if a candidate doesn't spend any money, they must still report their campaign budget to E&R. Failing to submit a complete budget will result in an infraction.

14. Spending Limits Must Be Followed:

- Candidates cannot spend more than their assigned budget limit. If a candidate refuses to provide documents or misleads E&R about their campaign spending, they could face penalties.

15. RSOs Cannot Support Campaigns:

- Recognized Student Organizations (RSOs) cannot use their funding or privileges from the Undergraduate Student Government (USG) to support any candidate's campaign, candidate team, or referendum. However, RSOs can publicly endorse candidates. This rule is aimed at preventing RSOs from holding multiple events in support of a campaign.

16. No Early Campaigning:

- Campaigning before petitions are available is not allowed. Early campaigning includes activities like handing out flyers, sending mass emails, or publicly declaring candidacy on social media, in publications, or at student gatherings.
- Talking to people about issues or discussing possible running mates is not considered early campaigning.
- If a candidate is caught campaigning too early, they may get a warning, or in serious cases, face an infraction or disqualification. Multiple warnings could result in being barred from the election.

17. No Promising Personal Favors:

- Candidates cannot promise personal favors (like offering something in exchange for votes). However, discussing plans, leadership ideas, or initiatives is fine.
- Offering personal favors to gain votes could result in penalties.

18. Unwarranted Personal Attacks:

- Personal attacks that are meant to create a negative impression about a candidate—beyond criticizing their platform or ability to hold office—are prohibited.

- Personal attacks are not allowed unless they directly relate to showing a candidate's unsuitability for office. If a personal attack is weak or unnecessary, it's considered unwarranted.

19. No Defamation:

- Defamation, or spreading false information about candidates to damage their reputation, is not allowed.
- Personal attacks or defamation, especially on anonymous social media, will be taken seriously by E&R when deciding infractions.
- If a campaign or candidate reports defamation or unwarranted personal attacks made by someone else (whether or not it's directly from the candidate's team), this will be taken into account favorably.

20. Behavior at E&R Events:

- Candidates must act respectfully at all E&R events, like debates. If a candidate behaves inappropriately, they can be removed from the event and face further penalties.
- The E&R Chair has the authority to determine what counts as inappropriate behavior.
- Vote counting will begin at 5:00 pm on the date of ballot closure. Each candidate is permitted, though not required, to have one representative present at the counting, who will be considered an extension of the candidate themselves for the purposes of levying infractions.

21. No Lying to E&R:

- Candidates must not lie to the E&R Committee. Lying could result in penalties, such as vote deductions or other sanctions.

22. No Collusion:

- Candidates from separate tickets or those running for the same position cannot work together to undermine other candidates. If this happens, it may result in penalties. Candidates intending to work together must organize a slate or political party label.

23. Political Parties:

- Endorsing candidates is allowed, but if a group of candidates share a very similar platform or name, it may look like a political party.
- Political parties are okay as long as they don't:
 - i. Resemble existing political groups or well-known organizations.
 - ii. Form around race, gender, nationality, political beliefs outside of USG, or other exclusive groups.
 - iii. Specifically target or attack other groups.

24. RSO Posting Policy:

- Candidates must follow the **Student Organization Posting Policy** (found here: [Posting Policy](#)). Violating this policy counts as an infraction. Candidates are subject to the same rules as Recognized Student Organizations (RSOs), except

where noted in E&R regulations. The posting policies of University Dining and Housing apply as well because they are referenced in the Student Organization Posting Policy.

- To cut down on litter and excessive waste of paper, a maximum of 200 posters will be allowed per Candidate per campaign. Candidates who exceed this maximum will be penalized.
- Posters and other campaign materials should be removed from campus within 48 hours after the polls close.

25. Campaigning and Legal Compliance:

- Campaigns must follow University rules and local, state, and federal laws. However, violations of those laws are only considered an election code violation if:
 - i. The action harms another campaign or gives an unfair advantage.
 - ii. The action clearly breaks the law or regulation with little legal analysis required.

26. Campaigning Near Polling Stations:

- No campaigning is allowed within 50 feet of a polling station or any public computer used for voting.
- Candidates cannot use web-enabled devices to approach potential voters in-person and ask for votes.

27. General Rule on Violations:

- E&R has the right to penalize any behavior that leads to unfair advantages or harms other candidates. When deciding on penalties, E&R will consider:
 - i. Whether the violation was intentional, reckless, or accidental.
 - ii. The impact of the violation on the election.
 - iii. Previous warnings or violations by the candidate.

28. What is an Infraction?

- An infraction is a penalty given to a candidate or ticket for breaking a rule that gives them an unfair advantage over other candidates.
- Examples of actions that can lead to an infraction include:
 - i. Early campaigning (campaigning before petitions are available)
 - ii. Collaboration between tickets that violates the rules
 - iii. Spending more than the allowed limit
 - iv. Removing or damaging another candidate's campaign materials

29. Types of Infractions:

- Infractions are classified into four levels, each with its own penalty:
 - i. Minor Infractions: These result in a 5% deduction from the candidate's total votes.
 - ii. Major Infractions: These result in a 10% deduction from the candidate's total votes.

- iii. Other Infractions: For actions not specifically listed, penalties will be determined by E&R, which may result in vote deductions of different amounts.
- iv. Disqualifying Infractions: These result in immediate disqualification from the election. If disqualified before voting starts, the candidate's name will not appear on the ballot. Disqualifications must be approved by the E&R Chair and a majority of the committee, or by a motion supported by all E&R members.

30. How Infraction Level is Decided:

- E&R decides the level of an infraction (minor, major, or disqualifying) based on their judgment, precedent, and the *General Rule on Violations*

31. Warnings for Minor Violations:

- If a candidate or ticket does something wrong that doesn't officially break a rule, E&R may issue a warning. The goal is to encourage good sportsmanship and a fair election. If the behavior continues, it may lead to further penalties.

32. Campaign Team Responsibility:

- Candidates are responsible for the actions of their campaign teams. If a member of the campaign team breaks the rules, the candidate may be penalized.
- E&R will determine whether someone is considered part of the campaign team, if not otherwise registered.

33. Write-In Candidates:

- Write-in candidates must also follow the Constitution, By-Laws, Election Code, and the Candidates Packet.
- If a write-in candidate breaks any of these rules, they will face the same penalties as official candidates.

34. How the Ballot Looks:

- The names of all candidates, along with their group affiliation (if any), will appear on the ballot. The order of the names will be randomized, so no one gets an advantage based on position.
- Incumbent (current) officeholders will not be listed on the ballot.
- Each ballot will include instructions on how to mark it correctly.
- The ballot will be held online through Blueprint

35. Voting on Amendments:

- If there are proposed changes to the USG Governing Documents (like amendments), a summary of these changes and a link to the full text will appear on the ballot.
- The full text and summary of the amendments will also be available on the USG website during the notice period before voting starts.

36. Voting for Multiple Positions:

- For positions where multiple people are elected (like College Council Representatives), voters can choose up to the number of representatives available. For example, if there are 5 College Council Representatives for each class year, you can vote for up to 5 candidates.
- If you're voting for write-in candidates, you can also vote for up to the number of representatives needed. Each write-in vote must be for a different person, and the total number of write-in votes and regular votes can't exceed the number of positions available.

37. Running for Multiple Positions:

- Candidates can't run for more than one position on the ballot. If a candidate is elected to more than one position, they must decide which position to keep within 48 hours of the election.
- The candidate with the next highest vote total for the vacated position will be elected to that role.

38. Ties:

- If there's a tie between two or more candidates, the College Council will vote to break the tie. This must happen before the end of the complaint period, or the Chair of College Council may extend the period with written consent from the Chair of E&R.

39. How Referenda Work

- Referenda must follow the process outlined in the USG Constitution (Article VIII). This means they need:
 - i. A proper petition
 - ii. A proper submission
 - iii. A proper act of referendum
- If any of these steps are not done correctly, the referendum won't count.

40. Proper Petition

- Who can sign: Only current members of the Student Association can sign. Each signature must include a Student ID number to verify the signer.
- How to collect signatures: Signatures must be collected on paper (hard copy), not electronically.
- What must be shown: When signing, all signatories must see the full text of the referendum proposal. They can only support the version they read at the time. (This doesn't apply to referenda approved by College Council.)

41. Proper Submission

- E&R must give at least 3 weeks' notice to the Student Association before the referendum vote. The notice should include:
 - i. An email to all members of the Student Association
 - ii. A post on the USG website
 - iii. The full text of the referendum proposal

- iv. The date and time of the vote
- The notice cannot include any additional opinions or arguments for or against the referendum; it should just be factual information.

42. Proper Act of Referendum

- The referendum must propose one of the following:
 - i. Constitutional amendment
 - ii. By-law amendment (for College Council)
 - iii. Resolution (as defined by USG By-laws)
- The proposal must include the full text of the amendment or resolution, and cite where it would go in the governing documents. If it's changing an existing rule, it must show both the old and new text.
- No contradictions: The proposed changes cannot contradict the Constitution, By-laws, or existing amendments.
- No preambles or titles: The proposal cannot have a preamble (unless it's part of the final amendment) or a title (titles will be assigned if the referendum passes).

43. E&R's Role

- If E&R finds any issues with the referendum process, they may suspend it until the issues are fixed or decide to cancel it if the problems can't be fixed.
- Candidates can ask E&R for advice on any part of the process before gathering signatures.

44. If a Referendum Fails

- If a referendum doesn't meet all the requirements, it will be void and won't be considered.

45. Setting the Date for the Vote

- Unless College Council says otherwise, E&R will set the date for the referendum vote. They should try to schedule the vote during a regularly scheduled election, as long as there's enough time to meet the notice requirements.

46. Ballot Information

- The ballot will include a neutral summary of the referendum's purpose. This summary should be objective and shouldn't promote or oppose the measure.
- The full text of the referendum proposal, along with a redlined version showing the changes, will be available on the ballot.
- The ballot question will be worded like this: "Should the act of referendum specified above pass?"

47. Campaigning for Referenda

- Campaign rules: Campaigns for referenda must follow the regular election rules.
- Spending limits: Campaigns for or against a referendum can't spend more than \$500 on advocacy. E&R won't reimburse these campaigns.

- No RSO funding: Recognized Student Organizations (RSOs) cannot use USG funds to support or oppose a referendum. Referenda campaigns cannot accept this kind of support either.

E&R House Rules

Title I. House Rules

- A. These rules govern the Elections and Rules Committee (“E&R” or “the committee”) procedure and candidate conduct during E&R proceedings, events, and other logistical elements.
- B. E&R operates according to *Robert’s Rules of Order Newly Revised* unless otherwise specified or its provisions found in the *Constitution, By-Laws, Election Code*, or *House Rules* (elections rules).
- C. E&R proceedings include:
 - 1. Meetings
 - 2. Hearings
 - 3. Sessions
 - 4. Consultations
- D. E&R events include, but are not limited to:
 - 1. Debate
 - 2. Candidates Meeting
- E. The *House Rules* or *Election Code* may be amended by a majority vote of E&R during any meeting, provided that these amendments are submitted by the chair, except for meetings during the period starting with the availability of petitions and affidavits for regular Autumn Elections and ending with the culmination of the Spring Elections.
 - 1. During this time period, E&R may amend the *House Rules* or *Election Code* only on a motion submitted by E&R’s chair and approved unanimously. The new rules must then be posted in E&R’s minutes, and take no retroactive effect.
 - 2. The House Rules may not be amended by ex-officio E&R members at any time. Ex-officio members must follow the House Rules, but all decision-making procedures are reduced to consensus. They must choose from among themselves someone to act as Chair. If there is an appointed non-ex-officio member of E&R remaining, they must be chosen as chair.
- F. Membership of E&R is governed by the *Undergraduate Student Government Bylaws*, Article VI Title 1 §2.
- G. The Chair of E&R shall ensure that no member is admitted to E&R if their application violates any part of the *Undergraduate Student Government Bylaws*, Article VI Title 1 §2.

Title II. Meetings

- A. Meetings shall be conducted for the following purposes:
 - 1. Arranging election logistics.
 - 2. Resolving disputes.
 - 3. Gathering information for E&R.
 - 4. Amending the House Rules, or other governing documents pertinent to the election, during the windows of time approved in those documents.
- B. Hearings must be conducted during meetings.

- C. Consultations may be conducted during meetings.
- D. Meetings shall be open to the public.
 - 1. Meetings shall be announced in advance online at uchicagocollegecouncil.com/elections.
 - 2. E&R reserves the right to prohibit the use of recording devices during E&R meetings.
- E. E&R will employ an unpaid secretary or otherwise provision for the recording of minutes for all meetings.
 - 1. The Chair shall have sole appointment power over the E&R secretary, and may designate themselves as such, or may designate any other member of E&R as the secretary. The E&R secretary may hold such an office for as long the E&R chair at the time of appointment shall designate via communication to all members of E&R. Secretarial appointments shall not be revocable by future E&R chairs except if E&R votes, over meetings across five non-consecutive academic quarters, to remove the secretary. Consecutive academic quarters shall not include summer quarter—thus, spring and autumn quarters are consecutive. Ex-officio chairs may not appoint secretaries, and must otherwise provision for the recording of minutes for meetings.
- F. The E&R Chair shall preside over all meetings in accordance with the House Rules and set the agenda at the start of each meeting, or designate another E&R member to do so. The secretary shall be considered the automatic designee of no other person is designated, and must decline in writing to be the designee before another E&R member is considered or designated.
 - 1. As per the Undergraduate Student Government By-Laws, if an E&R member is unable to attend an E&R meeting, they must submit notice to the E&R chair so that the E&R chair may exercise that member's vote pursuant to any guidance the member may offer. All proxies for absent E&R members must be exercised by the chair, with the written advice and consent of the secretary as deemed necessary by the secretary.
- G. Time must be set aside during E&R meetings for members of the public in attendance to ask questions of and make comments to the committee.
 - 1. E&R reserves the right to limit public participation during meetings in consideration of the time.
 - 2. E&R shall enforce the Honor Code.
- H. Priority in speaking during meetings is accorded first to E&R members, its secretary and the CLI advisor (in that order), then to E&R meeting participants—such as complainants, defendants, and witnesses—and then finally to attendees.
- I. A quorum shall be found when at least two members are present, which shall include the chair or designee and the secretary or designee, even though the secretary is not a member.
 - 1. At the first meeting of E&R in a given academic year, committee members shall, by simple majority, elect a Chair of the committee. A quorum for this meeting shall be four members and shall include the incumbent Chair or designee if that Chair remains on the committee.

2. An incumbent Chair shall remain the Chair until they voluntarily resign, are removed from the committee, are no longer enrolled as a student as part of the undergraduate student association as defined by the Undergraduate Student Government Constitution and By-Laws, or an election is called at will by the E&R secretary.
 3. An incumbent secretary shall remain the secretary until they voluntarily resign, are removed from the committee by majority vote per Title II §E.1 of the *House Rules*, their term of appointment expires, or they are no longer enrolled as a student as part of the undergraduate student association as defined by the Undergraduate Student Government Constitution and By-Laws.
- J. The Chair shall act as the presiding officer of the committee and shall rule on such parliamentary procedural questions as they shall deem mete as they arise, with the written advice and consent of the secretary as the secretary shall deem necessary.
1. Motions shall be submitted to the committee by the Chair or the secretary, and shall be seconded by a member of the committee before they are considered.
 2. Motions to amend the *House Rules* or *Election Code* must issue from the Chair or the secretary and be submitted by the Chair or the secretary to the committee. Members may propose amendments to the Chair, but the motion to amend must issue from the Chair or secretary and be submitted to the committee by the Chair or secretary. If the Chair moves to amend the *House Rules* or *Election Code*, the secretary must second in order for it to be a valid motion, and vice versa.
- K. The Chair shall issue and control the agenda for each committee meeting, including time allocation and order, with the written advice and consent of the secretary as the secretary shall deem necessary.
- L. The Chair may elect, at will, to hold meetings by e-mail correspondence, which shall be usable for any E&R purpose except for holding hearings or deliberation, and shall be subject to normal E&R confidentiality rules and public notice regulations. The Chair may, at will, hold votes via e-mail correspondence, except for those votes considering hearings or deliberations. The Chair must notify and include the secretary of such meetings or votes in writing, without which notification the proceedings are void.

Title III. Election Disputes

- A. E&R resolves disputes where a complainant alleges that a defendant has violated an electoral rule or has not met the minimum requirements to appear on the ballot (“elections violations”). Complainants can be any student or student group, including E&R. Defendants can be any candidate, ticket, campaign, or campaign team—on the ballot or write-in—whose election E&R governs.
- B. The E&R dispute process is designed to resolve the following types of dispute:
 1. Disputes involving the interpretation of electoral rules.
 2. Factual disputes upon which alleged violations of election rules rest.
 3. A mixture of the above.
- C. Election disputes are resolved according to the following procedure:

1. An allegation is submitted to E&R. E&R manages the complaint process in sessions until an official complaint is lodged.
2. E&R conducts a hearing to consider the rules-based and/or factual issues in dispute, hear arguments and gather evidence.
3. E&R holds a session during which it resolves the factual and/or legal aspects of the dispute, levels an infraction or a warning (if applicable), and publishes a decision. This decision may be appealed to E&R with the submission of new information.
4. If the parties to a dispute agree on a set of facts and/or a particular rules interpretation, E&R may accept those as valid for the purposes of the particular dispute unless the committee sees reason to reject them.

Title IV. Complaints

- A. To lodge an official complaint, a complainant must submit an allegation to E&R and the defendant must be given an opportunity to submit an initial response.
- B. Allegations can be submitted in one of two ways:
 1. Submission by email to the chair of E&R and the secretary should the two be different;
 - a. The allegation must be sent, originally, to the chair of E&R and the secretary should the two be different, unless that allegation is made by a member of E&R, in which case it must be submitted in an in-person committee meeting.
 - b. The chair of E&R must respond, with the written advice and consent of the secretary, indicating that the chair has found that the allegation is:
 - a. properly formulated,
 - b. improperly formulated,
 - c. requires more information or clarification, or is remote from the rule in question
 - c. In the event that the chair of E&R finds that the allegation is remote from the rule in question, the complainant may request that the chair of E&R submit the allegation to the committee. Then and only then may the E&R committee submit an allegation not made by a member of E&R to the chair upon majority vote.
 - d. Should the chair find anything other than that the allegation is remote from the rule in question, the chair must allow an opportunity for the complainant to rectify the errors, which must be detailed in full by the chair of E&R, in their allegation.
 2. Submission by the E&R committee, either by the above procedure or of an allegation by a member of E&R, to the chair upon majority vote. E&R thereby becomes the complainant. The secretary of E&R must be included in all email communications for the above procedure.
- C. Allegations must include the following:
 1. Clear description of the action(s) that allegedly violated election rules.
 2. Specific reference to the rule(s) that were allegedly violated and an explanation of how the action(s) violated said rule(s).

3. The identity and contact information of the complainant.
 4. The identity of the defendant.
- D. Once the allegation is submitted, the chair of E&R may decide one of the following, with advice of the committee and the written advice and consent of the secretary:
1. The allegation is properly formulated and E&R will attempt to contact the defendant.
 2. The allegation needs clarifying or E&R needs more information.
 3. The allegation is improperly formulated. This is limited to a strict lack of any of the required portions under section C and is not an interpretive decision.
 4. The action(s) described in the allegation is clearly remote from the rule violation described and E&R will issue an advisory opinion to that effect.
- E. Once an allegation has been received, E&R has 48 hours (not counting weekends) to notify the complainant of its decision under Title IV § D of the House Rules.
1. If E&R requests clarification or for more information, E&R has another 48 hours to reply upon the complainant's response.
 2. If the allegation is improperly formulated, E&R must specify the deficient element(s) and the complainant may choose to submit a new allegation or appeal the decision of the Chair to the full committee.
 3. If E&R issues an advisory opinion that the alleged action(s) is remote from the violation described, E&R must explain why. This creates a presumption in favor of the defendant during deliberations if the complainant decides to press the complaint notwithstanding the decision. Otherwise, the complainant may choose to submit a new allegation or appeal the decision of the Chair to the full committee.
- F. If an allegation is properly formulated and, if assumed factually correct, appears to describe the violation of an election rule, or if the complainant decides to press the complaint despite an adverse advisory opinion, the E&R committee must contact the defendant with the same time limit specified in Title IV § E.
1. The communication must include a description of the alleged action(s) and rule(s) allegedly violated.
 2. It does not need to include the name of the complainant nor must it reproduce exactly the allegation as received by E&R.
 3. It must notify the defendant of any relevant advisory opinions, and explain the presumption entailed.
 4. If under extraordinary circumstances, and in consultation with E&R's CLI staff member, if the Committee members find unanimously that an allegation fits the criteria for a disqualifying infraction specified in Article IV § 2(c) of the Election Code and is of the nature such that promptly informing the defendant of the complaint would pose a significant obstacle towards a fruitful investigation, then E&R may delay contacting the defendant until such time as this potential obstacle has been resolved.

- a. E&R must reassess such a decision every 24 hours until it determines the obstacle has been resolved, or the vote to delay further is no longer unanimous.
- G. The defendant has 24 hours to respond to a proper allegation, though E&R may choose to extend that time at discretion or set an original deadline more than 24 hours after original notification. The initial response can comprise any of the following:
 - 1. Acknowledgement and/or denial of any part of the alleged prohibited action(s) described in the complaint.
 - 2. Acknowledgement and/or refutation of the legal interpretation(s) of the rule(s) cited in the complaint as applied to the alleged action.
 - 3. New information not present in the original allegation.
 - 4. Requests for clarification or further information.
 - a. If the chair of E&R decides that the request for clarification or further information is warranted, the committee may offer an additional opportunity for response following E&R's reply with up to a 24 hour time limit.
 - 5. Request for more time to prepare an initial response.
- H. E&R may grant a specified extension in the case of extenuating circumstances, even if the defendant has not requested one.
- I. Once E&R determines that a proper allegation has been submitted and that the defendant has been afforded sufficient opportunity for response under this section, it will schedule a hearing and notify the participants.
- J. Prior to a hearing, E&R shall manage the complaint process confidentially in sessions or by correspondence as specified in these *House Rules*. During this time, the complainant and defendant must also refrain from publicizing the matter. They may confer with others in private, and are responsible for ensuring that informed third-parties abide by confidentiality. Violations of confidentiality by candidates will carry further penalties. Violations of confidentiality by members of E&R, as determined by the secretary or chair, shall be penalized by removal from E&R as detailed in the summary removal process in E&R members' neutrality agreements.

Title V. Sessions

- A. Sessions shall be conducted for the following purposes:
 - 1. Deliberation.
 - 2. Consideration of preliminary allegations and responses prior to them being lodged as an official complaint.
 - 3. Special private sessions.
- B. Sessions are not open to the public, and the contents of E&R sessions are confidential other than those published in an official decision or complaint.
- C. Sessions may be scheduled immediately preceding or following a meeting unless:
 - 1. They are necessary special private sessions as determined unanimously by E&R in consultation with the CLI advisor as specified in the Election Code.

Title VI. Consultations

- A. Campaigns may consult with the committee regarding E&R procedures, the elections process, or election rules. Inquiring campaigns or candidates should contact the E&R Chair and the E&R secretary.
- B. Consult inquiries can be either informational or interpretive, and should be directed to the E&R chair and the E&R secretary.
 - 1. Informational inquiries are those that have already been answered in committee regulations and/or other publications produced by Undergraduate Student Government.
 - 2. Interpretive inquiries are where the Committee is being asked for an interpretation of elections rules. They result in advisory opinions.
- C. The Chair, with the written advice and consent of the E&R secretary, may respond to informational inquiries unilaterally, but must report these responses to E&R during the next scheduled meeting or through another similar mechanism the chair shall determine. The responses do not hold the status of an advisory opinion, and the Chair should note that in responses. E&R may choose to issue a follow-up advisory opinion.
- D. If there is an E&R meeting scheduled within the next 24 hours of an interpretive inquiry that is not time-sensitive, the consultation will be resolved at the meeting. Otherwise, the Chair will forward the inquiry, in its entirety, to the committee members and the secretary with the Chair's recommended response. E&R will then conduct the consultation via correspondence.
 - 1. If a consultation is held by correspondence, two committee members may motion and second for an emergency convening of the committee in person if they see fit.
 - 2. E&R may delegate to the chair of E&R the power of unilaterally answering all interpretive inquiries for a given period, though may not delegate the capacity to issue advisory opinions. Unilateral delegation requires that all communications also include the E&R secretary as the secretary shall determine in order to ensure accurate recordkeeping.
- E. E&R has up to 48 hours to respond to an inquiry unless it is time-sensitive.
 - 1. Time-sensitive inquiries are defined as a question that requires a response in less than 24 hours in order to maintain a campaign's ability to be active in the electoral process as determined by the Chair. E&R can overturn this determination.
 - 2. Two committee members may motion and second for a time extension on non-time-sensitive inquiries. The Chair must notify the inquirer of the extension.
- F. Interpretive consultations are resolved by majority vote and result in advisory opinions, unless as provided otherwise.
 - 1. If the interpretive inquiry is time-sensitive, the Chair may respond after giving E&R as much time as possible to come to a decision. The Chair's response is not an advisory opinion and this should be made clear. E&R must either confirm or reject the interpretation as soon as possible.
- G. E&R advisory opinions are non-binding. However, there is a presumption that takes effect during deliberations that they are correct unless proven otherwise.

Unilateral Chair responses are not advisory opinions but can be evidence that a campaign did or did not willfully violate the rules.

Title VII. Hearings

- A. Hearings shall occur for the following purposes:
 - 1. Adjudicating election disputes, including
 - a. gathering information and evidence as to the facts in a dispute; and
 - b. affording the opportunity for complainants and respondents to argue their interpretation of the election rules relevant to their dispute for E&R's consideration.
 - 2. Gathering information regarding election activities that are not the subject of an official complaint.
 - 3. Hearing appeals.
- B. Participation in a hearing is voluntary, but advised so that complainants and defendants may respond to evidence and arguments against their positions. E&R may, at its discretion, make reasonable attempts to provide the opportunity for both parties to be present, though generally there should be no expectation that E&R will schedule around candidate availability.
- C. Hearings are divided into two parts: evidence gathering and rules interpretation. The complaint and response become officially and publicly lodged as of the start of these hearings, and form their basis.
 - 1. Evidence gathering
 - a. Complainants, respondents, and others may offer testimony as witnesses to material facts in an election dispute.
 - b. The E&R Chair determines the order in which witnesses appear. No one may question witnesses other than E&R, though complainants and respondents alone may discreetly recommend a particular question to E&R. E&R may limit witness testimony. The E&R Chair shall solicit a proposed witness order from the secretary, which shall stand unless overturned by majority vote of E&R.
 - c. Dispute parties or witnesses may introduce documentary evidence for E&R's consideration.
 - d. Affidavits will not be considered unless there are extenuating circumstances and the testimony is essential to a fair hearing. This is an extremely narrow exception.
 - e. If E&R is the complainant, E&R will discuss the results of its own internal investigation, and provide the defendant the opportunity to respond, if present.
 - 2. Rules interpretation
 - a. Complainants and defendants, if present, may offer interpretations of elections rules in support of their respective positions. The chair of E&R may limit presentation time but must apportion it equally.
 - b. Complainant may speak first, followed by defendant. Both may be given a brief rebuttal at the chair of E&R's or secretary's discretion.

- c. If E&R is the complainant, E&R shall explain the interpretive reasoning behind its complaint before allowing the defendant to respond.
- d. E&R may ask questions of the parties at any time during an interpretive hearing, but if it is the complainant it must allow the defendant time to speak uninterrupted.

D. Investigatory Hearings

- 1. E&R, or the E&R chair or secretary, may request that candidates, campaign teams, or others answer questions related to behavior that E&R is concerned may violate elections rules.
- 2. Those asked by E&R to present themselves to provide the committee with information may deliver uninterrupted opening statements
- 3. After statements have been made by those presenting, members of E&R and the secretary shall have time to ask questions of each presenter.
- 4. If the investigation becomes the subject of an E&R-submitted complaint, then E&R may consider cooperativeness during these hearings as a mitigating factor when leveling infractions.
- 5. Following a hearing, E&R may issue an advisory opinion to relevant candidates.

E. Appeals Hearings

- 1. Appeals hearings will follow the same procedures as normal hearings, but the basis for this hearing is the appeal.
- 2. Only the new information may be discussed at this appeal.
- 3. The party who won under the original decision may be present, and may rebut the appellant's argument after it is presented.

Title VIII. Mediation

- A. For cases where due to University policy, or restrictions imposed by local, state, or federal law, E&R cannot decide a case, a special mediation may be called by unanimous vote of the committee.
 - 1. The protocol for mediation will be determined ad-hoc, but E&R reserves the right to enforce the mediation process by any penalties as it shall deem fit.

Title IX. Deliberations

- A. Deliberations shall occur privately, and shall include the secretary to take minutes in addition to normal committee membership, after the public portion of the meeting concludes.
 - 1. E&R may only consider the following in deliberation:
 - a. The officially lodged complaint, including the allegation, the response, and related correspondence,
 - b. Any evidence and information submitted prior to the close of the relevant hearing and discussed therein,
 - c. Any publicly available information,
 - d. Any clarification obtained during a meeting or hearing; and
 - e. Presumptions accorded under the rules.

2. E&R should consider the arguments presented regarding rules interpretation but is not limited to them.
- B. Advisory opinions, whether issued in response to a consultation inquiry or an allegation, afford a presumption that the interpretations issued in those opinions are correct. They can be overturned only if E&R determines they were issued in clear error.

Title X. Decisions

- A. Only decisions following official dispute procedures are binding, while advisory opinions merely afford presumptions.
- B. E&R must publish its decisions in the minutes, and forward the same decisions to the relevant complainants and defendants or post such decisions to the USG website, at the discretion of the E&R Chair and secretary. Advisory opinions do not need to be published, and the relevant presumptions hold only for the recipients of those opinions.
- C. Decisions must include the following:
 1. E&R's resolution of the disputed facts and any relevant evidence relied upon.
 2. E&R's interpretation of any of the rules in question as applied to the facts.
 3. Any additional rules and information that shaped E&R's ruling.
 4. The infraction level determined by E&R as a result of information provided and the deliberative process.
- D. Decisions may not include a count of votes or any identifying information about any member of E&R, though may include indications of unanimity.

Title XI. Appeals

- A. A losing party in a dispute may appeal to E&R. Appeals must be brought within two weeks of the end of the relevant elections.
- B. To file an appeal, the losing party must submit the following:
 1. E&R's original published decision.
 2. New significant information that E&R did not consider as part of its ruling.
 - a. Without new information, appeals will not be considered.
 - b. E&R is the final judge of all elections disputes.
 3. An explanation of why that information was not available to E&R during the original Election Dispute Hearing.
 4. An explanation of how that information would have changed E&R's ruling.
- C. The E&R Chair, with the written advice and consent of the secretary, will issue a decision as to whether the information is new and whether it is significant enough to consider at a hearing. If so, E&R will contact both parties in the original dispute to schedule a hearing.
- D. Until the hearing is scheduled, the process will occur in sessions, and the confidentiality rule is the same as that of the complaints process.

Title XII. Honor Code

- A. Candidates must behave in a decorous manner at all E&R sponsored events and proceedings.
- B. Participation in the debates is not mandatory, though the Committee offers it as a good platform through which candidates may interface with each other and with voters. E&R will not endorse any debates that it does not itself organize, though does not prohibit campaigns from organizing their own debates outside of the debate as offered by E&R.
- C. Professional behavior is required as determined by members of E&R, staff members from the CLI, university personnel, or law enforcement.
 - 1. Unprofessional and rowdy behavior will not be tolerated, and may be grounds for dismissal from the event or proceeding and/or further infractions.
- D. No alcohol or illegal substances will be allowed at the debate, or at any other E&R event or proceeding.
 - 1. Arriving at the debate intoxicated, or under the influence of illegal drugs, (as deemed by E&R, the University of Chicago Police Department, the staff of the Dean of Students office, or the Center for Leadership and Involvement) is grounds for suspension of the offending candidate or supporter from the event or proceeding and/or further infractions.
- E. E&R members must behave in a manner consistent with the Neutrality Agreement. In the event that the Chair or secretary receives a report that a member has not acted consistently with this agreement, the Chair or secretary will investigate this report and, at the discretion of either, may treat the member as having resigned and report such to College Council.

Title XIII. Minutes

- A. Minutes must include:
 - 1. Date, time and attendance of all E&R members
 - 2. General summary of topics discussed and proceedings as well as key points raised.
 - 3. E&R decisions following disputes.
 - 4. Elections rules changes.

Title XIV. Media Interviews and Correspondence

- A. The Chair shall be the sole contact for media interviews, is empowered to speak on E&R's behalf, and shall notify E&R of all interviews. Statements made by the chair must be approved in writing by the secretary in accordance with available E&R records.
- B. The Chair may speak about specific rules or procedure, and may expound upon the rulings in official decisions.
- C. The Chair may not give personal opinions or predictions.
- D. The Chair may not comment on business conducted in sessions or deliberation unless or until such business is made public by an official complaint or decision,

and may never reveal individual member votes in those sessions. The Chair is restricted to discussing the contents of the published complaint or decision, or of published documents.

- E. Neither the Chair nor the Committee as a whole bears responsibility for, or an onus to correct, material printed by media outlets about given candidates.

Title XV. Candidates Meeting

- A. Candidates must attend a Mandatory Candidates Meeting as listed on the petition, or in extenuating circumstances, an alternate meeting, by arrangement with and at the discretion of the E&R Chair, with the written advice and consent of the secretary.
- B. During the meeting, candidates can expect the following:
 - 1. An explanation of election rules by members of E&R or the secretary and an opportunity to have questions clarified.
 - 2. An explanation of the elections timeline.
 - 3. An opportunity to sign up for tabling slots in Reynolds Club or an opportunity to indicate interest in such.
 - a. Sign up priority will be determined by random lottery or other such procedure as E&R shall determine that may take into account differences in numbers of candidates across races and the general profile of the race in question, while retaining the same level of fairness as a random lottery. Should candidates be concerned about the process of tabling assignment, they may contact the E&R chair.
- C. Candidates will be required to sign a commitment to abide by the rules.
 - 1. Candidates who do not attend a Mandatory Candidates Meeting or alternate arrangement will not appear on the ballot as official candidates.
 - 2. Candidates are still bound by the election rules in the period prior to the Mandatory Candidates Meeting. The signed commitment merely formalizes the agreement any candidate makes by choosing to run.
 - 3. Candidates who do not sign a commitment to abide by the rules will not appear on the ballot. Those candidates who appear as write-in candidates are equally subject to election rules as those who appear on the ballot.

Title XVI. Debates

- A. During the debate, members of E&R will accept paper submissions of questions from audience members, which will then be asked by the moderator at the discretion of E&R members.
 - 1. The chair of E&R, or their designee, shall moderate the debate.
 - 2. E&R reserves the right not to ask a submitted question for any reason or for no reason, but not for a reason which violates any election rule.
- B. The format of the debate shall be announced at the start of the debate, with 24 hours prior notice to participants in the debate.
 - 1. The format of all debates shall be decided by the chair of E&R, with consultation from E&R members

Title XVII. Referenda Scheduling

- A. Unless otherwise specified {in written communication from the Chair of} College Council {with sufficient notice as determined by E&R}, the E&R chair, with the advice of the committee, shall set the date of the referendum. The referendum voting period must occur before or on Friday of reading period given sufficient notice is provided as defined by the Election Code. E&R should schedule referenda to coincide with regularly scheduled elections provided sufficient notice.
- B. No referendum that proposes a constitutional amendment shall take place outside of regularly scheduled Autumn or Spring elections.
- C. A referendum for the repeal of a legislative item must be scheduled within one month after the receipt of a proper petition subject to Article VII of the Election Code, though shall not be scheduled during the summer, a scheduled break, or after the Friday of reading period as determined by the registrar.
- D. The Chair of E&R shall produce on request a schedule for referendum elections for the aid of referendum organizers.
- E. All referenda shall require a minimum five-day voting period during business hours, but may have longer voting periods at the discretion of E&R.

Title XVIII. Delegated Disputes and Responsibilities

- A. Disputes under Title III §5 of *USG Bylaws* regarding the following are subject to this section:
 - 1. removal,
 - 2. the fulfillment of duties,
 - 3. temporary absences,
 - 4. or other concerns relevant to terms and leaves of absence
- B. Disputes under this section are resolved according to the following procedure:
 - 1. An allegation is submitted to E&R. Allegations must be submitted subject to Title IV of the E&R House Rules. E&R manages the complaint process in sessions until an official complaint is lodged.
 - 2. E&R conducts a hearing, though may at E&R's discretion under Article 5 § 4 (a) this may be changed to a session admitting only the disputants and representatives (if appointed), to consider the rules-based and/or factual issues in dispute, hear arguments and gather evidence.
 - 3. E&R holds a session during which it resolves the factual and/or legal aspects of the dispute, levels an infraction or a warning (if applicable), and publishes a decision. This decision may be appealed to E&R with the submission of new information.
 - 4. If the parties to a dispute agree on a set of facts and/or a particular rules interpretation, E&R may accept those as valid for the purposes of the particular dispute unless the committee sees reason to reject them.
- C. In the event of E&R administering an election subject to Title IV § 3 (d-e) of the *USG Bylaws*, the chair of E&R shall liaise with the President, Executive Vice

¹ As modified by College Council via *An Act to Reconcile Title XVII of the House Rules of the Elections and Rules Committee with the Undergraduate Student Government Constitution* as passed by the 2023-2024 College Council, as further edited by E&R with that text within braces

President, and the Chair of College Council to notify of any logistical arrangements made by E&R for electoral administration.

- D. E&R shall determine, on the resignation of any member of Cabinet or College Council whose position is subject to general election, how that position will be filled and shall create a schedule for such.
- E. E&R may delegate to its Chair, for a specified period, the capacity to issue directives to College Council pursuant to such powers in the *USG Bylaws*.
- F. The Chair of E&R shall compile a preliminary election calendar for autumn and spring elections, which they shall send to the Center for Leadership and Involvement advisors and other staff at request, and which shall be approved by E&R no later than two weeks prior to the proposed beginning of the election cycle as proposed by the preliminary election calendar described in this section. This preliminary calendar may not be shared with anyone other than CLI staff or E&R members prior to two weeks before the proposed beginning of the election cycle as proposed by the preliminary election calendar described in this section, unless there are extenuating circumstances as the E&R chair shall determine or CLI staff elect to share preliminary information.

Title XIX. Political Parties

- A. At least one week prior to the ballot opening, candidates, if they wish to create a political party as defined by the *Election Code*, must register this party with the Chair of the Elections & Rules Committee
- B. At least three days prior to the ballot opening, candidates who wish to associate with a political party on the ballot must, themselves, indicate as such in writing directly to the Chair of the Elections & Rules Committee
- C. Candidates who have chosen to associate with a political party shall have their names displayed as “Candidate Name/Slate Name (Party Name).”
- D. Political parties must be re-registered each campaign cycle.
- E. Endorsements of specific candidates by other candidates are acceptable, but campaign finance restrictions still apply. Campaigns with higher statutory spending limits are allowed to advertise for other campaigns that they endorse and support, but their spending limit is not changed.
- F. Endorsements of candidates that do not fit within the spirit or letter of the *Elections Code* or the tenor of the election that the Elections & Rules Committee wishes to inculcate may be found to be against this rule.

Title XX. Reference

- A. All elements of the *House Rules* shall be referenced as follows: *House Rules*, Title ##, §##.## (as applicable)

Election Code

Article I. Candidacy Requirements

1. In order to appear on the ballot, candidates must submit petitions to the Election and Rules Committee (E&R) in advance of the election, and attend a candidates meeting as arranged by E&R.
2. The period of time allowed to obtain signatures for candidates' petitions and affidavits shall be not less than five days, or greater than fourteen days.
3. All candidates for office shall be given a copy of this *Election Code* and the *E&R House Rules* within a *Candidates Packet* (at the discretion of the Chair this shall be on paper or otherwise, and this printing expenditure shall be covered through E&R funds), and shall be informed of all material rules and regulations, upon E&R's receipt of candidacy petitions or at a time designated by E&R not more than two weeks after the receipt of candidacy petitions that is communicated to candidates when their respective candidacy petitions are received. Such information shall also be available on request in the Undergraduate Student Government office and be posted to the Undergraduate Student Government website or equivalent social media.
 - a. E&R will host a mandatory rules meeting for all candidates. Candidates who are aware that they will run and plan to run are required to attend this meeting, and must make alternative arrangements, at the discretion of the E&R Chair, for the fulfillment of this requirement.
4. Signatures on each petition and affidavit will be checked for their validity. Signatures will be declared invalid if the signer is not a member of the Student Association as defined in the Undergraduate Student Government Constitution and By-Laws and/or the signer is not a member of the candidate's constituency and/or for deficiencies in information provided.
5. The number of valid signatures required for a candidate to appear on the ballot shall be as follows:
 - a. 200 for each Executive Slate Ticket from their respective constituencies
 - b. 100 for each Trustee and Faculty Governance Liaison candidate and Vice President candidate from their respective constituencies or other cabinet-level or non-College Council post
 - c. 25 for each College Council candidate from their respective constituencies.
6. Candidates or candidate tickets wishing to run as write-in candidates must do one of the following:
 - a. submit a petition to E&R before the beginning of the elections which states an intention to run and which contains at least one valid student signature and attend a rules meeting for write-in candidates; OR
 - b. submit a timely petition to E&R after having been declared a winner of a position, which states an intention to accept the position and which contains at least one valid student signature. No candidate may use this candidacy petition submission procedure more than once during their enrollment, as determined by the Registrar, at the University of Chicago. Candidates may request information as to their ability to use this

mechanism at any time, which shall be treated under the same regulations as an inquiry.

7. Candidates or candidate tickets must register all members of their campaign team with E&R, in a manner that E&R shall prescribe and shall, at a minimum, require the names of all members of the campaign team. In the event that E&R does not explicitly provide this format during the mandatory rules meetings, candidates shall present a list of their campaign team members in any format they choose. Candidates or candidate tickets must register members of their campaign team as soon as that person meets the criteria to be considered a campaign staffer and prior to engaging in any further campaign activities. Candidates and candidate tickets will be advised that failure to properly and promptly register their campaign teams will result in sanctions or penalties levied.
8. A campaign team consists of campaign staff, which is defined as a person who meets at least one of the following criteria:
 - a. Any person instructed by a candidate/ticket or another campaign staff member to carry out the duties of the campaign or any campaigning activities or,
 - b. Any person who works on campaign related activities for more than one-half (1/2) hour a week or,
 - c. Any person who speaks on behalf of a campaign in a class, an RSO, to a non-RSO student organization, or to a non-student non-RSO organization at the instruction of the campaign or,
 - d. Any person who distributes physical or virtual campaign materials on behalf of the campaign at the instruction of the campaign.
9. A person endorsing a candidate publicly shall not be considered as part of campaign staff, whether that person is endorsing as an individual or on behalf of an organization, provided they do not meet any of the above criteria as a campaign staff member.

Article II. Campaign Expenditures

1. Executive candidates' tickets shall limit all campaign expenditures to \$200, which will be reimbursed as set forth in the Candidates Packet. Tickets may request to receive a copying account at the Reynolds Club, which will count towards their expenditure limit, by submitting a written request to the Chair of E&R. Write-in Executive candidates' tickets shall limit campaign related expenditures to \$200.
2. Official Cabinet candidates shall limit all campaign expenditures to \$100, which will be reimbursed as set forth in the Candidates Packet. Cabinet candidates may request to receive a copying account at the Reynolds Club, which will count towards their expenditure limit, by submitting a written request to the Chair of E&R. Write-in Cabinet Candidates shall limit campaign expenditures to \$100.
3. Candidates for College Council shall limit campaign expenditures to \$75, which will be reimbursed as set forth in the Candidates Packet. College Council candidates may request to receive a copying account at the Reynolds Club, which will count towards their expenditure limit, by submitting a written request to the Chair of E&R. Write-in College Council representative candidates shall limit campaign expenditures to \$75.

4. Expenses shall be measured by their fair market value, not their actual cost, the Student Government Finance Committee Cost Guide, or any other cost guide issued under the auspices of the University of Chicago or Undergraduate Student Government. Where an item or service is donated to a candidate or given at a markedly reduced price that is not available to the general public, fair market value shall be defined as the average or usual cost to obtain the item or service in the area in which it was obtained. Otherwise, the actual price of the item or service may be considered its fair market value, at the discretion of the chair of E&R.
5. Candidates shall keep original receipts of all campaign-related expenditures, and shall submit them to the E&R Chair in a manner specified by E&R. In the event that E&R does not explicitly provide this format during the mandatory rules meetings, candidates shall present a spreadsheet of their expenditures in any format they choose. Regardless of the quantity of money spent, if any, candidates must report their budgets to E&R. Failure to submit a full and complete budget, even in the event of a candidate not expending funds, will result in the levying of an infraction.
6. Candidates may not spend beyond their respective limit. Refusal to cooperate with a request by E&R for production of any documents or records related to campaign expenditures, or actions to purposefully mislead E&R on this matter, may be punishable as specified in this Election Code.
 - a. The full amount of a Reynolds Club copying code will be assessed against the expenditure limit regardless of whether or not a candidate uses the full amount.
7. Recognized Student Organizations (RSOs) may not use money or privileges allocated to them by Undergraduate Student Government or the University of Chicago to support the campaign of any candidate, candidate team, or referendum campaign. Campaigns and referenda campaigns are prohibited from accepting this support. This shall not be read as a prohibition against endorsements, but shall read against repeated events. E&R reserves discretion to determine what constitutes money or privileges as understood in this section.

Article III. Candidate Conduct

1. Campaigning before the availability of petitions is prohibited. Such early campaigning is defined as attempts to gain votes prior to the availability of the petitions. This includes flyering, mass emailing and public declarations of candidacy on social media, in a publication, or at an assembly of students. Reaching out to individuals to learn about issues, attempting to find running mates, and having exploratory conversations and email exchanges (though not mass emails to email lists) are not considered to be early campaigning. When identified, early campaigning should result in a warning for the offending candidate or, in particularly egregious circumstances of early campaigning, an infraction or disqualification may be levied. If multiple warnings are issued, E&R may choose to bar the candidate from the election.
2. Promises of personal favors by candidates or tickets attempting to gain votes may be punishable by vote penalties. 'Personal favors' should not be confused with

exploratory conversations regarding leadership positions, platform plans, or proposed initiatives.

3. Unwarranted personal attacks are prohibited. Unwarranted personal attacks are defined as attacks on a personal characteristic of a candidate that are calculated to create a negative impression of that candidate beyond the scope of the candidate's platform or suitability for office and either
 - a. are not used to support a conclusion that a candidate is unsuitable for office or has a deficient platform; or
 - b. weakly support such a conclusion and there exists an obvious alternative way to support that conclusion at least as well without resorting to the personal attack.
4. Defamation, defined as the alleging of provably false facts about candidates in a manner calculated to undermine their campaigns, is prohibited.
5. Defamation or unwarranted personal attacks on campaigns or candidates may not be disseminated in any manner, particularly via anonymous social media platforms. In the event of such dissemination, E&R shall take the medium by which such defamation or unwarranted personal attacks were conveyed into account when assessing election infractions, with particular focus on anonymous social media platforms.
 - a. If a campaign or candidate reports activity, on the candidate's behalf but not on the candidate's instruction of another person affiliated with or otherwise known to or associated with the campaign or candidate, of the spreading of defamation or unwarranted personal attacks, this report will be taken favorably into account when assessing infractions, disqualifications, and warnings.
6. Behavior at E&R sponsored events, such as a formal debate, incongruent with the letter or spirit of the honor code to engage in a civil and respectful manner may result in removal from that event and further penalties. The chair of E&R reserves the right to determine incongruous behavior.
7. Candidates are prohibited from making false statements of fact to E&R. Candidates found to have lied or otherwise mislead in this manner will be punished by vote penalties or further sanctions.
8. Collusion between separate tickets or cabinet candidates for a single position, for the purpose of campaigning or undermining other tickets or candidates for that position may be punishable by vote penalties or further sanctions.
 - a. A plurality of endorsements of similar candidates by a similar group of people may be reasonably termed a political party, which is permissible and shall be logistically regulated by the *House Rules*.
 - b. Political parties are not acceptable under the following circumstances:
 - i. Political parties appear substantially similar to extant political parties or other well-known political groups
 - a. Adherence to extant groups includes, but is not limited to:
 - i. Identical or very similar naming
 - ii. Identical platform, including elements not governed or regulated by Undergraduate Student Government

- ii. Political parties are formed on a discriminatory basis, those to include but not limited to:
 - a. race,
 - b. gender identity,
 - c. country of origin or nationality,
 - d. political beliefs generally external to Undergraduate Student Government, or
 - e. those parties formed as the result of only one student group that are formed in a manner so as to be exclusionary to other student groups.
 - iii. Political parties are formed on a basis to specifically disparage one group or another for either the purpose of unwarranted personal attacks or defamation, as defined within the *Election Code*.
 - iv. Political parties formed without the consent of the Chair of E&R. The Chair of E&R reserves discretion to approve or deny requests to form political parties, but must provide reasons for a denial within 48 business hours and work with the applicant denied to work towards a satisfactory formation of a political party congruent with E&R rules and regulations.
- 9. E&R hereby adopts the Student Organization Posting Policy, and any relevant interpretations as set out in the Candidates Packet, into the Election Code, and violations of this policy are infractions under the Code. For the purposes of this rule, candidates are subject to the same restrictions as RSOs except as specified in E&R regulations, and the relevant event is the election. The posting policy may be found here: <https://leadership.uchicago.edu/posting-policy>.
- 10. Campaigns are expected to be conducted in accordance with University regulations and local, state, and federal law. However, with the exception of the Student Organization Posting Policy, these laws and regulations are not incorporated into the Election Code and an action that violates them is not also an Election Code violation that can be adjudicated by E&R, unless:
 - a. Performing the action may benefit one's campaign or harm another campaign but candidates generally refrain from doing so because it is prohibited by law or university regulation;
 - b. The action is conducted with intent or effect to benefit the violator's campaign at the expense of another's or to harm another's campaign; and
 - c. E&R can conclude that the action violates the law or regulation on its face with minimal legal analysis.
- 11. Campaigning cannot take place within 50 feet of a polling station
 - a. Since computers are used to vote, no campaigning can take place within 50 feet of any public computer
 - b. Candidates are prohibited from approaching potential voters with a web-enabled electronic device to solicit votes
- 12. Any of the above rules shall not be construed as a strict limitation on what E&R views as an offense deserving of an infraction. Rather, E&R shall levy sanctions

on any infraction or action that E&R finds to have led to winning votes at the expense of other candidates or under the following considerations:

- a. Whether the violation was intentional, reckless, negligent, or unavoidable.
- b. If intentional, the intended result of the violator.
- c. The extent of the impact of the violation on election results and the election process.
- d. Relevant prior warnings, violations, consultations, and investigatory hearings.

Article IV. Infractions

1. E&R shall level an infraction against any candidate or ticket found to have taken actions that violated a rule that would have led to winning votes at the expense of other candidates. Such actions include, but are not limited to, early campaigning, illicit collaboration between tickets, spending beyond a candidate's imposed limit, or removing the posters of another candidate or ticket.
2. Infractions shall be classified as minor, major, or disqualifying, each corresponding to a particular penalty.
 - a. Minor infractions may result in a 5% deduction in overall vote total for candidates.
 - b. Major infractions may result in a 10% deduction in overall vote total for candidates.
 - c. Other infractions may result in different percentages of deduction in overall vote total, as deemed necessary by E&R.
 - d. Disqualifying infractions will result in immediate disqualification from the election. If the disqualification occurs prior to the actual administration of the election, the disqualified candidate or ticket's name shall not appear on the ballot. Disqualifications shall require either a motion by the chair that is supported by a majority of E&R or a motion supported by all voting members of the committee.
3. Infraction level for a given offense is determined solely by the discretion of the committee. Infractions classified as minor or major are not limited to solely a 5% or 10% vote deduction, but remain subject to the discretion of E&R. Classifications merely exist to aid the comprehension of candidates.
4. For improper actions by candidates or tickets that do not officially break rules, E&R shall issue warnings towards the goal of good sportsmanship and a clean election, and may later penalize candidates if the action continues or is repeated.
 - a. The chair may, at discretion, issue warnings in the same above spirit
5. Candidates may be held responsible for campaign-related *Constitution*, *By-Laws*, *Elections Code*, or *Candidates Packet* violations committed by members of their campaign teams. Campaign team membership may be determined to exist by E&R.
6. Write-in candidates are subject to the *Constitution*, *By-Laws*, *Elections Code*, and *Candidates Packet*. Violations of these documents by write-in candidates are subject to the same penalties as rule violations by official candidates.

Article V. E&R Committee Procedure

1. Allegations must be brought to E&R within two weeks of the end of the relevant elections. Depending on the nature of the offense, allegations made after this

period may be considered, though this is unlikely and is an extremely narrow exception. These allegations may be brought by any student, by any student group, or by any member of E&R or Undergraduate Student Government. Anonymous complaints will not be considered. Complaints will be received by the Chair of the E&R committee (who will post an email address to the USG website at which they may be reached) who will present the complaint, in its entirety, to the rest of the committee; otherwise, complainants should not contact individual members of E&R regarding their complaint nor attempt to exert pressure on members on E&R. Information submitted to individual E&R members will not be considered.

2. Once an official complaint has been made and accepted as well-formulated, E&R will issue a formal decision pursuant to the House Rules in the Candidates Packet.
3. An appeal will only be considered if significant additional information is provided with the appeal. New information shall be submitted with an appeal along with a copy of the original decision to E&R. E&R shall be the sole body to which a campaign may appeal.
4. E&R shall determine at discretion which parties are the complainant or defendant in cases in which it is a party at its discretion in accordance with precedent and long-standing procedure.
5. While the complainant(s) and the defendant(s) will lodge the complaint and defend their conduct in an open meeting, E&R will deliberate and make a decision in private.
 - a. If under extraordinary circumstances, and in consultation with E&R's CLI staff member, the Committee members find unanimously that the nature of a particular case is such that a public complaint process would be injurious to the safety or wellbeing of either the complainant(s) or the defendant(s) or both, then E&R may hear such complaints in a special private session called after the conclusion of its public meetings and prior to E&R's deliberation.
6. If after one hour of deliberation there has not been a vote, the Chair will call for a vote unless a motion is presented to extend deliberation, and that motion passes by a majority. If there is a tie, the Chair will vote and break the tie. Deliberation need not take one hour and the E&R Committee may vote at any point before the time limit is reached.
7. E&R in conjunction with the Center for Leadership and Involvement, shall issue a Candidates Packet. The Candidates Packet may not contradict the Elections Code, the By-Laws, or the Constitution. The Candidates Packet will include the following:
 - a. House Rules detailing E&R Committee Procedure.
 - b. An Honor Code governing conduct and decorum at E&R-sponsored events.
 - c. Additional interpretations specific to the election regarding the University Posting Policy and Reimbursement guidelines.
 - d. An agreement to abide by the Election Code, Honor Code, University Policies, and House Rules.
 - e. Other useful information.

8. The Chair and other members of E&R are prohibited from sharing ballot returns or potential infraction penalties to which they may be privy before the close of voting or issuance of a final E&R opinion, whichever applies. This shall not be construed as a prohibition on sharing early estimates of voter turnout.

Article VI. Ballot Presentation & Voting

1. The names of all candidates and their affiliation with any electoral group (if any) shall be listed on the ballot. The order of the names shall be randomized. Incumbents shall not be listed.
2. Instructions regarding how to mark the ballot shall appear on each ballot.
3. When proposed amendments to the *USG Governing Documents* are to be voted on by the Student Association, the summary of such amendments, a link to the full text of the *Governing Document*, and links to both the summary and the full text to such amendments must be provided on the USG website by the beginning of the notice period. Failure to do so may result in penalties. E&R does not take responsibility for the placement or timing of posting on the USG website.
4. For students voting for multimember positions, such as College Council Representative, one may submit votes for a number of candidates up to the number of actual representatives. For example, there are five College Council Representatives for each class year; when voting, students may select up to five candidates for whom to vote.
5. For students voting for multimember positions, one may submit write-in votes for up to the number of actual representatives, as described above. Each submission for a write-in vote must be unique and may not duplicate names. The total number of write-in votes plus votes for candidates on the ballot must not exceed the number of actual representatives.
6. Candidates for office may not run on the ballot for multiple positions. Candidates elected to more than one position must choose which position to vacate within 48 hours of the election. The candidate in the race for the vacated office with the next highest vote total will be deemed elected.
7. In the event of a tie between two or more candidates, College Council will vote to break the tie before the conclusion of the complaint period or as extended as needed by the Chair of College Council with the written consent of the Chair of E&R.

Article VII. Referenda

1. Referenda shall be conducted in compliance with the process enumerated in USG Constitution Article VIII. The process requires a proper petition, a proper submission, and a proper act of referendum, as defined under this code. Referenda that do not comprise all three elements properly carried out take no effect.
2. In order for a petition to be proper:
 - a. All signatories must be current members of the Student Association, and each signature must include a Student ID number for verification.

- b. Signatures must be collected in hard copy using a form provided on request by E&R.
 - c. The complete text of the act of referendum, as specified in this code, must be made available for perusal to all signatories at the time of signing. The signatures are only valid to support an act of referendum identical to that which was made available to the signatories.
- 3. If the referendum is an amendment to *USG Governing Documents* approved by College Council by $\frac{3}{4}$ vote or by $\frac{1}{2}$ vote as needed by the procedures of College Council as College Council shall decide, the referendum shall be considered subject to the petition referendum procedure of E&R. College Council shall submit any referenda it has passed under its own procedures to E&R within two business days of the passage of that referendum through College Council to submit that referendum to E&R for notice and other referendum procedures
- 4. In order for a submission to be proper:
 - a. E&R must provide no fewer than three weeks' notice of the forthcoming referendum to the Student Association. E&R, given proper written notice in advance of the three-weeks required notice, shall endeavor to provide fuller notice as possible.
 - b. At minimum, notice must take the form of:
 - i. Email to all members of the Student Association;
 - ii. Posting on the Undergraduate Student Government website of a document approved by E&R
 - c. Notice must include the complete text of the act of referendum. This notice is only valid to support an act of referendum identical to that contained in the notice. Notice must also include the date and time of the referendum vote.
 - i. Pursuant to the rules prohibiting undue advantage in any campaign elsewhere in this Election Code, the official E&R notice may not include additional information or links supporting or opposing the proposed act of referendum.
- 5. In order for an Act of Referendum to be proper:
 - a. It must explicitly propose one, and only one, of the following:
 - i. Constitutional amendment.
 - ii. College Council By-law amendment.
 - iii. Resolution as defined in Undergraduate Student Bylaws.
 - b. It must include the complete text of the amendment or resolution being proposed and cite to where it would appear in governing documents, if applicable. Otherwise it must specify in full, with citation and a full text quote, the Article, By-law, or resolution which the act is proposing to repeal. If the act proposes an amendment to an existing Article, By-law, or resolution, then it must include both the text and citation of the existing rule, and the proposed new language, and specifically propose that the latter replace the former.

- c. The proposed amendment, or resolution is subject to the same limitations as its College Council counterpart. Therefore, proposed By-laws may not contradict the Constitution, and proposed resolutions may not contradict the By-laws or Constitution.
 - d. Proposed amendments and resolutions may not contradict existing amendments and resolutions of the same authority, unless the act of referendum explicitly proposes amending, replacing, or repealing the rule in question.
 - e. It may not include a preamble, though if a resolution it may include preambulatory clauses, unless that is to become part of the enacted amendment or resolution. It may not include a title, which will be assigned by the College Council if the act of referendum passes; this restriction applies solely to ballot presentation and to the notice specified in this Code.
- 6. If E&R finds that any of the above steps are deficient, it may suspend the referendum process until it is either rectified or E&R deems it irreparable, at which point the referendum will be canceled. The Chair of E&R may provisionally suspend the referendum process on their finding that the process is deficient, which may last only until the next meeting of E&R, to approve the suspension of the process.
- 7. It is acceptable to, prior to the collection of signatures, request an advisory opinion regarding the completion of any of the above steps which can be assessed prior to the collection of signatures.
- 8. The Chair of E&R may be consulted if there are any interpretive questions regarding referendum-based elements of this code.
- 9. Failure to meet the criteria for a properly petitioned and submitted act of referendum as specified in this Election Code will render the act of referendum null and void.
- 10. The ballot question must be phrased as follows: "Should the act of referendum specified above pass?"
- 11. Unless otherwise directed in writing via communication to the Chair of E&R by College Council in accordance with Article II, § 4(b) of the Constitution, E&R shall set the date of the referendum. E&R should schedule referenda to coincide with regularly scheduled elections provided sufficient notice is provided as defined by this Election Code.
- 12. The ballot shall contain a true and impartial summary of the purpose of the referendum in such language that the summary should neither be an argument, nor be likely to create prejudice, for or against the proposed measure as well as a link to the full text of the text proposed to be modified and the full text of the modifications in the form of a redlined document
 - a. If the act of referenda is initiated via a petition, such a summary shall be authored by the individual(s) initiating such an act and presented to the Elections and Rules Committee at the time of the submission of the petition. Upon receipt of the summary, the Elections and Rules Committee may either certify the summary as compliant with the above section, or

may refuse to certify the proposed summary and direct the individual(s) initiating such an act to resubmit a summary compliant with the above section.

13. Campaign efforts for referenda shall abide by all applicable normal election rules and procedures. This may include the signing of neutrality agreements by current members of the Undergraduate Student Government regarding the referendum at the discretion of the E&R Chair.
14. Organizers of referenda campaigns shall not spend more than \$500 on advocacy for their cause (either for or against a ballot item). E&R shall not reimburse referenda campaigns. These expenditures are subject to the normal expenditure adjudication procedure of E&R, and referenda organizers may be called on to submit budgets at the discretion of the Chair of E&R or on complaint.
15. RSOs may not use money they receive from Undergraduate Student Government to aid or undermine active referenda campaigns. Referenda campaigns are prohibited from receiving this support.

Article VIII. Reference

1. All elements of the *Election Code* shall be referenced as follows: *Election Code*, Article ##, §#.## (as applicable)

Student Organization Posting Policy

Members of the University community may publicize their events or causes in designated areas on campus through several methods (see Other Publicity and Promotion Methods section for information on chalking, leaflets, online calendars and table tents). The form and content of the publicity will not be restricted, unless it violates the law, defames a specific individual, constitutes a genuine threat or harassment, invades substantial privacy or confidentiality interests, or is otherwise directly incompatible with the functioning of the University.

Additionally, event advertising may not include any suggestion of the availability of alcohol or unlawful substances. Postings should not cover current postings belonging to other organizations and individuals. Posters and flyers should be affixed to designated areas using adhesives or tacks that are easily removed and that do not damage surfaces. Postings should not be affixed to windows, doors, building columns, woodwork, fencing, or any other outdoor surface like light and flag poles, structural supports, signage, and planters. The use of glue, packing or shipping tape, scotch tape, duct tape, or nails is prohibited. Stickers are not permitted on any outside surface or campus buildings. No object of any kind can be attached to campus trees, bushes, or plantings.

Postings (Announcements, Flyers & Posters)

Anonymous postings that appear under a pseudonym or that do not include clear and unambiguous identifying information about the group or person responsible for them are allowed in designated areas in the Reynolds Club only. These postings must be dated and will be removed one week after posting. Anonymous postings must also adhere to all other guidelines described in this policy. Due to space constraints, anonymous postings must be placed only on designated bulletin boards and may not exceed one posting per event or cause. "Plastering" is not allowed.

All postings outside the designated Free Expression areas of Reynolds Club must state clearly the name of the University organization or department responsible for the posting, and if applicable, event date, time, and location. Items without this information are subject to removal.

Chalking

Chalking by members of the University community is allowed only on campus sidewalks or walkways that can be easily washed away by rain and that will not cause lasting or permanent damage. Chalking on buildings, building entryways, non-sidewalk, or non-walkway surfaces is prohibited. Water-soluble chalk must be used. Spray chalk is not allowed.

Preservation or protection of specific chalking is not possible. Students and organizations seeking advice on effective ways to publicize their events or causes are encouraged to contact the Center for Leadership and Involvement (RC 001, 773-834-8300).

Members of the campus community who have concerns about particular chalking on campus surfaces at Reynolds Club, Ida Noyes Hall, or the University Quadrangles should be directed to Campus and Student Life using the form available on the Campus and Student Life website at https://cm.maxient.com/reportingform.php?UnivofChicago&layout_id=69. Concerns about chalking at other campus locations should be directed to the pertinent building manager and/or

departmental administrator.

Banners

Banners and/or signs in outdoor areas (including those which are related to an approved installation) must be requested and approved by the Office of Student Centers at <https://studentcenters.uchicago.edu/outdoors/>. Only University departments and RSO's may post banners on campus.

Banners should not cover current banners belonging to other groups. A maximum of one six-foot banner per group may be posted at any time. Groups are responsible for removing banners within twenty-four hours of their event. All banners, including banners without event dates, must be removed after one week of posting the banner. Advance approval for banners in other campus locations must be obtained from the appropriate office or building management.

Solicitation and Distribution of Handbills or Leaflets

All handbills or leaflets distributed on campus must clearly state the name of the organization or individual responsible for the publicity and/or event. Policies on solicitation and the distribution of handbills and leaflets can vary by building. Questions about building-specific policies should be directed to the pertinent building manager and/or departmental administrator.

Online Calendar

Events can be posted on the [University online calendar](#).

Table Tents in Dining Halls

Housing & Residence Life must approve table tents for the residential dining commons and the Student Centers (INH 106, 773-834-0858) must approve the table tents for eateries in the Reynolds Club and Hutchinson Commons. All requests must be submitted at least five days prior to the posting date. Only one table tent per table is allowed for a maximum duration of five days. Unapproved table tents will be removed. Table tent promotions are for campus events and causes only. All table tents must include the name of the sponsoring student group or campus department.

The display of table tents in other campus cafés and eateries is at the discretion of local managers and supervisors.

Housing

(Posting Policy: College Housing)

The only posters/flyers authorized to be posted on in-House bulletin boards or elsewhere within a House (other than those posted for House or Hall business) are those approved by a Recognized Student Organization (RSO). Each House has at least one bulletin board that is reserved for the Housing & Residence Life staff. Postings may not be placed inside stairwells, inside elevators, on elevator doors, or on external (corridor) facing student room doors unless approved by the residents of that room. A posting will not be restricted unless it violates the law, defames a specific individual, constitutes a genuine threat or harassment, invades the substantial privacy or confidentiality interests of others, or is otherwise directly incompatible with the functioning of

the University. Postings may neither advertise, nor refer to the availability of alcohol at any event.

Posters/flyers may not be hung using duct tape, nails, tacks, glue or any semi-permanent or permanent adhesive. Students are encouraged to use "blue tape" for hanging signs as it typically does not damage surfaces. Damages that result from the posting of posters/flyers will be billed to the organization that sponsored the event. RSOs are asked to remove their posters/flyers from the residence halls/Houses after their event has occurred. Flyers and announcements may neither advertise nor refer to the availability of alcohol at a specified event. If a poster contains obscene language and/or pictures, or if Resident Staff deem the poster to be offensive to a particular group or individual, they will remove the poster.

Since many residents wish to be informed of fraternity and sorority events, these organizations may post one flyer/announcement per event, per House. Resident Staff are authorized to remove fraternity/sorority posters that are used to "wallpaper" House bulletin boards and walls, or are distributed directly to student rooms. Resident Staff will use their best judgment in determining which fraternity/sorority posters are suitable for posting in their House.

Door to door solicitation is not allowed. If resident staff members become aware of anyone going door to door to solicit students or to push commercial or other advertising materials under students' doors, they will ask the individual(s) to leave, escorting those involved out of the building, and report the incident.

Violations

Violation of the Posting Policy may result in a range of consequences including the removal of postings by Facilities Services or other authorized University staff, a fine or disciplinary action against the student group or individual student. Violation of the policy by individuals not affiliated with the University may result in criminal charges and/or a no-trespass warning. A member of the University community who believes that a particular posting on campus violates the law, defames a specific individual, constitutes a genuine threat or harassment, or invades substantial privacy or confidentiality interests should contact UCPD (773-702-8181). Postings may only be removed by authorized University staff. Interference with staff who are authorized to remove postings is prohibited and may result in disciplinary action.

Candidate Agreement

Candidate Agreement

I, _____, agree to abide by the letter and spirit of the elections rules as defined in this packet, the governing documents, and applicable policy. In signing, I understand that I agree to abide by E&R's decisions for the duration of the election cycle.

Candidate Signature

Date