

Fall 2026 Elections Candidate Packet

For the Undergraduate Assembly & Class Board 2030

Dear Prospective Candidates:

Congratulations! By reading this packet, you have taken the first step in your campaign to join the Undergraduate Assembly and/or Class Board 2030. This guide contains all of the information you will need to run a successful campaign. From now until the end of the election cycle, you are responsible for all of the information included in this guide, which is available alongside other resources online at www.penn-nec.org.

The Fair Practices Code (FPC) outlines the rules of undergraduate student government elections at Penn. The goal of the FPC is to ensure a fair election cycle. **You must read the FPC very carefully.** It is available at <http://www.penn-nec.org/policies>.

The following positions are available for election to Class Board 2030:

President	Vice-President of Internal Affairs	Wharton Class Chair
Executive Vice-President	Vice-President of External Affairs	Engineering Class Chair
Vice-President of Finances	College Class Chair (2)	Nursing Class Chair

The following positions are available for election to the Undergraduate Assembly:

New Student Representative (8)
Transfer Student Representative (1)

*In the event there are no candidates for UA Transfer Student Representative, this seat will be allocated to a New Student effectively adding an additional UA New Student Representative for First Year Students as per section §IV.A.1 of the FPC.

The campaigning period begins on **Tuesday, September 15th at 8AM.** You may *not* campaign before this time. This includes posters, purchasing advertisements, distributing flyers, registering domain names, and social media. Failure to adhere to any of the rules in this packet and all others outlined in the FPC will result in **disqualification** from the elections.

This packet is structured to be a comprehensive guide for navigating the elections process at Penn. **If you have any remaining questions after reading this packet thoroughly, please do not hesitate to contact me at elections@penn-nec.org.** It is better to clarify anything that is ambiguous than to act in violation of the FPC and potentially jeopardize your candidacy.

If you have any questions or concerns about any aspect of the elections process, please do not hesitate to contact me by email at elections@penn-nec.org.

Wishing you all the best of luck!

Sincerely,

Mara Flores

Vice Chair for Elections, Nominations & Elections Committee

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The Undergraduate Assembly (UA)

The Undergraduate Assembly is the elected representative branch of Penn Student Government, charged with improving life for all students through funding, services, and advocacy. The core of the UA's work is advocating undergraduate interests to administrators, student groups, and the wider world. The UA has the flexibility and power to improve every element of life at Penn. As the representative organ of student government, the UA allocates approximately \$3 million to the six branches each year - money that eventually reaches almost every group on campus. The UA also funds an array of programs and services, including shuttles to the airport, free legal services, Penn Labs, pre-orientation programs, the Medical Emergency Response Team (MERT), and many more.

A New Student Representative on the UA will spend around 4-6 hours per week on UA work. All UA members come up with initiatives to shape policy both of the UA and the University to amend problems on campus. While social programming can be pursued as a member of the UA, projects should focus on institutional change.

Mandatory weekly GBMs are Sundays at 8 PM and often last a couple of hours. At GBMs, the UA discusses issues affecting the student body, UA meetings with administrators, and the initiatives members work on. In addition, each UA member sits on one of our five committees, grouped by focus area and led by a Committee Director. Weekly committee meetings are mandatory and last an hour. Most UA members also hold seats on external boards, like the Dining Advisory Board, the Admissions Dean's Advisory Board, and the Student Financial Services Advisory Board. UA Members also attend UA Steering on a monthly basis. UA steering is a committee coordinated and chaired by the UA Vice President comprising representatives from 41 undergraduate large or umbrella organizations. Being at the UA can be an enriching and impactful experience, and the work that UA members put in is directly related to the value they get from the organization.

Class Boards

The purpose of the Class Boards is to provide social programming that will instill a sense of class and school spirit, unity, and pride, as well as to break through social barriers. Each class popularly elects a President, Executive Vice-President, Vice-President of Finances, Vice-President of Internal Affairs, Vice-President of External Affairs, and Class Chairs from each school.

Class Boards are responsible for organizing Penn's greatest and most historic traditions, including the Econ Scream, U-Night, Lights on Locust, Feb Club, Hey Day, Final Toast, and other events attended by hundreds of students. The boards have also planned a bus trip to watch the Penn-Princeton football game at Princeton, outings to Philadelphia restaurants and bars, ski trips, formal dances, study breaks, community service events, and performing arts nights.

Additionally, the members of the Class Boards are called on by various University departments to assist with and/or promote a variety of events and integral student initiatives. Each year this includes participation in convocation, speaking at graduation ceremonies, and representing undergraduates at alumni functions. A significant partnership for each Class Board is with the department of Development and Alumni Relations, through the Penn Traditions Program: a comprehensive approach to student programming, with the objective of creating student awareness and understanding of Penn's institutional mission, history, traditions, financing and philanthropic support, strengths, challenges, and goals. All Class Boards meet with the Penn Traditions staff in the fall following new student elections, and the four-year collaboration culminates with the planning of Seniors for The Penn Fund, the annual senior class fundraising campaign.

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Thursday, September 3rd – Monday, September 14th

Important Events:

- ❖ September 3rd: Candidate Packets released and available online at www.penn-nec.org.
- ❖ September 8th: Prospective candidates meeting at 7 pm over Zoom.
- ❖ September 11th: Completed forms due in person at Huntsman Hall, Room F65, from 4 to 5 PM.
- ❖ September 14th: *Mandatory* candidates meeting at 8 pm over Zoom.

Critical Rules:

In order to run in the fall election you must complete a petition for candidacy. The table below contains the number of signatures required to be placed on the ballot in each race. Electors may sign the petition of more than one prospective candidate.

Position		Minimum Signatures	Signer must be:
UA	New Student Representative (8)	121	A New Student
	Transfer Student Representative (1)	9	A New Transfer Student
Class Board	President	242	A New Student
	Executive VP & other VPs	170	A New Student
	SAS Class Chair (2)	107	A New Student enrolled in the School of Arts and Sciences
	SEAS Class Chair	29	A New Student enrolled in the School of Engineering and Applied Science
	Wharton Class Chair	28	A New Student enrolled in the Wharton School
	Nursing Class Chair	7	A New Student enrolled in the Nursing School

- ❖ **You may only run for a school specific position if that school is your home school.** If you are in a dual degree program, you must designate a single school to be your home school for the purpose of elections and voting. Please designate your dual degree status / program on the petition form.
- ❖ You must **not prefill or complete any part of the petition table** on behalf of a signatory. Make sure each person completes their line completely.
- ❖ NEC members **are not allowed** to sign petitions and thus their signatures will not count towards the total.

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Action Items:

- ☐ Print all petition forms and collect signatures from eligible students.
- ☐ Turn in your completed forms in person at Huntsman Hall, Room F65, from 4 to 5 PM on Friday, September 11th.
- ☐ Submit your candidate statement for public by 11:59 PM on September 12th. Follow the directions for submitting. Your platform **MUST** be in the form of bullets.

Tuesday, September 8th

Important Events:

- ❖ Prospective Candidates Meeting: virtual meeting for prospective candidates at 7:00 PM (zoom link will be sent via email).

Critical Rules:

- ❖ You must contact the Vice Chair for Elections in advance if you cannot attend the Candidates' Meeting for any reason. **Failure to attend this meeting may result in an automatic termination of your candidacy. Candidates may be excused from this meeting under extenuating circumstances such as illness or class conflict.**
- ❖ **Candidates are responsible for understanding the FPC prior to the second Candidates Meeting.**
- ❖ All candidates shall sign a statement confirming that they have read and understood the FPC and shall abide by all rules laid out at the Candidates' Meeting. **Until signed, no candidacy is official.**
- ❖ Any questions answered by the Vice Chair for Elections during the meeting **will be binding** for the current elections cycle unless a retraction is made by email to all candidates within 24 hours of the meeting's conclusion.

Action Items:

- ☐ Attend the mandatory Prospective Candidates' Meeting at 7:00 PM virtually
- ☐ Finish reading the most recently updated version of the FPC at <http://www.penn-nec.org/policies>.
- ☐ Sign and submit the Official Acknowledgment of Candidacy.
- ☐ Submit your candidate statement for public viewing by 11:59 PM on September 12th. Follow the directions for submitting. Your platform **MUST** be in the form of bullets.

Friday, September 11th

Important Events:

- ❖ Collected signature forms are due from 4-5 PM on **Friday, September 11th**, in Huntsman F65.

Monday, September 14th

Important Events:

- ❖ Official nomination emails will be sent out upon signature verification.
- ❖ The second **mandatory** candidates meeting will take place on Zoom at **8 PM**. The link will be sent out with the official nomination emails.

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Tuesday, September 15th

Important Events:

- ❖ Monetary Campaigning Period begins at 8 AM; you may begin campaigning using materials of monetary value at this time.

Critical Rules:

- ❖ **All items of monetary value used to campaign must be accounted for on your spending form.**
- ❖ The spending limit for all candidates (regardless of the number of positions they run for) is **\$50.00**.
- ❖ If you have a question regarding the monetary value of an item, **please contact** elections@penn-nec.org.
- ❖ Posting Guidelines:
 - Only **one poster per non-building object**; no posters suspended between 2+ objects.
 - Only allowed in **freely accessible areas**; no posters on windows/balconies of residential rooms, no posters in Greek houses, no posters on the 38th Street bridge.
 - Affixing materials (string, tape used to affix posters) **do not need** to be recorded on your spending form.
 - **Tampering with others' campaign materials is not permitted under any circumstances.**
 - A consolidated list of all University and College House posting policies can be found online at <https://catalog.upenn.edu/pennbook/poster-policy/>.
- ❖ Social Media and Electronic Communication Guidelines:
 - Social media accounts hold no inherent value; however, **any ads/promotions/boosts purchased via social media must be accounted for on your spending form.**
 - Any photos/videos posted through social media showing items of monetary value (posters, campaign t-shirts, etc.) **must be** reflected on your spending form.
 - You **may not** use class-/ school-/ class-school-/ program-wide listservs to campaign.

Action Items:

- ☐ Begin campaigning using items of monetary value.
- ☐ Frequently consult posting and campaigning rules set forth in the FPC.
- ☐ Record your campaign spending on your Spending Form throughout the week.
- ☐ Reach out to elections@penn-nec.org with any questions about the monetary value of specific items.

Wednesday, September 16th – Monday, September 22nd

Important Events:

- ❖ Online Voting: all eligible voters are able to submit their votes from 9 AM on Wednesday, September 16th until 11:59 PM on Saturday, September 19th.
- ❖ Spending Forms due: all candidates **must submit their completed spending forms and all accompanying receipts** by 9 PM on Saturday, September 19th to elections@penn-nec.org.
- ❖ FPC Complaint Forms due: **all complaints of violation of the Fair Practices Code must be submitted** by 9 PM on Saturday, September 19th to elections@penn-nec.org.

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Critical Rules:

- ❖ You may not establish a stationary voting booth and you are not allowed to have students vote on your own device(s).
- ❖ The spending limit for all candidates, regardless of the number of positions for which they run, is **\$50.00**.
- ❖ Taxes do not need to be included on your spending form, but **any shipping & handling costs must be included**.
- ❖ **No late Spending Forms will be accepted.** If you do not turn in a Spending Form, you will be disqualified.
 - You may appeal this decision as per §VII.G.2 of the FPC.
- ❖ **All items on your spending form are to be accompanied by a receipt or quote from a local merchant unless you are using the following NEC standardized prices:**

Marker	\$0.50/marker
Chalk	\$0.13/stick
Copies (8.5" x 11" white paper, B&W):	\$0.05/side
Copies (8.5" x 11" white paper, color):	\$0.30/side
Copies (8.5" x 11" colored paper, B&W):	\$0.12/side
Copies (8.5" x 11" colored paper, color):	\$0.40/side
Website domain (e.g., vote4matt.com)	\$12.00

Action Items:

- ☐ Solicit votes from eligible voters by directing them to www.pennstudgov.com
- ☐ Submit your completed Spending Form with attached receipts and any FPC violation complaints by 9PM on September 19th to elections@penn-nec.org. Results will be announced the following day or Sunday, September 20th, if no FPC charges have been filed; an FPC hearing would take place Tuesday, September 22nd at 8:00 PM if charges are filed with results announced the next day on Wednesday, September 23rd.

Appendix: Other Relevant Information

Instructions for Complaint Form of FPC Violation

Reminder: Complaint forms are due by 9:00 PM on Saturday, September 19th to elections@penn-nec.org. If charges are filed, the FPC Hearing will take place at 8:00 PM on Tuesday, September 22nd.

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The Fair Practices Code governs the student government elections, and is binding upon the Nominations & Elections Committee as well as all candidates and their surrogates. If you believe a rule has been violated, you may file a complaint under § VIII.A of the FPC.

Here are some basic things to remember:

- ❖ **Filing a complaint is a very serious action.**
 - It indicates that you believe, and want to prove, that a candidate or the NEC violated elections law and will initiate a full, public hearing to test and decide upon the charge(s).
- ❖ **Any member of the Penn community, including candidates, voters, and the NEC, may file a complaint.**
 - Under § VIII.B.6, the person who files the complaint is responsible for prosecuting that charge at the FPC Hearing.
 - As such, the person who files the complaint is also responsible for collecting evidence and/or a list of witnesses to aid in the prosecution of his/her/their charge, including any public elections records made public by the NEC (spending forms, emails, and other records) and any records collected individually. All evidence, including the names of witnesses who will be testifying, must be submitted **by 7 PM the day of** the start of the FPC Hearing.
 - Multiple overlapping complaints may be combined into one charge, at the discretion of the Vice Chair for Elections, the Grievance Officer, and the Chair of the NEC.
- ❖ **Any candidate, or the NEC, may be charged with a complaint of FPC violation.**
 - Under § VIII.B.3, the person being charged with a violation may present evidence and/or a list of witnesses to aid in the defense against the charges. All evidence, including the names of witnesses who will be testifying, must be submitted **by 7 PM the day of** the start of the FPC Hearing.
 - Under § VIII.B.5, the NEC shall provide any candidate being charged with violating the FPC with a **Public Advisor** who may provide advice and assistance. If requested, the Public Advisor will speak on the candidate's behalf.
- ❖ **Some acts, which are not clearly regulated under the FPC, may be difficult to prosecute.**
 - If a candidate pre-cleared an action with the Vice Chair for Elections and followed the VCE's interpretation of the FPC as it was communicated in writing, this may be submitted as evidence to defend against the charge.

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Mandatory Forms

Certification of Candidacy

I, _____, do hereby petition the Nominations & Elections Committee to place my name on the ballot for representation to the Undergraduate Assembly and/or Class Board 2030 for the 2026-2027 academic year.

I hereby certify that I am enrolled as a full-time undergraduate at the University of Pennsylvania.

I understand that the NEC conducts internal unpublished analysis on student government participation, and consent to my inclusion.

I further certify that I have read and do understand the most recently updated version of the Fair Practices Code and the Candidate Packet, and agree to conduct my campaign in full accordance with the FPC.

Undergraduate Assembly Certification

Signature (Type Name) _____

Date _____

Class Board Certification

Signature (Type Name) _____

Date _____

Joint/Dual-Degree Students

School or Program _____ (e.g. M&T)

If joint/dual-degree and running for a school-specific position, school in which you will run _____

All Candidates

Candidacy Position _____

Year _____

NEC Use Only

University School _____

Member Signature _____

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Petition for Candidacy to the Undergraduate Assembly or Class Board 2030

Name: _____ Email: _____

- ☐ Running for UA New Student Representative/Special Election Seat _____
- ☐ Running for Class Board 2030, in the position of _____

Dear Student: the person named above is seeking candidacy for the Undergraduate Assembly (UA) and/or Class Board 2030 and requires a number of signatures from peers to be placed on the ballot. If you wish to join this petition, please sign on the pages following.

We the undersigned hereby petition that the aforementioned student be placed on the ballot for election to the Undergraduate Assembly / Class Board 2030 of the University of Pennsylvania.

	Name	School	Year	Penn Email
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26				
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28				
29				
30				

Valid Signatures _____

Total Signatures _____

Member Initials _____

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Official Spending Form

Name _____

Phone Number _____

Penn Email _____

School and Year _____

☐ Running for UA New Student Representative/Special Election Seat _____

☐ Running for Class Board 2030, in the position of _____

	Item	Unit Price	Qty	Total Price w/ S&H, excluding tax
			Total Spent:	

Reminder: The spending limit for all candidates is **\$50.00**. All items of monetary value used to campaign (except adhesives) must be listed above and accompanied by receipts and/or quotes from local merchants to establish the fair market value of materials obtained by other means, unless the standard rates on the instructions page are used.

The NEC also offers **financial aid** of up to \$85 for candidates. If you would like to request financial assistance from the NEC, please contact Mara Flores at elections@penn-nec.org. This form is due on **Saturday, September 19th** at 9 PM.

I hereby attest the above figures are accurate and in accord with the regulations set forth in the Fair Practices Code and described at the Candidates' Meeting.

Signature (Type Name) _____

Date _____

NEC Member Signature _____

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FPC Complaint Form

FPC Complaint Form

Basic Information

Who is pressing the charge? _____

Against whom? _____

What rule was violated?

If the rule is part of the Fair Practices Code, what section? (e.g. VII.D.2) _____

Violation Details

What was the alleged violation?

What evidence do you have?

Complaints must be submitted to elections@penn-nec.org by **Saturday, September 19th** by **9 PM**. Attach as many documents as you think are necessary to corroborate your claims.

I hereby affirm that this complaint is being filed to enforce fairness in good faith, under the regulations set forth in the Fair Practices Code and described at the Candidates' Meeting.

Signature (Type Name) _____

Date _____