

SCHOOL of LAW STUDENT BAR ASSOCIATION

2013 SPRING SBA ELECTION PACKET

Prior to entry into the SBA election process, candidates MUST read the following rules carefully. Candidates that violate, bend, or circumvent these rules may be disqualified from the election. The SBA reserves the right to implement other sanctions, or no sanctions, as determined by the current SBA President and the SBA Election Committee in consultation with the Assistant Dean for Student Affairs. A suspected rule violation may be reported to the SBA Election Committee at usflawelections@gmail.com. All reported election rule violations will be promptly reviewed and investigated by the SBA Election Committee and an appropriate course of action will be determined by the SBA President, SBA Election Committee and, if necessary, the Assistant Dean for Student Affairs.

The SBA invites continuing JD students to run for the following positions:

Executive Board:

SBA President
SBA Vice-President (Full Time)
SBA Vice-President (Part Time)
SBA Treasurer
SBA Secretary

Other Elected Positions (elected at-large):

Full Time 3L Class Representatives (Two Positions)
Part Time 3L Class Representative
Full Time 2L Class Representatives (Two Positions)
Part Time 2L Class Representative
ABA Primary Representative
ABA Lt. Representative

Please see the SBA Constitution for details on the roles and responsibilities of all elected positions. The Constitution is available on the SBA website (<http://www.usfca.edu/clubsorgs/sba/>).

CANDIDATE RULES

1. All deadlines and restrictions are firm. No exceptions.
2. **ELECTION FORMS:** Election forms will be made available in the on Tuesday, March 12, 2013 at the Election Information Session; forms will be available thereafter in the SBA Office and/or on the SBA website. All election forms may be found at the end of this document. Election forms are comprised of (A) Election Rules Acknowledgement / Academic Standing Release, (B) Candidate Endorsement Form and (C) Election Speech Video Release. **Completed forms are DUE no later than Wednesday, March 20, 2013 at 6:20pm in the SBA office.**

3. Candidates must obtain the signatures of at least 25 registered law students (but no more than 100) to endorse their candidacy. Students may endorse more than one candidate for each position. An endorsement does not mean that the signatory must vote for the candidate they endorse. Students may only run for one of the above positions and no changes other than withdrawal from the election process will be permitted after a candidate has submitted the required materials.
4. **CAMPAIGNING:** Campaigning in any form is prohibited until **Thursday, March 21, 2013 at 10:00 am**. This includes flyers, emails, advertisements, websites, or any other activity that could possibly be interpreted as campaigning.

While candidates may speak freely amongst their peers regarding their intent to run, candidates and their agents must refrain from “publicizing their candidacy” to the general student population. The phrase “publicizing their candidacy” includes, but is not limited to, contacting student organizations, posting flyers, handing out materials, etc. However, candidates are not barred from creating campaign materials, educating their agents about their platform, or seeking information regarding the election from the SBA. For clarification on ambiguities regarding “publicizing their candidacy,” please contact the SBA Election Committee at usflawelections@gmail.com.

The SBA understands candidates must obtain endorsement signatures before campaigning is permitted. However, candidates are expected to refrain from promoting their candidacy (e.g. describing reasons for running etc.) or doing anything beyond what is minimally necessary to obtain the signatures (i.e. informing students of a plan to run and asking for a signature to get on the ballot).

Candidates and their agents may not seek student organization endorsements via email, word-of-mouth or otherwise, before **Thursday, March 21, 2013 at 10:00 am**.

Absent a prior commitment, candidates are expected to attend the Spring Admitted Students Reception on **March 23, 2013**.

5. **POSTERS & FLYERS:** Candidates may display *one poster*. Posters may not exceed 14” x 18”. Posters may be displayed only on mini-easels on designated election tables in the rotunda. Posters may be displayed starting on **Thursday, March 21, 2013 at 10:00 am**. Easels will be provided by the SBA and will be made available in the SBA Office on March 21, 2013.

Candidates may display *a maximum of four flyers*. Flyers may not exceed 8 ½” x 11”. Posters may **only** be placed on public bulletin board space in Kendrick Hall, using tacks, not staples. Please follow USF bulletin board policies as posted. Upon approval of the student organization, candidates may post flyers on endorsing student organization bulletin boards. Flyers on student organization boards do not count towards the four-flyer limit as long as the flyer is posted by the organization on its own accord. Do not use bulletin boards between the rotunda classroom doors. Candidates may not put flyers in student’s mail folders. Candidates are responsible for removing all campaign materials from public areas by **Friday, April 5, 2013**, except for presidential candidates in the event of a run-off election.

6. **INCENTIVES & HAND-OUTS:** No incentives may be dispensed by candidates or their agents, including but not limited to food, apparel, pens, or mugs. Items that may provide any benefit or alternate use to voters (outside of simply promoting a candidate) are strictly prohibited.

Pins, ribbons, buttons, and stickers are not incentives. This list is exhaustive. Election paraphernalia such as the aforementioned materials may only be distributed personally by candidates or their agents. Election paraphernalia may not be left on tables or in any public area for students to pick up independently. Do not create any opportunities for litter or vandalism, such as putting items into student mail folders, posting directly on student lockers or leaving flyers on tables throughout campus.

If you are unsure whether an item qualifies as a pin, ribbon, button, or sticker, seek clarification from the Election Committee at usflawelections@gmail.com.

7. **CAMPAIGN CONTENT:** Campaign materials may not attack another candidate personally or contain inappropriate material (such as vulgarity).
8. **COSTS:** No more than \$50.00 (fair market value) may be spent on a candidate's campaign. This includes all materials, such as paper, printing costs, and items listed under sections 4 and 5. Candidates are required to keep records of all election related expenses through April 5, 2013. Receipts are subject to Election Committee review and must be submitted to the Election Committee (usflawelections@gmail.com) by 10:00 am April 5, 2013. For multiple candidates running on a single platform or bill, the total will be \$50.00 per campaign as opposed to \$50.00 per candidate.
9. **EMAILS:** Candidates and their agents may use class Google Groups for campaigning purposes, limited to 3 postings per Google Group throughout the campaigning period. Candidates and their agents may personally email their peers, but candidates and their agents may not send unsolicited messages to other students. Google Group messages will be disseminated to students as follows:
 - Candidates will forward proposed emails to the SBA Election Committee at usflawelections@gmail.com for review. Each email must specify the Google Group it is targeting (i.e. all groups, 1Ls, 2Ls, 3Ls etc...).
 - The SBA Elections Committee will review the content of the message and then distribute, as submitted, to the designated Google Group.
 - Emails received from candidates prior to 5:00pm will be distributed within 2 hours. Emails received from candidates after 5:00pm will not be distributed to student groups until the following day. Only emails that pass the SBA Election Committee review (i.e. those that do not violate election rules) will be distributed to the Google Groups.

Only student organization leaders with the support of their respective members may post on behalf of an organization or send campaign emails to any organization's membership. Student organization postings do not count against the 3-posting limit. There is no limit

on personal emails outside of the Google Groups. There is no word count restriction for emails.

10. **WEBSITES:** You may campaign via outside websites (i.e. Facebook, Twitter, etc...). Please be respectful to the recipients of any campaign communications.
11. **ELECTIONEERING:** Electioneering by candidates and their agents in or near the polling place immediately before, during, and immediately after the election is strictly prohibited. However, candidates and their agents may enter the rotunda to vote and exit expeditiously. Campaigning is prohibited inside a classroom when class is in session and immediately before and after class.
12. **NO ANNOUNCEMENTS IN CLASSROOMS:** Neither candidates or their agents may conduct any type of campaigning in classrooms. This prohibition includes making announcements and/or distributing campaign materials.
13. **CANDIDATE STATEMENTS & PHOTOS:** Please draft a candidate statement explaining your goals and/or platform for publication on the SBA website. We encourage you to post a copy of your statement with your photo on your election poster. Candidates must email the following to the SBA usflawelections@gmail.com by **March 20 at 6:20 pm**.
 - Brief Candidate Statement (500 word limit)
 - Digital Picture of Yourself (.jpg format). If you do not have access to a digital camera, please contact the Election Committee and a picture will be taken.
14. **MEET THE CANDIDATES FORUM (Q & A):** Candidates for all positions will have an opportunity to introduce themselves to the student body and take questions at a Meet the Candidates Forum. Agents may not speak on behalf of any candidate. The Forum will be held on Thursday, March 21, 2013 at 12:30 pm in Kendrick Hall, Room 101. The Meet the Candidates Forum will serve as the official start of the Spring 2013 Election.
15. **ELECTION FORUM (SPEECHES):** Candidates for all positions will also have the opportunity to make a public speech to their peers. Agents may not speak on behalf of any candidate. The Forum will be held on Wednesday, March 27, 2013 at 5:00pm in Kendrick Hall, Room 101. The length of candidate speeches will be determined by the number of candidates running for each available position. Candidates will be notified of the time constraints by March 25, 2013.

A *video recording* of the candidates' speeches will be made and placed on the SBA website no later than Thursday, March 28, 2013 at 5:00 pm. This is to allow any students unable to attend the forum to access the speech through the election period. Candidates are free to decline release of the video recording. All videos will be removed by the end of the election period on Wednesday, April 5, 2013.

16. **VOTING:** Elections will be held Monday, April 1, 2013 through Wednesday, April 3, 2013 in the Law School Rotunda, 1st Floor of Kendrick Hall. Election times are as follows:
 - **Monday, April 1: 10:00 am to 6:30 pm**
 - **Tuesday, April 2: 10:00 am to 8:30 pm**
 - **Wednesday, April 3: 10:00 am to 6:30 pm**

All students may cast one vote. Voting for class representative positions is restricted by student registration (i.e. only 2Ls may vote for 2L Representatives, etc.).

17. **RESULTS:** All candidates will be notified of the election results on the morning of Friday, April 5, 2013. The election results will be publicly announced via email on Friday, April 5, 2013 after the candidates have been notified.

Winners for all offices except the President will be determined by a plurality of votes. The President must be elected by a majority of more than 50% of the votes. If a single presidential candidate does not receive more than 50% of the votes cast, then a run off election will be held between the two candidates that receive the most votes. If necessary, the run off election will be held for two days on **Tuesday, April 9, 2013** and **Wednesday, April 10, 2013**.

18. **ENDORSEMENTS:** Student organizations may endorse a candidate by placing flyers on the student organization's bulletin board. These flyers do not count towards the four-flyer limit. Student organizations may also send email to their membership regarding candidate endorsements, subject to the above rules.
19. **CURRENT LEADERS:** SBA Officers and Appointees may support any candidate(s) at his or her own discretion. Although they may cast ballots, the SBA President, members of the SBA Election Committee, and all SBA Council members (while operating the voting booth), must remain neutral and serve all candidates equally in utmost good faith. Electioneering of any kind is strictly prohibited in and around the SBA Office.

The SBA will promote the election to the best of its ability to ensure a high voter turnout.

20. **ACADEMIC STANDING:** All elected SBA officials must be in good academic standing at the time of the election. Additionally, if an official's academic standing changes while in office, the official will be required to resign.
21. **UTMOST GOOD FAITH: Candidates must do all they can to preserve the dignity and integrity of the electoral process, and to interpret these rules by the highest standard of good faith.**

It is the candidate's sole responsibility to ensure awareness and adherence to these rules by their agents and any supporting student organization.

Returning the following forms affirms that the candidate has read, understands, and will abide by the Student Bar Association Election Rules in utmost good faith.

These guidelines will be posted on the SBA website and on the SBA bulletin board.

IMPORTANT ELECTION DATES

- Tuesday, March 12, 2013 - Election Materials Released
- Tuesday, March 12, 2013 - Election Information Session 1 (Day)
12:30 pm – 1:15 pm; Kendrick 104
- Thursday, March 14, 2013 - Election Information Session 2 (Evening)
5:30pm – 6:15pm; Kendrick 240
- Wednesday, March 20, 2013 - Election Forms DUE to the SBA Office
by 6:20 pm
- Thursday, March 21, 2013 - Election Campaigning Begins at 10 am
Posters may be displayed at 10 am
- Thursday, March 21, 2013 - Meet the Candidates (Q&A Session)
12:30pm – 1:20pm; Kendrick Hall, Room 101
- Wednesday, March 27, 2013 - Election Speeches Forum
5:00pm – 6:30pm; Kendrick Hall, Room 101
- Monday, April 1, 2013 - ELECTION DAY (10:00 am - 6:30 pm)
- Tuesday, April 2, 2013 - ELECTION DAY (10:00 am - 8:30 pm)
- Wednesday, April 3, 2013 - ELECTION DAY (10:00 am - 6:30 pm)
- Friday, April 5, 2013 - Candidates will be notified of the results
- Friday, April 5, 2013 - Public Announcement of Election Results via Email
- Monday, April 8, 2013* - Presidential Run-Off Speeches
- Tuesday April 9, 2013* - Presidential Run-Off Elections
- Wednesday, April 10, 2013* - Presidential Run-Off Elections

***These events will only occur in the event of a Presidential Run-Off*

SBA ELECTION RULES ACKNOWLEDGEMENT /
ACADEMIC STANDING RELEASE

I am submitting the attached endorsement signatures for the position of:

I, _____, declare that I am in good academic standing (not on any form of academic probation) at the time of election and give my permission to the SBA Election Committee to confirm this status with the Assistant Dean for Student Affairs. I understand that if elected and my academic standing changes while I am in office, I will be required to resign.

I have also read and understood the election rules and will abide by them in utmost good faith.

Signature

Date

All Election Forms MUST be completed and returned to the SBA Office by
Wednesday March 20, 2013 by 6:20pm.

CANDIDATE ENDORSEMENT FORM

Candidates must have at least 25 signatures of registered USF Law students to endorse his/her candidacy. Students may endorse more than one candidate for each position. *An endorsement does not mean that the signatory must vote for the candidate they endorse.*

Name of Candidate: _____

Candidate Email: _____

Candidate Phone (Cellular): _____

Endorsement for the Position of: _____

- | | |
|-----------|-----------|
| 1. _____ | 13. _____ |
| 2. _____ | 14. _____ |
| 3. _____ | 15. _____ |
| 4. _____ | 16. _____ |
| 5. _____ | 17. _____ |
| 6. _____ | 18. _____ |
| 7. _____ | 19. _____ |
| 8. _____ | 20. _____ |
| 9. _____ | 21. _____ |
| 10. _____ | 22. _____ |
| 11. _____ | 23. _____ |
| 12. _____ | 24. _____ |
| 25. _____ | |

All Election Forms MUST be completed and returned to the SBA Office by Wednesday March 20, 2013 by 6:20pm.

CANDIDATE ELECTION SPEECH VIDEO RELEASE

I authorize the Student Bar Association to publish the video of the election speech I give at the Election Forum with the information noted below on the SBA Website. I understand that this information and the video of my speech will be (1) available to anyone on the Internet and (2) removed from the SBA website within one week of the end of the election period.

Information to be posted on the SBA Website with the candidate's election speech:

- Candidate's first and last name: _____
- Elected Position Sought: _____
- Video of Candidate's Speech at the March 27, 2013 Election Forum

Signature

Date

All Election Forms MUST be completed and returned to the SBA Office by Wednesday March 20, 2013 by 6:20pm.