



Election Guidelines – Spring 2011

E-mail: dgcrutgers@gmail.com

Dear Candidate,

Thank you for choosing to take part in the **Spring 2011 Election** for the Douglass Governing Council (DGC), the undergraduate student government of Douglass Residential College and the Douglass Campus! You will be held responsible for all of the information contained in these Elections Guidelines, so please read this entire document thoroughly.

Best,
Adrian Halton
Elections Chairwoman
Class of 2011 Representative
Douglass Governing Council



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Official Timeline

Election Information Session:

The Elections Chairwoman and DGC Executive Board will discuss and answer questions about the timeline and guidelines of the DGC Election. Candidates will be provided with DGC's Elections Guidelines, including the *Declaration of Intent to Run*.

Tuesday, April 12th

Location: Douglass Campus Center

Trayes Hall A

Time: 8:30 p.m.

Campaigning, Elections, Appeals and Announcements:

Campaigning Period

Monday, April 11th @ 12:00 p.m. — **Tuesday, April 19th** @ 11:59 p.m.

During this period, current members of DGC will be available via e-mail to offer information about DGC and the elections as requested.

Election Days

Wednesday, April 20th @ 12:00 a.m. — **Thursday, April 21st** @ 11:59 p.m.

During this period, electioneering and active campaigning is prohibited within 30 feet of all polling locations. Read further into these guidelines for details and definitions.

Appeals

Friday, April 22nd @ 10:00 a.m. — 12:00 p.m.

Appeals should be completed using the **Elections Appeal** document (attached), and should be either brought to the DGC mailbox in the Douglass Lounge of the Douglass Campus Center OR emailed to dgcrutgers@gmail.com.

Announcements

Friday, April 22nd @ 6:00 p.m. — **Monday, April 25th** @ 10:00 a.m.

Elections results will be announced once the appeals process has been completed.

Douglass Governing Council Passing of the Gavel Ceremony

Tuesday, April 26th @ 7:00 p.m. – 9:00 p.m.

All current and new members are invited to join the DGC for our annual Passing of the Gavel Ceremony, a celebratory event in which we recognize the achievements of current Council



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members and welcome new members for the 2011-2012 academic year. Light refreshments will be served.

April 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5 DGC Meeting	6	7	8	9
10	11 Campaigning BEGINS 12:00 pm	12 DGC Meeting Elections Info. Session Campaigning	13 Campaigning	14 Campaigning	15 Campaigning	16
17	18 Campaigning	19 DGC Meeting Campaigning ENDS 11:59 pm	20 ELECTIONS BEGIN 12:00 am	21 ELECTIONS END 11:59 pm	22 Appeals DUE Announcing of Results	23
24	25	26 DGC Passing of the Gavel Ceremony	27	28	29	30



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Available Positions

All DGC positions are open to contest for this coming election; below is the list of all positions available for contest and the number of seats available for each respective category. A student may only run for one [1] position during the Election. All positions remaining vacant after this semester's elections will be open for contest during the Fall 2011 DGC inbody elections.

Executive Offices:

- [1] DGC President
- [1] DGC External Vice President
- [1] DGC Internal Vice President
- [1] DGC Treasurer
- [1] DGC Secretary

Class Representatives:

- [4] Class of 2012
- [4] Class of 2013
- [4] Class of 2014

Unclassified:

- [2] Unclassified Representative

Rutgers University Student Assembly:

- [4] RUSA Representative

University Senate:

- [1] University Senator



Eligibility:

All candidates must currently be full-time undergraduate students, must be enrolled in Douglass Residential College, and must maintain that status for the Fall 2011 semester. Any candidate on Academic or Disciplinary Probation (as defined by their respective school or college) is barred from contesting or occupying a position within DGC, and all candidates must have a **minimum 2.5 GPA** in accordance with guidelines set forth by the Division of Student Affairs. Transfer students who wish to run will be required to submit a transcript from their previous institution to verify GPA. Candidates may belong to any of Rutgers' colleges or schools.

Candidates for a *Representative* position must be of the designated graduating class. *Unclassified Representative* positions are not class specific.

Candidates running for a *Senator* position must go through the RUSA elections process. One Senate seat is specifically for a student belonging to the Douglass Residential College; the DRC *Senator* will serve on DGC, RUSA and the University Senate.

Candidates running for any of the Executive Offices must have served **at least one semester** as a voting member of the Douglass Governing Council.

Declaration of Intent to Run:

Students seeking office will complete a *Declaration of Intent to Run* that specifies the position they will be running for and affirms that they agree to carry out their campaigns in accordance with the established Election Guidelines. The *Declaration of Intent to Run* will serve to verify the correct spelling of candidates' names, and the names of tickets that they affiliate with. The information that they provide will be used to create the ballots that will be featured online on Election Day.

The *Declaration of Intent to Run* will be made available on the DGC website and will be distributed at the DGC Elections Meeting. **Failure to hand in the *Declaration of Intent to Run* will result in a forfeiture of the right to run for a position within DGC.**



Contest

Budget:

Each individual candidate may spend no more than \$50 on her campaign. Each candidate will be required to maintain a list of all campaign expenses, and retain all receipts to document those expenses. Absolutely any purchase made by a candidate that directly or indirectly benefits her campaign will be considered a campaign-related expense. This includes, but is not limited to, purchases of supplies, photocopies, and advertising. Candidates who decide to run on a ticket may pool their funding with other members of their ticket, and will be required to share a list of campaign expenses for their ticket. **The spending cap for each ticket is \$300: all candidates entering the DGC contest jointly on one ticket may not, collectively, spend more than \$300.**

Candidates may seek out funding using whatever means they deem appropriate. Candidates may not violate local, state, and federal law in their efforts to obtain funding. Violation of local, state, or federal law will serve as grounds for expulsion from the Election.

Should an appeal be brought forth against a candidate for a violation of these budget requirements, **the Elections Chairwoman reserves the right to audit the campaign budget of the said candidate during the Review of Appeals.** Candidates must be prepared to submit their budget for review if requested.

Campaigning, Electioneering, Ticketing, Voting:

Active campaigning includes, but is not limited to: distribution of posters, literature, or other printed materials by a candidate or representative of a candidate; advertising in campus media; and/or communication via e-mail, social networking sites, blogs, or campaign websites

Active campaigning will commence on April 11th at 12:00 a.m., and will end on April 19th at 11:59 p.m. Candidates and tickets may prepare campaign materials and adverts prior to the designated campaigning period, but such campaign material may not be made publicly accessible until the contest officially begins.

Electioneering during a campaign constitutes of shaking hands and/or oral communication for the purposes of supporting a candidate for a DGC position. Electioneering is the only form of campaigning that will be permitted prior official start of the DGC contest. Starting Wednesday, April 20th at 12:00 a.m. through Thursday, April 21st at 11:59 p.m., electioneering is **strictly prohibited** within 30 feet of polling locations; Polling locations include student centers, residence halls, computer labs, and classrooms. Carrying around any electronic device with internet access and encouraging students to vote for or against a candidate is **strictly prohibited**.



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Campaigns must be conducted in compliance with federal, state and local laws, and are subject to rules and regulations that govern University facilities and property. Candidates are encouraged to be courteous and respectful to one another. **Libel and slander are prohibited.**

Ticketing is defined as the pooling of funds and joint campaigning. Candidates retain the privilege of ticketing with an unlimited amount of candidates, but must have a minimum of three candidates entered into contest for three separate DGC positions. Tickets must have names, and candidates wishing to ticket must indicate so on their *Declaration of Intent to Run* forms by providing a common name. No ticket name will be ascribed to groups consisting of less than three DGC candidates.

Voting:

All current undergraduate Douglass Residential College students are eligible to vote.

Neutrality of Elections Committee:

The Elections Chairwoman is forbidden from publically endorsing and actively campaigning on behalf of any candidate from the beginning of her tenure until the Announcement of Results. Any violation of this commitment to neutrality will result in an investigation by the Internal Affairs Committee of RUSA.

Further Questions:

Any questions regarding campaigning procedures should immediately be referred to dgcrutgers@gmail.com.



Declaration of Intent to Run

This form is to be completed by the candidate and furnished to the Elections Chairwoman by the candidate or proxy.

I, _____, hereby declare my intention to run for the position of _____, during the Spring 2011 Douglass Governing Council elections.

I also affirm that I understand that my campaign for this position on DGC must be carried out in accordance with the current DGC Elections Guidelines. I understand that any deviation from the rules set forth in these guidelines on my part will result in my being determined ineligible to participate in this election.

Signature

Date

Net ID (ex: *JohnDoe@eden*):

RUID (ex: *123-45-6789*):

Candidate Cell Number:

Ticket Name (optional):

Proxy Name (optional):

Proxy Signature (optional):



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Election Appeal

This form is to be completed by the candidate and furnished to the Elections Chairwoman **by 12:00 p.m. on Friday April 22nd**. Late Appeals WILL NOT be accepted nor considered.

Name of Appellant: _____

Appellant Cell Number: _____

Date(s) of Infraction(s): _____

Type of Infraction(s): _____

Accused Candidate/Ticket: _____

Please attach any evidence that you deem pertinent to an investigation of this appeal.