GUIDELINES REGARDING SBA ELECTION CAMPAIGNING AND TICKETS

Campaign Guidelines regarding Article III Section 2 of Election Code:

1. Campaigning may not begin before **8:00am on Monday, April 21, 2014.**
2. **Failure to adhere to the election rules or process may result in disqualification.**
3. Candidates must remove their printed campaign materials from the public areas of Chicago-Kent no later than **5:00pm on Monday, April 28, 2014.**
4. Each candidate is allowed one poster displayed on the Concourse level authorized bulletin boards. The maximum poster size for any individual candidate or ticket is 20” x 30”.
5. Candidates may post fliers no larger than 8.5” x 11” only on authorized bulletin boards (NOT THE STUDENT ORGANIZATION BOARDS) as follows: Third floor- 10 posted fliers; Second floor- 1 posted flier; Concourse- 10 posted fliers.
6. Posters and fliers are the only campaign items allowed to be posted at Chicago-Kent. Candidates that wish to display campaign items in locations other than bulletin boards must have the prior written approval of the Election Committee.
7. All posters and fliers must have the candidate’s first and last name printed somewhere on each individual sheet of paper or posted board.
8. No candidate may spend more than $100 on his or her campaign. The Election Committee will determine the fair market value of gratuitous items and items unsupported by documentation. You must submit receipts or proof of spending to the election chairs via email or via the SBA mailbox located on the second floor of the law school by **5:00pm on Wednesday, April 23, 2014.** Failure to submit receipts or proof of spending may result in disqualification.

Guidelines for Running with a Ticket:

1. Candidates participating in a SBA Election are allowed to form “tickets.” Tickets are coalitions of candidates that by agreement will campaign together.
2. Formed tickets must have a name. The ticket name shall not include the phrases “SBA,”” or “Student Bar,” “Student Bar Association,” or any other name that implicates affiliation with the Student Bar Association.
3. The number of people on a ticket cannot exceed the number of available Board of Governor positions in the particular categories.
4. Candidates must disclose on their petition that they are part of a ticket by providing the name of the ticket. One person on each ticket must provide the Election Committee Chair the entire list of candidates affiliated with the ticket, no later than **5:00pm on Friday, April 18, 2014.**
5. After the petition deadline, a candidate may not withdraw from a ticket affiliation without withdrawing entirely from the SBA Election. In addition, a candidate will not be allowed to change their ticket or non-ticket affiliation.
6. The ticket’s printed campaigning materials must reflect the ticket name and all of the candidates’ names that comprise the ticket. Candidates that are affiliated with a ticket cannot post printed campaign materials that do not reflect all of the candidates that comprise the ticket.
7. A ticket may post no more than two posters.
8. Tickets may post fliers no larger than 8 1/2” x 11” on the authorized bulletin boards as follows: {number modification of Election Rule #5 above}Third floor- 15 posted fliers; Second floor- 2 posted fliers; Concourse- 15 posted fliers
9. Posted fliers, as outlined in these rules, are the only items allowed to be posted on the bulletin boards
at Chicago-Kent. Any Candidate who wishes to display campaign materials in areas other than the authorized bulletin boards must have the prior written approval of the Election Committee.

10. A ticket may spend no more than $100 on campaign materials.
11. Any rule violation by one member of a ticket may subject the entire ticket to disqualification.
ARTICLE III: ELECTIONS AND APPOINTMENTS

Section 1: Elections for the General Assembly shall be held twice every year. They shall be held no later than the third week of September, during which all first-year Representatives shall be elected; and no later than the fourth week of April, during which all other General Assembly Representatives and Officers shall be elected. Each election shall be held over the course of two days.

Section 2: Candidacy. The Election Process is governed by the Chicago-Kent College of Law “Code of Conduct” and the Student Bar Association Bylaws.

(a) All members of the Student Body currently enrolled in at least 2 credit hours may stand for election to any position for which they are qualified pursuant to Article II. Except for LLM representatives, each member must be able to serve a full term. No member of the General Assembly shall hold more than one elected position at the same time.

(b) Each semester, the Election Committee Chair must select the exact dates on which the elections will take place.

(c) Each election, the Election Committee Chair shall inform the President of the election dates two weeks before the election is to take place, at which time both the President and Election Committee Chair shall inform the Student Body via school-wide email, the Record, or any other method reasonably calculated to provide the Student Body with adequate notice.

(d) Each election, the Election Committee Chair must establish a Candidacy Deadline that must be no later than three school days prior to the election. The Election Committee Chair shall inform the Student Body of the Candidacy Deadline via school-wide email, the Record, or any other method reasonably calculated to provide the Student Body with adequate notice.

(e) All candidates wishing to stand for election to any General Assembly Representative position must submit to the Election Committee Chair by the Candidacy Deadline:
   (i) a petition with ten (10) signatures of fellow students in good standing as defined by the Chicago-Kent Student handbook; and
   (ii) a personal statement addressing the student body explaining why the candidate seeks the office by a date and time set by the Election Committee.

(f) Failure to comply with these rules may subject the candidate to disqualification.

(g) Unreadable petition signatures or other petition information will not be counted toward the minimum number of signatures required.

(h) Any candidate with forged or illegible information on their petition will be disqualified and subject to further discipline under the Chicago-Kent “Code of Conduct” and forever ineligible for General Assembly or Executive Board membership.

(i) All name placements on the ballot shall be determined by lottery.

(j) To ensure efficiency, fairness, and compliance with the Bylaws, the Election Committee has the discretion to set any additional procedural rules or guidelines.
governing each election that are not inconsistent with these Bylaws. Any such rules or guidelines must be approved by the President prior to the election.

(k) For purposes of this section, “full term” shall be defined as the entire academic school year from the Fall semester until the subsequent Spring semester.

Section 3: Campaigning.

(a) Campaigning may not begin before 8:00 am the day following the Candidacy Deadline.

(b) Candidates may post printed posters and/or fliers on bulletin boards located on the third floor, second floor, student lounge, and in the concourse.

(c) Candidates may post printed material on a student organization’s board, but only after receiving written authorization from that organization’s executive board.

(d) Posters and fliers are the only campaign items allowed to be posted at Chicago-Kent.

(e) No candidate or ticket may spend more than $100 on a campaign. The Election Committee will determine the fair market value of gratuitous items and items unsupported by documentation.

(f) Campaigning utilizing a listserv or a specific student-organization email list to deliver a message to the e-mail accounts with the domain name kentlaw.iit.edu is prohibited. Students may, however, contact specific students via email in the hopes of obtaining votes.

(g) Any student who has knowledge of any candidate or ticket violating any of the election rules should report the violation(s) to the Election Chair immediately.

(h) Any candidate or ticket, if found to have violated any of these rules, may be removed from the ballot by a unanimous vote of the Election Committee.

Section 4: Voting and Counting.

(a) Elections must take place within a two-day (48 hour) period, and the Election Committee shall ensure that all students—both day and evening division—have an equal opportunity to vote.

(b) In the April election, each enrolled member of the Student Body may cast a vote for any of the contested positions.

(c) In the September election, only first-year students may cast a ballot. Each first-year student will have two votes and may only vote for the candidates from his or her section.

(d) After the 48-hour voting period has ended, the Election Committee must count the votes. Any candidate or ticket may, by request to the Election Committee Chair, send a representative to observe the counting process.

(e) Once the counting is completed, the Election Chair must inform the President of the results.

(f) For each position, the candidates who have the largest number of votes shall be the winners.

(g) The Election Chair shall disclose the final exact counts to each candidate, and the President shall inform the Student Body via a school-wide email of the names of each of the winners.

(h) In the event of a tie, the Election Committee Chair must organize and hold a run-off election between the two tied candidates exactly one week after the original election. This run-off election is subject to all relevant rules under these Bylaws.
Any candidate who wishes to contest the results of any election must inform the Election Committee Chair. The Election Committee Chair will convene a Panel, to include the Election Committee Chair, the President of the Student Bar Association, the Chair of the Board of Inquiry, the Assistant Dean, and a faculty member chosen by the contesting candidate. The contesting candidate shall be given the opportunity to address the panel, then the panel shall determine by majority vote whether to uphold the election results or overturn them.

If the results are overturned, the panel shall issue a written decision to the student body explaining their decision and announcing a new election for the position in question, which must occur exactly one week after the decision of the Panel. This election is subject to all relevant rules under these Bylaws.

Section 5: The term of members and officers of the General Assembly shall begin on the second Monday of May at noon, and shall last until the second Monday in May of the following year. The term of office for all newly elected first-year Representatives shall begin immediately following their election, and shall last until the second Monday of the following May. Should the results of an election still be disputed at the time a member is to take office, then the term of office shall begin as soon as the dispute is resolved pursuant to Section 4(i) and (j) of this Article.

Section 6: Vacancies.
(a) Should the office of a Representative become vacant, the President shall appoint a candidate for replacement. The General Assembly shall grant approval by a majority vote, upon which voting power shall be granted to the appointed member. This vote may not occur electronically.
(b) Should the office of any officer other than President become vacant, the General Assembly shall elect, by majority vote, a replacement from the current membership of the General Assembly.
(c) Should the office of President become vacant, the General Assembly shall elect, by majority vote, a member of the Executive Board to fill the vacancy.
   a. Secret voting may take place, to be monitored and officiated by the chair(s) of the election committee, who will also determine the procedure in the case of a tie.
ARTICLE VII: OFFICERS

Section 1: The President shall:

(a) Be the presiding officer of the General Assembly at its meetings pursuant to Article VIII, and shall adopt Robert’s Rules of Order as the procedural rules of the General Assembly. Modifications to Robert’s Rules of Order may be made at the President’s discretion, in consultation with the Executive Board, and where such modifications are not objected to by a majority vote of the General Assembly.

(b) Have a vote at a meeting of the General Assembly only for the purpose of breaking a tie.

(c) Personally represent the Student Body when the President meets with others on official Student Bar Association business.
   
   (i) The President shall, at least once a year, provide a report to the Student Body on the activities and goals for the year.
   
   (ii) This address may be written in the commentator or Record, or may orally given at a well-publicized event.

(d) Report to the student body regarding matters brought to the General Assembly. This may be done by means he or she feels appropriate, including but not limited to the Chicago-Kent Record, the Chicago-Kent listserv, or the Chicago-Kent Commentator.

(e) Appoint the chairs and members of each standing committee.

(f) Have the power to establish ad hoc committees, and to appoint the chairpersons of those committees.

(g) Be the student’s representative during meetings of the Chicago-Kent College of Law faculty, and shall vote on behalf of the Student Body at meetings.

(h) Report any and all activities undertaken in his or her capacity as President to the General Assembly at the next meeting.

(i) Be an ex officio member of all committees except the Board of Inquiry.

(j) Initiate any Executive Order that may be necessary to enforce or execute the obligations, duties, and/or policies of the Student Bar Association pursuant to Article IX.

(k) Not serve on the executive board of any recognized or unrecognized student organization at Chicago-Kent.

Section 3: The Vice President Day Division and Vice President Evening Division

(a) In the absence of the President to preside over a meeting of the General Assembly, the Vice President of the Day Division shall preside over the meeting. In the absence of the Vice President of the Day Division, the Vice President of the Evening Division shall preside. While presiding, the Chair shall only have a vote in the event of a tie.

(b) The Vice Presidents shall closely advise the President, and represent the President at meetings or events where the President cannot attend in person.
(c) The Vice Presidents shall report any and all activities undertaken in their capacities as Vice Presidents to the General Assembly at the next meeting.

Section 4: The Secretary shall:

(a) Maintain the minutes and records of all meetings of the General Assembly. These records shall include attendance records of each meeting, as well as the substance of any debate during the meetings, and any positions taken by particular representatives. The Secretary shall release the minutes of the previous General Assembly meeting at least 24 hours prior to the next meeting, and shall submit the minutes of every meeting to the Record.

(b) Maintain records and other reports from each committee as practicable, except that the Treasurer shall be responsible for maintaining financial records.

(c) Record the votes of each member in all roll call votes of the General Assembly. The Secretary shall record the number of “ayes” and “nays” in any division of the General Assembly. These records shall be included in the minutes of that meeting.

(d) Be responsible for maintaining and overseeing the website of the Student Bar Association, and shall also be responsible for publishing announcements from the General Assembly and its members, as well as a weekly calendar of events.

(e) Be responsible for conveying any resolutions passed by the General Assembly to the appropriate party as designated by the General Assembly. Resolutions should be conveyed by non-electronic means when possible.

(f) Be responsible for ensuring quorum is present at each meeting.

(g) Oversee use of the bulletin board space on the Concourse.

Section 5: The Treasurer shall:

(a) Chair the Finance Committee.

(b) Maintain financial records of the Student Bar Association, including all money raised and appropriated. The Treasurer shall also maintain the official budget of the Student Bar Association. This includes keeping the SBA website updated with all budget information.

(c) Submit the final budget approved by the General Assembly to the Chicago-Kent Finance Office, and shall be aware of all the policies and procedures of that Office relevant to Student Organization funding.

(d) Be prepared to announce the current financial status of the Student Bar Association upon request at any meeting of the General Assembly.

(e) In conjunction with the Finance Committee, develop the semester budget of the Student Bar Association according to Article XI. The budget shall only be effective upon approval by the General Assembly.

(f) Not approve of any disbursement of Student Bar Association funding beyond any funds approved through the budgeting process or by Executive Order.

(g) Comply with and enforce Article XI of the Student Bar Association Bylaws.

(h) Report any and all activities undertaken in his or her capacity as Treasurer to the General Assembly at the next meeting.

(i) Be prepared to explain the budgeting and financing process to any student organization.

(j) Create and enforce whatever system he or she deems necessary to facilitate supplemental funding requests or reimbursement requests, as outlined n Article XI.
(k) Not serve on the executive board of any recognized or unrecognized student organization at Chicago-Kent.
ARTICLE II: GENERAL ASSEMBLY

Section 1: All students enrolled in at least one class at Chicago-Kent College of Law shall be a member of the Student Bar Association. The General Assembly of the Student Bar Association shall consist of the duly elected representatives from the Chicago-Kent College of Law student body. The General Assembly shall act as the representative student government of the Student Bar Association (hereinafter “the Student Body”).

Section 2: The General Assembly shall be composed of the following members, with each member having one (1) vote, except for the President:
   (a) **Officers.** Five (5) elected officers, which shall also be the membership of the Executive Board: President, Vice President of the Day Division, Vice President of the Evening Division, Treasurer, and Secretary.
      (i) The President and all other officers must have accumulated at least ten (10) credit hours at the time of the election or appointment to be eligible for the position.
      (ii) The Vice Presidents shall be members of their respective division during their term of service. Should a Vice President leave the division from which they were elected to represent, that Vice President must resign from the General Assembly and another qualified Vice President shall be appointed pursuant to Article III, Section 6(b).
   (b) **Representatives.** The General Assembly shall also be composed of the following representatives:
      (i). **Class Representatives.**
         (A) *IL Representatives.* Two (2) members from each section of the first year day students, as well as two (2) members who are first year night students.
         (B) *2/3L Representatives.* Four (4) members from the second year day division, and four (4) members from the third year day division.
         (C) *Evening Division Representatives.* Two (2) members each from the night divisions of second, third, and fourth year students.
         (D) *LLM Representatives.* Two (2) members from the LLM division.
         (E) Students elected to represent a specific division and year must be from that respective division and year during their term of service. Should a representative leave the division or year from which they were elected to represent, that representative must resign from the General Assembly and another qualified representative shall be appointed pursuant to Article III, Section 6(a).
      (ii). **Bar Association Representatives.**
         (A) *American Bar Association Representative.* One (1) representative of the American Bar Association Law School Division who is to be elected at large. Within two (2) weeks of taking office, this
representative must become a member of the Law School Division of the American Bar Association.

(B) **Illinois State Bar Association Representative.** One (1) representative of the Illinois State Bar Association who is to be elected at large.

(C) **Chicago Bar Association Representative.** One (1) representative of the Chicago Bar Association who is to be elected at large.