1. DECLARING INTENT TO RUN
   a. All candidates must meet the qualifications for office as stated in the Student Government Association section of the current Armstrong web site. www.armstrong.edu/students/activities_and Orgs/students_constitution
   b. All students desiring to run for an SGA office must complete an online leadership application by no later than 5:00 P.M. on the date set by the Senate. http://www.armstrong.edu/Students/activities_and_orgs/leadership_opportunity_application
   c. No person shall run for more than one office.
   d. Must attend at least one of the two candidates’ scheduled meetings. If failed to meet at one of the two candidate’s meetings, a candidate’s privilege to run their particular office will be revoked. If the candidate has legitimate reasoning or rationale for not attending the candidate’s scheduled meeting, the removal of the revoked privilege will be at the discretion of the Election and Recruitment Committee.

2. SENATE REPRESENTATION

   Representation of Senate 2014 - 2015
   Total enrollment of students: 6,731*

<table>
<thead>
<tr>
<th>Enrollment per College</th>
<th>Number of Students</th>
<th>Enrollment percentage (%)</th>
<th>Number of Seats in Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Professions</td>
<td>2257</td>
<td>33%</td>
<td>10</td>
</tr>
<tr>
<td>Science and Technology</td>
<td>1917</td>
<td>28%</td>
<td>8</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>1594</td>
<td>24%</td>
<td>7</td>
</tr>
<tr>
<td>Undeclared</td>
<td>545</td>
<td>8%</td>
<td>2</td>
</tr>
<tr>
<td>Education</td>
<td>418</td>
<td>6%</td>
<td>1</td>
</tr>
<tr>
<td>Liberty Center Campus</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Fully Online Students</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Total Senate Seats</td>
<td>-</td>
<td>-</td>
<td>30</td>
</tr>
</tbody>
</table>

*Numbers based of 2012 - 2013 Enrollment
3. ELECTION
   a. Each participating candidate shall run for a senate seat within his or her respected college.
   b. Senators are determined by the majority vote to their respected senate seat within their college.
   c. Candidates must receive at least one vote in order to be elected to any position.
   d. The elections shall be certified within two weeks following the close of the election.

4. OPEN SENATE SEAT APPOINTMENTS
   a. In the case of open senate seats within a particular college, senators will then be appointed according to the next highest majority student vote. For example, if the College of Health Professions has reached their senate seat representation and the College of Science and Technology has two (2) senate seats remaining, those seats will be filled by the next elected senator with the highest majority vote.
   b. Open senate seats will be filled according to the order of representation based on enrollment per college. The Elections and Recruitment committee chairperson will first appoint the senators with the highest majority vote to the college with the highest enrollment number.

5. COMPUTERIZED BALLOTING
   a. All balloting will be done on-line via a ballot accessible through Port of Armstrong on the specified election dates.
   b. ONLY CURRENT ARMSTRONG UNDERGRADUATE STUDENTS WITH VALID EMAIL USER NAMES AND PASSWORDS WILL BE ALLOWED TO VOTE.

6. CAMPAIGN REGULATIONS
   a. Campaign materials shall not be allowed in or on the following areas:
      i. Any wall surfaces inside the Student Union or Memorial College Center (MCC)
      ii. Departmental Bulletin Boards
      iii. Walls on the outside of buildings.
      iv. The doors, posts, rails or walls of University Housing apartments.
      v. The area surrounding the mailboxes at University Crossings.
      vi. No campaign materials may be nailed to campus trees or buildings.
      vii. No sidewalk chalk campaigning is allowed in the Armstrong Housing Communities, the MCC or Student Union Plazas or on any slate surfaces including but not limited to: the steps of the Memorial College Center, the quad fountain and the University Hall Plaza.
      viii. In regards to buildings other than the MCC or Student Union on the main or extension Armstrong campuses, discuss your intentions with and obtain permission from the respective department head(s) or chief administrator.
   b. Campaigning at University Housing
      i. Candidates may reserve the Compass Point Clubhouse for campaign purposes through the Housing Office.
      ii. All campaign material that is posted on the designated areas provided by University Housing must be approved by the Housing Office and comply with the Housing posting policy which states: Fliers and posters must be approved by Armstrong Housing with a stamp of approval on the master copy before
duplicating or posting. Fliers and posters can only be posted in approved locations, which are bulletin boards. Please secure all corners of fliers to keep them neat and presentable in outside environment.

c. Campaign material (fliers, posters, etc.) may be posted on the bulletin boards located in the Compass Point breezeway with a limit of one flyer/poster per bulletin board per candidate.

d. One poster/flyer per candidate may be posted on the bulletin board located in building A of University Terrace.

e. Campaign materials mailed to campus residential facilities must include appropriate postage.

f. Only masking tape or thumb tacks may be used to post information anywhere. Items posted with other materials will be removed. (Example... Scotch tape, staples, glue, gummed backing).

g. Removal of campaign materials within 48 hours of the certification of the election shall be the responsibility of each candidate.

h. Each candidate is limited to one printed campaign flier (maximum size 11” x 17”) per bulletin board. Improperly posted materials should be reported to either the Elections and Recruitment Committee Chair or the Assistant Director of Student Life.

i. UNDER NO CIRCUMSTANCES should a candidate remove another candidate’s campaign material or cover another candidate's campaign material.

j. Posters located in any locations disallowed in Section 4, Paragraph A will be removed. Continuous infractions may result in punitive actions deemed appropriate by the Elections and Recruitment Committee.

k. Campaigning by email is allowed.

l. No student activities fees or university logos will be used for any candidates campaign.

m. Advertising may be purchased in the Inkwell if an issue is published prior to the elections.

n. No candidate or his / her supporters shall issue false or libelous statements against his / her opponents. Any candidate who feels he / she has been attacked in said way should file a formal complaint as outlined in Section 6, Paragraph A.

o. Candidates or their representatives must not knowingly be present when others are voting on-line.

p. Candidates are advised not to campaign until the Assistant Director of Student Life has certified their application. It is the candidate’s responsibility to verify their certification prior to campaigning.

7. PUNITIVE ACTION

a. Recommended punitive action for candidates who violate the elections code include but are not limited to:

   i. Removal of all campaign material and/or suspension of campaigning for a period of time deemed appropriate by the Elections and Recruitment Committee and/or the Assistant Director of Student Life.

   ii. Disqualification, thereby voiding any votes received by that candidate and/or removal from the SGA.

   iii. Referral to the Office of Student Affairs for judicial action.
8. GENERAL
   a. Complaints regarding violations of this code or the contesting of an election must be submitted in writing or via email to the Elections and Recruitment Committee Chairperson or the Assistant Director of Student Life no later than 24 hours after the close of the election. All complaints will be investigated by the Elections and Recruitment Committee and any punitive action beyond suspension of campaigning will be deferred to the Student Senate.
   b. The Student Senate will decide which, if any, additional punitive actions shall be enforced; up to and including the maximum penalty of disqualification from the election, removal from the SGA and/or referral to the Student Affairs Office.