



ASSOCIATED STUDENTS OF WHITTIER COLLEGE

Election Code

ARTICLE I: DEFINITION

- A. "Committee" shall refer to the Election Committee.
- B. "Member" shall refer to a representative of the Election Committee.
- C. "Campaigning" shall be defined as any attempt to influence the preference of a voter for any candidate, through physical or mental persuasion.

ARTICLE II: ELIGIBILITY

- A. Candidates for offices must satisfy the eligibility conditions specified in Articles VII and VIII of the ASWC Constitution.
- B. Candidates must submit an election petition to the Election Committee with a minimum number of signatures of full-time Whittier College students. Unsuccessful candidates for the offices of President, Vice President, External Affairs Commissioner, or Secretary who run for other offices in the same semester are not required to obtain additional signatures.
 - 1. A copy of the petition is provided by the Election Committee Chair.
 - 2. The minimum number of signatures is 100 for all Executive and Legislative positions.
 - 3. Petitions must be submitted to [a member of] the Committee or to the COR office by the time published in the Elections Calendar.
 - 4. If any school property is damaged by the candidates during their campaign, their school business account will be charged by Whittier College for the full amount of the damage. A contract will be signed between the ASWC, Whittier College and the candidate for office prior to submitting their application.
- C. Before running in any ASWC election, the candidate must attend a meeting held by the Committee prior to campaigning. This meeting will inform the candidate about the rules and answer any questions the candidate might have.

ARTICLE III: CAMPAIGN DURATION

- A. An Elections Calendar shall be established by the Committee.
- B. Candidate campaigns will begin on a date established by the Elections Committee after Candidate Packets are due and after a general candidate information meeting can be held. Active campaigning (talking to students, visiting residence hall, making speeches, etc.) will only be permitted between the hours of 9:00am and midnight.

ARTICLE IV: GENERAL RULES

- A. No ASWC funded offices or supplies, machines, telephones, etc. may be used for campaign purposes

- B. All campaign materials must be removed by the candidate by midnight on the final day of voting.
- C. All candidates may enlist the aid of any supporters in their campaign with an understanding that the candidates are to be held directly responsible for the actions of their campaign worker's conduct, and that the candidates will be held accountable for any Election Code violation on the part of the campaign workers. All of the students that the candidate enlists to his/her campaign committee shall be named at the time the signatures are due to the Committee.
- D. Furthermore, the Committee may request the aid of a candidate to address any campaign or candidate supporters who may be violating the Election Code to seize any and all behavior in violation of the Code.
- E. Any candidate found by the Committee to be directly or indirectly responsible for destroying, defacing, moving, or, removing posters or any campaign material without permission from the candidates owning the material, may be automatically disqualified and/or fined.
- F. Any candidate found by the Committee to be directly or indirectly responsible for willfully interfering in the campaigning of any other candidate will be subject to review and disqualification by the Committee.
- G. The Committee reserves the right to create any other policies during the course of elections, including campaigning, in order to ensure a fair election.

ARTICLE V: FINANCES

- A. The ASWC will reimburse each candidate up to \$10.00.
- B. Candidates may spend up to a total of \$85.00 of the allotted funds on campaign materials, which shall not include the \$10.00 from COR (total expense shall not exceed \$95.00). Any contributions or undocumented expenses will be assessed at their fair market value by the Committee.
- C. All receipts must be turned in to the Elections Committee prior to the beginning of the Polling Period.

ARTICLE VI: CAMPAIGNING

- A. All campaigning must be in good taste, as determined by the Committee. All candidates must adhere to all policies of the college contained within the Student Handbook.
- B. The radio station (KPOET) may not be used for campaigning except for a single campaign forum at which all candidates must be present.
- C. No campaigning will be permitted:
 - 1. In the Library;
 - 2. In a classroom when class is in session, with the exception of campaign material worn by individuals which satisfies the limitations of section D of this article;
 - 3. Within 100 feet of the polls on the days of the election (including campaign flyers, posters, etc., or physical campaigning by candidates or their representatives).
- D. Campaign Materials

1. All campaign materials and posting must adhere to College Policy as indicated in the *Student Handbook* and *The Poet Guide*, especially with regards to posting areas and content. Violating these policies will be a violation of the Elections Code and the Committee will take action against the candidate.
2. No campaign material may disrupt classes or other college functions.
3. No campaign material may be:
 - a. Nailed or placed on any trees or exteriors of buildings, including roofs;
 - b. Placed in any location not safely accessible or where the person who places the material must climb, such as a roof;
 - c. Placed where it conflicts with COR publicity.
4. No campaign material may be placed:
 - a. In or on the Library;
 - b. In or on the Faculty Center;
 - c. In or on the Chapel;
 - d. In or on Mendenhall;
 - e. In or on the Athletic Center;
 - f. Under doors;
 - g. In or on the east windows of Hoover Hall; (These places are reserved by COR)
 - h. On sidewalks;
 - i. On other campus inanimate objects, such as lampposts or benches;
 - j. On Faculty Master's homes.
 - k. In or on departmental bulletin boards.
 - l. On top of other candidates' campaign materials.
5. Campaign materials can be placed in the following places only with permission:
 - a. In or on vehicles only with permission of the owner;
 - b. On resident's doors only with permission of the resident;
 - c. In or on other locations in the residence halls only with the permission of the Area Coordinator;
 - d. In chalk on certain areas on campus with prior approval of the Office of Student Activities.
6. Size Limitations
 - a. Each candidate is limited to 2 large posters or banners which are no larger than 2 x 3 feet.
 - b. Such posters and banners may only be hung on the railings outside of the Campus Inn or on stand-alone sandwich boards (not provided by COR or the College) and may not disrupt other organizations or candidates from advertising.
7. Mailing
 - a. Any on-campus mass mailings, including e-mail, must first be approved by the Office of Student Activities and must adhere to all relevant College Policies.
 - b. Any mailed items must be folded and individually addressed;

- c. Mail must be placed in mailboxes by the candidate (or the candidate's supporters);
 - d. Mail can be placed in boxes only during times specified by the mail room staff.
 - 8. Internet campaigning
 - a. Internet campaigning abides to all policies mentioned in the Election Code.
 - 9. Removal
 - a. Committee members may remove and destroy any campaign material in violation of these rules.
- E. Campaign Violations
 - 1. A “violation” is any act committed against the policies outlined in the Elections Code, the ASWC Constitution, the Student Handbook or the OSA Poet Guide.
 - 2. Violations may be reported by any full-time student, faculty or staff member at Whittier College.
 - 3. Violations should be reported to the Elections Committee chair, or any other member of the Committee. A report including type of violation, location, and any other pertinent information should be submitted in person or via e-mail.
 - 4. Process for hearing reports:
 - a. Chair receives the violations and notifies the Committee and the advisor
 - b. If it is a first violation the Chair will issue a warning, letter to be sent to the candidate’s e-mail and in hard copy to their mailbox.
 - c. For subsequent warnings the Chair will call a hearing with the Committee, the advisor and the candidate at the end of which the Committee will render sanctions for the violation(s).

ARTICLE VII: PENALTIES

- A. Penalties for campaign violations may include:
 - 1. Disqualification
 - a. Disqualification requires a unanimous vote of the Committee.
 - b. If the disqualification occurs before the polling begins, the candidates name will be removed from the ballot. If the disqualification occurs during the polling, a notice will be posted at the polls indicating that the candidate was disqualified and that votes for the candidate will not be valid.
 - c. In the case of a disqualification, the Committee may decide to invalidate the election. Another election will be held as soon as possible. Only the candidates in the original election will be eligible in the replacement election. Disqualified candidates will not be eligible to run in the replacement election.
 - 2. Fines
 - a. For violations, the candidate will first receive a warning from the Committee and if violations continue, the candidate may be fined up to

\$50.00. The reason for the fine and the amount of the fine will be posted at the polls.

3. Other
 - a. The Committee may impose other sanctions if it feels it is necessary to ensure a fair election.

ARTICLE VII: WRITE-IN CANDIDATES

- A. Write-in candidates are subject to the same restrictions and penalties as recognized candidates.
- B. Write-in candidates must also complete the required Eligibility Form signed by the Dean of Students prior to the assumption of Office.

ARTICLE VIII: POLLING

- A. Polling shall take place for two hours during lunch and two hours during dinner on two consecutive days, or for two hours during lunch on three consecutive days. This will be determined and publicized by the Committee.
- B. At least two Committee members or pollsters (pre-approved by the Committee) are to be present at polls for the entire time allocated for voting.
- C. Statements (not to exceed one page each) and photographs of all candidates shall be made available at the COR office and will be displayed on a Committee sanctioned poster at the polling tables during the hours of voting.
- D. Students wanting to vote must show their Whittier College ID and the pollster will cross their name off of a master student list. Discrepancies in the list will be addressed with the Committee and the College.
- E. The Ballots
 1. The ballot will list all qualified candidates who applied for the position for which they are running.
 2. The ballot will have a checkbox next to each candidate's name indicating that a mark in the box is a vote in favor of that candidate.
 3. A blank line and a checkbox will be provided under each open position for a write-in candidate. Separate ballots that are different in color than the general election must be made for positions that are elected by a specific constituency so that only members of that constituency may vote (such as Freshman Class Council, Off-campus Representative, etc.).
- F. The completed ballots will be deposited in a locked ballot box at the polling table. At the end of the polling period, the box will be taken to the Office of Student Activities to be held until the next polling period along with the master student list.

ARTICLE IX: POLLING OF STUDENTS ABROAD

- A. By the time of commencement of the campaign period of any election, the Elections Committee shall procure from the Whittier College Director of Study Abroad a list of all students currently studying abroad, including:
 1. The student's name;
 2. The student's email address;
 3. The student's class standing.

- B. Prior to the commencement of polling, the names of any students listed as studying abroad will be noted with a star (“*”) on the master student list used in on-campus polling. Any student who, for whatever reason, attempts to vote in the on-campus election while listed as studying abroad will be directed to vote via email and will not be permitted to vote on-campus.
- C. Upon commencement of the campaign period of a given election, the Chair of the Elections Committee shall send an email from the designated email account to each individual student studying abroad any ballot relevant to that student, including any submitted candidate statements.
 - 1. The email will consist of text and not an attached document or pictures.
 - 2. The student will be instructed to reply to the designated email account with a list of names indicating their preferred candidates by the time of the end of the polling period.
 - a. In elections for offices requiring a single individual, the student will be instructed to select one of the listed candidates, or none at all.
 - b. In elections for Member At Large positions with more than one vacancy, the student will be instructed to select a list of candidates up to, but not exceeding, the number of vacancies.
 - 3. The student will be further instructed to reply to the email with his or her name and Student ID number. Any ballots returned lacking this information will be disqualified.
 - 4. The student will be notified that his or her vote will not be revealed to anyone by the Elections Committee or any relevant participants.
 - 5. The student will be notified that his or her ballot is final and cannot under any circumstances be changed.
- D. Students studying abroad will be notified if a candidate is removed from the ballot before the completion of voting.
- E. The Counting Process
 - 1. At the end of the polling period, before the counting of on-campus votes, the Chair of the Elections Committee shall, in the presence of the Elections Committee and/or people appointed, as well as in the presence of the COR faculty or staff advisor, print all ballots submitted by email.
 - 2. One-by-one, the names of the student submitting the ballot will be read off and marked as having voted on the list of students studying abroad, so as to ensure that only one vote per student is recorded.
 - 3. The Chair of the Elections Committee shall then black-out the names, email addresses, and any other information identifying the student from the email.
 - 4. The printed emails will then be placed in the on-campus ballot box and counted according to ARTICLE X (“COUNTING THE VOTES”).
- F. The emails submitted by students to the designated email address shall not be deleted until the election results are final, as per ARTICLE XIII (“RECOUNT”).

ARTICLE X: COUNTING THE VOTES

- A. The counting of the votes will be done by the Committee and/or people appointed, with the approval of COR. At least two members of the Committee must be present for the counting of the votes. At least one of COR's faculty or staff advisors must be present at the vote count to ensure a fair process and that all procedures are followed correctly.
- B. Before the counting begins, the candidates or their representatives will have a last chance to report possible campaign violations. Violations reported after the counting begins will not be considered by the Committee.
- C. All penalties for violations known to the Committee at the time of the counting must be decided before the counting begins.
- D. Dummied ballots, such as voting for an ineligible candidate in a replacement election, voting for two candidates, not voting for any candidate etc., will be considered an abstention and will be counted toward the total votes cast.
- E. The Counting Process
 1. The committee will first account for all the students who voted in the election by counting the voters from the master student list that was kept at the polls. A total should be made for each class and then a total number of voters tallied.
 2. The Committee will count the number of ballots cast to determine that the number of voters coincides with the number of ballots.
 3. The ballots must be counted at least twice to ensure consistency in counting. It is recommended that the Committee divide the ballots equally among the Election Committee Members. present Each Member should number their group of ballots to keep them separate. Committee Members will tally the votes in their group for a separate list.
 4. The Members will then switch their group of ballots with another Member's, tally those votes and compare their count to determine the votes cast and consistency.
 5. If all of the votes between Members are equal, the tally from each ballot group will be combined for a total vote count for each candidate.
 6. If there is a discrepancy between the Members' tally for a group of ballots, the ballots should be counted again. If the discrepancy cannot be resolved after another count and if the discrepancy does not affect the outcome of the election, then the Elections Committee may determine which count is most accurate and call the election.
 7. Calling the Election
 - A. The winner of the election will be the candidate that receives the highest percentage of votes.
 - B. Stand-alone candidates must receive 50%+1 of the total votes cast.

ARTICLE XI: RUN-OFF ELECTION

- A. A run-off election will be called if a counting discrepancy cannot be resolved and where the count is too close to call a clear winner.

- B. Run-off elections will be held within one week of the counting of the ballots for the initial election. The ballot will contain the words “Run-off Election”, and adhere to the guidelines stated herein under “Ballots” .

ARTICLE XII: POSTING OF THE RESULTS

- A. Posted results shall consist of the names(s) of the winning candidate(s) only. The number of votes for each candidate shall not be made known by the Committee or by any other witnesses to the counting. Results shall be posted on the student listserve, released to the QC and posted outside the COR office.
- B. The total number of votes cast in the election shall be released to the public as well as the percentage number of votes per academic class.

ARTICLE XIII: RECOUNT

- A. A recount will be held if a petition signed by at least 2% of the student body, or in the case of a Legislative election for an officer elected by a specific constituency, by at least 2% of the constituency which the officer represents.
- B. The Committee reserves the right to hold a recount if three-fourths (3/4) of that Committee have reason to question the results.
- C. The results of the recount shall be final. There can only be one recount.
- D. Recounts by Method A or B shall be conducted within three days of the election, or the results will become final automatically.
- E. A faculty or staff advisor to COR must be present at the recount.

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