

Rochester Community and Technical College  
Student Government



**Elections Handbook**

*Updated: March 27, 2018*

**All elections shall be conducted using a secure online platform.**

**Spring General Election**

There shall be an election occurring each March, to be known as the Spring General Election. At this election, the members of the Student Body shall vote upon the election of the:

1. Student President;
2. Student Vice President/Senate President; and
3. Student Treasurer

**Fall General Election**

There shall be an election occurring each September, to be known as the Fall General Election. At this election, the members of the Student Body shall vote upon the election of:

1. Student Senators

**Qualifications for Student President, Vice President, and Treasurer**

As written in the Student Government By-laws, Article I, Section 1:

1. Students must carry a minimum of three (3) credit hours at the beginning of a term, and may not drop below three (3) credit hours during the term.
2. Students must carry at least a 2.0 cumulative grade point average.
3. Students must not have been previously removed from Student Government.

**Qualifications for Student Senator Candidates**

1. Students must carry a minimum of three (3) credit hours at the beginning of a term, and may not drop below three (3) credit hours during the term.
2. Candidates must be currently enrolled in the constituency from which they seek election.
3. Those candidates who are currently enrolled in multiple colleges must seek election in their primary declared major.
4. Candidates must maintain a 2.0 grade point average

**Campaign Spending Limits**

Candidates may spend no more than \$50 in a general election.

**Campaign Regulations**

1. Distribution of campaign materials
  - a. Campaign materials must be distributed in accordance with the College policies for campus posting (RCTC #6.4.2.1) and facilities use (RCTC #6.7.2).
2. Handbills
  - a. Handbills shall be considered any distributed objects with campaign information. No handbills may be left anywhere with the intention that voters will pick them up except outside of organized forums of debate and discussion, where permitted by forum organizers and made available to all candidates.
3. Campaign posters
  - a. Candidates must follow College policy on posters. No candidate may remove another candidate's posters. Candidates shall have the right to post on any Activities or Student Life designated board.
4. Campaign emailing
  - a. All candidates shall comply with College email policy and cannot use College or class listservs for campaign purposes.

5. Door-to-door campaigning
  - a. Not allowed on campus.
6. Campaigning in computer labs, learning centers and libraries
  - a. There shall be no campaigning in any College computer lab, learning center or library.
7. Campaigning near polls
  - a. There shall be no campaigning within 50 ft of a supervised polling location during the voting period.
8. Official campaign start
  - a. Candidates may start campaigning once they have filed a letter of intent with the Department of Student Life.

### **Announcement of Filings**

The Department of Student Life shall publish the candidate names and offices from each intent-to-run form and notify the current Student Body President within two business days of its receipt.

### **General Enfranchisement**

All students who are enrolled at Rochester Community and Technical College shall be entitled to vote in the Student Body Elections and to participate in Student Government.

### **Voter Eligibility**

All students shall be allowed to vote in the Spring General Election. A voter shall be allowed to vote in the academic discipline of their current primary enrollment in the Fall General Election.

### **Single Seat Winners**

Whoever receives the most votes in any race, shall be the winner; simple majority.

### **Balloting and Polling**

1. Ballot candidacy format
  - a. The ballot shall contain the formatted name of each candidate for each position. Candidate platform descriptions may be included not to exceed 300 words.
2. Ballot specificity
  - a. All ballots shall be designed to be specific to the academic discipline for the Fall General Election
3. Electronic polling
  - a. There shall be electronic polling which shall remain open for the entire polling duration as set by these rules. Access and information can be found on the Student Government webpage.
4. Supervised polling locations
  - a. The Department of Student Life shall designate official polling locations and post designated locations on campus activity boards, webpages, and social media outlets at least one week prior to an election.

### **Result Tabulation and Posting**

The official results of the election shall be released to the public by the Department of Student Life in conjunction with Student Government within two business days after the close of ballots. The Department of Student Life shall not release any unofficial or draft results prior to the release of the official results.

**Preservation of Records**

The Department of Student Life shall provide for the safekeeping of all records from the election and shall forward results and other important records to the President's Office by request.

**Scope of Referenda**

"Referenda" shall refer to proposed amendments to the Student Body Constitution, and non-binding ballot questions proposed to the Student Body by act of the Senate.

**Validation of Referenda**

Referenda shall be considered valid and pending vote upon either:

1. Enrollment following adoption by the Senate for amendments to the Student Body constitution or for non-binding ballot questions. Notice of such action must be presented to the Department of Student Life no later than close of filing for the Spring General Election in order to be eligible for presentation in that election, unless provided otherwise by Senate Resolution;
2. A petition signed by 5% of the College's students for amendments to the Student Body Constitution. Such a petition must be presented to the Department of Student Life no later than the close of filing for the Spring General Election in order to be eligible for certification for that election.

**Occurrence of Referenda**

Pending referenda shall be presented to the Student Body in the Spring General Election unless an act of Senate provides for an earlier special election.

**Form of Referenda**

The referendum ballot shall state the following for each referendum:

1. If the referendum changes the Student Body Constitution or if it is a non-binding question.
2. The full text of the referendum or a summary thereof. Such a summary shall either provide in the bill ordering the referendum or drafted by the Department of Student Life if none was provided. If a summary of the referendum is provided, the full text shall be readily available.
3. The effect of a yes or no vote.

**Results of Referenda**

Referenda shall be adopted if they receive two-thirds of the legal ballots cast, notwithstanding conflicting referenda also adopted.

**Conflicting Adopted Referenda**

1. No bill shall be in order in the Student Senate that provides for a referendum that conflicts with a pending referendum unless that bill provides for action in the event both the pending and proposed referenda are adopted.
2. In the event that two or more referenda are adopted that affect change on the same portion of a constitution the last such adopted referenda in the ballot order shall take effect.

**Disclaimer**

All processes pertaining to Student Government elections and operations will be done with consultation between the Department of Student Life and current Student Government representatives.