

**STUDENT TRUSTEE  
2016 ELECTION  
RULES AND PROCEDURES**



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March 10, 2016

Dear Student Leader:

The position of Student Trustee comes with great responsibility and therefore I would like to congratulate you on your decision to participate in the election. We wish you the best as you develop your campaign and consider the strategies you will use to make your platform known to the student body. Please take a moment to familiarize yourself with this packet as it will provide you with helpful information.

As campaigning begins for our Student Trustee Election, there are some important considerations we encourage you to keep in mind. Please remember the decisions you make now will reflect on your character and success, and will set the standards you will use later in life. Make choices consistent with how you want to be known and how you want to be remembered. Ultimately, winning is not just about being elected, it's about how you conducted yourself in the process to get there.

We encourage you to use good judgment consistent with your values and to remember that academic success is paramount. Don't let your coursework slide during the campaign/election period; doing so will have a negative impact on both the semester and your academic career.

Regardless of the outcome of the election, it is important you remain grounded by ethical standards. Please follow the Student Conduct Code, election guidelines, and other rules and regulations as they relate to advertising and posting on campus. Remember, you are responsible for your actions as well as to inform anyone acting on behalf of your campaign of the rules and regulations.

Running for Student Trustee is an excellent way to get involved in the University community and to develop your leadership skills. Doing so will allow you to interact with students, faculty, and staff and set the tone for future civic engagement. With this in mind, choose to run your campaign as a testament to your integrity and character, and continue to strive for excellence!

With Saluki Pride,

Lori Stettler  
Interim Vice Chancellor of Student Affairs

## **STUDENT TRUSTEE ELECTION BOARD MEMBERS**

Jonathon Howard, Chair      [jhoward79@siu.edu](mailto:jhoward79@siu.edu)

- ❖ Undergraduate Student Government Representatives
  - Elizabeth Lewis [emlewis96@siu.edu](mailto:emlewis96@siu.edu)
  - Adam Coonce [coonce@siu.edu](mailto:coonce@siu.edu)
  - Vacant
- ❖ Graduate & Professional Student Council Representatives
  - Johnathan Flowers [shengokai@gmail.com](mailto:shengokai@gmail.com)
  - Jonathon Howard [jhoward79@siu.edu](mailto:jhoward79@siu.edu)
  - Willie Lyles [willie.lylesiii@siu.edu](mailto:willie.lylesiii@siu.edu)
- ❖ School of Medicine
  - Brian Reinholz [breinholz86@siued.edu](mailto:breinholz86@siued.edu)
- ❖ Student Rights & Responsibilities
  - Brock Severson, 618-453-2338, [brock.severson@siu.edu](mailto:brock.severson@siu.edu)
- ❖ Student Engagement
  - Heather Brake, 618-453-5714, [hmbrake@siu.edu](mailto:hmbrake@siu.edu)

## IMPORTANT DATES

Date	Item
Friday, March 11, 2016	<ul style="list-style-type: none"><li>• Advertise Availability of Petitions</li></ul>
Friday, March 11, 2016	<ul style="list-style-type: none"><li>• Petitions Available for Student Trustee</li></ul>
Friday, April 8 <sup>th</sup> at noon	<ul style="list-style-type: none"><li>• Petitions Due to the Student Life Office, 3<sup>rd</sup> floor of the Student Center</li></ul>
Wednesday, April 13 <sup>th</sup> @ 4pm	<ul style="list-style-type: none"><li>• <b>MANDATORY</b> Candidate Meeting at Student Center Illinois Room</li></ul>
Monday, April 18, 12:01am	<ul style="list-style-type: none"><li>• Campaigning Begins</li></ul>
Wednesday, April 20, 5:00pm	<ul style="list-style-type: none"><li>• Candidate Debate at Student Center – Student Auditorium</li></ul>
Monday, April 25, 11:59pm	<ul style="list-style-type: none"><li>• Campaigning Ends</li></ul>
Tuesday, April 26, 6:00am	<ul style="list-style-type: none"><li>• Election Begins via <a href="https://online.siu.edu/">https://online.siu.edu/</a></li></ul>
Wednesday, April 27, 4:30pm	<ul style="list-style-type: none"><li>• Election Ends.</li><li>• Candidate Expenditure Reports are due <i>before</i> this date &amp; time.</li></ul>
Wednesday, April 27, 4:31pm	<ul style="list-style-type: none"><li>• Election Results announced at Student Center – Illinois Room, 2<sup>nd</sup> floor</li></ul>
July 1, 2016	<ul style="list-style-type: none"><li>• Term begins on the SIU Board of Trustees</li></ul>

## **SIU BOARD OF TRUSTEES CHARTER**

### **Section 2. Members of the Board: Appointment**

The Board shall consist of 7 members appointed by the Governor, by and with the advice and consent of the Senate, the Superintendent of Public Instruction, or his or her chief assistant for liaison with higher education when designated to serve in his or her place, ex-officio, and one voting student member designated by the Governor from one campus of the University and one nonvoting student member from the campus of the University not represented by the voting student member. The Governor shall designate one of the student members serving on the Board to serve as the voting student member. Each student shall be chosen by the respective campuses of Southern Illinois University at Carbondale and at Edwardsville. The method of choosing these student members shall be by campus-wide student election, and any student designated by the Governor to be a voting student member shall be one of the students chosen by this method. The student members shall serve terms of one year beginning on July 1 of each year, except that the student members initially selected shall serve a term beginning on the date of such selection and expiring on the next succeeding June 30. To be eligible for selection as a student member and to be eligible to remain as a voting or nonvoting student member of the Board, a student member must be a resident of this State, must have and maintain a grade point average that is equivalent to at least 2.5 on a 4.0 scale, and must be a full time student enrolled at all times during his or her term of office except for that part of the term which follows the completion of the last full regular semester of an academic year and precedes the first full regular semester of the succeeding academic year at the university sometimes referred to as the summer session of summer school). If a voting or nonvoting student member serving on the Board fails to continue or maintain the residency, minimum grade point average, or enrollment requirement established by this Section, his or her membership on the Board shall be deemed to have terminated by operation of law. No more than 4 of the members appointed by the Governor shall be affiliated with the same political party. Upon the expiration of the terms of members appointed by the Governor, their respective successors shall be appointed for terms of 6 years from the third Monday in January of each odd-numbered year and until their respective successors are appointed for like terms. If the Senate is not in session appointments shall be made as in the case of vacancies. (10/11/01)

Also see: <http://bot.siu.edu/leg/charter.html#2>



**ELECTION PETITION**

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## **STUDENT TRUSTEE ELECTION GUIDELINES** **SIU Carbondale**

### **Charter of the SIU Board of Trustees**

#### **Section 2. Members of the Board: Appointment**

*The Board shall consist of 7 members appointed by the Governor, by and with the advice and consent of the Senate, the Superintendent of Public Instruction, or his or her chief assistant for liaison with higher education when designated to serve in his or her place, ex-officio, and one voting student member designated by the Governor from one campus of the University and one nonvoting student member from the campus of the University not represented by the voting student member. The Governor shall designate one of the student members serving on the Board to serve as the voting student member. Each student shall be chosen by the respective campuses of Southern Illinois University at Carbondale and at Edwardsville. The method of choosing these student members shall be by campus-wide student election, and any student designated by the Governor to be a voting student member shall be one of the students chosen by this method. The student members shall serve terms of one year beginning on July 1 of each year, except that the student members initially selected shall serve a term beginning on the date of such selection and expiring on the next succeeding June 30. To be eligible for selection as a student member and to be eligible to remain as a voting or nonvoting student member of the Board, a student member must be a resident of this State, must have and maintain a grade point average that is equivalent to at least 2.5 on a 4.0 scale, and must be a full time student enrolled at all times during his or her term of office except for that part of the term which follows the completion of the last full regular semester of an academic year and precedes the first full regular semester of the succeeding academic year at the university sometimes referred to as the summer session of summer school. If a voting or nonvoting student member serving on the Board fails to continue or maintain the residency, minimum grade point average, or enrollment requirement established by this Section, his or her membership on the Board shall be deemed to have terminated by operation of law. No more than 4 of the members appointed by the Governor shall be affiliated with the same political party. Upon the expiration of the terms of members appointed by the Governor, their respective successors shall be appointed for terms of 6 years from the third Monday in January of each odd-numbered year and until their respective successors are appointed for like terms. If the Senate is not in session appointments shall be made as in the case of vacancies. (10/11/01)*

### **STUDENT TRUSTEE ELECTION BOARD**

To select the SIU Carbondale student who will serve on the SIU Board of Trustees, a campus-wide election will be held and managed by the Student Trustee Election Board. The Student Trustee Election Board shall exist to promote and publicize the student trustee election, formulate, update, and regulate rules for the election, ensure that the election is run efficiently and with integrity, and recommend sanctions for violations to the policy to the Dean of Students. The Dean of Students will review recommendations and may uphold, deny or modify the recommendation. It is recognized that the Dean of Students has the final authority to interpret, revise, and enforce these guidelines toward the assistance in dispute resolution.

The Student Trustee Election Board shall be appointed by the Presidents of the Undergraduate Student Government (USG) and the Graduate & Professional Student Council (GPSC) and the Dean of Students. The Board will be made up of three undergraduate students (appointed by the USG President), 3 graduate students (appointed by the GPSC President), the Associate Dean of Students, and the Coordinator of Student Involvement, who serves in an ex-officio/non-voting capacity unless a tie occurs resulting in the need for a tie-breaking vote then the Coordinator shall cast such a vote; additionally, the Student Trustee Election Board will contact the Dean at the Springfield campus to request the name of a student to be the Student Trustee Election Board member for the Springfield campus. If no student is named, the Board will proceed without a Springfield representative. No student appointees may be candidates in the election. The Student Trustee Election Board reports to the Dean of Students.

## CHAIR

The appointed members of the Student Trustee Election Board will elect a student Chair from among themselves. The Student Trustee Election Board Chair shall serve as the spokesperson of the election processes and procedures, and will coordinate and facilitate all meetings of the Student Trustee Election Board.

## DUTIES

The Student Trustee Election Board shall perform the following duties in a timely manner:

- Update, advertise, and disseminate petitions for the position of student trustee, determine the deadline for submission;
- Communicate the availability of the petitions to the Springfield election board member;
- Certify validity of candidate petitions;
- Announce the names of certified candidates;
- Set the date(s) of the election. Typically the second or third week in April for regular elections;
- Establish a timetable for campaigning;
- Organize and facilitate a candidate orientation meeting(s);
- Organize and advertise a candidate debate;
- Create and/or revise guidelines for campaigning;
  - Advertising – Any public statement initiated by the candidate or his/her campaign staff made for the purpose of soliciting support for the Student Trustee Election, including but not limited to press conferences, display ads, posters, leaflets, radio, television, and on-line ads;
  - Campaign Period – Period beginning immediately after the conclusion of the candidate campaign meeting and ending on the final day of the Student Trustee Election;
  - All University and Student Conduct Code policies, rules and regulations must be followed;
- Prepare a ballot listing all eligible candidates;
- Administer all aspects of election day voting;
- Certify and announce the election results following the close of voting;
- Investigate any written charges of alleged violations, and if applicable issue or recommend sanctions;
- At the conclusion of the election, evaluate current year election process and make recommendations to the USG Advisor for change, if applicable;

## **STUDENT TRUSTEE ELECTION PROCESS**

SIU Carbondale will conduct a campus-wide election to identify a student trustee, to be administered by the Student Trustee Election Board. A secure, web-based program will be utilized to ensure all students, undergraduate, graduate, and professional, have the opportunity to vote. The successful candidate will be the candidate who receives the most votes during the election.

## **STUDENT TRUSTEE TERM OF OFFICE**

The elected student member of the Board of Trustees shall serve a term of one year beginning on July 1 of each year. Term of office of a student trustee elected during an election due to resignation and/or vacancy of the office, will be from the time of the election until the next succeeding June 30.

## **STUDENT TRUSTEE ELIGIBILITY**

As per the Charter of the SIU Board of Trustee, to be eligible for selection as the student trustee and to be eligible to remain as a voting or nonvoting student member of the Board a student must meet the following qualifications:

- Be a resident of the State of Illinois
- Must have and maintain a grade point average that is equivalent to at least 2.5 on a 4.0 scale (cumulative)
- Must be a full time student enrolled at all times during his or her term of office except for summer session

If a voting or nonvoting student member serving on the Board fails to continue or maintain the residency, minimum grade point average, or enrollment requirement, his or her membership on the Board shall be deemed to have terminated.

## **NOMINATION PROCEDURE**

Students wishing to be considered a candidate for student trustee must submit a petition containing the signatures, printed names, local addresses, and SIU email addresses of 200 current students enrolled at the SIU Carbondale and/or Springfield campus(es) in the semester during which the election is held. Email addresses shall be used for verification purposes only, and will not be used by the Board or the candidates. Annually, the petitions will be updated reflecting the deadline for submission along with other relevant information for that year's election.

## **CANDIDATE RESPONSIBILITIES**

Candidates must attend, in person or by proxy, a campaign meeting. Candidates not present at the meeting, in person or by proxy, will forfeit their opportunity to be listed on the ballot but may still run as a write-in candidate. All candidates, including write-in candidates, are subject to all rules and regulations as established by Student Trustee Election Board, University policy, and the Student Conduct Code.

## **CAMPAIGNING, ADVERTISING AND CANVASSING**

- Campaigning includes but is not limited to the following: distributing printed material, including candidate endorsement lists; posting notices on authorized campus bulletin boards; placing paid advertisements in the campus newspaper(s); chalking, according to approved chalking guidelines; making speeches to groups, attending and/or speaking at rallies, parties or other gatherings sponsored for, or intended to promote one's candidacy for office; door-to-door solicitation; e-mail notifications; telephone solicitation; social media messaging (Facebook, Twitter, Instagram, etc.); and other forms of verbal and written expression of one's candidacy for office and qualifications/experience ambitions/platform for that office.
- Campaign dates and times will be specified by the Student Trustee Election Board.

- Advertising and canvassing is allowed only during the campaign period. Advertising prior to the campaign period shall be considered a violation and subject to discipline procedures. All advertising on university property shall be displayed in accordance with the university regulations. All canvassing on university property shall be done with prior permits in accordance with university regulations.

## **EXPENDITURES**

Total campaign expenditures shall not exceed \$225 per candidate. All donations must be recorded by name, address, and amount. All expenditures must be recorded in a detailed manner and should be supported with dated receipts. Said reports must be submitted no later than the close of the election to the Student Trustee Election Board. Failure to submit the detailed disclosure reports on time – with receipts – will result in the disqualification of the candidate from the election.

## **BALLOTS**

The order of names appearing on the ballot shall be determined by lottery at the campaign meeting. The ballot for the student trustee election shall be separate from other election ballots that may also be occurring the same day.

## **WRITE-IN CANDIDATES**

Write-in candidates must meet the minimum qualifications set forth for student trustee candidates. If write-in candidates choose to campaign, advertise or otherwise spend money on a campaign, they must comply with the same election regulations as previously registered candidates. Write-in candidates are extended all campaigning privileges however, their name will not appear on the ballot.

## **TABULATION OF BALLOTS**

At the conclusion of the last day of voting, the Student Trustee Election Board shall immediately meet and officially close on-line voting and tabulate the results of the election. The commission shall have the authority to discard spoiled ballots and disregard write-in candidates who do not meet eligibility. Following computation, the Student Trustee Election Board shall certify the results of the election and announce the winner. The winner of the Student Trustee Election shall be the approved candidate with the highest amount of votes. These results shall be considered final.

## **VIOLATIONS AND SANCTIONS**

Candidates alleged to have violated an election rule or regulation may be subject to discipline procedures. The party filing the grievance must submit in writing a summary of the alleged violation including all pertinent details. All charges must be received by the Student Trustee Election Board Chair within two school days following the alleged violation. The following procedure shall apply to the disposition of charges:

- The Student Trustee Election Board shall investigate the allegation;
- If the claims are unfounded, the investigation/review ceases;
- If the claims appear to have validity, the Student Trustee Election Board shall notify the candidate(s) involved of the allegation;

- The Student Trustee Election Board shall conduct a closed hearing to receive and contemplate evidence of any alleged violation. The candidate(s) involved shall be permitted to attend and speak on his/her own behalf;
- The Student Trustee Election Board, by a majority vote, shall determine whether or not a violation has occurred;
- If it is determined that a violation has occurred, the Student Trustee Election Board shall determine an appropriate sanction to fit the violation. In determining whether a sanction is appropriate the Student Trustee Election Board shall take into consideration the potential adverse effect on election results, the gravity of the violation and all other relevant circumstances;
- For violations considered severe, the Student Trustee Election Board may recommend to the Vice President of Student Affairs or designee that a candidate be removed from the election. The Vice President of Student Affairs or designee will review the findings and make a final decision.


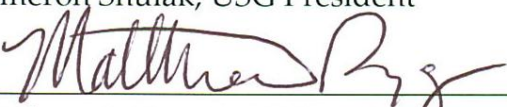
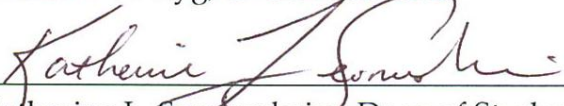
**SPECIAL ELECTIONS**

A special election shall be conducted whenever the student trustee resigns or is otherwise unable to start or complete the term of office. The special election shall be conducted as soon as possible following the resignation and/or vacancy and shall be held in accordance with these guidelines. The Student Trustee Election Board shall establish a modified timetable for such election.

**PARLIAMENTARY PROCEDURE**

The current edition of Robert’s Rules of Order Newly Revised will govern the Student Trustee Election Board in all cases to which it is applicable except when it may conflict with previously agreed upon guidelines of the Board.

The undersigned met and agreed to this newly revised process. This document supersedes all previous student trustee election procedures and policies.

<p><u>APPROVED/DENIED</u></p>	<p></p> <hr/> <p>Cameron Shulak, USG President</p>	<p>7/23/14</p> <hr/> <p>Date</p>
<p><u>APPROVED/DENIED</u></p>	<p></p> <hr/> <p>Matthew A. Ryg, GPSC President</p>	<p>7/23/2014</p> <hr/> <p>Date</p>
<p><u>APPROVED/DENIED</u></p>	<p></p> <hr/> <p>Katherine L. Sermersheim, Dean of Students</p>	<p>7/23/14</p> <hr/> <p>Date</p>