

# Hanszen College Election Code

Last updated: October 2, 2019

## **ARTICLE I. Elections**

Section A. Fall Election, in September.

Incoming Freshman Class Representatives shall be elected at this time.

Section B. Presidential Election, one week prior to the officer election.

The President and Chief Justice shall be elected at this time.

Section C. Officer Election, in February.

The External Vice President, Internal Vice President, Treasurer(s), Secretary(ies), and Social Coordinators shall be elected at this time.

Section D. Spring Election, no less than one (1) and no more than two (2) weeks after the Officer Election, exclusive of University holidays.

Class Representatives for every class except the outgoing senior class, the Student Association Senator, the Rice Program Council Representative, the Honor Council Representative, and the University Court Representative shall be elected at this time.

Section E. Special Elections:

1. For any purpose designated by the Constitution or Bylaws. Elections to fill vacant positions are regulated in the Constitution under Article IV, Section C, Subsection 5.
2. For any other purpose, upon the request of the Cabinet and at the leisure of the Judicial Committee.

## **ARTICLE II. Notification of Elections**

Section A. The Cabinet and the Judicial Committee shall set the date of elections with advice from the College Magisters and College Coordinator.

Section B. The Judicial Committee shall give notice of elections in the minutes of Cabinet meetings and by dinner announcements. Notice shall be given in advance of the elections according to the following guidelines:

1. Elections and recall elections: at least one (1) weeks in advance.
2. Elections involving substantive issues: at least one (1) week in advance.
3. Runoff elections: when the election results are announced. A runoff should be held three (3) to seven (7) days after the first election, and no write-in votes will be accepted.

Section C. In the case of an atypical opening in a university position to which a temporary appointment is not permitted, Article II, Section B shall not apply. In this case, the timeline of the election shall be at the discretion of the Senior Class Justice subject to the approval of Cabinet.

## **ARTICLE III. Candidates**

### Section A. Eligibility

Each candidate or officeholder must be a member of the College and not on University disciplinary or academic probation. The Judicial Committee shall determine whether each candidate fulfills all requirements set forth in the Constitution and this Election Code.

### Section B. Declaration of Candidacy

To become a candidate for elective College positions, a College member shall submit their intention to run for office to the College Coordinator and/or the College Magister(s) by the tenth (10th) calendar day preceding the election via a confidential form that only the College Coordinator and/or the College Magister(s) shall be able to view. The College Coordinator or the College Magister(s) shall submit the list of names on the form to Student Judicial Programs for verification that the College members are not on disciplinary or academic probation. Should the College members be found in good disciplinary and academic standing, a College member shall file with the Judicial Committee, by the fifth (5th) calendar day preceding the election, a petition of twenty-five (25) names and signatures for College Officer, or of ten (10) names and signatures for Class Representative, together with a signed statement that they have read and understand the Constitution, Bylaws, Election Code, and Judicial Code of Hanszen College. Names on the petition shall be those of members of their constituency. Due to the potentially large number of students represented, it shall be permissible for a member of the College to sign more than one petition.

The Judicial Committee shall allow for later submission of petitions for candidates that run for a position after losing a previous election or runoff (i.e. a candidate who loses a Presidential bid may choose to run for an Officer position) within 24 hours of notification of the election results. Additionally, the Judicial Committee shall adjust the timeline for petition submission for a particular position if that position receives no petitions by the deadline.

### Section C. Write-In Candidates

The right to cast a write-in vote in any College election (except a runoff) shall be preserved. If, after the election, a write-in candidate is deemed eligible to hold the office for which they were written in, they shall then be declared the winner or qualified for a runoff election as appropriate.

## **ARTICLE IV. Campaigning**

The rules governing campaigning shall be:

Section A. No posters or signs shall be used for campaign purposes.

Section B. No campaign materials relating to candidates may be placed in the College mailboxes, nor shall any form of electronic mail or social media be used for campaign purposes.

Section C. No money shall be spent for campaign purposes.

Section D. Candidates for the offices of President, Internal and External Vice-Presidents, Secretary(ies), Treasurer(s), Chief Justice, and Social Coordinator(s) shall be given the opportunity to speak at a College meeting during the week preceding the election. Candidates for other offices, such as Student Association Senator, may also speak, at the candidate's request and at the discretion of the Judicial Committee. Speeches shall be recorded and made available to all members of Hanszen College.

## **ARTICLE V. Poll and Vote-Counting Regulations**

Section A. The method of voting shall be devised and approved by the Judicial Committee. It shall be devised in such a way that ensures voting is private, fair, and available to all Hanszenites.

Section B. Polls shall be open for at least seventy-two (72) hours. Additional polls may be opened at different times at the discretion of the Cabinet and the Judicial Committee. The time at which polls close should be decided and announced prior to the first day of voting, and no ballots shall be accepted past this time.

Section C. At least three (3) people, in addition to the Judicial Committee, shall be present when the votes are counted.

## **ARTICLE VI. Voting Method**

Section A. Absentee voting shall be guaranteed to Hanszenites studying abroad and may also be made available to individual Hanszenites in special circumstances (eg. out of town, illness, etc.) by prior approval of the Judicial Committee. No one may cast a vote for another individual, and no other method of voting shall be permissible.

Section B. Votes shall be tallied using the following system:

1. Each voter shall be asked to mark their choice of candidates on the ballot, including a write-in candidate if they so choose.
2. In an election for one (1) office:
  - a. The ballots cast for each candidate shall be counted.
  - b. If one candidate has the majority of votes cast, they shall then be declared the winner.
  - c. If no candidate has a majority, then a runoff will be declared between the two (2) candidates with the highest number of votes. The candidate who garners a majority of votes in the runoff shall then be declared the winner.
  - d. If two (2) candidates, for reason of a tie or discrepancy of ballots, cannot be identified for the runoff, all candidates affected by the tie or discrepancy shall be included in the runoff. After the runoff, the candidate with a plurality shall then be declared the winner. For

example, if the second (2nd) and third (3rd) place candidates are tied, the top three (3) candidates would be placed in the runoff.

3. In an election for Class Representatives, Treasurer(s), Secretary(ies) and Social Coordinators:
  - a. For Class Representatives, each voter shall have the opportunity to cast a number of votes equal to the number of positions available from their own class. For Social Coordinators, each voter shall have the opportunity to cast one (1) vote for a group of three (3) students. For Treasurers and Secretaries, each voter shall have the opportunity to cast one (1) vote for either an individual or group running for the position.
  - b. The ballots cast for each candidate shall be counted.
  - c. For each class, the three candidates receiving the most votes shall be declared the winners.
  - d. The Socials Coordinators shall be elected in a team of three (3) students, who will submit one petition as a group (like the secretaries and treasurers).
  - e. If a tie prevents the determination of a winner, a runoff election shall be held with only those candidates involved in the tie. The candidates who receive the highest number of votes in the runoff shall be declared the winner in accordance with the above requirements for class representation selection.
4. In the case of a tie during an election with only two candidates, the election shall be repeated as many times as necessary for a winner to be declared. The Judicial Committee shall make every attempt to have a winner determined prior to an election for other positions so that the loser may be a candidate for another office.

## **ARTICLE VII. Validation and Approval of Elections**

If no procedural errors justify invalidation of the election, the Judicial Committee shall receive challenges to the election within three (3) days after results are posted. The Judicial Committee shall then meet to approve or disapprove the election. Ballots and vote tallies shall be saved until the election is approved. When the election is approved, the winners shall be declared.

## **ARTICLE VIII. Turnover**

### Section A. Officers

Officers shall take office no more than three (3) weeks (excluding University holidays) after the Officer Election.

### Section B. College Representatives

Freshmen Class Representatives shall take office no more than two (2) weeks (excluding University holidays) after the Fall Election. Sophomore, junior, and senior class representatives shall take office no more than two (2) weeks (excluding University holidays) after the Spring Election.

## **ARTICLE IX. Amending the Election Code**

### Section A. By the Cabinet

The Election Code may be amended by a three-fourths (3/4) vote of the Cabinet, but only with the approval of the Judicial Committee.

### Section B. By the College

The Election Code may be amended by a three-fourths (3/4) vote of the College, provided that at least fifty percent (50%) of the total College membership votes in the election.