I. ELECTION CODE
A. The Executive Offices of President, Vice President, Secretary, Treasurer and Social activities Director shall be elected in accordance with the School of Public and Environmental Affairs Undergraduate Student Association Constitution.

B. All candidates seeking Executive Offices shall submit their Declaration of Candidacy to the SPEA Undergraduate Student Association Election Commissioner no later than the last business day prior to spring break.

C. Declarations of Candidacy forms for the Executive Offices shall be made available no later than fourteen days prior to the Declaration of Candidacy filing deadline, as defined in section 1(B).

D. All candidates for Executive Offices must be in good academic standing with Indiana University – Bloomington and admitted as students in the School of Public and Environmental Affairs – Bloomington.

E. In order to declare candidacy, the applicant must reside in Bloomington, as an enrolled undergraduate SPEA student, for the duration of their term of office during the following fall and spring semesters. (First-year Accelerated Master’s students may run for an Executive position with the prior approval of the faculty advisor.)

F. The Undergraduate Student Association Election Commissioner shall review all Declarations of Candidacy within 72 hours of receipt.

G. The Election Commissioner must notify all applicants whether or not they are eligible within ten days of the date of the election.

H. The President shall nominate a neutral Elections Commissioner from within the ranks of Undergraduate student Association members in good standing. The nominee must be confirmed by a majority vote of Vice President, Secretary, Treasurer and Social Activities Director.

I. The Election Commissioner must provide all applicants a print and/ or digital copy of the Undergraduate Student Association Constitution and ByLaws upon receipt of a completed application.

3 Amended October 5, 2012
2 Amended April 15, 2011
1 Amended February 25, 2011
Approved March 3, 2009
J. The Declaration of Candidacy form for Executive Officers must include space for the following required information:
   1. Name of Applicant
   2. Applicants Campus Address and Phone Number
   3. The Position Applicant is running for. (President, Vice President, Secretary, Treasurer and Social Activities Director)
   4. A statement of affirmation for candidate to confirm they are in good academic standing.
   5. A statement of affirmation for candidate to confirm they are an officially admitted student of the Indiana University – Bloomington School of Public and Environmental Affairs.

K. Descriptions of the Executive Offices up for election and the election code shall be posted in high-traffic areas in the School of Public and Environmental Affairs and on the World Wide Web at http://www.indiana.edu/~speausa in a conspicuous location at least fourteen days prior to the Declaration of Candidacy filing deadline, as defined in section 1 (B).

L. The polling place shall be located within the School of Public and Environmental Affairs building in a conspicuous and accessible area.

M. The Elections Commissioner shall guarantee the following:
   1. Workers will be present at the polling place at all times.
   2. The polls will remain open at least four hours during the day.
   3. Poll workers are prevented from wearing clothing, buttons, hats, or any other apparel that supports any particular candidate or candidates for election.
   4. Poll workers shall not advise voters except to provide assistance in actually voting on a ballot if such assistance is necessary.
   5. The candidates are listed at random and sorted by office sought.
   6. Ballots are prepared according to Section 1 (M).

N. The Elections Commissioner shall construct or oversee the construction of the election ballots so that the candidates for office are grouped by office sought and subsequently ordered at random within the grouping.

O. Poll workers and the Election Commissioner shall guarantee the following:
   1. Each voter is able to fill his/ her vote in privacy.
   2. Ballots remain within ten feet of the polling place.
   3. That no campaigning occurs within a fifty feet radius of the polling place.
   4. That no campaign material is allowed within a fifty-feet radius of the polling place, with two exceptions:
A. Statements of candidacy, which are less than 150 words and approved by the Election Commissioner beforehand. These shall be displayed, and available upon request from poll workers.

B. Material carried by voters intended solely for their personal use.

P. All campaigning shall take place in accordance with the Election Code and is subject to the following restrictions:
   1. All campaigning is to be done in an orderly, ethical and just manner.
   2. No campaign materials may be posted in the school of Public and Environmental Affairs that does not conform to applicable posting policies.
   3. Disposal of all campaign material is the sole responsibility of the candidates.
   4. The Election Commissioner shall have the authority to take disciplinary action against any person found in violation of this code with the involvement of the designated organizational advisor.

Q. Ballot tabulation, certification of the election results and the declaration of the winners shall take place in the following manner:
   1. Tabulation of the ballots shall be carried out in strict privacy only by the Elections Commissioner, designated organizational Advisor, and a neutral witness to observe the process. No person who is counting the ballots may leave the counting place during the duration of the counting period.

   2. The Election Commissioner shall be the sole judge of the validity of each ballot cast unless the designated organizational Advisor objects to the determination. In such cases, the witness shall uphold or reject the determination of the Election Commissioner. All such determinations are final.

   3. The Election Commissioner shall count the votes for each candidate and certify the final count.

   4. The statement of certification shall contain the number of votes cast for each candidate, the total number of votes cast, the total number of invalid votes case, and the total number of votes cast for each office.

   5. The Election Commissioner shall declare any candidate who receives a simple majority of valid votes for an office winner of that office.

   6. In the event that no candidate receives a simple majority for an office, which two or more candidates are seeking, the Elections Commissioner shall hold a run-off election between the top-two candidates within fourteen days of the first election. This run-off shall be subject to the same restrictions and regulations as all other Undergraduate Student Association elections.

   7. The Elections Commissioner shall submit the certification statement, any declaration of winners and any orders for run-off elections, to the Executive Committee within two days of the election verification at which time the results

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are considered official and binding. The Executive Committee, on receipt of the certification statement, any declaration of winner and any orders for run-off elections, shall disseminate the results to the membership at large by publishing printed results.

A. Published results shall not include official tabulation, rather simply the name and position of each winner.

B. Published results shall be posted in a conspicuous location in the School of Public and Environmental Affairs and on the World Wide Web at http://www.indiana.edu/~speausa.

R. Any protest of the election results shall be conducted in accordance with the Election Code and the Constitution of the School of Public and Environmental Affairs Undergraduate Student Association. Protests must be made in writing within forty-eight hours of the conclusion of the voting period and must include a rational basis of protest, evidence.

S. The President, Vice President, Secretary, Treasurer and Social Activities Director shall be inaugurated in accordance to the Constitution of the School of Public and Environmental affairs Undergraduate Student Association.

T. The treasurer must attend a training session conducted by and arraigned with the Student Organization Accounts Office, a unit of the Office of the Bursar, before commencing official duties. In such cases where it is not possible to satisfy this requirement and carry essential business of the Undergraduate Student Association, the outgoing Treasurer may, with the express permission of the designated organizational advisor, continue to fulfill the duties of the office until, 1.) The duly elected Treasurer is adequately trained, or 2.) All essential business is resolved.