

Dear Prospective Candidate,

Congratulations! By reading this guide, you have taken the first step in your campaign to join one of Penn Student Government's two elected branches. This guide contains important information that you will need to run a successful campaign. From now until the end of the election cycle, you are responsible for all of the information included in this guide.

The following positions are available for election to the Undergraduate Assembly:

UA President	SAS Representative (15)	Wharton Representative (4)
UA Vice President	SEAS Representative (4)	Nursing Representative

The following positions are available for election to each Class Board:

President	Executive Vice President	Vice President of Internal Affairs
Vice President of External Affairs	Vice President of Finances	SAS Class Chair (2)
SEAS Class Chair	Wharton Class Chair	Nursing Class Chair

In addition to the content of this guide, you are responsible for the election rules outlined in the Fair Practice Code (FPC). It is imperative that you read the FPC very carefully, as all candidates must follow the code in order to ensure a fair election. Failure to adhere to the rules in the FPC will result in disqualification from the elections. The FPC can be downloaded at penn-nec.org/policies.

This document is structured to be a comprehensive guide for navigating the elections process. An overview of important dates and deadlines can be found on page 2, candidate eligibility requirements can be found on page 3, a description of the roles of the Undergraduate Assembly and Class Boards can be found on pages 4 and 5, requirements for petition signatures can be found on pages 6 and 7, and a detailed chronological guide of action items makes up the remainder of this packet.

If you would like to meet in person to ask questions about the Candidate Packet, FPC, or any aspect of the election cycle, I will be holding office hours in the NEC Office (in the Office of Student Affairs in 200 Houston Hall) on Tuesday, March 20 between 4 and 6 PM and Thursday, March 22 between 3 and 5 PM. If you are not available during office hours but would still like to meet, please reach out to me directly to make an appointment.

If you have any questions or concerns about any aspect of the elections process, please do not hesitate to contact me by email at elections@penn-nec.org (or by phone at 216-513-8296 in the case of an emergency requiring immediate action). You may also contact Allie Rubin, Chair of the Nominations and Elections Committee, by email at chair@penn-nec.org, although I will be your main point of contact throughout this cycle.

Best of luck,

Jack Weisman

Vice Chair for Elections, Nominations and Elections Committee

Important Dates and Deadlines

When	What	Where
Monday, March 12	Elections Guide released	Download from www.penn-nec.org .
Tuesday, March 27 11:59 PM	Candidate information form due	Find link on www.penn-nec.org .
Wednesday, March 28 11 AM – 5 PM	Completed petitions and forms due	Download from www.penn-nec.org . Turn in to NEC Office, 200 Houston Hall.
Wednesday, March 28 5 PM	200 word Candidate Statement due	Find link on www.penn-nec.org . Statements will be published in the Candidate Center on the DP website.
Wednesday, March 28 8 PM – 9 PM	Candidate Meeting	Huntsman Hall, Room TBD
Monday, April 2 7 AM	Monetary Campaigning Period begins	
Tuesday, April 3 12:00 AM – Thursday, April 5 5:00 PM	Voting Period	Vote at www.pennstudgov.com .
Thursday, April 5 5:00 PM – 7:00 PM	Completed spending forms due	Turn in to NEC Office, 200 Houston Hall.
Thursday, April 5 8:00 PM – 8:30 PM	Election results (if no FPC charges are filed)	Huntsman Hall, Room TBD
Sunday, April 8	FPC Hearing and election results (if necessary)	Huntsman Hall, Room TBD

Eligibility Requirements for Candidacy

General eligibility rules

- All UA positions (with the exception of President and Vice President) and Class Board school chairs are school-specific. Students wishing to become candidates must be full-time students in their respective constituencies at the time scheduled by the NEC before the start of the Elections Proceedings.
- Dual-degree students are eligible to run in either of their schools, but they must designate a single school to be their home school for the purpose of elections. Dual-degree students may only sign petitions, vote, or run in elections as members of their designated home school.

Rules for students spending a semester abroad

- Any student planning to spend a semester abroad during their elected term (Fall 2018 and/or Spring 2019) is ineligible to run for the UA and/or Class Boards.
- Any student elected to the Undergraduate Assembly and/or Class Boards who decides after the election to study abroad during their elected term forfeits their position.
- Students who are currently abroad (Spring 2018) may run from abroad for the following academic year for any position, except UA President or Vice President. If you are currently abroad and wish to run, email elections@penn-nec.org as soon as possible.

Rules for candidates for UA President and Vice President

- Candidates may not be spending a semester abroad during the General Election (Spring 2018).
- No person may run for President or Vice President and a directly elected Class Board position in the same General Election.
- Candidates for President must participate in at least two debates, and candidates for Vice-President must participate in at least one. Failure to participate is grounds for disqualification under the FPC. All debates will take place between the Candidate Meeting and the conclusion of the voting period. More details will follow with correspondence from Carly Ragozzino (education@penn-nec.org), the NEC Vice Chair for Education and Chair of the Commission on Undergraduate Assembly Debates.

Descriptions of Positions

Undergraduate Assembly

The Undergraduate Assembly is the elected, representative branch of Penn Student Government, charged with improving life for all students through funding, services, and advocacy. The core of the UA's work is advocating for undergraduate interests to administrators, student groups, and the wider world. The UA has the flexibility and power to improve every element of life at Penn. As the representative organ of student government, the UA allocates approximately \$2 million to the six branches each year – money that eventually reaches almost every group on campus. Out of that, the UA reserves a \$20,000 Contingency Fund to disburse to student groups throughout the year and to fund an array of services spearheaded by UA members, including shuttles to the airport, free legal services, graduate school mentorship, and the PennApps Labs.

An average non-leadership UA member will spend around five hours per week on UA work, while leadership positions are more time-consuming. Mandatory weekly GBMs are Sundays at 9 PM and often last until midnight. At GBMs the UA discusses issues affecting the student body, UA meetings with administrators, and the initiatives members are working on. In addition, each UA member sits on one of four committees, grouped by focus area and led by an upperclassman member. Weekly committee meetings are also mandatory and last an hour. Most UA members also hold seats on external boards, like the Admissions Dean's Advisory Board and the Penn Violence Prevention Student Advisory Group. These groups meet as often as once per week or as infrequently as once per semester. If you join the UA you will have flexibility selecting which external seats interest you.

Class Boards

The purpose of the Class Boards is to provide social programming that will instill a sense of class and school spirit, unity, and pride, as well as to break through social barriers. Each class popularly elects a President, Executive Vice President, Vice President of Finances, Vice President of Internal Affairs, Vice President of External Affairs, and Class Chairs from each school.

Class Boards are responsible for organizing many of Penn's greatest and most historic traditions, including the Econ Scream, Skimmer Fest, Feb Club, Hey Day, Final Toast, Walnut Walk, Ivy Day, and other events that are attended by hundreds of students. In recent years, the boards have also successfully planned a 5,000-person waterfront jazz and reggae concert, a bus trip to watch the Penn-Princeton football game at Princeton, parties at Philadelphia bars, outings to Philadelphia restaurants, massive class-wide prize giveaways, ski trips, formal dances, study breaks, community service events, and performing arts nights.

Additionally, the members of the Class Boards are called on by various University departments to assist with and/or promote a variety of events and integral student initiatives. Each year this

includes participation in convocation, speaking at graduation ceremonies, and representing undergraduates at alumni functions. A significant partnership for each Class Board is with the department of Development and Alumni Relations, through the Penn Traditions Program: a comprehensive approach to student programming, with the objective of creating student awareness and understanding of Penn's institutional mission, history, traditions, financing and philanthropic support, strengths, challenges, and goals. All Class Boards meet with the Penn Traditions staff in the fall following new student elections, and the four-year collaboration culminates with the planning of Seniors for The Penn Fund, the annual senior class fundraising campaign.

Step 1: Gather Signatures, Submit Forms, and Write Candidate Statement

Monday, March 12 – Wednesday, March 28

Action Items:

- Monday, March 12: Download Election Guide, Petition Form, Candidate Information Form, and Candidate Statement Submission Form from www.penn-nec.org.
- Monday, March 12 – Wednesday, March 28: Collect signatures on Petition Form, following the rules outlined below.
- Tuesday, March 27: Submit online Candidate Information Form by 11:59 PM.
- Wednesday, March 28, 11 AM – 5 PM: Turn in completed Petition Form to the NEC office, located in 200 Houston Hall. If you choose to have a photograph associated with your statement on the Candidate Center, your photo will be taken when you submit your form.
- Tuesday, March 27: Submit written Candidate Statement through Candidate Statement Submission Form. These statements will be posted on the Daily Pennsylvanian's online candidate center. There are no restrictions on the content of the statement, but it should convey why you believe you are a strong candidate for your position and what you plan to do during your tenure. (We recommend that you take the time to consider the responsibilities and expectations of each position, and how you are well-suited for the position that you are running for.)

Critical Rules:

- In order to be placed on the ballot, you must submit a petition form. Signature requirements can be found on the next page.
- Electors may sign the petition of more than one prospective candidate.
- You may only run for a school specific position if that school is your home school. If you are in a dual degree program, you must designate a single school to be your home school for the purpose of elections.
- You must **not** prefill or complete any part of the petition table on behalf of a signatory, but make sure each person completes their line completely.
- Students in Dual Degree programs may choose one of their schools for the purpose of signing petitions and voting. They should designate their dual degree status / program on the petition form.
- If you are running for both Class Board and the UA, you may count your UA petition signatures toward your Class Board candidacy as long as they fulfill any school-specific requirements (for class chairs).
- NEC members are not allowed to sign petitions and thus their signatures will not count towards the total.

Signature Requirements

Undergraduate Assembly

Position	Minimum Signatures	Signer Eligibility Requirements
President	374 OR 224 + 5 sitting UA members, including 1 from a constituency other than that of the candidate	Any full-time freshman, sophomore, or junior
Vice President	374 OR 224 + chairs of at least 5 sitting groups of UA steering	Any full-time freshman, sophomore, or junior
SAS Representative	135	Any full-time freshman, sophomore, or junior enrolled in the College of Arts and Sciences
SEAS Representative	41	Any full-time freshman, sophomore, or junior enrolled in the School of Engineering and Applied Sciences
Wharton Representative	41	Any full-time freshman, sophomore, or junior enrolled in Wharton
Nursing Representative	9	Any full-time freshman, sophomore, or junior enrolled in the School of Nursing

Class Boards

Position	Minimum Signatures (2019)	Minimum Signatures (2020)	Minimum Signatures (2021)	Signer Eligibility Requirements
President	117	124	128	Any full-time member of the candidate's class
Vice Presidents	70	75	77	Any full-time member of the candidate's class
SAS Chair	42	46	48	Any full-time member of the candidate's class enrolled in the College of Arts and Sciences
SEAS Chair	13	14	14	Any full-time member of the candidate's class enrolled in the School of Engineering and Applied Sciences
Wharton Chair	13	13	12	Any full-time member of the candidate's class enrolled in Wharton
Nursing Chair	3	4	4	Any full-time member of the candidate's class enrolled in the School of Nursing

Step 2: Attend the Candidate Meeting

Wednesday, March 28

Action Items:

- Finish reading the most recently updated version of the FPC at www.penn-nec.org/policies prior to the Candidate Meeting.
- Wednesday, March 28, 8 PM: Attend the mandatory Candidate Meeting in Huntsman Hall, room TBD. At the meeting, you will submit the Official Acknowledgement of Candidacy.
- Begin seeking endorsements from campus student organizations.

Critical Rules:

- You must contact the Vice Chair for Elections in advance if you cannot attend the Candidates' Meeting for any reason. Failure to attend this meeting without providing prior notice will result in an automatic termination of your candidacy.
- **Candidates are responsible for understanding the FPC prior to the Candidate Meeting.**
- All candidates shall sign a statement confirming that they have read and understood the FPC and shall abide by all rules laid out at the Candidate Meeting. Until signed, no candidacy is official.
- Any questions answered by the Vice Chair for Elections during the meeting are considered binding for the current elections cycle, and thus valid election rules on par with those outlined in the FPC, unless a retraction is made by email to all candidates within four hours of the meeting's conclusion.
- Once the official candidate list is released following the Candidate Meeting, you may begin to seek endorsements from campus organizations.
- Endorsing groups may not spend any money on your behalf. Also, student government branches may not endorse your candidacy through the NEC and The DP.

Step 3: Campaign Using Items of Monetary Value

Begins Monday, April 2

Action Items:

- Monday, April 2, 7 AM: Begin campaigning using items of monetary value.
- Frequently consult postering and campaigning rules set forth in the FPC.
- Record your campaign spending on your Spending Form throughout the week.
- Email elections@penn-nec.org with any questions regarding items' monetary value, or any other campaigning rules.

Critical Rules:

- All items of monetary value used to campaign must be accounted for on your spending form.
 - The spending limit for all candidates regardless of the number of positions for which they are running is \$50.00.
- Postering
 - Only one poster per non-building object; no posters suspended between 2+ objects.
 - Only allowed in freely accessible areas; no posters on windows/balconies of residential rooms, no posters in Greek houses, no posters on the 38th Street bridge.
 - Affixing materials (string, tape used to affix posters) need not be recorded on your spending form.
 - No tampering with others' campaign materials.
 - A consolidated list of all University and College House postering policies can be found online at <http://www.penn-nec.org/policies>.
- Social Media and Electronic Communications
 - Social media accounts hold no inherent value; however, any ads/promotions/boosts purchased via social media must be accounted for on your spending form.
 - Any photos/videos posted through social media showing items of monetary value (posters, campaign t-shirts, etc.) must be reflected on your spending form.
 - You may not use class-/ school-/ class-school-/ program-wide listservs to campaign.
- These rules are **NOT EXHAUSTIVE**. Please repeatedly consult the FPC to make sure that you are following all election rules.
- If you have a question regarding the monetary value of an item, please contact elections@penn-nec.org.

Step 4: Solicit Votes and Submit Spending Forms

Tuesday, April 3 – Thursday, April 5

Action Items:

- Tuesday, April 3, 12 AM – Thursday, April 5, 5 PM: Solicit votes from eligible voters by directing them to www.pennstudgov.com.
- Thursday, April 5, 5 – 7 PM: Submit completed Spending Form, with attached receipts, to the NEC Office.
- Thursday, April 5, 5 – 7 PM: Submit any complaints of violation of the Fair Practices Code must be submitted in person, to the NEC Office. Instructions for submitting an FPC charge can be found on page 12 of this document. If there is an FPC charge, the hearing will take place on Sunday, April 8, with results announced immediately after.
- Thursday, April 5, 8:00 PM: Attend election results, if there is no FPC hearing.

Critical Rules:

- If you are operating a voting booth, you may not click anything on the voter’s voting application, press “submit,” look at the ballot, or leave the voter logged in to continue voting on their behalf.
- You and your surrogates may not coerce other students at any time during the election process, including signature collection, campaigning, and voting.
- The spending limit for all candidates, regardless of the number of positions for which they run, is \$50.00.
- Taxes do not need to be included on your spending form, but any shipping & handling costs must be included.
- No late Spending Forms will be accepted. If you do not turn in a Spending Form, you will be disqualified.
 - You may appeal this decision as per §VII.F.2 of the FPC.
- All items on your spending form are to be accompanied by a receipt or quote from a local merchant unless you are using the following NEC standardized prices:

Marker	\$0.50/marker
Chalk	\$0.13/stick
Copies (8.5" x 11" white paper, B&W):	\$0.05/stick
Copies (8.5" x 11" white paper, color):	\$0.30/side
Copies (8.5" x 11" colored paper, B&W):	\$0.12/side
Copies (8.5" x 11" colored paper, color):	\$0.40/side
Web site domain (e.g., vote4matt.com)	\$12.00

- These rules are **NOT EXHAUSTIVE**. Please repeatedly consult the FPC to make sure that you are following all election rules.
- If you have a question regarding any election rules, please contact elections@penn-nec.org.

Instructions for Complaint Form of FPC Violation

The Fair Practices Code governs the student government elections, and is binding upon the Nominations & Elections Committee as well as all candidates and their surrogates. If you believe a rule to have been violated, you may file a complaint under § VIII.A of the FPC.

Here are some basic things to remember:

- Filing a complaint is a very serious action.
 - It indicates that you believe, and want to prove, that a candidate or the NEC violated elections law and will initiate a full, public hearing to test and decide upon the charge(s).
- Any member of the Penn community, including candidates, voters, and the NEC, may file a complaint.
 - Under § VIII.B.6, the person who files the complaint is responsible for prosecuting that charge at the FPC Hearing.
 - As such, the person who files the complaint is also responsible for collecting evidence and/or a list of witnesses to aid in the prosecution of his/her charge, including any public elections records made public by the NEC (spending forms, emails, and other records) and any records collected individually. All evidence, including the names of witnesses who will be testifying, must be submitted at least 3 hours before the start of the FPC Hearing.
 - Multiple overlapping complaints may be combined into one charge, at the discretion of the Vice Chair for Elections, the Grievance Officer, and the Chair of the NEC.
- Any candidate, or the NEC, may be charged with a complaint of FPC violation.
 - Under § VIII.B.3, the person being charged with a violation may present evidence and/or a list of witnesses to aid in the defense against the charges. All evidence, including the names of witnesses who will be testifying, must be submitted at least 3 hours before the start of the FPC Hearing.
 - Under § VIII.B.5, the NEC shall provide any candidate being charged with violating the FPC with a Public Advisor who may provide advice and assistance if requested, but may not speak on the candidate's behalf.
- Some acts, which are not clearly regulated under the FPC, may be difficult to prosecute.

- If a candidate pre-cleared an action with the Vice Chair for Elections and followed the VCE's interpretation of the FPC as it was communicated in writing, this may be submitted as evidence to defend against the charge.
- Ultimately, the decision to file an FPC complaint is yours and yours alone. The FPC exists to ensure that Penn Student Government elections are fair for everyone involved. If you feel that a rule was violated, do not be discouraged from filing a complaint.

The Grievance Officer for the NEC is responsible for filing any charges on behalf of the NEC. The Public Advisor for the NEC is responsible for providing guidance to any candidate charged with a violation of the FPC by the NEC. The contact information for the Public Advisor will be provided at the Candidate Meeting.