

Fall 2018 Special Election Candidate Packet

For Undergraduate Assembly School of Arts and Sciences (SAS) Representative

Note: In an effort to reduce paper consumption, pages 1-7 of this guide *do not* need to be printed and turned into the NEC. The forms on pages 8-10 *do need* to be printed and turned into the NEC Office.

Dear Prospective Candidate:

Congratulations! By reading this packet, you have taken the first step in your campaign to join the Undergraduate Assembly. This guide contains all of the information 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, which is available alongside other resources online at www.penn-nec.org.

The Fair Practices Code (FPC) outlines the rules of undergraduate student government elections at Penn. The goal of the FPC is to ensure a fair elections cycle.

You must read the FPC very carefully. It is available at <http://www.penn-nec.org/policies>.

The following positions are available to non- New Students for election to the Undergraduate Assembly:
SAS Representative (1)

The monetary campaigning period begins on Friday, September 21st at 7 AM. **You may *not* campaign using materials that have monetary value prior to this time.**

Failure to adhere to the rules in this packet and all others outlined in the FPC will result in **disqualification** from the elections. The FPC will be explained in more detail at the **mandatory Candidates' Meeting on Thursday, September 20th at 6PM**. Prior to the candidates' meeting, you may submit a short candidate statement that will be posted on the Daily Pennsylvanian's online candidate center. Suggestions about what to include in this document can be found on page 7 of this packet.

This packet is structured to be a comprehensive guide for navigating the elections process. That said, **if there is any confusion, please do not hesitate to contact me**. It is better to clarify anything that is ambiguous than to act in violation of the FPC and potentially jeopardize your candidacy. I will additionally be holding office hours in the NEC Office (in the Office of Student Affairs on the 2nd floor of Houston Hall) from 9-11AM on Wednesday, September 12th and from 3-5PM on Monday, September 17th. If you would like to meet with me at another time or have other questions, please reach out to me directly via email.

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 773-567-2527 in the case of an emergency requiring immediate action). You may also contact Stephen Imburgia, Chair of the Nominations & Elections Committee, by email at chair@penn-nec.org, although I will be your main point of contact throughout this cycle.

Good luck!

Kiley Marron

Vice Chair for Elections, Nominations & Elections Committee

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The Undergraduate Assembly (UA)

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.

On a day-to-day basis, the UA is run by a 35-member General Body, comprised of 27 upperclassmen elected in the Spring and 8 freshmen and transfers elected in the Fall. All representatives have total freedom to work on the projects their constituents want most. They amend and vote on the UA's \$2 million budget in the Spring semester and work with other UA members.

All members attend weekly General Body Meetings held on Sundays at 9 PM and weekly committee meetings scheduled during the week; they're also expected to make regular progress on their projects and report on the same regularly. In addition, members have a mentor network to help them get a jump-start on making change. All members are appointed to a UA committee based on their areas of interest, led by an upperclassmen director. In addition, new student representatives are assigned a mentor from the Executive Board to make sure they're integrated into student government from day 1.

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Wednesday, August 29th – Thursday, September 20th

Important Events:

- ❖ August 29th: Candidate Packets released and available online at www.penn-nec.org.
- ❖ September 20th: Completed forms due in the NEC Office from 10 AM – 5 PM.

Critical Rules:

In order to run in the fall election you must complete a petition for candidacy. The table below contains the number of signatures required to be placed on the ballot in each race. Electors may sign the petition of more than one prospective candidate.

Position	Minimum Signatures	Signer must be:
UA SAS Representative	139	A full-time, non-New Student in the College of Arts & Sciences

- ❖ **You may only run for the School of Arts & Sciences representative 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 and voting. Please designate your dual degree status / program on the petition form.
- ❖ 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.
- ❖ NEC members **are not allowed** to sign petitions and thus their signatures will not count towards the total.

Action Items:

- ☐ Print all petition forms and collect signatures from eligible students
- ☐ Turn in your completed forms to the NEC Office in 200 Houston Hall on Thursday, September 20th from 10 AM – 5 PM
- ☐ Submit your candidate statement (200 words or less) for the DP's Candidate Center using [this link](#) by 5 PM on September 20th

Tuesday, September 4th

Important Events:

- ❖ Path to PSG: (optional) Campaign mentorship event from 8-10PM in JMHH 350

Description of Event:

- ❖ Learn about the intricacies of running for the Undergraduate Assembly -- ranging from the necessary forms to how to campaign effectively.
- ❖ Hear from members of the Undergraduate Assembly about their roles as well as their own paths to PSG!
- ❖ Ask questions about campaigning, get advice from actual members of Penn Student Government, and interact one-on-one with PSG leaders.

Action Items:

- ☐ Attend Path to PSG if you want useful advice on campaigning and serving in Penn Student Government
- ☐ Ask questions + receive advice from PSG leaders

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Thursday, September 20th

Important Events:

- ❖ Candidates' Meeting: **mandatory** meeting for all candidates at 6PM, room TBA

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 will result in an automatic termination of your candidacy.**
- ❖ **Candidates are responsible for understanding the FPC prior to the Candidates' 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 Candidates' Meeting. **Until signed, no candidacy is official.**
- ❖ Any questions answered by the Vice Chair for Elections during the meeting **will be binding** for the current elections cycle unless a retraction is made by email to all candidates within four hours of the meeting's conclusion.

Action Items:

- ☐ Attend the mandatory Candidates' Meeting at 6PM, room TBA
- ☐ Finish reading the most recently updated version of the FPC at <http://www.penn-nec.org/policies>
- ☐ Sign and submit the Official Acknowledgment of Candidacy at the Candidates' Meeting

Friday, September 21st

Important Events:

- ❖ Monetary Campaigning Period: Begin campaigning using materials of monetary value at 7 AM

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.**
- ❖ If you have a question regarding the monetary value of an item, **please contact elections@penn-nec.org.**
- ❖ Postering Guidelines
 - 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) **do not need** to be recorded on your spending form.
 - **No tampering with others' campaign materials is permitted under any circumstances.**
 - A consolidated list of all University and College House postering policies can be found online at <https://catalog.upenn.edu/pennbook/poster-policy/>.
- ❖ 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.

Action Items:

- ☐ 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

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Monday, September 24th– Wednesday, September 26th

Important Events:

- ❖ Online Voting: all eligible voters are able to submit their votes at www.pennstudgov.com from 12 AM on Monday, September 24 until 5 PM on Wednesday, September 26.
- ❖ Spending Forms due: all candidates **must submit their completed spending forms and all accompanying receipts** in the NEC Office between 5 – 7 PM on Wednesday, September 26.
- ❖ FPC Complaint Forms due: **all complaints of violation of the Fair Practices Code must be submitted** in the NEC Office between 5 – 7 PM on Wednesday, September 26.

Critical Rules:

- ❖ You may not establish a stationary voting booth and you are **strongly discouraged** from having students vote on your own device(s).
- ❖ 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.G.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/side
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

Action Items:

- ☐ Solicit votes from eligible voters by directing them to www.pennstudgov.com
- ☐ Submit your completed Spending Form with attached receipts between 5 – 7 PM on Wednesday, September 26th in the NEC Office – results will be announced at 9 PM if no FPC charges have been filed
- ☐ Submit charges of violations of the FPC between 5 – 7 PM on Wednesday, September 26 in the NEC Office in 200 Houston Hall – hearing will take place Sunday, September 30 at 10 AM if charges are filed, and results will be announced immediately afterward

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Appendix: Other Relevant Information

Instructions for Complaint Form of FPC Violation

Reminder: Complaint forms are due, in person, at the NEC office in 200 Houston Hall between **5:00 and 7:00 PM** on **Wednesday, September 26, 2018**. If charges are filed, the FPC Hearing will take place at 10 AM on Sunday, September 30.

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 has 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.
 - The Grievance Officer for the NEC is Lucas Weiner (weinerlu@sas.upenn.edu), who is responsible for filing any charges on behalf of the NEC. The Public Advisor for the NEC is Bizzy Vinton (evinton@wharton.upenn.edu), who is responsible for providing guidance to any candidate charged with a violation of the FPC by the NEC.

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Candidate Statements

Prior to the Candidates' Meeting you may submit a candidate statement (200 words or less) that will be posted on the Daily Pennsylvanian's online Candidate Center and will be available to voters. The content of your statement is entirely up to you, but it should convey why you believe you are a strong candidate for the UA or CB and what you plan to do during your tenure. The NEC recommends 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. Candidate statements are due on **September 20th by 5PM** and you can submit your statement using [this link](#).

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Mandatory Forms & FPC Complaint Form

Certification of Candidacy

I, _____, do hereby petition the Nominations & Elections Committee to place my name on the ballot for representation to the Undergraduate Assembly for the 2018-2019 academic year.

I hereby certify that I am enrolled as a full-time undergraduate at the University of Pennsylvania.

I understand that the NEC conducts internal unpublished analysis on student government participation, and consent to my inclusion.

I further certify that I have read and do understand the most recently updated version of the Fair Practices Code and the Candidate Packet, and agree to conduct my campaign in full accordance with the FPC.

UA Certification

Signature _____

Date _____

Joint/Dual-Degree Students

School or Program _____ (e.g. M&T)

If joint/dual-degree and running for Class Chair, school in which you will run _____

All Candidates

Candidacy Position **UA SAS Representative**

Year _____

NEC Use Only

University School _____

Member Signature _____

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Petition for Candidacy to the Undergraduate Assembly

Name: _____

☐ Running for UA SAS Representative

Dear Student: the person named above is seeking candidacy for the Undergraduate Assembly (UA) and requires a number of signatures from peers to be placed on the ballot. If you wish to join this petition, please sign on the pages following.

We the undersigned hereby petition that the aforementioned student be placed on the ballot for election to the Undergraduate Assembly of the University of Pennsylvania.

	Name	School	Year	Penn Email
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Valid Signatures _____

Total Signatures _____

Member Initials _____

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Official Spending Form

Name _____

Phone Number _____

Penn Email _____

School and Year _____

☐ Running for UA SAS Representative

	Item	Unit Price	Qty	Total Price with S&H, excluding tax
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
			Total Spent	

Reminder: The spending limit for all candidates is **\$50.00**. All items of monetary value used to campaign (except adhesives) must be listed above and accompanied by receipts and/or quotes from local merchants to establish the fair market value of materials obtained by other means, unless the standard rates on the instructions page are used.

The NEC also offers **financial aid** of up to \$50 for candidates. If you would like to request financial assistance from the NEC, please contact Kiley Marron at elections@penn-nec.org.

I hereby attest the above figures are accurate and in accord with the regulations set forth in the Fair Practices Code and described at the Candidates' Meeting.

Signature _____

Date _____

NEC Member Signature _____

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FPC Complaint Form

Basic Information

Who is pressing the charge? _____

Against whom? _____

What rule was violated?

If the rule is part of the Fair Practices Code, what section? (e.g. VII.D.2) _____

Violation Details

What was the alleged violation?

What evidence do you have?

Complaints must be submitted **in person** to the NEC, in the OSA Office on the 2nd floor of Houston Hall, on **Wednesday, September 26th** between **5 and 7 PM**. Enclose as many attachments as you think are necessary to corroborate your claims.

I hereby affirm that this complaint is being filed to enforce fairness in good faith, under the regulations set forth in the Fair Practices Code and described at the Candidates' Meeting.

Signature _____

Date _____