

The Election Rules of Procedure



University of Central Florida

Student Government

Election Commission

Table of Contents

<i>Rule 1.0</i>	<i>General Provisions</i>	3
1.01	Scope and Authority	3
1.02	Amending the Election Rules of Procedures	3
<i>Rule 2.0</i>	<i>Attendance Policy</i>	4
2.01	General Policies	4
2.02	Notification of Absence	4
2.03	Excused Absence Qualifications	4
<i>Rule 3.0</i>	<i>Election Commission Committees</i>	5
3.01	Composition of Committees	5
3.02	Elections and Appointments of the Chair and Vice Chair	5
3.03	Duties and Powers of the Chair and Vice Chair	5
<i>Rule 4.0</i>	<i>Contest and Violation Hearing Oaths</i>	8
4.01	Refusal to Take Oath	8
4.02	Oath of the Accused	8
4.03	Oath of the Filer	8
4.04	Oath of Witnesses	8
4.05	Issuer of the Oath	9

Rule 1.0 General Provisions

1.01 Scope and Authority

- A. In compliance with Title VI: The Election Statutes 601.7, Adhere to all rules outlined in the Election Rules of Procedure, the Election Commission outlines the following rules of procedure to guide its internal and external governance.
 - 1. In the event of a conflict between the rules or any other Student Government governing document, Title VI shall take precedence, followed by the Election Rules of Procedure.
- B. All Election Commissioners and persons having business before the Commission must abide by all provisions of these rules under penalties of censure, non-compliance, or sanctions pursuant to *Title VI: The Election Statutes*, *Title IX: The Enforcement & Accountability Statutes*, or these herein rules.

1.02 Amending the Election Rules of Procedures

- A. Any Commissioner may propose an amendment to the Election Rules of Procedure before the Legislative, Precedent, and Rules Committee.
 - 1. No amendment may be submitted during the voting period or four (4) weeks prior to it.
- B. The Legislative, Precedent, and Rules Committee may approve or deny the amendment by a simple majority vote.
 - 1. If the amendment is approved by Legislative, Precedent, and Rules Committee, the Committee Chair will bring the amendment proposed to the full Election Commission for consideration. A two-thirds majority vote is required to approve the amendment.
 - 2. If the amendment is denied by the Legislative, Precedent, and Rules Committee, the Commissioner may appeal to the Supervisor of Elections. Provided that the Supervisor of Elections grants the appeal, the Commissioner will bring the amendment before the full Commission for consideration. A two-thirds majority vote is required to approve the amendment.
 - a. All denied amendments shall include a written rationale provided by the Legislative, Precedent, and Rules Committee.

3. All amendments must be reported in writing to the General Body and to the Elections and Appointments Committee at their next scheduled meeting.
- C. The Supervisor of Elections and Assistant Supervisor of Elections must sign and forward the signed amendment to the Senate Designated Committee for final approval.

Rule 2.0 Attendance Policy

2.01 General Policies

- A. All Commissioners must attend all Election Commission proceedings, committee meetings, and events unless excused by the Supervisor of Elections.
- B. The accumulation of one (1) unexcused absence from regular meetings chaired by the Supervisor of Elections will result in a formal written warning and potential non-compliance.
- C. The accumulation of two (2) unexcused absences from regular meetings chaired by the Supervisor of Elections will result in removal.

2.02 Notification of Absence

- A. Excuses for absences from Election Commission proceedings and regular meetings must be communicated through the appropriate means to both the Supervisor of Elections and Committee Chair no less than forty-eight (48) hours in advance.
- B. Excuses may be communicated via email after the absence within two (2) weeks following the absence in question otherwise said absence will be automatically recorded as unexcused.
- C. If requested, proof of any excuse must be provided to the Supervisor of Elections within five (5) academic days upon receipt of request.
- D. Absences will be deemed excused or expunged by the Supervisor of Elections or the Committee Chair. If the absence is for a committee meeting, the Committee Chair may excuse or expunge the absence.
 1. Commissioners may appeal unexcused absences to the full Election Commission.
 2. Any attendance decision made by the Committee Chair may be appealed to the Supervisor of Elections. The Supervisor of Elections may override the decision.
- E. Committee Chairs must report absences, whether excused or unexcused, to the Supervisor of Elections, upon request.

2.03 Excused Absence Qualifications

- A. Commissioners with reoccurring conflicts must disclose this to the Supervisor of Elections upon confirmation
- B. An absence may be excused if it falls within any of the following six (6) criteria, it shall be deemed a valid excuse:
 - 1. Official University Events
 - 2. Schedule Class Meetings
 - 3. Personal Illness
 - 4. Work Obligations
 - 5. Emergency
 - 6. Religious Observations
- C. All other absences that do not meet the criteria shall be addressed on a case-by-case basis, and excusal is at the sole discretion of the Supervisor and Assistant Supervisor of Elections.
 - 1. If requested by the Supervisor of Elections, documentation of absence must be submitted within five (5) academic days of the absence.
- D. All absences must be listed in the attendance log.

Rule 3.0 Election Commission Committees

3.01 Composition of Committees

- A. Election Commission committee membership shall not exceed fifty percent (50%) of the current membership of the Election Commission rounding to the nearest whole number.
 - 1. Each committee shall have at least 25% of the Election Commission.
- B. Each committee must have a Chair and Vice Chair.
- C. The Supervisor and Assistant Supervisor of Elections shall serve as advisors to the committees, but not members of the committees.

3.02 Elections and Appointments of the Chair and Vice Chair

- A. The Chair shall be elected by the Election Commission by a simple majority vote.
 - 1. The Supervisor of Elections may appoint the Chair without the consent of the Commission.
- B. The Vice Chair shall be elected by the committee by a simple majority vote.
 - 1. The Committee Chair may appoint the Vice Chair without the approval of the committee.
- C. In the event of a vacancy, a new Chair or Vice Chair must be voted on or appointed by the next regularly scheduled committee meeting.

3.03 Duties and Powers of the Chair and Vice Chair

A. The Chair:

1. May be an active member of the committee, debating and voting, but shall also be responsible for presiding over and keeping order and decorum in meetings.
2. Shall be responsible for setting and posting the committee meeting times and locations, with the concurrence of a majority of the committee. The time of the meeting must be posted in accordance with Title XII: Student Government Transparency.
3. Shall be prohibited from holding the position of Vice Chair of that committee, or of holding the position of Chair for any other standing committee.
4. Shall take the Chair, upon request of the Supervisor of Elections, during Election Commission proceedings or meetings, in the event that the Assistant Supervisor of Elections is unavailable or declines, to perform the "duties of the Chair," but the appointed Committee Chair must always yield the Chair to the Supervisor of Elections or Assistant Supervisor of Elections upon completion of the issue.

B. The Vice Chair

1. Shall assume the "Duties of the Chair," upon request, or if the Chair is unable to perform the prescribed duties.
2. Shall be responsible for keeping the minutes of each committee meeting.
3. Shall be responsible for submitting committee minutes no later than five (5) academic days following the committee meeting to the Assistant Supervisor of Elections.
4. Shall be responsible for assisting the Assistant Supervisor of Elections, upon request, in taking minutes during Violation Hearings or any other Election Commission proceedings or meetings as deemed appropriate by the Assistant Supervisor of Elections.

3.04 Committees

A. The meeting directly after the Supervisor and Assistant Supervisor of Elections are elected, the Supervisor of Elections shall appoint the following standing committees:

1. Candidates Affairs Committee (CA)
2. Culture & Experience Committee (CAE)
3. Legislative, Precedent, and Rules Committee (LPR)
4. Marketing & Outreach Committee (MAO)

B. Creation of Ad Hoc Committees

1. To establish a new committee, a Commissioner shall submit a proposal consisting of the goals and purpose of the committee to the Supervisor of Elections. The proposal must be presented at the

next Election Commission meeting to vote on the proposal. The committee shall be established by a two-thirds (2/3) vote of the full Election Commission.

2. Immediately following the establishment of a new committee, all Commissioners interested in serving on the committee shall inform the Supervisor of Elections. The Supervisor of Elections is responsible for scheduling and notifying the entire Commission of the first meeting. A Chair shall be voted on at the first committee meeting.
3. After a committee has achieved its final goal, or the committee does not need to continue, the Chair may dissolve the committee with prior notice to the full Election Commission.
 1. The Election Commission may vote to overturn a decision made by the Chair by a two-thirds (2/3) vote or terminate the committee by a two-thirds (2/3) vote.
4. All Ad-Hoc Committees must follow all the rules that govern committees unless stated otherwise in this rule.
5. All Ad-Hoc Committees may be made permanent committees by a simple majority vote of the Commission after being proposed by the Legislative, Precedent, and Rules Committee by a simple majority vote.
 1. All Ad-Hoc committees shall be proposed to the full commission and be voted on by a simple majority vote.

C. Duties and Responsibilities of Standing Committees

1. Candidate Affairs Committee shall be responsible for developing election week merchandise, including but not limited to shirts, logo, and any other merchandise ideas, as well as plan the candidate Q&A sessions, presidential debates, and senate forum. This committee shall also be responsible for overseeing election week events and tents, track funding and attendance, as well as assigning commissioners to colleges following the declaration of candidacy.
2. Culture & Experience Committee shall execute one (1) commissioner bonding event per semester, design mental wellness checks to include in weekly meetings, plan and execute a biweekly commissioner bonding activity, and create yearbook for end of year.
3. Legislative, Precedent, and Rules committee shall attend Elections and Appointments committee weekly, participate in Title VI discussions when asked by the Elections and Appointments

Committee. Review, establish, and update precedence from election violation hearings, as well as review and update the Election Rules of Procedures.

4. Marketing & Outreach Committee shall be responsible for the marketing and outreach efforts for the commission and develop materials for Registered Student Organization (RSO) visits.
- D. All committees must follow the transition documents as provided in order to meet the goals set by the commission.
- E. The duties and responsibilities of the standing committees shall not be limited to those expressly specified within this rule.
 1. The Supervisor of Elections and Assistant Supervisor of Elections may delegate tasks to the committees as they deem necessary.

Rule 4.0 Contest and Violation Hearing Oaths

4.01 Refusal to Take Oath

- A. In the case that the accused, filer, or witness refuses to take the Oath, they will be dismissed from the contest and/or violation hearing and all their evidence shall be null and void.

4.02 Oath of the Accused

- A. "I, [Full Name], affirm that all statements, evidence, and testimony I provide to the Election Commission / are truthful to the best of my knowledge. / I understand that knowingly providing false information before the Commission / constitutes a violation of the Election Commission Code of Ethics, is classified as a Tier IV Violation, / and is a breach of the Golden Rule Handbook. / I acknowledge that such actions may result in sanctions / including disqualification from the election."

4.03 Oath of the Filer

- A. "I, [Full Name], affirm that the affidavit I have submitted and any testimony or evidence I provide to the Election Commission / are truthful and accurate to the best of my knowledge. / I understand that knowingly providing false information before the Commission / is a violation of the Election Commission Code of Ethics, a Tier IV Violation, and a breach of the Golden Rule Handbook, / and may result in disciplinary action."

4.04 Oath of Witnesses

- B. "I, [Full Name], affirm that the testimony I provide before the Election Commission is truthful / and based on my direct knowledge or experience.

/ I understand that providing false or misleading information is a violation of the Election Commission Code of Ethics, a Tier IV Violation, / and a breach of the Golden Rule Handbook, / and may result in disciplinary action.”

4.05 Issuer of the Oath

- A. The Assistant Supervisor of Elections shall be responsible for administering the aforementioned oaths.
 - 1. In the absence or upon request of the Assistant Supervisor of Elections, the oath may be administered by the Supervisor of Elections or any Election Commissioner at the discretion of the Supervisor of Elections.

Revision History:

Version	Date Approved by Election Commission	Date Ratified by the Senate Elections and Appointments Committee
1.0	October 6, 2025	October 9, 2025