

The Election Rules of Procedure



**University of Central Florida
Student Government
Election Commission**

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Rule 1.0 General Provisions

1.01 Scope and Authority

- A. In compliance with *Title VI: The Election Statutes* §612.7, the Election Commission outlines the following rules of procedure to guide its internal governance.
- B. 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.
- C. 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.
- D. Robert's Rules of Order shall be the authority only over those questions which have not been specified in these 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.
- B. Upon receipt of the amendment, the Legislative, Precedent, and Rules Chair shall bring the amendment to the committee at the next regularly scheduled meeting.
 1. The Commissioner shall make themselves available at the aforementioned meeting to present their amendment and answer questions from the committee.
 2. If the Commissioner is not available, the Committee may review and vote on the amendment without them.
- C. The Legislative, Precedent, and Rules Committee may approve or deny the amendment by a simple majority vote.
 1. If the amendment is approved by the Legislative, Precedent, and Rules Committee, the Committee Chair will bring the amendment proposed to the 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

Commission for consideration. A two-thirds majority vote is required to approve the amendment.

3. All denied amendments shall include a written rationale provided by the Legislative, Precedent, and Rules Committee.
4. All amendments must be reported in writing to the General Body and to the Elections and Appointments Committee at their next scheduled meeting.
- D. The Supervisor of Elections or their designee shall forward the approved amendment(s) to the Senate Designated Committee for final approval.
- E. Any amendments not enacted by the Senate Designated Committee before the Declaration of Candidacy period shall not affect the election period in progress.
- F. The Legislative, Precedent, and Rules Committee may correct grammatical, typographical, and similar errors without the consent of Election Commission or the Senate Designated Committee. The committee shall notify the Election Commission and the Senate Designated Committee at the next regularly scheduled meetings.

Rule 2.0 Attendance Policies

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.
- D. Commissioners with reoccurring conflicts must disclose this to the Supervisor of Elections.
- E. All attendance statuses (i.e. excused, present, and unexcused) must be tracked and listed in the attendance log.
- F. In the case of an emergency, documentation or notice of an emergency must be submitted within two (2) weeks of the absence occurring to be considered by the Supervisor of Elections for expungement or excusal.

2.02 General Notification of Absence

- A. Excuses for absences from Election Commission events, proceedings, and general body meetings must be communicated through the appropriate

means to both the Supervisor of Elections and the Assistant Supervisor of Elections no less than forty-eight (48) hours in advance, otherwise said absence will automatically be recorded as unexcused. Excuses for expungement may be communicated via email after the absence within twenty-four (24) hours following the absence in question, otherwise said absence will be automatically recorded as unexcused.

- B. If requested, proof of any excuse must be provided to the Supervisor of Elections within three (3) academic days upon receipt of the request.
- C. Absences will be excused or expunged by the Supervisor of Elections
 - 1. Commissioners may appeal the Supervisor of Elections' decision to the Election Commission.
 - 2. The Election Commission's decision shall be final.

2.03 Notification of Absence for Committee Meetings

- A. Excuses for absences from Election Commission Committee meetings and proceedings must be communicated through the appropriate means to the Committee Chair no less than forty-eight (48) hours in advance, otherwise said absence will automatically be recorded as unexcused.
- B. Excuses for expungement may be communicated via email after the absence within twenty-four (24) hours following the absence in question, otherwise said absence will automatically be recorded as unexcused.
- C. If requested, proof of any excuse must be provided to the Committee Chair within three (3) academic days upon receipt of the request.
- D. Absences will be excused or expunged by the Committee Chair.
 - 1. Any attendance decision made by the Committee Chair may be appealed to the Supervisor of Elections. The Supervisor of Elections may override the decision of the Chair.
 - 2. Any decision made by the Supervisor of Elections may be further appealed to the Election Commission. The Election Commission's decision is final
- E. Committee Chairs must report unexcused absences to the Supervisor of Elections and Assistant Supervisor of Elections.

2.03 Excused Absence Qualifications

- A. 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. Scheduled Class Meetings
 - 3. Personal Illness

4. Work Obligations
5. Emergency
6. Religious Observations

B. 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.

C. If requested by the Supervisor of Elections, documentation of absence must be submitted within three (3) academic days of the absence.

2.04 Absence Penalties

A. General Body Meetings

1. A Commissioner can accumulate no more than three (3) excused Election Commission General Body meeting absences per semester.
 - i. If a Commissioner exceeds three (3) excused absences, a formal written warning will be issued by the Supervisor of Elections.
 - ii. If a Commissioner continues to exceed three (3) excused absences, the Supervisor of Elections has the discretion to decide the appropriate course of disciplinary action.
2. In the event of a strenuous circumstance that would cause a Commissioner to exceed more than three (3) excused absences, the Supervisor of Elections has the discretion to decide the appropriate course of disciplinary action.
3. Strenuous circumstances shall be reviewed under the same standard as *Rule 2.03 (B)*.

B. Committee Meetings

1. A Commissioner shall be allowed a maximum of two (2) unexcused absences and (3) excused absences from each Election Commission committee per semester.
2. In exceeding the maximum allowed number of committee absences, the Commissioner shall be issued a warning from the respective Committee Chair, and the Supervisor and Assistant Supervisor of Elections.
 - i. If the commissioner continues to exceed the maximum allowed number of committee absences after a warning is issued, the Commissioner shall be dismissed from the respective committee.

- ii. The Commissioner may appeal their dismissal to the Election Commission at the next regularly scheduled general body meeting.
- iii. A majority vote of the Election Commission is needed to reinstate the Commissioner to the respective committee.
- 3. If a Commissioner is dismissed from the respective committee(s) on two separate occasions due to exceeding the maximum number of absences, the Commissioner shall be subject to disciplinary action as deemed appropriate by the Supervisor and Assistant Supervisor of Elections.

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. 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 Committee Chair must be selected by a majority vote of the Election Commission or appointed by the Supervisor of Elections.
- B. The Committee Vice Chair must be selected by a majority vote of the Election Commission or appointed by the Supervisor of Elections.
- C. In the event of a vacancy, a new Committee 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 Election Commission.
4. 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.
5. All Ad-Hoc Committees must follow all the rules that govern committees unless stated otherwise in this rule.
6. 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.
7. All Ad-Hoc committees shall be proposed to the commission and be voted on by a simple majority vote.

C. Duties and Responsibilities of Standing Committees

1. Candidate Affairs Committee shall:
 - i. Develop the election-period theme and merchandise, including but not limited to, shirts and logos.
 - ii. Plan and execute all election commissions events, including but not limited to, Informational Sessions, Presidential Debates, the Candidate Exposition, tabling, and RSO visits.
 - iii. Coordinate candidates' participation in the events listed above.
2. Culture & Experience Committee shall:
 - i. Execute at least one (1) large scale commissioner bonding event each semester.
 - ii. Plan and conduct monthly small scale commissioner bonding activities.
 - iii. Design and include a morale check-in for each weekly committee meeting.
 - i. Produce the end-of-year yearbook.
 - ii. Create and administer the following forms: Commissioner of the Month, Mid-Semester Check-In, and End-of-Semester Check-In.
3. Legislative, Precedent, and Rules shall:
 - i. Review and approve updates to the Election Rules of Procedure.

- ii. Assist the Supervisor of Elections in developing proposed revisions to Title VI for submission to the Senate Designated Committee.
- iii. Track and review all hearing decisions to identify and document the precedents established therein.
- iv. Each committee member shall attend at least twenty-five percent (25%) of the Senate Designated Committee meetings per semester.

4. Marketing & Outreach Committee shall:
 - i. Lead all marketing and outreach efforts for the Commission to include, but not limited to, social and digital media campaigns, email blasts, digital and physical signage, brochures, and pamphlets.
 - ii. Coordinate and schedule headshots for members of the Commission.
 - iii. Serve as a liaison to the marketing and outreach divisions within the Executive, Legislative, and Judicial branches of Student Government.
 - iv. Support the Commission's efforts to build a positive partnership with campus media.

- 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.
- F. The Supervisor of Elections and Assistant Supervisor of Elections may delegate committee-related tasks to the committees as they deem necessary.

Rule 4.0 Contest and Violation Hearing Procedures

4.01 Decorum and Removal Procedures

A. Duty to Maintain Order

1. The Supervisor of Elections, or the Assistant Supervisor of Elections when presiding, shall preserve order and decorum during all hearings, meetings, and deliberations of the Election Commission.
2. The Supervisor of Elections, or the Assistant Supervisor of Elections when presiding, has the authority to rule any action, statement, or conduct out of order if it disrupts proceedings,

violates established rules of decorum, or interferes with the rights of others to be heard.

B. Conduct of Non-Commissioners, Guests, and Spectators

1. Members of the public, guests, or other non-commissioners attending a hearing are expected to maintain order and refrain from applause, interruptions, outbursts, or other disruptive conduct.
2. The Supervisor of Elections, or the Assistant Supervisor of Elections when presiding, may order any non-commissioner, guest, or spectator who engages in disruptive behavior to leave the room immediately.
3. If the individual refuses to comply, the Supervisor of Elections, or the Assistant Supervisor of Elections when presiding, may direct appropriate personnel to enforce removal to restore order.
4. Students who engage in disruptive behavior shall be deemed in violation of the *Golden Rule Student Handbook* and shall be reported to the appropriate University authorities for review and possible disciplinary action.

4.02 Hearing Oaths and Refusal Procedures

A. Administration of Oaths

1. The Assistant Supervisor of Elections shall administer the required oaths to the accused, filer, and witnesses.
2. Oaths shall be administered after the Introduction of the Violation Hearing and before the Statement of the Filer.
3. In the absence or upon request of the Assistant Supervisor, the Supervisor of Elections, or at the Supervisor's discretion any Election Commissioner, may administer the oath.

B. General Requirements

1. The accused, filer, and all witnesses must take their appropriate oath prior to any participation in the Violation Hearing.
2. Failure or refusal to take the oath triggers the penalties in subsections below.

C. Refusal by the Accused

1. Refusal constitutes a waiver of the right to participate in the Violation Hearing.
2. The accused shall be dismissed from the hearing; any testimony or evidence submitted by the accused is inadmissible.
3. The Commission may proceed in the absence of the accused and decide on the matter on the remaining admissible record.

D. Refusal by the Filer

1. Refusal renders the filed affidavit withdrawn and void.
2. The Violation Hearing shall be dismissed and recorded as withdrawn.
3. If refusal is in bad faith or intended to obstruct, the matter may be referred to the appropriate Student Government authority for review.

E. Refusal by a Witness

1. A witness who refuses to take the oath shall be dismissed; any statements or evidence from that witness are excluded.
2. The hearing continues unless the Commission determines the witness's testimony is essential to establish material facts.

F. Documentation

1. All refusals and resulting actions shall be recorded in the minutes, including the individual's name, nature of refusal, and action taken.
2. The Assistant Supervisor of Elections shall ensure the record is complete and preserved with the hearing file.

4.03 Oaths

A. Oath of the Accused

“I, [Full Name], affirm that my statements, evidence, and testimony are true to the best of my knowledge and understand they are subject to sanction and disciplinary action under Title VI and the Golden Rule.”

B. Oath of the Filer

“I, [Full Name], affirm that my affidavit, statements, and evidence are true to the best of my knowledge and understand they are subject to sanction and disciplinary action under Title VI and the Golden Rule.”

C. Oath of the Witnesses

“I, [Full Name], swear or affirm that my testimony is true to the best of my knowledge and understand it is subject to sanction and disciplinary action under Title VI and the Golden Rule.”

Rule 5.0 Resignation of an Election Commissioner

5.01 Resignation Procedures

- A. A Commissioner may submit a written resignation to the Supervisor of Elections and Assistant Supervisor of Elections.
- B. The resignation is effective upon receipt by the Supervisor of Elections and Assistant Supervisor of Elections unless a later date is specified.

- C. The Supervisor shall notify the Election Commission, Student Body President, and Senate Designated Committee within twenty-four (24) hours of the resignation.
- D. Any outstanding duties or committee responsibilities of the resigning Commissioner shall be reassigned by the Supervisor of Elections.

Rule 6.0 Removal of Election Commission Leadership

6.01 Vote of No Confidence

- A. Grounds for a Vote of No Confidence may be, but is not limited to, willful and deliberate disregard of the Student Body Constitution, Statutes, or the Election Rules of Procedure, neglect of duty, abuse of authority, and misconduct.
- B. A motion for a Vote of No Confidence is an unobjectionable motion.
- C. Procedure of a Vote of No Confidence
 1. The issuer of the vote of no confidence may make a ten (10) minute statement to the Election Commission or committee regarding the pending no confidence vote and all appropriate materials that the issuer has submitted to the Student Government Advisor, pending approval.
 2. The party issued may make a ten (10) minute statement to the Election Commission or committee regarding the pending no confidence vote and all appropriate materials that the issued has submitted to the Student Government Advisor, pending approval.
 3. The Election Commission or committee shall then enter a period of questioning where both the issuer and the issued may be questioned on matters relevant to the no confidence.
 4. Following the period of questioning, the Election Commission or committee will enter a period of debate.
 5. If the motion of a vote of no confidence passes, the individual is dismissed from that leadership position and may not run for or be appointed to that same position within the same Election Period the dismissal occurred.
- D. Supervisor of Elections
 1. A vote of “no confidence” on the Supervisor of Election may be moved at any Election Commission meeting and voted on at the next regularly scheduled Election Commission meeting.
 2. The Supervisor of Elections must vacate the Chair while the question of “no confidence” is pending.

3. A vote of “no confidence” shall require a majority vote of the Election Commission.
4. If the majority vote is acquired, the Supervisor of Elections is dismissed from the position, at which point the Assistant Supervisor of Election shall take the Chair.
5. The Assistant Supervisor of Elections shall call for nominations and election of the Supervisor of Elections at the next regularly scheduled Election Commission Meeting.

E. Assistant Supervisor of Elections

1. A vote of “no confidence” on the Assistant Supervisor of Election may be moved at any Election Commission meeting and voted on at the next regularly scheduled Election Commission meeting.
2. The Election Commission, by majority vote, may remove the Assistant Supervisor of Elections. If removed, the Assistant Supervisor of Election is dismissed from their position.
3. If the Assistant Supervisor of Elections is removed, the Supervisor of Election shall call for nominations and election of the Assistant Supervisor of Elections at the next regularly scheduled Election Commission Meeting.

F. Committee Chair and Vice Chair

1. A vote of “no confidence” on a Committee Chair or Vice Chair may be moved at any meeting of that committee and voted on at the next regular committee meeting. The committee, by majority vote, may remove the Chair or Vice Chair of that committee. If removed, they are then dismissed from said position.
2. The Committee Chair must vacate the Chair while the question of “no confidence” is pending.
3. Nomination and election of a Committee Chair or Vice Chair shall take place at the committee meeting following a vote of “no confidence.” All members of the committee shall be eligible for nomination.
4. The committee’s decision to no confidence the Chair or Vice Chair may be overturned by a two-thirds (2/3) vote of the Election Commission but must be done no later than two (2) Election Commission meetings from the committee meeting immediately following the no confidence vote.
5. A vote of “no confidence” on a Committee Chair or Vice Chair may be moved at an Election Commission meeting and voted on at the next regularly scheduled Election Commission meeting. The

Election Commission, by majority vote, may remove the Chair or Vice Chair. If removed, they are then dismissed from said position. Nominations and elections of a Committee Chair or Vice Chair shall take place at the committee meeting following a vote of “no confidence” of the Election Commission. All members of the committee shall be eligible for nomination.

Revision History:

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