

Revised by: The 1<sup>st</sup> SG Senate.  
Revised on: March 14, 1997

Revised by: The 1<sup>st</sup> SG Senate.  
Revised on: March 27, 1997

Revised by: The 2<sup>nd</sup> SG Senate.  
Revised on: July 1, 1997

Revised by: The 2<sup>nd</sup> SG Senate.  
Revised on: October 21, 1997

Revised by: The 2<sup>nd</sup> SG Senate.  
Revised on: April 30, 1998

Revised by: The 3<sup>rd</sup> SG Senate.  
Revised on: October 6, 1998

Revised by: The 4<sup>th</sup> SG Senate  
Revised on: April 13, 1999

Revised by the 4<sup>th</sup> SG Senate.  
Revised on: August 31, 1999

Revised by the 5<sup>th</sup> SG Senate.  
Revised on: March 6, 2001

Revised by the 6<sup>th</sup> SG Senate  
Revised on: February 7, 2002

Revised by the 7<sup>th</sup> SG Senate  
Revised on: April 30, 2003

The Code of Laws  
of  
The Student Government  
of  
The University of New Orleans

## **Article I – Duties of Officers**

### **Section 1 – Office of the SG President**

These additional duties will clarify and augment some duties of the SG President, as established in the SG Constitution, and to place additional duties to assure a more efficiently run Student Government.

These additional duties shall consist of the following:

- a. To augment Article III, Section 4, Part 2, of the SG Constitution, the forty-eight (48) hour notice of calling a special meeting shall consist of the following procedures:
  1. A written notice of said meeting shall be displayed in the SG Office no later than forty-eight (48) hours prior to the meeting. This written notice shall include the date, time, location, and purpose of the special session. The notice shall be signed by the SG President, and shall be time and date stamped by an SG Office Employee.
  2. A copy of the written notices shall also be placed in each Senator's mailbox no later than forty-eight (48) hours prior to the meeting.
  3. A follow-up by phone shall be made to each Senator informing the Senator of the special session. This follow-up shall be completed no later than twenty-four (24) hours prior to the meeting (excluding weekends and holidays).
- b. During the Executive Reports section of the SG Senate Meeting, the SG President shall inform the Senators, either in person or in writing, of all SG Executive Orders that were issued since the last Senate meeting.
- c. During the Executive Reports section of the SG Senate Meeting, the SG President shall inform the Senators, either in person or in writing, of the activities and discussions of the University Senate.
- d. The President shall ensure that UNO will be represented at all meetings of the Council of Student Body Presidents.<sup>1</sup>

### **Section 2 – Office of the SG Vice President**

These additional duties will clarify and augment some duties of the SG Vice-President, as established in the SG Constitution, and to place additional duties to assure a more efficiently run Student Government.

- a. The Vice President shall be responsible for providing an information packet to all Officers of Student Government upon their assuming of office. This information packet shall include the following:
  1. The SG Constitution.
  2. The SG Code of Laws
  3. The SG Senate Rules and Procedures
  4. The SG Supreme Court Rules and Procedures
  5. The SG Executive Charter
  6. A list of all positions in the three branches of SG Government, and the name of the current holder of these positions.

---

<sup>1</sup> Amended by the 2<sup>nd</sup> SG Senate Bill S.051

### Section 3 – Office of the SG Treasurer

These additional duties will clarify and augment some duties of the SG Treasurer, as established in the SG Constitution, and to place additional duties to assure a more efficiently run Student Government.

- a. According to the SG Constitution, Article III, Section 6, Part 5, “The Treasurer shall review the financial condition of the SG and submit monthly financial statements to the Senate.” The Monthly Financial Condition Report shall consist of the following:
  1. The Treasurer shall have a report of all Senate bills that have appropriated money. This report shall include the Senate Bill number, the Author and recipient of the appropriated funds, the amount of money appropriated by the Senate for the Bill, and a current balance of all monies paid for the Bill that was submitted to the University.
  2. The Treasurer shall have a report consisting of a balance available for all accounts in which the Senate has the authority to appropriate monies from. This report shall consist of the beginning balance of each account with a list of all Senate bills that has appropriated money from each account, and a current unappropriated balance available to the Senate. (With any restrictions of availability also noted.)
  3. The Treasurer shall have a report of all Executive Order expenditures. This report shall include the same information as described in the report of the Senate bills.
  4. The Treasurer shall have a report listing all revenue(s) generated and deposited into Student Government accounts.
  5. These reports must be in writing, and presented to the Senate by the Treasurer<sup>2</sup> during the first meeting of the Senate each month, or upon request. A copy of these reports shall be forwarded to all Executive and Judicial Officers.
  6. The Treasurer shall prepare a report and present it in person of all Legislative and Executive Order expenditures that cannot be processed within the fiscal year.<sup>3</sup>
- b. The Treasurer shall keep an account ledger, listing all SG Accounts, and showing all expenditures made to each account. This ledger shall be available for any student to examine at any time.
- c. The Treasurer shall be responsible for ensuring that all SG expenditures properly submitted are processed within the current fiscal year. All Senate and Executive Orders shall not be allowed to cross over the fiscal year.<sup>4</sup>
- d. The Treasurer shall create the SG Travel Agreement, which shall be maintained as a separate document available upon request to students seeking funding for travel. The SG Travel Agreement shall clearly identify all requirements placed on the Student Academic Travel Account as indicated in Article II. The agreement shall be as convenient to the student as is reasonably possible. However, the burden will be on the student to comply with all requirements.<sup>5</sup>

---

<sup>2</sup> Amended by 3<sup>rd</sup> SG Senate S.021

<sup>3</sup> Amended by 3<sup>rd</sup> SG Senate S.021

<sup>4</sup> Amended by 3<sup>rd</sup> SG Senate S.021

<sup>5</sup> Amended by 3<sup>rd</sup> SG Senate S.021

#### **Section 4 – Office of the SG Secretary of State**

These additional duties will clarify and augment some duties of the SG Secretary of State, as established in the SG Constitution, and to place additional duties to assure a more efficiently run Student Government. These additional duties shall consist of the following:

- a. The Secretary of State, with the assistance of the SG Advisor, shall, no later than 15 business days after classes resume each semester, verify that all Officers of Student Government, as defined in the SG Constitution Article I, Section 5, are eligible to continue holding their position.
  1. The Secretary of State shall inform any Officer who has violated the eligibility requirement that their term has been terminated.
  2. The Secretary of State shall then inform all three branches of SG of any terminations.
- b. The Secretary of State, with the assistance of the SG Advisor, shall, no later than 5 business days after any new officers are appointed to an office, verify that all appointees are eligible to hold their position.
- c. The Secretary of State shall conduct each semester, in conjunction with the SG Senate Parliamentarian, a Student Government Orientation Workshop. This workshop is to be attended by all new officers of SG. This workshop shall review all rules and laws of Student Government, and explain how SG is operated and run.

## **Article II – Legislative Instruments<sup>6</sup> and Financial Guidelines**

#### **Section 1 – Guidelines (for requesters and authors):<sup>7</sup>**

There shall be a set format for writing legislative instruments. That format shall be listed in this section. Refer to Appendix A and B of this Code of Laws for examples of each legislative instrument and further explanation of legislative instruments. Any instrument that is presented to SG to be placed on the agenda may be refused if it is not in proper format or violates any of the policies set forth by SG or the University of New Orleans. If an instrument is refused, a letter will be sent to the author and copied to the sponsor and the Executive Cabinet explaining the reason(s) it was refused. Only the SG Vice President may refuse to place an item on the agenda, but must have just cause in doing so.

Any individual, group, organization, or department requesting funding from SG must abide by the guidelines set forth in this section. Any organization not adhering to these guidelines may be found in contempt of the Senate as set forth in Article V, Section 6 of the SG Senate Rules and Procedures. Failure to abide by these guidelines shall result in action that could include, but is not limited to, loss of the current funds awarded and/or loss of the privilege of requesting funds from SG in the future.

- a. Any bill which requests funding authorization from the SG Senate must specify in writing which account those funds are being requested from in the “enactment” portion of the bill, and each request must be in agreement with any and all guidelines placed on the specific account(s).

---

<sup>6</sup> Amended by the 6<sup>th</sup> SG Senate Bill B.S02B025

<sup>7</sup> Amended by the 6<sup>th</sup> SG Senate Bill B.S02B025

- b. If a legislative instrument is requesting \$1000.00 or more it must be submitted at least four (4) weeks prior to the date of the event, function, competition, etc. in which the funds are being requested. If SG grants a group or person \$1000.00 or more for an annual event, function, competition, etc. the group or person requesting the funds must submit a budget request to the Budget Committee for the following fiscal year for the event in which they received funds.
- c. All legislative instruments must be submitted on electronic disk along with a hard copy; the hard copy must be time stamped and initialed by one of the following persons: the SG Clerk, an SG office employee, an SG Executive Officer, or an SG Advisor or the legislative instrument may be submitted as an attachment via email sent to the SG Vice President and copied to the SG President.
- d. Legislation requesting academic travel funding shall be referred to the Academic Travel Fund Program.
- e. Legislation requesting funding for technical resource purposes, excluding requests from organizations registered through the Office of Campus Activities (i.e., computers and classroom equipment, etc.), shall be rejected and referred to the Strategic Technology Planning and Implementation Group.
- f. Any person requesting funding from SG must be a currently registered student carrying a minimum of 6 credit hours and have an overall GPA of at least a 2.0.
- g. Any group or organization requesting funding from SG must be registered with the Office of Campus Activities and be in good standing with SG and the University of New Orleans.
- h. Any donations, discounts, or additional funds an individual, group, organization, or department receives must be reported to the Student Government Treasurer upon receipt of said funds, or upon knowledge of receipt of said funds, whichever comes first.
- i. Any event or function that involves attendance or entrance fees must also involve the use of ticket sales or receipts.
  - 1. If any guest is exempt from this fee, a log must be kept with the guest's name and signature.
  - 2. The SG Treasurer, or a representative appointed by the SG Treasurer, will reserve the right to attend any event or function in which revenues are collected, keeping a detailed account of the amount collected.
  - 3. Any profit, relative to the percentage given by SG, up to the original amount requested, as well as any unused funds shall revert back to SG no later than one month after the event has occurred.
  - 4. Failure to comply with these requirements will result in a forfeiture of all encumbered funds and possible further action.
- j. All legislative instruments must have the following:
  - 1. At the top of the document,
    - i. In the upper left-hand corner a space or a line for the document number, which the SG Vice President will fill in.
    - ii. Separated by a space, below the "document number," the label "Author:" followed by the author(s)'s name and contact information (email address and/or phone number).
    - iii. Below "Author," the label "Sponsor:" followed by the sponsor(s)'s name and contact information (email address and/or phone number).
    - iv. In the upper right-hand corner, the label "Referred to:" followed by a space or a blank line about one inch in length from the right margin.

- v. Below “Referred to:” the label “Date Filed:” followed by the correct filing date, a blank line or a blank space.
- vi. Below “Date Filed:” the label “Number of Pages:” followed by the correct number of pages in the entire document.
2. A line shall separate the top of the document from the title. The title shall be larger font than the rest of the document and shall be one of the following:
  - i. **Bill**—Actions which require the signature of the SG President, not including Bills passed to amend the SG Rules and Procedures as per Article III, Section 4, paragraph 5, subsection (a) of the SG Constitution.
  - ii. **Bill of Particulars**—Actions which do not require the signature of the SG President as per Article III, Section 9, paragraph 1, subsection (a) of the SG Constitution, which list charges against an officer for the purpose of removing that officer from office;
  - iii. **Resolution**—Actions which require the signature of the SG President, which indicate the opinion of the Senate;
  - iv. **Binding Resolution**—Actions, which require the signature of the SG President, which bind the Senate with the force of these rules for a specified period of time, which shall not exceed the end of the current term.
  - v. **Proclamation**—Actions, which require the signature of the SG President, which formally and officially announce and declare the special respect and gratitude of the SG Senate.
  - vi. **Summons**—Actions which require the signature of the SG President, which formally requests an individual, group, or organization or department to appear before the Senate or a Senate Committee to provide information requested by the Senate or Senate Committee
  - vii. **Referendum**—Action which, after passing the SG Senate and signed by the SG President or passes via veto override, is an item that must be put to a vote of the entire student body during regular elections or a special election as set forth in these rules. Such items may be, but are not limited to, an amendment of the SG Constitution or a request to fund something by increase in tuition
3. A line shall separate the title from the body of the bill. The body of the bill shall start with a brief paragraph stating the purpose of the document. Each statement hereafter shall begin with WHEREAS. These statements shall serve as a means to prove the worthiness of this document.
4. A line shall separate the body of the bill from the enactment. The enactment must begin with: “**BE IT ENACTED BY THE UNIVERSITY OF NEW ORLEANS STUDENT GOVERNMENT THAT:**”, For Resolutions—“**BE IT RESOLVED THAT THE UNIVERSITY OF NEW ORLEANS STUDENT GOVERNMENT TAKE THE POSITION THAT:**”, and must include, but is not limited to, the following under “BE IT...” and shall be numbered in order.
  - i. The actual enactment (there may be more than one) which can be, but is not limited to a request for funding, an amendment, or one of the other items mentioned above in Paragraph 2 of this Section.
  - ii. Instruments requesting funding shall have the statement “All unused funds shall revert back to SG at the end of the current fiscal year.”
  - iii. Instruments requesting funding shall have the statement “See attached Budget.” A budget must be submitted.

- iv. Instruments requesting funding shall have the statement “<organization name>” shall report back to SG within 30 days upon completion of the event.
- 5. A line shall separate the enactment from the signature line area, which shall be at the end of the document. Signature lines at the end of the document shall be in the following format:

Senate Action: _____	Vote: _____
PRESIDING OFFICER'S SIGNATURE	DATE
SG President's Action: _____	
SG PRESIDENT'S SIGNATURE	DATE
VETO OVERRIDE	
Senate Action on Veto: _____	Vote: _____
PRESIDING OFFICER'S SIGNATURE	DATE

**Section 2 – Guidelines (for Senators):**

The maximum amount that the Senate can appropriate from the ‘Student Academic Travel Account’ and the ‘Senate Operating Account’ shall be a fixed percentage per semester per account. This fixed percentage shall be allocated as follows:

- a. Summer Semester: Up to twenty percent (20%) of the budgeted amount for the fiscal year.
- b. Fall Semester: Up to forty percent (40%) of the budgeted amount for the fiscal year plus any unused funds from the Summer Semester’s percentage allocation.
- c. Spring Semester: Up to forty percent (40%) of the budgeted amount for the fiscal year plus any unused funds from the Summer and Fall Semester’s percentage allocation.

**Section 3 – Student Academic Travel Fund (380-16-1408):<sup>8</sup>**

This account is to be used for the purpose of defraying costs incurred by students for academic travel. For the purposes of this account, Academic travel is defined as:

- a. Trips to attend events whose location is other than the University of New Orleans
- b. Trips that benefit a group of students, an organization, or a University department
- c. Thesis work, internships, dissertations, and research are not part of academic travel
- d. Intramural and other sporting events are not part of academic travel

Students must meet the following guidelines in order to receive funding from this account:

- a. GPA 2.0 or higher
- b. Enrolled in at least 6 hours in the current Fall or Spring semester or during the Summer semester, must be pre-registered for at least 6 hours in the upcoming semester
- c. Not on any University-wide academic or judicial probation
- d. Authorization for the travel from their college Dean and the Department Chair prior to travel
- e. Organizations require authorization for the travel from the Advisor and the Director of Campus Activities

---

<sup>8</sup> Amended by the 3<sup>rd</sup> SG Senate Bill S.021

- f. International travel requires authorization from the Chancellor
- g. Students must also meet all State Travel Guidelines
- h. Travel Costs<sup>9</sup>:
  - 1. Lowest Logical and Penalty air travel plans (by plane, bus, train, or boat) to and from the event will be reimbursed, when issued through the state authorized travel agency. Prepaid airfare is allowed for State Contracted and State Matched air travel plans when arranged through the state authorized travel agency. All prepay arrangements will be issued 30 days prior to travel via business travel account (BTA).
  - 2. Registration may be claimed for reimbursement only.
  - 3. Travel by car (rental, personal or university) requires a completed authorization form submitted 30 days prior to travel. In addition, submit a copy of a completion certificate from attending a UNO drivers safety refresher course training no later than 24 hours prior to travel. Any mileage reimbursed for personal vehicle usage will be calculated on round trip mileage at the current state rate.
  - 4. Lodging routine and conference charges may be claimed for reimbursement not to exceed the current allowable state rate plus tax.
- i. The maximum amount of funding available from this account is \$400.00 per student or \$1000.00 per organization or group of students. Three or more students traveling to the same event, for the same intents and purposes, will be considered a group.
- j. Social organizations are only eligible for funding up to \$400.00 for officers to attend academic events.
- k. Travel that has occurred before a request is approved by the Treasurer is not eligible for funding.
- l. Students and organizations may only receive travel funding once per fiscal year.
- m. A short report detailing the trip must be provided to SG no later than 5 business days after travel has occurred before a check will be processed.
- n. Original receipts are required for all claims and will be accepted only for the allowable costs listed above. Receipts must be submitted no later than 5 business days after travel has occurred.
- o. Travel Requests must be submitted a minimum of 30 days before travel, even if the traveler is being reimbursed.
- p. Travel Requests can be turned in as follows: (any and all exceptions must be made through the Treasurer)
  - 1. during the fall semester until 30 days before the last day of class
  - 2. during the spring semester until 30 days before the last day of class
- q. Failure to provide Student Government with a report and/or any falsification(s) of forms submitted to Student Government will result in the student being liable for the amount funded by Student Government.<sup>10</sup>
- r. Submit applications and address any questions regarding travel funding to the Student Government Accounting Specialist.<sup>11</sup>

**Section 4 – Senate Operating Services (380-16-1402):**

**Section 5 – Non-Recurring Reserve Account (380-99-1699):**

---

<sup>9</sup> Amended by the 7<sup>th</sup> SG Senate B.S03D032

<sup>10</sup> Amended by the 7<sup>th</sup> SG Senate B.S03D032

<sup>11</sup> Amended by the 7<sup>th</sup> SG Senate B.S03D032

**Section 6 – Scholarship Support (380-16-1404):**

**Section 7 – Student Government Account Authorizations**

The following SG Accounts shall have monies appropriated and used with the following authorities:

- a. **380-16-1410 SG Executive Orders** This account shall be controlled by the SG President.
- b. **380-16-1413, 1414, & 1415 Leadership Cabinet** This account shall be controlled by the Chair of the Leadership Cabinet.
- c. **380-16-1419 RIS Support** This account shall be controlled by Director of RIS.
- d. **380-16-1440, 1441, 1442, 1443, 1444, & 1445 SAC Accounts** These accounts shall be controlled by the President of SAC, with any approvals in which SAC may additionally require.
- e. **380-16-1408 Student Academic Travel Fund** This account shall be controlled by Article II, Section 3 above exclusively. Ensuring compliance with these funding guidelines will be the responsibility of the Treasurer. Spending authorization may not originate in the form of a bill.<sup>12</sup>

**Section 8 – Infractions**

The Treasurer shall maintain a log, detailing any and all infractions of these financial guidelines.

**Section 9 – Student Activities Council**

The Student Activities Council shall receive 25% of Student Government’s total budget under the terms set forth in Bill S.069 of the 1<sup>st</sup> SG Senate.<sup>13</sup>

**Section 10 – Budget Funding**

Any item other than official SG sanctioned events funded as a line item on the budget shall not be allowed to receive funding for the same event through the Senate within the same fiscal year unless other recommendations are included in the budget by the Student Budget Committee. Requests must be presented in the form of a bill and must pass by two-thirds of the Senators present and voting. To be effective Fiscal Year 1999-2000.<sup>14</sup>

## **Article III – Election Rules and Procedures**

**Section 1 – Time Line**

The Election Commission (EC) shall convene by the 15<sup>th</sup> business day of the Fall and Spring Semesters to determine the actual dates in which the elections will be held. The following guidelines shall be in place:

- a. The Fall elections (primary and run-offs) will be held and completed between October 15 and October 30.

---

<sup>12</sup> Amended by the 3<sup>rd</sup> SG Senate Bill S.021

<sup>13</sup> Amended by the 1<sup>st</sup> SG Senate Bill S.069

<sup>14</sup> Amended by the 3<sup>rd</sup> SG Senate Bill S.058

- b. The Spring elections (primary and run-offs) will be held and completed between March 15 and April 15.
- c. The deadline to submit all election paperwork for running shall be two weeks prior to the start of the election.
- d. The primary elections shall last for a minimum of two days and a maximum of four days (all days to run consecutively and not over a weekend or any school holidays).
- e. The results of the primary election shall be announced no later than thirty-six hours after the primary polls are closed, exclusive of weekends and holidays.
- f. The run-off elections shall start no sooner than two days and no later than 5 days after the primary results are announced.
- g. The run-off elections shall last for a minimum of two days and a maximum of four days (all days to run consecutively and not over a weekend or any school holidays).
- h. The results of the run-off election shall be announced no later than thirty-six hours after the run-off polls are closed, exclusive of weekends and holidays.

### **Section 2 – Application**

To apply for the SG general Election, the candidates must meet the following requirements:

- a. Must be an enrolled student with a minimum of 6 hours.
- b. Must meet the requirements for the office being sought by the UNO SG Constitution, Article II, Section 2, Paragraphs 9 & 10.
- c. May not serve as a poll commissioner during the elections.
- d. Must submit all forms necessary for the office sought.
- e. Abide by all election rules, SG Law, and SG Constitutional requirements.
- f. Attend an Election Rules Workshop.

### **Section 3 – Qualification**

- a. All candidates for any position must meet these requirements to qualify for the office being sought:
  - 1. Must meet the requirements for the office being sought as defined by the UNO SG Constitution.
  - 2. Submit all forms by the paperwork deadline.
  - 3. Run for only one position at any given time.
  - 4. Must sign a waiver verifying that they have read, understood, and will abide by all SG Laws.
- b. Candidates for the position of SG Senator must meet this additional requirement:
  - 1. Must submit a Petition for Candidacy with 20 signatures from currently enrolled students in the area that they plan to represent.
- c. Candidates for the position of any SG Executive Officer must meet this additional requirement:
  - 1. Must submit a Petition for Candidacy with 50 signatures from currently enrolled UNO students.
  - 2. No more than 15 signatures of UNO students per college/program will be allowed on the petition.
  - 3. Shall have at least 12 weeks of Senate or SG Experience.<sup>15</sup>
  - 4. Candidates for the office of SG President shall have at least 12 weeks of SG Senate or SG Executive experience.<sup>16</sup>

---

<sup>15</sup> Amended by the 7<sup>th</sup> SG Senate B.S03D038

- d. Candidates for SAC President or SAC Executive positions shall be disqualified from running for SG Executive office.<sup>17</sup>

#### **Section 4 – Eligibility**

Each candidate must abide by all SG Laws, Election Rules, Campaign Rules, policies, and procedures in order to remain eligible for the election.

#### **Section 5 – Campaigning**

- a. Methods used in campaigning must be submitted in writing for approval by the Election Commission before they are used. The Election Commission will refer to UNO rules and policies concerning the campaign methods.
- b. Candidates must abide by all campaign rules in addition to UNO rules and regulations in regard to posting materials on campus.
- c. Candidates will be responsible for the removal of all campaign materials by 10:00 PM on the day when the run-off election results are announced.
- d. Campaigning of any form may not take place on the same floor of a building in which an election booth is located.
- e. Campaigning of any form may not take place within a perimeter of 50 feet horizontally of any election booth location.
- f. Campaigning of any form may not take place within a perimeter of 10 feet of any entrance to a building.
- g. The Election Commission shall reserve the right to immediately disqualify any candidate(s) who have intentionally defaced campaign materials of their opponent(s).
- h. The maximum amount allowed for materials and services purchased, donated, or in-kind shall be:
  - 1. A maximum of \$150 for Senator.
  - 2. A maximum of \$300 for Executive Officer.
- i. The following restrictions apply for campaigning:
  - 1. A report of all materials and services purchased, donated, and in-kind contributions for the campaign (including dated receipts) must be turned in by 4:30 PM on the day when the run-off elections are announced.
  - 2. All posted materials must adhere to both the building's rules and general UNO rules.
  - 3. No materials will be allowed in or on the Library.
  - 4. The UNEX sign may not be used for campaigning.
  - 5. Formal endorsements of individuals, departments, groups, or organizations, which receive recurring University funds, or funds within the past year from Student Government, are strictly prohibited. The *Driftwood* is excluded.
  - 6. No campaigning will be permitted within the SG Office or any SG operated facility.
  - 7. No materials may be posted in or on any SG facility, including, but not limited to, the SG Office and SAC Office.
  - 8. No materials may be posted in or attached to any SG property
  - 9. No SG equipment in either the SG or SAC Offices may be used to produce campaign materials or for any other political purpose
  - 10. No supplies purchased by SG may be used in the production of campaign materials, or for any other political purpose
- j. Candidates may campaign together and for the candidates of their choice provided

---

<sup>16</sup> Amended by the 7<sup>th</sup> SG Senate B.S03D038

<sup>17</sup> Amended by the 7<sup>th</sup> SG Senate B.S03D038

they abide all the terms and conditions for campaigning as set by the Election Commission and SG Law.<sup>18</sup>

- k. Campaigning shall not occur one ½ hour prior to and during SG Senate meetings.<sup>19</sup>

### **Section 6 – Election Commission**

- a. During the campaign and election, the Election Commission will meet as necessary to review any rules violations, make vote counts, and for any other purposes circumstances dictate.
- b. The Election Commission shall have the authority to take any unilateral action necessary to insure the integrity of the SG Elections.
- c. In the case, where any colleges' and /or programs' Senate seats are uncontested, the EC shall possess the authority to render the election in the affected college/program unnecessary. Any qualified candidate(s) in the above mentioned situation shall automatically be declared the winner.
- d. Any member of the University community may bring charges of election violations to the Election Commission in writing to the SG Office (UC 234).
  1. The complaint must include the complainant's name, address, and telephone number.
  2. All complaints must be filed with the Election Commission no later than 10:00 p.m. on the final day of voting.
- e. The Election Commission may issue sanctions for those found guilty of violating any UNO or SG election rule, policy, or procedure. These sanctions include, but are not limited to:
  1. Issuing a warning and/or sanctions to the candidates
  2. Disqualifying the candidate for the election
  3. Referring any violation to the Assistant Dean of Student Life for judicial action, or the appropriate law enforcement agency
- f. Appeals of the Election Commission may be filed with the SG Student Court within seventy-two (72) hours after the decision has been rendered.
- g. Violation of election rules include, but are not limited to, the following:
  1. Using unauthorized campaign methods
  2. Campaigning within prohibited areas
  3. Violation of any UNO building regulations with respect to campaigning
  4. Tampering with a polling location or ballot box
  5. Voting fraud
  6. Bribery of any UNO or SG official
  7. Forgery of documents or signatures
  8. Falsifying any materials submitted to the Election Commission
  9. Vandalism or sabotage of another candidate's or ticket's materials
  10. Violation of any University rules, policies, and procedures with respect to the election, including, but not limited to, violating a student's civil rights in order to prevent the student from casting a ballot
  11. Removal of campus publications from their authorized distribution areas when such removal makes said publications unavailable for distribution to the UNO community.

---

<sup>18</sup> Amended by the 5<sup>th</sup> SG Senate B.S01B020

<sup>19</sup> Amended by the 7<sup>th</sup> SG Senate B.S03D038

### Section 7– Poll Workers

- a. Any UNO student organization or organization outside the UNO community, when approved by the EC, may run election booths and/or monitor polling
- b. The organization running election booths must have a member present for a training session, run by the Secretary of State. This person (supervisor) will in turn instruct the remaining poll workers at the election booth
- c. Poll workers may not campaign for any candidate while at a voting booth
- d. Poll workers are to abide by all Election Rules
- e. If any poll worker is found to have violated any Election Rules, or SG Law, the poll worker shall forfeit any pay earned, and their name may be forwarded to the Dean of Judicial Affairs for any additional action. The poll worker will not be allowed to continue working in this or any future election

### Section 8– Voting

- a. The Election Commission will not abridge any student’s right to vote by secret ballot. In order to vote, a registered UNO student must go to a polling location and present to the poll worker a valid picture ID (UNO ID, Driver’s License, Military ID or U.S. Passport). The voter will be informed of the voting procedure, and will subsequently be permitted to use the voting booth, as it becomes available.
- b. Any student with disabilities requiring assistance in voting shall notify the Election Commission, either by phone or in writing, of the assistance needed within twenty-four (24) hours in advance.
- c. Except where provided in this code<sup>20</sup>, main campus polling hours shall be from 10:00 a.m. to 7:00 p.m. on each day of voting. The Jefferson Center polling hours shall be from 4:00 p.m. to 10:00 p.m. on each day of voting. All other University locations shall vote by absentee ballot only
- d. The Main Campus polling location shall be at the Library. The Jefferson Center polling location shall be located on the first floor lobby area
- e. Voting shall occur by one of the following methods as per the election commission’s discretion:<sup>21</sup>
  1. Electronic voting booth,
  2. Scantron sheets deposited into a sealed box or other suitable container,
  3. The double envelope method of voting (The vote shall be cast and sealed in a ballot envelope, and that envelope shall be sealed in another envelope with only the student’s name, college, and ID number written on it. After the election is over, each envelope will be checked to verify the each student has cast only one ballot. If a student has already voted, the envelope, with the ballot envelope, will be discarded. After this is completed, all envelopes shall be opened, and the sealed ballot envelope shall be placed in a box. After all envelopes are opened, the ballot envelopes are then opened, and the ballots are counted.),
  4. The Telephone Online Processing System. Normal TOPS operation rules will apply including, but not limited to, hours, identification number, and PIN.
  5. On-line voting through the UCC.

---

<sup>20</sup> Amended by the 7<sup>th</sup> SG Senate B.S03D038

<sup>21</sup> Amended by the 7<sup>th</sup> SG Senate B.S03D038

- f. Voting Procedure:
  - 1. The registered UNO student shall present a valid picture ID to the Poll Worker
  - 2. The Poll Worker shall verify that the student has not voted already. (If the double envelope method is used, disregard.)
  - 3. The Poll Worker shall mark the voter's name on the voting roll
  - 4. The student shall sign the voting roll, next to his/her name
  - 5. The student shall then be allowed to cast his/her vote
- g. Only authorized SG and University personnel may close the voting booths and obtain voting results
- h. Absentee Ballots will be available forty-eight (48) hours prior to the beginning of the elections to individual UNO students who request them.
- i. Voting shall not occur one ½ hour prior to and during SG Senate meetings.<sup>22</sup>

### **Section 9 – Election Returns**

- a. The Election Commission shall count the votes for the election after the polls are closed on the last day of the election
- b. The officials present during the counting will be the Election Commission and SG Advisors. Anyone wishing to observe the counting must make the request in writing to the Election Commission before the final day of voting
- c. If it appears to the Election Commission that a voting booth has been tampered with, or if any voting irregularities exist at a polling location, then the EC may take whatever action it deems appropriate
- d. The Election Commission will consider any complaints filed in regard to the election before the results are announced
- e. The election returns and results shall be certified by the Secretary of State

## **Article IV – Method of Amendment**

### **Section 1 – Ratification and Adoption**

### **Section 2 - Amendment**

---

<sup>22</sup> Amended by the 7<sup>th</sup> SG Senate B.S03D038