GENERAL ELECTION 2016
SAI CHILAKAPATI, DIRECTOR OF ELECTIONS
INFORMATION PACKET FOR CANDIDATES

Includes:
Petition (due Monday, February 1st at 11:59 p.m. in the Student Association Office, Basement RMC across from the Pub)
Campaign Rules and Summary
Election Timeline

Student Association, Rice Student Volunteer Program, Honor Council, University Court, Rice Program Council, Campanile, Thresher, KTRU, RTV5, and Sammy the Owl
2016 General Election Petition

We, the undersigned, nominate __________________________________________

for the position of ____________________________________________.

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Candidate Signature: ________________________________________________

Candidate Email: ____________  Candidate Phone No.: ____________

Petitions and campaign statements are due at 11:59 p.m. on February 1, 2016. Please submit a hard copy of your petition to the Student Association office in the basement of the RMC across from the Pub and an electronic copy of your campaign statement and a picture of you to the Director of Elections before the deadline. Contact Sai Chilakapati at sec4@rice.edu with any questions or problems.
Candidacy

Any member of the Student Association (as certified by the most recent class rolls of the Registrar) who is not currently on disciplinary or academic probation may run for office. In the case of Honor Council representatives, candidates cannot have been found in violation of the Honor Code. Some offices, marked below with an asterisk, have additional requirements (refer to the SA Constitution and Bylaws and to the constitution and bylaws of the subsidiary organization, where applicable).

Amendments, Referenda and Initiatives

If a student or organization wishes to pass a referendum or an initiative, adjust the blanket tax, amend the SA Constitution or take any other action in the General Election, they are required to contact the Director of Elections (Sai Chilakapati, scc4@rice.edu) and SA Parliamentarian (Annabelle McIntire-Gavlick, ztb1@rice.edu) before the petition deadline. The Student Senate will introduce any necessary legislation and finalize the ballot at its February 10th meeting. Refer to Article II, III, and IV of the SA Constitution for specific information pertaining to amendments, referenda and initiatives.

Positions in the 2016 General Election

- Student Association President
- Student Association Internal Vice President
- Student Association External Vice President
- Student Association Secretary
- Student Association Treasurer*
- Honor Council Senior Class Rep (4)
- Honor Council Junior Class Rep (4)
- Thresher Editor-in-Chief*
- University Court Chair*
- RSVP Chair*
- Rice Program Council President*
- Campanile Editor-in-Chief*
- KTRU Station Manager*
- RVP Station Manager*
- RVP Program Director*
- Sammy the Owl

Campaigning

The Election Committee will use email to contact candidates, so please check it on a regular basis. Please consult this document and Bylaw E of the SA Bylaws about information relating to campaigning. Honor Council candidates should also consult the constitution and bylaws of the Honor Council.

Basic Information

- All current Rice undergraduate students will be emailed a link to the online voting system. Polling will start Sunday, February 14 at 11:59 p.m., and will end Friday, February 19 at 11:59 p.m. Results will be announced on the SA website and provided to student media blanket tax organizations.
- All candidates and representatives of proposed initiatives or referenda are required to attend a meeting with the Director of Elections on Wednesday, February 10 at 7:15 p.m. in Farnsworth Pavilion to discuss campaigning rules and the election code. Campaigning will begin on Wednesday, February 10 at 10 p.m. for those candidates and representatives who
attended the Wednesday meeting. No candidate or cause may campaign without attending the meeting or making other arrangements with the Director of Elections.

- Position candidates may spend and will be reimbursed up to $75 for campaign costs. Candidates for SA President may spend and will be reimbursed up to $100. **Candidates will be reimbursed for their campaign costs, with receipts or other proof of purchase. Candidates may not spend more than these amounts.**
- Similarly, the total campaign expenses for any initiative or referendum to be included on the ballot shall not exceed $250. The total campaign expenses in opposition to any initiative or referendum shall not exceed $250.
- Candidates and causes will have the chance to write a 250-word campaign statement to be published on the SA website and submitted to the Thresher. Publication in the Thresher is at the sole discretion of the Thresher.
- Electronic campaigning, including Facebook and personal campaign websites, is allowed. **Campaign email from candidates or causes is prohibited.**
- Candidates and causes will have the chance to upload an optional election video to be published on the SA website and other SA electronic resources. For more information, see the section titled *Election Videos.*
- The Election Committee reserves the right to remove any campaign materials deemed inappropriate. Anyone campaigning on behalf of another person is also bound by this election code.
- The Election Committee reserves the right to remove any candidate found in violation of these rules with the consent of the Student Association Executive Committee.
- It is highly recommended that individuals running for SA President, IVP or EVP should plan to be at Rice and focused on Student Association business during O-Week 2016.
- Those who do not submit nominating petitions by the deadline may run as write-in candidates for any office for which they are otherwise eligible. See Section XII.B.6 of the SA Constitution.

**Campaign Statements**

Candidates must email the Director of Elections with a campaign statement of not more than 250 words and a picture of the candidate to be published on the SA website and submitted to the Thresher or a signed and dated statement affirming that they have chosen to waive their right to submit a campaign statement. Representatives of causes and representatives of groups opposing those causes may also submit campaign statements, although the Election Committee reserves the right to limit, if necessary, statements published to one statement in favor of and one statement in opposition to each cause.

Corrections or modifications to campaign statements may be submitted to the Director of Elections until 11:59p.m. on Monday, February 1st, but a candidate's decision to waive the right to submit a campaign statement cannot be rescinded. Candidate can also email a picture of themselves to the Director of Elections by this deadline to be included next to their campaign statement.

A candidate's petition for inclusion on the ballot will be considered incomplete until a campaign statement or waiver is submitted. The candidate picture is optional. Campaign statements or
waivers will not be accepted past the February 1st deadline without special permission from the Election Committee.

**Election Videos**
Candidates and causes will have the chance to upload an optional election video to be published on the Student Association’s website and other Student Association electronic resources. These videos can be uploaded to YouTube at any time after the elections packet is released but must be uploaded by 11:59 p.m. on Sunday, February 7. The videos will be published on Student Association’s website when campaigning begins on February 10.

The Election Committee reserves the right to remove any campaign materials deemed inappropriate. Anyone campaigning on behalf of another person is also bound by the rules contained in this packet.

In order to upload an election video that will be posted to the Student Association’s website, Twitter, and Facebook, please follow the following instructions.

*The video will be uploaded to the following Gmail account:
riceelectionvideos@gmail.com. The login information for this account is
i. Username: riceelectionvideos@gmail.com
ii. Password: saelections

*Other videos will be uploaded to the same account. **Do not edit, delete, or otherwise interfere with the videos of other candidates.**

*The Election Chair reserves the right to remove any candidate found in violation of these rules with the consent of the Student Association Executive Committee.

Record a **30- to 45-second video** on a webcam or camera

A. If you have a webcam built into or connected to your computer, you can record a webcam video on YouTube and upload it directly to the site.
   i. Make sure you are logged in as riceelectionvideos (password: saelections)
   ii. When logged into Gmail, click **YouTube** on the top bar or simple go to YouTube while logged into the account
   iii. Click on **Upload** (to the right of the search)
   iv. Click the **Record from webcam** link on the upload page, or simply go to [http://www.youtube.com/my_webcam](http://www.youtube.com/my_webcam) to get started.

   v. Select **Allow** if you're asked to permit YouTube to access your camera and microphone.
vi. After you've recorded the video, you can preview it by clicking the **Play** button. Please remember that the video has to be **30-45 seconds** long.

vii. Not happy with the video? No problem! Just click the **Start over** button below the video.

viii. When you're satisfied with the video, click the **Upload** button.

ix. Fill out the following basic information for the video:
   1. **Title**
      - Position Running for: First Name and Last Name (President: Jazz Silva)
   2. **Description**
      - “Don’t forget to vote in the 2016 Rice General elections from 2/15 to 2/19!”
   3. **Tags**
      - 2016 General Elections, Rice University, Student Association, Position Running for, Full Name
   4. **Privacy Settings**
      - Public
   5. **Category**
      - Education

x. Click **Save Changes** (note that sometimes it will automatically save any changes) and then you can go to video manager to check/view your video.

B. OR if you do not wish to upload from a webcam directly to YouTube, then do the following:
   i. Record a **30- to 45- second** video through whatever means you desire.
   ii. Make sure you are logged in as riceelectionvideos (password: saelections)
   iii. When logged into Gmail, click **YouTube** on the top bar or simply go to YouTube while logged into the account
   iv. Click on **Upload** (to the right of the search)
   v. Click on **Select Files to Upload**
   vi. Select video file that you wish to upload (the video must be 30-45 seconds) and then fill out the following basic information for the video:
      1. **Title**
         - Position Running for: First Name and Last Name (President: Jazz Silva)
      2. **Description**
         - “Don’t forget to vote in the 2016 Rice General elections from 2/15 to 2/19!”
      3. **Tags**
2016 General Elections, Rice University, Student Association, Position Running for, Full Name

4. Privacy Settings
   - Public

5. Category
   - Education

   vii. Click **Save Changes** (note that sometimes it will automatically save any changes) and then you can go to video manager to check/view your video.

2. Log out of riceelectionvideos@gmail.com to facilitate uploads for other candidates.

3. Videos will be posted on the SA website, Twitter and Facebook page on February 10.
   - Feel free to link your video to campaign as long as you follow the campaign rules outlined in this packet (electronic campaigning, including Facebook and personal campaign websites, is allowed. Campaign email from candidates or causes is prohibited).
   - **Do not use the videos until campaigning begins on Wednesday, February 10 at 10 p.m.**

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**Election Timeline**

January 18: Petitions Available at sa.rice.edu
February 1: Petitions/Campaign Statements Due and Optional Picture to Sai Chilakapati (scc4@rice.edu)
February 10: Candidate Meeting before Senate
February 10: Present and Approve Ballot at Senate
February 10: Presidential Debates! (Voting opens Sunday, Feb 14 at 11:59 P.M.)
February 10: Campaigning Begins after debates!
February 15-19 Voting (Voting Close Friday, Feb 19 at 11:59pm)
February 20: Results Published

Please check [http://sa.rice.edu](http://sa.rice.edu) for more information about the election.

All regulations can be found in Article XII of the SA Constitution found at [sa.rice.edu/constitution/](http://sa.rice.edu/constitution/).