Article IV  
Election By-Laws

Section 1: Time Intervals

A. The process of elections shall begin with a call for nominations, which extend for one full week.

B. The primary elections will follow the close of nominations by two days.

C. The final elections will follow the primaries by one full week.

Section 2: Responsibilities of the Student Advocate

A. Conducting all student elections in accordance with the bylaws shall be the responsibility of the Student Advocate. In the case that the Student Advocate is a candidate in the election, the Student Affairs Representative assumes the responsibility. In the case that the Student Affairs Representative is in the election, it is the decision of the Student Government Executive Board to designate a replacement.

B. The Student Advocate shall post notice of a coming elections with definite dates clearly indicated for nominations and for primary and final elections.

C. The Student Advocate shall obtain all nominations in writing, which should be signed and dated by the nominator.

D. To ensure the seriousness of all candidates for the election, a Nomination Acceptance form is given to all nominees along with the Nomination Form. Only nominees returning forms within the allotted time will be allowed to participate in the election.

E. The Student Advocate shall check the eligibility of all successful nominees at the Registrar and Student Life Offices to see that the following conditions are met:

   1. The nominee must not be on Academic probation, pre-suspension, or pre-dismissal probation at the time of the elections.
   2. The nominee must be a full-time student at Wheeling Jesuit University.
   3. The nominee must be a member of the appropriate class.
   4. The signatures of endorsement for each appropriate election must be verified.

F. The Student Advocate shall make a schedule of responsible and impartial workers for the polls on the election days. There must be one poll worker at a time manning the voting tables. Workers may be Executive Board members, Class
Officers, Senators, or other students as chosen by the Student Advocate, as long as none themselves are running for office.

G. The Student Advocate shall obtain a student list from the Registrar’s Office identifying eligible voters in that particular election. Names on this list should be checked off after the student has received his/her ballot. Only those members of the Freshman, Sophomore, Junior, and Senior classes are eligible voters.

H. The Student Advocate shall type and duplicate an appropriate number of ballots for the particular election. Names of nominees are to be in alphabetical order on the designated ballot.

I. The Student Advocate shall provide a list of candidates running as well as a brief background, prepared by the candidate, at the poll table.

J. The Student Advocate shall organize and oversee online voting.

Section 3: Election Day Procedures

A. Polls will be open from 11:00 a.m. – 1:00 p.m. and from 4:00 p.m. – 6:00 p.m. outside of the Rathskeller area for a consecutive two-day election.

B. In a non-computerized election, ballot boxes shall be sealed upon the commencement of the election and remain sealed for the duration of the election.

C. No campaigning of any kind shall be allowed in Ground Level Swint or within 500 feet of the voting area. Campaigning includes signs, posters, tapes, verbal lobbying, etc.

D. Election workers cannot be on the ballot, nor shall they give information to voters about any candidate. If questions are posed, the poll worker should direct the student to the candidate list and background information posted.

E. WJU Students must show their Cardinal Card identification to vote.

F. Ballot counting shall begin at the end of voting and continue until the election’s outcome has been determined. Three impartial witnesses shall be present at all times during the counting of ballots by the Student Advocate, Student Affairs Representative, or his/her appointee. All witnesses and counters must sign the final ballot result, which is to be posted after counting. The Moderators shall be present for the counting of the ballots during the Executive Board and Senate elections.

G. Write-In candidates will only be allowed to appear in the final election if the individual has received at least 10% of the votes cast in the primary election.
H. Each category on each ballot must give the voter the option to abstain from voting. Abstentions will be counted separately and posted accordingly, regardless of number.

I. If only one person runs for an office, “abstain” must be included on the ballot in lieu of a second candidate’s name. If a single candidate does not gain a majority, then another election must be held.

J. Candidates must win an election by a two-vote margin, otherwise the election is declared a tie, and must be rerun for the specific position within five class days.

K. A candidate wishing to protest an election must do so no later than twenty-four hours after results have been posted, not including weekends. This protest must be submitted in writing to the Student Advocate. The Student Advocate must then present the protest to the Executive Board, who will form a committee headed by the Moderator.

Section 4: Absentee Ballot

A. Sometime before the opening of the polls, students desiring to vote will obtain a ballot from the Student Advocate, personally vote, and return the ballot directly to the Advocate in the envelope provided.

B. The Student Advocate will seal said envelope in the presence of the student, initial the seal, and place the envelope in the ballot box after checking off the name of the student on the master student vote list.

C. At ballot counting, a student other than the Student Advocate shall open the envelope(s), record the vote, and initial the envelope.

D. The number of absentee ballots will be a separate entry on the posted election results.

Section 5: Election Procedures for the Executive Board and at-large Senate

A. Election of the Executive Board and at-large Senators should normally be held in March. The process of elections shall begin with a call for nominations that must be completed by the second week of March.

B. Each prospective candidate must receive at least twenty-five signatures of endorsement from WJU students.

C. The candidates for President and Vice President of the Executive Board must run as a ticket.

D. Candidates may only run for one office during each election.
E. Each candidate must have a cumulative GPA of at least 2.5 at the time of election and not be on Academic or Social Probation as defined by the Registrar’s Office and Student Life Office for two consecutive semesters prior to running for office.

F. The primary election shall reduce the number of candidates for each office of the Executive Board to two. All candidates will participate in an Open Forum preceding the final election.

G. A primary election must be held to provide the opportunity for write-in candidates.

H. In the event of a vacancy on the Executive Board, procedure for replacement shall be at the discretion of the Executive Board, with approval by the Moderator, with the exception of the office of the President, in which case the Vice President will automatically assume office.

I. In the event of a vacancy on the Student Senate, procedure for replacement shall be at the discretion of the Senate Chair and approved by the Moderator.

Section 6: Election Procedures for the Senate Chairperson

The following process will govern the eligibility of a candidate for Senate Chairperson:

1. The Senate Chair must have been a voting member of the Student Senate for at least one year.
2. Election procedures will follow that of the Executive Board as stated in Article IV Section 5.
3. Election will coincide with the Executive Board election, appearing on the same ballot.

Section 7: Election Procedure for Class Officers

A. It is the responsibility of the Student Advocate with the cooperation of the Executive Board to conduct valid class elections.

B. The three offices held by class representatives are titled President, Vice President, and Secretary/Treasurer.

C. Nominations for Sophomore, Junior, and Senior elections must begin by the third week of April.

D. Each prospective candidate must receive at least fifteen signatures of endorsement from WJU students in their class.
E. Each candidate must have a cumulative GPA of at least a 2.5 at the time of election.

F. The election schedule will follow that prescribed in the election by-laws.

G. A debate among the finalists for each position must be held preceding the final elections. Each candidate will be asked to speak briefly and be responsible for answering any questions posed. The Student Advocate is responsible for organizing and running the debate.

H. In the event of a vacancy of any class office, the procedure for replacement shall be at the discretion of the Executive Board with the approval of the Senate.

I. In the case of the Freshman class, final elections must be held before the Fall Honors Convocation of each academic year.

J. Primary and Final elections will only occur with Executive Board and Class Officer elections. All other elections will only include final elections.

Section 8: Collegian of the Year Award Election Procedures

A. The following qualifications for nominees must be met:

1. Each nominee must have a 3.0 QPA or above.
2. Each nominee must be a member of the class from which he or she has been nominated.
3. Each nominee may only be nominated by a member of his or her class.
4. Nominee must not be on any kind of social or disciplinary probation.

B. The Student Advocate is responsible for conducting the call for nominations.

C. Nominations must be completed at least three weeks before the Spring Honors Convocation. Elections will run as prescribed in the Election By-Laws.

D. The Senior Collegian should be recognized at the Senior Awards Dinner. Underclass awards should be presented at the Spring Honors Convocation. A list of winners must be sent to the Associate Vice President for Student Life and the Student Government Executive Board Moderator.

E. In the event of a tie a run-off election shall occur.

Section 9: Senior Homecoming and Christmas King and Queen Election Procedures

A. The Senior Homecoming and Christmas King and Queen elections will be sponsored and facilitated by the Student Government Executive Board.
B. Nominations will begin two weeks before the respective dances. Elections will run as prescribed in the Election By-Laws.

C. If a tie occurs, a run off round will be held.

D. All students may vote for Homecoming King and Queen. All students are eligible to vote for the Christmas King and Queen.

F. The Student Advocate will conduct and oversee the elections.

G. Only students who have a 2.0 QPA or higher are eligible to be candidates.

H. Winners of the Homecoming race will not be eligible for the Christmas elections.

I. It is the responsibility of the Social Affairs Representative to coordinate the coronation and gifts for the winners.