UMSGINC

Fair Election Practices Commission Guidelines

Table of Contents

ARTICLE I – THE COMMISSION 3
SECTION 1 - PURPOSE 3
SECTION 2 - MEMBERSHIP 3
SECTION 3 - FEPC OFFICERS 3
SECTION 4 - FEPC MEMBER OBLIGATIONS 4
SECTION 5 - FEPC JURISDICTION 4
SECTION 6 - ANNUAL REVIEWS 4
ARTICLE II – STANDARD ELECTIONS 5
SECTION 1 - DEFINITION 5
SECTION 2 - VOTER ELIGIBILITY 5
SECTION 3 - CANDIDATE ELIGIBILITY 5
SECTION 4 - TIMETABLE OF THE ELECTION 5
SECTION 5 - CAMPAIGNING 6
SECTION 6 - THE BALLOT 7
SECTION 7 - POLLING PLACE 7
SECTION 8 - VOTING 7
SECTION 9 - BALLOT COUNTING 7
SECTION 10 - ANNOUNCEMENT OF THE RESULTS 8
SECTION 11 - COMPLAINTS, RECOUNTS AND HEARINGS 8
SECTION 12 - INAUGURATION OF NEW OFFICERS 9
ARTICLE III – SENATE ELECTIONS 9
SECTION 1 - DEFINITION 9
SECTION 2 - VOTER ELIGIBILITY 10
SECTION 3 - CANDIDATE ELIGIBILITY 10
SECTION 4 - TIMETABLE OF THE ELECTION 10
SECTION 5 - CAMPAIGNING 11
SECTION 6 - THE BALLOT 11
SECTION 7 - POLLING PLACES 12
SECTION 8 - VOTING 12
SECTION 9 – BALLOT COUNTING 12

Revised per resolution 47S-POL-130-09-22-2026 | 47S-POL-70-03-31-2026 | 46S-POL-132-11-04-2025 | Revised per resolution 46S-POL-118-10-21-2025 | Revised per resolution 45S-POL-086-04-16-2024 | Revised per resolution 45S-POL-01-01-23-2024 | Revised 04/27/21 per resolutions 42S-POL-106-04-27-2021, 42S-POL-107-04-27-2021, 42S-POL-108-04-27-2021, 42S-POL109-04-27-2021 | Revised 04/16/19 per resolution 40S-POL-61-04-09-2019 | Revised 02/19/19 per resolution 40S-POL-16-02-19-2019 | Revised 05/01/18 pe resolution 39S-POL-101-05-01-2018 | Revised 12/05/17 per resolution 38S-PP-87-12-05-2017 | Revised 10/18/16 per resolution 37S-PP-04-10-18-2016 | Revised 05/03/16 per resolution 37S-PP-03-05-03-2016 | Revised 12/01/15 per resolution 36S-PP-109-12-01-15

SECTION 10 - ANNOUNCEMENT OF THE RESULTS 13
SECTION 11 - COMPLAINTS, RECOUNTS AND HEARINGS 13
SECTION 12 - SWEARING IN OF NEW SENATORS 15
ARTICLE IV - STUDENT GOVERNMENT EXECUTIVE ELECTIONS 15
SECTION 1 - DEFINITION 15
SECTION 2 - VOTER ELIGIBILITY 15
SECTION 3 - CANDIDATE ELIGIBILITY 15
SECTION 4 - TIMETABLE OF THE ELECTION 16
SECTION 5 - CAMPAIGNING 17
SECTION 6 - THE DEBATE 18
SECTION 7 – DISQUALIFICATION 19
SECTION 8 - THE BALLOT 19
SECTION 9 - POLLING PLACES 19
SECTION 10 – VOTING 20
SECTION 11 - BALLOT COUNTING 20
SECTION 12 - ANNOUNCEMENT OF THE RESULTS 21
SECTION 13 - COMPLAINTS, RECOUNTS AND HEARINGS 21
SECTION 14 - INAUGURATION OF NEW EXECUTIVES 22
ARTICLE V - INITIATIVE, REFERENDUM AND GENERAL QUESTIONS 23
SECTION 1 - REFERENDUM 23
SECTION 2 - INITIATIVE 23
SECTION 3 - GENERAL QUESTIONS 23
ARTICLE VI - AMENDMENTS TO THESE GUIDELINES 23

ARTICLE I – THE COMMISSION

SECTION 1 - PURPOSE

A. To ensure the fairness, honesty, and democratic election of all elections conducted.
B. Shall be required to conduct elections for the **Student Government President and Vice President,** General Student Senate, and any organization recognized by UMSG that requests FEPC assistance in their respective elections.
C. To receive complaints of alleged election rule violations, investigate, conduct hearings, and report election rule violations to the General Student Senate.
D. To print and tally ballots for all elections FEPC shall conduct.
E. To fairly apportion the General Student Senate seats each college maintains, a process which shall be completed in accordance with the bylaws of the GSS.
F. To ensure the greatest possible participation of eligible student voters in all elections conducted by the Commission.
G. To periodically review and recommend changes to these guidelines to the GSS.

SECTION 2 - MEMBERSHIP

A. The membership of the FEPC shall be determined by the fourth week of the Fall semester.
B. Membership shall be determined by nomination of and election by the GSS.
C. Membership shall not fall below four members in addition to the chair. If at any time the membership of the FEPC drops below four, the Senate shall fill the vacant spots during the next meeting of the GSS.
D. A member found to be in violation of these FEPC guidelines shall be removed from the commission by recommendation of the Chair and concurrence of the Student Government President or majority vote of the commission.
E. Paid employees of UMSG may serve as members of the FEPC, but they must also recuse themselves from any decision in which they have a conflict of interest. The FEPC Chair shall have final authority to determine when a member must recuse themselves.

SECTION 3 - FEPC OFFICERS

A. Chairperson
    a. The FEPC chair shall be appointed by the GSS at the third regular meeting of the GSS following the Executive Election, or when the position shall fall vacant.
    b. The FEPC chair shall be trained before taking the position by the previous chair.
    c. The FEPC chair shall not be an elected Senator of the GSS, or any compensated member of Student Government.
    d. The FEPC chair shall call all meetings of the FEPC.
    e. The FEPC chair shall be responsible for coordinating all election-related activities, and assuring that these guidelines are upheld at all times.

f. In electronic ballot elections, when real time results are submitted to the FEPC chair before polls have closed, no preliminary results may be released by the chair, or any member of the FEPC until such time that voting has officially ceased.
g. The FEPC chair shall provide candidates with unofficial results as soon as they become available. The election shall be certified by the FEPC chair within one week of the results being verified.
h. The FEPC chair shall perform other such duties as directed by the GSS.

SECTION 4 - FEPC MEMBER OBLIGATIONS

A. Members of the FEPC shall be obligated to:
a. Attend all meetings of the FEPC that are called by the FEPC Chair.
b. Assist the FEPC Chair in planning and conducting all elections, including manning voting booths and counting ballots
c. Shall be in no way affiliated with a campaign whose election will be overseen by the FEPC, save one's own if running for a seat in the GSS.
d. Shall be neutral at all times, and not advocate for or against any candidate or question who's election will be overseen by the FEPC, save one's own candidacy if running for a seat in the GSS.

SECTION 5 - FEPC JURISDICTION

A. The FEPC shall have the authority to review any election held by an organization recognized by Student Government, and shall serve as the final arbiter in all electoral disputes under its jurisdiction.
B. All groups that use the FEPC guidelines or any component of the FEPC for any voting process must fully abide by all FEPC guidelines.

SECTION 6 - ANNUAL REVIEWS

A. The FEPC shall conduct annual reviews of the election practices of all Representative Boards and Community Associations, in accordance with the UMSG Constitution. The FEPC shall determine whether each Representative Board’s or Community Association’s election practices provide adequate safeguards and clear avenues of recourse for individuals who wish to challenge election results.
B. Requested Annual Reviews shall be held at the beginning of the academic year. Priority shall be given to those groups whose annual elections are held early in the year.
C. Each Representative Board and Community Association shall submit an outline of their election process and practices to the FEPC for review. No Representative Board or Community Association shall hold annual elections until its annual review has been completed. Should a Representative Board or Community Association hold elections

without completing its annual review, the FEPC shall report the violation to the Senate for disciplinary action.

D. Any Representative Board or Community Association that uses the FEPC to conduct its elections shall not be subject to an annual review.

E. Should a Representative Board or Community Association fail to pass its annual review, the FEPC shall provide it with a report outlining the reasons for the failure and suggestions on how to rectify the problems. A group may resubmit the outline of its election process and practices after making changes.

F. Should a Representative Board or Community Association need to hold an election before it has passed its annual review, it may request that the FEPC conduct the election.

G. The Chair of the FEPC will determine if any member of the FEPC has a conflict of interest with regard to any Representative Board or Community Association annual review to be conducted by the FEPC and shall excuse that member from the review process.

ARTICLE II – STANDARD ELECTIONS

SECTION 1 - DEFINITION

A. A standard election shall be defined as an election conducted by the FEPC that is administered on behalf of the UMSG-recognized Representative Boards and Community Associations. The applicability of the guidelines to other organizations recognized by Student Government shall be left to the FEPC Chair's discretion on a case-by-case basis.

SECTION 2 - VOTER ELIGIBILITY

A. All members of the constituency in which the election is conducted who are in good standing shall be eligible to vote, unless otherwise specified in the organization’s governing document(s).

SECTION 3 - CANDIDATE ELIGIBILITY

A. All members of the constituency in which the election is conducted who are in good standing shall be eligible to run for each available office, unless otherwise specified in the organization's governing document(s).

B. Nominations of candidates in standard elections must be made and seconded by members of the organization whose election is being conducted, unless otherwise specified in the organization’s governing document(s).

SECTION 4 - TIMETABLE OF THE ELECTION

A. The date of a standard election shall be set by the organization requesting that the FEPC conduct the election.

B. Nominations for candidates in standard elections must be submitted no later than three weeks before the election date. After nominations close, the FEPC Chair shall prepare the official list of candidates.

C. Write-in candidates who meet all other eligibility requirements shall be considered eligible. Eligibility may be determined after the election, for example, in the case of write-ins.

D. The FEPC Chair shall provide candidates with unofficial results as soon as they are available. The FEPC Chair shall certify the election within one week after the results have been verified.

E. If there is a delay of more than four hours because of issues with the University of Maine's communications infrastructure, including the electronic ballot server, voting will be canceled and rescheduled. If the delay is less than four hours, the voting period will be extended by the length of the delay. The FEPC Chair will notify voters electronically of any delay or rescheduling. If the election is postponed, it must be held within two business days of the original election date.

SECTION 5 - CAMPAIGNING

A. Campaigning may begin immediately following the closing of candidate nominations.

a. Campaigning is defined as purporting or endorsing stances on any issues affecting one's candidacy or encouraging potential voters to vote. Announcing candidacy for office is not considered campaigning.

B. No candidate shall be able to accept any funds from any Student Government organization.

C. No campaign material is allowed to be in any polling place twelve hours before the opening of the polls.

D. Candidates are responsible for removing all campaign materials from the entire campus after the election concludes.

E. All candidates who campaign on campus must comply with university rules and these FEPC guidelines. Violation of policies may lead to disqualification.

F. No campaign material representing a specific candidate or candidates shall be posted within 25 feet of the University of Maine Student Government Offices before or during the election period.

G. A candidate may not spend more than $100. Any in-kind contributions shall count toward that limit at their fair market value, as determined by the FEPC.

H. All candidates shall be required to submit a detailed account of current and future campaign expenditures and receipts, along with a summary accounting, by 12:00 p.m., two (2) business days before the election. Failure to do so will result in immediate disqualification.

I. The FEPC shall review all candidate expenditure receipts and summaries. Any expenditures over the limit may result in disqualification by the FEPC Chairperson.

SECTION 6 - THE BALLOT

- **A.** The order of names on the ballot shall be set by a public lottery held at the candidates' meeting at least one week before the election. The FEPC Chair shall notify all candidates of the drawing, but candidates will not be required to attend.
- **B.** There shall be no indication of any political party affiliation on the ballots, unless otherwise allowed by the organization's governing document(s).
- **C.** The FEPC is responsible for preparing and distributing ballots and determining their format.
- **D.** Ballots may not be discarded until at least 24 hours after the winning candidates are sworn into office. The FEPC shall approve the official election return record, which will be kept on file in the Student Government's permanent record of election results.
- **E.** Ballots must include a field for write-in candidates.

SECTION 7 - POLLING PLACE

- **A.** There shall be one ballot box at each polling place, unless otherwise specified in the organization's governing document(s). On or near each ballot box must be a sign displayed which reads: "VOTE HERE FOR…" followed by the position(s) being elected.
- **B.** Polling volunteers shall remain neutral and shall not provide voters with information or perspectives beyond official ballot materials.
- **C.** Information sheets, including each candidate's picture and biography, will be available at all polling places. This information may be provided by the candidates and will be approved by the FEPC.
- **D.** Polls must be open for at least two hours at each location for results to be considered valid.
- **E.** Ballot boxes may not be left unattended at any time. If a ballot box is left unattended, the election shall be voided and rerun as soon as possible.

SECTION 8 - VOTING

- **A.** Voter eligibility will be determined before any person can cast a vote.
- **B.** Each voter may vote only once. A list of eligible voters shall be prepared before the election and maintained throughout the voting period. Voters shall be marked off the list after casting a ballot to prevent anyone from voting more than once.
- **C.** Each ballot shall be completed and given to a polling volunteer, who shall fold the ballot and place it in the ballot box.

SECTION 9 - BALLOT COUNTING

- **A.** Ballot counting shall commence within 72 hours after the closing of the last polling place, at a publicly announced location.
- **B.** Counting shall be conducted by the members of the FEPC.

C. Each individual shall be allowed one ballot-counting observer, who may not be a candidate themselves. This observer's name shall be submitted in writing two (2) business days in advance of the election.
D. During the counting of ballots, there shall be no admittance into the designated counting place by anyone other than FEPC members and observers.
E. All doubtful ballots shall be set aside and not counted until the end of the first count.
F. Upon the conclusion of the first count, the disposition of all doubtful ballots shall be decided upon by the commission, and the results will be added to the tallies.

SECTION 10 - ANNOUNCEMENT OF THE RESULTS

A. Unofficial results may be announced once ballot counting is complete. For electronic ballots, no preliminary results may be announced until the voting period has ended and all ballots have been counted.
B. Certification of the election shall occur once the results are published, signed by the FEPC Chairperson, and notarized by a certified notary public.
C. Certification of the election must take place as soon as possible after the deadline for a competitive election has passed, provided no complaints have been filed.
D. If complaints are filed, certification of the election shall take place only after the disputes have been fully resolved.
E. At least two copies of the official returns shall be kept in UMSG's files.

SECTION 11 - COMPLAINTS, RECOUNTS AND HEARINGS

A. All activity fee-paying undergraduate students registered at the University of Maine are eligible to file a complaint.
B. If the complaint is against the FEPC or any member of the FEPC, it shall be filed with the GSS via the UMSG offices.
C. All complaints must clearly identify the alleged violation and the person or party involved so they can be properly reviewed.
D. All complaints must be filed no earlier than 12:00 a.m. on the first day of campaigning and no later than 12:00 p.m. on the second business day after the polls close.
E. Complaints filed with the FEPC shall be reported to the GSS and dealt with accordingly.
F. All complaints must contain at least the following information:
    a. Name of the alleged violator.
    b. The specific violation.
    c. Where and when the alleged violation occurred.
    d. Evidence, if any.
    e. Names of witnesses and how to contact them.
G. All complaints must be signed by the person(s) making the complaint.
H. Complainant(s) will be available to FEPC for purposes of conducting investigations and hearings.

I. The FEPC Chair shall contact both the complainant and the alleged violator immediately after the initial ballot count to review the complaint.

J. Complaints may not be disclosed until the FEPC Chair has verified them by contacting both the complainant and the alleged violator.

K. If any complaints are filed, the first hearing must be held within two (2) business days of the complaint deadline.

L. The hearings shall be conducted by the FEPC until all complaints are addressed. The agenda for hearings shall be as follows:

- **a.** Call to order.
- **b.** Statement by the Chair.
- **c.** Reading of the first complaint filed.
- **d.** The complainant or their representative presents cases.
- **e.** The alleged violator or their representative responds.
- **f.** Repeat 3-5 for all complaints.
- **g.** Set the time of the next hearing.
- **h.** Adjourn.

M. All hearings shall be open to the public, but participation in the proceedings shall be limited to the FEPC, the candidates involved, and their representatives.

N. The FEPC shall review alleged rule violations in a closed meeting. Votes on complaints shall be taken by roll call in an open meeting. Once all complaints have been heard and resolved, the FEPC shall certify and publicly announce the election results.

O. If FEPC is accused of violating its guidelines, the GSS will serve as the judiciary body and shall follow the same procedures.

P. All candidates shall have the right to request a recount by submitting, in-person, a written and signed statement requesting such a recount within 24 hours of public notification of the results. The candidates involved may be present at the recount.

Q. All candidates shall be informed of the results immediately following the recount.

R. The results shall be announced within one hour of the conclusion of all necessary FEPC complaint hearings.

SECTION 12 - INAUGURATION OF NEW OFFICERS

A. For standard elections, the inauguration of new officers will be planned and conducted by the organization involved in the election.

ARTICLE III – SENATE ELECTIONS

SECTION 1 - DEFINITION

A. A senate election shall be defined as an election conducted by the FEPC that is administered on behalf of the General Student Senate, to determine its members.

SECTION 2 - VOTER ELIGIBILITY

A. All members in good standing of the activity fee-paying undergraduate student body shall be eligible to vote.
B. Voters must present photo identification as requested by polling attendants to verify identification of the voter.

SECTION 3 - CANDIDATE ELIGIBILITY

A. All members in good standing of the activity fee-paying, undergraduate student body who meet the Student Government constitutional requirements for candidacy are to hold a minimum 2.0 cumulative GPA (not including the semester of candidacy) shall be eligible to run for a Senator election.
B. Nominations of candidates in Senate elections must be made by each candidate gaining at least 50 signatures within their constituency.
C. Nomination petitions must be turned in according to the timeline to have the candidate placed on the ballot.

SECTION 4 - TIMETABLE OF THE ELECTION

A. The Chair shall create an Election Timetable that details nomination processes as well as nomination, election, runoff election (if necessary), and ballot counting due dates. This timetable shall be submitted to the Commission for review. Only after the Commission has voted with a simple majority in favor of the timetable shall it be accepted. In the event of a lack of Commission or at the Commissioner's discretion, the timetable shall be submitted to the Policy and Procedure Committee to be passed.
B. Nomination papers shall be made available at least two weeks prior to the beginning of campaigning. Paperwork shall be due by noon, two Fridays before election day. Advertising promoting the availability of nomination papers must include at least one (1) advertisement to all undergraduate students through email and at least one (1) advertisement on UMSG Inc. social media.
C. One day shall be allowed for elections. The polls shall be open from 9am until 5pm that day.
D. Exact dates of the timetable must be provided to the General Student Senate by the FEPC Chairperson (or the Vice President of Student Government, shall the FEPC Chairperson position be vacant) before nomination papers are made available.
E. Delays caused by the University of Maine communications infrastructure, including the electronic ballot server difficulties of more than 4 hours will result in cancellation and rescheduling of voting. A delay of less than 4 hours will be resolved by keeping polls open for a longer period of time equal to the length of the delay. The voting body shall be notified electronically by the FEPC Chairperson. The election, if postponed, shall occur no more than 2 business days after the original election date.

SECTION 5 - CAMPAIGNING

A. Campaigning may begin immediately after nomination papers are due.
    1. Campaigning shall be defined herein as purporting or endorsing stances on any issues affecting one's candidacy or encouraging potential voters for their vote.
    2. Announcing candidacy for office shall not fall under the definition of campaigning.
B. No candidate shall be able to accept any funds from any Student Government organization.
C. Campaign material must be promoting a candidate or candidates. Campaign material may not contain any vulgar content or demean any member of the UMaine community.
D. No campaign material shall be allowed in any polling place 12 hours before the opening of the polls. It is the primary responsibility of the candidate to remove campaign materials from polling places. Should campaign materials remain during that time period, the FEPC shall remove and destroy all campaign material. Any violations shall cause the FEPC Chairperson to consider disqualification.
E. Candidates will be responsible for the removal of all campaign material from the entire campus after the election has concluded.
F. All candidates that campaign on campus must be in compliance with any rules or guidelines that apply to their candidacy as well as these FEPC guidelines. If found in violation of policies, a candidate may be declared ineligible.
G. No campaign material representing a specific candidate or candidates shall be posted within 25 feet of University of Maine Student Government Offices.
H. Any single candidate may not spend more than $25.00 during Senate elections. In the case of in-kind contributions the fair market value, as determined by FEPC, shall be applied toward this expenditure limit.
I. All candidates shall be required to present a detailed account of current and projected future campaign expenditures, receipts and a summary accounting by 12:00pm one (1) business day before the election. Failure to do so shall result in immediate candidate ineligibility. This requirement shall be considered null and void if the seat the candidate is running for is uncontested.
J. The FEPC shall review all candidate expenditure receipts and summaries. Any expenditure over the limits shall cause the FEPC Chairperson to consider disqualifying a candidate.

SECTION 6 - THE BALLOT

A. The order of names on the ballot shall be determined by a publicly held lottery at the candidates meeting, no less than one week prior to elections. The FEPC Chairperson will notify candidates of the drawing but it is the choice of the candidate to be in person or not.
B. There shall be no indication of party affiliation on the ballots.

C. Full control of the format, production and distribution of ballots shall be in the hands of the FEPC.
D. Ballots shall be disposed of no earlier than 24 hours after the swearing in of the winning candidates. A record of the election returns will be approved by the FEPC and be kept on file in the Student Government office. This will serve as the permanent record of the election results after the ballots have been disposed of.
E. Ballots shall include a field for write-in candidates

SECTION 7 - POLLING PLACES

A. There shall be one ballot box for each Senate seat being contested at each polling place. On or near each ballot box there shall be a sign displayed which reads: "VOTE HERE FOR YOUR GENERAL STUDENT SENATOR".
B. Poll attendants shall remain completely neutral, and shall not give information out to prospective voters other than the names of the candidates.
C. Information sheets, including each candidate's picture and biography, shall be available at all polling places. This information may be provided by the candidates and will be approved by the FEPC.
D. FEPC is responsible to ensure that ballot boxes are empty and secure before the election begins.
E. No ballot box will be left unattended for any reason at any time.
F. No candidate shall campaign within 50 feet of any polling places.
G. All appointments to work at polling places are subject to the discretion of the FEPC Chairperson.

SECTION 8 - VOTING

A. If a Senate seat is uncontested, the election for that seat shall be cancelled by the FEPC, and all candidates for that seat shall be sworn in with all newly elected Senators.
B. Voter eligibility shall be determined before any person shall be able to place a vote.
C. Each voter will be allowed to vote only once. To ensure this policy, a voter list of all eligible voters shall be prepared before the election and maintained throughout the election. When a person votes, they shall be marked on the voter list, to ensure they are not allowed to vote again.
D. Voters shall be allowed to vote for multiple candidates on one ballot, not exceeding the number of seats available.
E. Each ballot shall be completed and given to a poll attendant, who shall fold the ballot and place it in the ballot box.

SECTION 9 – BALLOT COUNTING

A. Ballot counting shall commence within 24 hours after the closing of the last polling place, at a publicly announced location.

B. Counting shall be conducted by the FEPC members.
C. Each candidate shall be allowed one ballot counting observer, who may not be a candidate.
D. During the counting of ballots, there shall be no admittance into the designated counting place by anyone other than FEPC members and observers.
E. All doubtful ballots shall be set aside, and not counted, until the end of the first count.
F. Upon the conclusion of the first count, the disposition of all doubtful ballots shall be decided upon by the commission, and the results will be added to the tallies.
G. The winners of Senate seats shall be those candidates who were the top finishers equal to that of the number of available seats. In the event of any ties, a run off election shall occur at a date agreed upon by the FEPC.

SECTION 10 - ANNOUNCEMENT OF THE RESULTS

A. Unofficial results may be announced at the conclusion of ballot counting. If the electronic ballot is being used, preliminary results may not be revealed until the voting period ends and the ballots have been counted.
B. Certification of the election shall occur once the results are published, signed by the FEPC Chairperson, and notarized by a certified notary public.
C. Certification of the election must take place as soon as possible following the passing of the deadline for the election being contested, given no complaints have been filed.
D. If complaints are filed, certification of the election shall take place after the disputes have been fully resolved.
E. At least two copies of the official returns shall be kept in student government files.

SECTION 11 - COMPLAINTS, RECOUNTS AND HEARINGS

A. In the event of a delay of the election certification, the session of the General Student Senate shall not be dissolved in favor of the newly elected session until such time as all complaints have been dealt with.
B. All activity fee paying undergraduate students registered at the University of Maine are eligible to file a complaint.
C. If the complaint of against the FEPC or any member of the FEPC, the complaint shall be filed to the GSS via the Student Government, Inc. office.
D. All complaints should properly outline who is in violation so the complaint can be heard accordingly.
E. All complaints must be filed between 12:00am of the first day of campaigning and 12:00pm of the second business day following the closing of the polls.
F. Complaints filed to the FEPC shall be reported to the GSS and dealt with accordingly.
G. All complaints will contain at least the following information:
    1. Name of the alleged violator.
    2. The specific violation.

3. Where and when alleged violation occurred.
4. Evidence, if any.
5. Names of witnesses and where they can be contacted.

H. All complaints will be signed by the person(s) making the complaint.
I. Complainant will be available to FEPC for purposes of conducting investigations hearings.
J. FEPC Chairperson will be responsible for contacting the complainant and alleged violator immediately following initial ballot count(s) for verification of complaint.
K. No disclosure of complaints will be made until verified by the FEPC Chairperson by contacting the complainant(s) and the alleged violator.
L. If any complaints are filed, the first hearing shall be held within two business days following the deadline for filing complaints.
M. The hearings shall be held by the FEPC until all complaints are acted upon. The agenda for hearings shall be as follows.
    1. Call to order.
    2. Statement by the Chair.
    3. Reading of the first complaint filed.
    4. The complainant, or their representative, presents cases.
    5. The alleged violator, or their representative, responds.
    6. Repeat 3-5 for all complaints.
    7. Set the time of the next hearing.
    8. Adjourn.
N. All hearings shall be open to the public, but full control shall be reserved in the FEPC.
O. The FEPC shall discuss complaints of alleged rules violation in a closed meeting; voting on complaints of alleged rules violation will be done by a roll call vote at an open meeting. After all complaints filed have been heard and acted upon by the FEPC, election results will be validated and publicly announced.
P. If the FEPC is accused of violating its guidelines, the GSS will serve as the judiciary body, and shall follow the same procedures.
    1. The GSS will hold a Special Meeting of the GSS to conduct the hearing.
    2. The President of the General Student Senate shall inform each member of the FEPC individually via Email twenty-four (24) hours in advance of the Special Meeting of the GSS.
Q. All candidates shall have the right to request a recount by submitting in person, a written and signed a statement requesting such a recount within 24 hours of public notification of the results. A recount shall consist of verifying the electronic tally of votes with IT, and a recount of paper ballots.
R. The candidates involved may be present at the recount.
S. All candidates shall be informed of the results immediately following the recount.

T. The results shall be announced within one hour of the conclusion of all necessary FEPC complaining hearings

.

SECTION 12 - SWEARING IN OF NEW SENATORS

A. Senators shall be sworn in at the next regular meeting of the GSS following the certified election.

ARTICLE IV - STUDENT GOVERNMENT EXECUTIVE ELECTIONS

SECTION 1 - DEFINITION

A. An executive election shall be defined as an election conducted by the FEPC that is administered on behalf of the Student Government, to determine the President and Vice President of Student Government.

SECTION 2 - VOTER ELIGIBILITY

A. All members in good standing of the activity fee paying, undergraduate student body who meet the Student Government constitutional requirements for candidacy.
B. Paper ballots will be made available to those students unable to vote on the day of any election. Students not eligible according to the List of Student Records used by the FEPC may vote absentee on the day of the election, the ballot shall be marked and the student's eligibility shall be verified after the election. Absentee polls will be open two (2) business days before the election and on the day of the election.
C. Voters must present photo identification as requested by polling attendants to verify identification of the voter in any case of paper ballot voting.

SECTION 3 - CANDIDATE ELIGIBILITY

A. All members in good standing of the activity fee paying, undergraduate student body who meet the Student Government constitutional requirements for candidacy, and hold a minimum 2.5 cumulative GPA (not including the semester of candidacy) shall be eligible to run for an executive election.
B. The candidates shall be members, in good standing, of the General Student Body and shall submit a petition at least twenty-one (21) days before the election signed by at least two-hundred (200) members of the General Student Body.
C. Nomination petitions must be turned in according to the timeline to have the candidate placed on the ballot.

D. Candidates must attend a meeting with the FEPC to discuss the FEPC Guidelines before being officially placed on the ballot. This meeting must take place no later than fourteen (14) days before the election.
E. Candidates who are placed on the ballot shall deliver a platform statement before the GSS, and such other persons as may wish to attend a meeting of the GSS on the date set according to the timetable submitted by the FEPC and approved by the GSS.
F. The names of write-in candidates, under no circumstances, will appear on the ballot. Write-in candidates will be required to comply with all other requirements placed upon candidates, including those associated with financial reporting and expenditure limitations.
G. If a candidate fails to meet any of these requirements, disqualification of the candidates shall be considered by the FEPC.

SECTION 4 - TIMETABLE OF THE ELECTION

A. The Chair shall create an Election Timetable that details nomination processes as well as nomination, election, runoff election (if necessary), and ballot counting due dates. This timetable shall be submitted to the Commission for review. Only after the Commission has voted with a simple majority in favor of the timetable shall it be submitted to the GSS for final approval.
B. Candidates must file nomination papers with 200 signatures of eligible voters.
C. Four weeks prior to the election, for the term of one week, candidates shall be allowed to complete nomination papers. Paperwork shall be due by 12:00pm seven (7) days following the initial availability of nomination forms. Advertisement of the availability of nomination papers shall be the responsibility of the FEPC Chair.
D. The election shall be held before the Spring Break.
E. Four weeks prior to the election shall be allowed for campaigning. Candidates must adhere to the University of Maine rules and regulations around solicitation lobbying in indoor spaces, such as the Union.
F. Five days shall be allowed for elections. The (electronic options for the student body to vote shall be open from 9:00 am on the Monday of election week until 5:00 pm on Friday. There shall be an option for in person voting on one of those days for members of the student body who are unable to electronically vote.
G. This timetable allows four weeks and five days. The exact dates of the timetable must be provided to the General Student Senate by the FEPC Chairperson (or the Vice President of Student Government, shall the FEPC Chairperson position be vacant) prior to the start of the Spring semester. The scheduling of executive elections shall be conducted in a manner that ensures that voting concludes no later than seven days before the commencement of spring break.

H. Candidates on the ballot shall deliver a platform statement before the GSS, and such other persons as may wish to attend the regular meeting of the GSS held immediately prior to the election.
I. Candidates may withdraw their names from nomination up to seven (7) days before the election. Candidates may also withdraw their names after the election, should any challenges arise causing a potential re-vote or other election issue.
J. Delays caused by the University of Maine communications infrastructure, including electronic ballot server difficulties of more than two full days of election week will result in cancellation and rescheduling of voting. A delay of less than two full days will not affect the election timetable. The voting body shall be notified electronically by the FEPC Chairperson. The election, if rescheduled, shall take place the following full academic week.

SECTION 5 - CAMPAIGNING

A. Campaigning may begin immediately upon availability of nomination papers. Candidates are permitted to collect up to two hundred (200) signatures from eligible voters in support of their candidacy.
B. During this signature collection phase, candidates are also allowed to introduce their campaign platform to the general student population. For the purpose of this regulation, ‘campaigning’ is defined as any act that involves asserting or advocating positions on matters relevant to one’s candidacy or actively encouraging potential voters to support them through means beyond personal communication (word of mouth).
C. Prior to the official campaign period, candidates are permitted to discuss their potential candidacy and share their preliminary ideas for their campaign with others. However, these communications must not extend beyond personal interactions or word-of-mouth communication.
D. The use of campaign materials such s social media posts, posters, articles, and interviews is exclusively reserved for the official campaign period, as defined by the election guidelines. Candidates are expected to refrain from deploying these campaign tools until the authorized campaign period begins. No candidate shall be able to accept any funds from any Student Government organization.
E. No campaign material shall be allowed in any polling place 12 hours before the opening of the polls. It is the primary responsibility of the candidate to remove campaign materials from polling places. Should campaign materials remain during that time period, the FEPC shall remove and destroy all campaign material.
F. Candidates will be responsible for the removal of all campaign material from the entire campus after the election has concluded. All candidates that campaign on campus must be in compliance with any rules or guidelines that apply to their candidacy as well as these FEPC guidelines. If found in violation of policies, a candidate may be declared ineligible by the FEPC.

G. No campaign material representing a specific candidate or candidates shall be posted within 25 feet of University of Maine Student Government Offices.
H. Any Single candidate may not spend more than $100.00 during Executive elections. In the case of in-kind contributions, the fair market value, as determined by FEPC, shall be applied toward this expenditure limit.
I. Candidates running jointly may share campaign expenses, and the total spending on any campaign element, such as a logo, shall not exceed $200.00 collectively. Each candidate, when pooling resources for a shared campaign element, must ensure that their individual contributions to that element do not exceed $100.00. In other words, the combined spending on the shared campaign element must not exceed $200.00.
J. All candidates shall be required to present a detailed account of current and projected future campaign expenditures, receipts and a summary accounting by 12:00pm one day before the election. Failure to do so shall result in immediate candidate ineligibility. Another such report may be filed one (1) day before the election by 12:00pm if any unreported expenditures were made after the first report was filed, though if no such contributions are made there is no requirement to file an additional report. Write-in candidates must file their report by 5:00pm the day of the election.
K. The FEPC shall review all candidate expenditure receipts and summaries. Any expenditure over the limits shall cause the FEPC Chairperson to consider disqualifying a candidate.

SECTION 6 - THE DEBATE

A. All candidates seeking the office of President or Vice President of Student Government shall be required to participate in a debate. Debates will be held separately for each office, though they will be held on the same night.
B. The Executive Debate shall be held exactly one week prior to the Election, at a time not before 5:00pm. The debate shall last no less than one hour.
C. The FEPC shall assemble a committee (called the Debate Committee) including representatives of the FEPC, Maine Channel, Maine Campus Newspaper, and WMEB (at least one representative from each organization) that will be in charge of the debate.
D. The debate must be moderated by a student member of the campus media selected by the Debate Committee.
E. The Debate Committee and the FEPC shall be responsible for all matters of promotion of the debate.
F. Candidates shall have no involvement in the formation of, choice of, or asking of questions to be used in the debate.
G. A portion of the debate must be reserved for questions submitted by the audience at the debate. The format of, and time allotted to this activity shall be at the discretion of the Debate Committee.

H. The debate shall be held in a location easily accessible and central on campus, but final decision rests with the Debate Committee.
I. Write-in candidates shall not participate in a debate.
J. Shall weather cause concern, the Debate Committee may decide to postpone the debate to the week immediately preceding the election.
K. In the case that only one candidate is seeking a particular office, the debate requirement for that office shall be considered null and void.

SECTION 7 – DISQUALIFICATION

A. If a candidate shall fail to meet any of the requirements laid out within the FEPC Guidelines or by the FEPC, the candidate shall be disqualified from the election practice.
B. A former candidate can run as a write-in candidate if their infraction is determined to be minor by the FEPC (i.e. missing a deadline).
C. If a former candidate runs as a write-in, according to Line B above, that candidate must abide by Article IV, Section 3, Subsection F, of this document, by submitting all new documents as a write-in candidate.
D. Any further infraction by the candidate or any infraction deemed major by the FEPC shall result in the permanent disqualification of the candidate. This candidate will not be on the ballot and is ineligible to be a write-in.

SECTION 8 - THE BALLOT

A. The order of names on the ballot shall be determined by a publicly held lottery at the candidates meeting no less than one week before the election date. The FEPC Chairperson will notify candidates of the drawing but it is the choice of the candidate to be in person or not.
B. There shall be no indication of party affiliation on the ballots.
C. There shall be paper ballots made available in the Student Government Office to ensure that any student having technical difficulties with the electronic voting system shall have the opportunity to vote.
D. Paper ballots shall be disposed of no earlier than 24 hours after the swearing in of the winning candidates. A record of the election returns will be approved by the FEPC and be kept on file in the Student Government office. This will serve as the permanent record of the election results after the ballots have been disposed of.

SECTION 9 - POLLING PLACES

A. A polling place shall be defined for the purpose of these guidelines, as the Student Government, Inc. offices. Private computers and computer clusters shall not be defined as polling places.

B. The ballot box shall be staffed by a member of the FEPC at all times, and they shall remain completely neutral, and shall not give information out to prospective voters other than the names of the candidates.
C. Information sheets, including each candidate's picture and biography, shall be available at all polling places. This information may be provided by the candidates and will be approved by the FEPC.
D. FEPC is responsible to ensure that the absentee ballot box is empty and secure before the election begins.
E. No ballot box will be left unattended for any reason at any time.
F. No candidate shall intentionally campaign within 25 feet of any polling places.
G. All appointments to work at polling places are subject to the discretion of the FEPC Chairperson.

SECTION 10 – VOTING

A. Voter eligibility shall be determined before any person shall be able to place an absentee vote. For all electronic votes, eligibility will be determined by a voter's ability to log into the election software.
B. Each voter will be allowed to vote only once. This will be guaranteed by the electronic program used to conduct the election. In the case of paper ballots, to ensure this policy, a voter list of all eligible voters shall be prepared before the election and maintained throughout the election. When a person votes paper ballot, they shall be marked on the voter list, to ensure they are not allowed to vote again.
C. Each paper ballot shall be completed and given to a poll attendant, who shall fold the ballot and place it in the ballot box.
D. Voting shall take place separately for President and Vice President of Student Government. There shall be no tickets, each office is independently elected.

SECTION 11 - BALLOT COUNTING

A. Electronic vote counting shall be done in real time. The results shall be provided to the FEPC Chairperson by the IT director as requested.
B. Paper ballot counting shall commence within 24 hours after the closing of the last polling place, at a publicly announced location.
C. Paper ballot counting shall be conducted by the FEPC members
D. Each candidate shall be allowed one ballot counting observer, who may not be a candidate. This observer may only be given election returns after polls are closed, and may watch absentee ballot counting.
E. During the paper ballot counting, there shall be no admittance into the designated counting place by anyone other than FEPC members and observers.
F. All doubtful paper ballots shall be set aside, and not counted, until the end of the first count.

G. Upon the conclusion of the first count, the disposition of all doubtful ballots shall be decided upon by the commission, and the results will be added to the tallies.

SECTION 12 - ANNOUNCEMENT OF THE RESULTS

A. Unofficial results may be announced at the conclusion of ballot counting. If the electronic ballot is used, preliminary results may not be revealed until the voting period ends and the ballots have been counted.
B. Certification of the election shall occur once the results are published, signed by the FEPC Chairperson, and notarized by a certified notary public.
C. Certification of the election must take place as soon as possible following the passing of the deadline for the election being contested, given no complaints have been filed.
D. If complaints are filed, certification of the election shall take place after the disputes have been fully resolved.
E. At least two copies of the official returns shall be kept in student government files.

SECTION 13 - COMPLAINTS, RECOUNTS AND HEARINGS

A. All activity fee paying undergraduate students registered at the University of Maine are eligible to file a complaint.
B. All complaints must be filed between 12:00am of the first day of campaigning and 12:00pm of the second business day following the closing of the polls
C. If the complaint against the FEPC or any member of the FEPC, the complaint shall be filed to the GSS via the Student Government, Inc. office.
D. All complaints should properly outline who is in violation so the complaint can be heard accordingly.
E. Complaints filed to the FEPC shall be reported to the GSS and dealt with accordingly.
F. All complaints will contain at least the following information:
    1. Name of the alleged violator.
    2. The specific violation.
    3. Where and when alleged violation occurred.
    4. Evidence, if any.
    5. Names of witnesses and where they can be contacted.
G. All complaints will be signed by the person(s) making the complaint.
H. Complainant(s) will be available to FEPC for purposes of conducting investigations and hearings.
I. The FEPC Chairperson will be responsible for contacting the complainant and alleged violator immediately following initial ballot count(s) for verification of complaint.
J. No disclosure of complaints will be made until verified by the FEPC Chairperson by contacting the complainant and the alleged violator.
K. If any complaints are filed, the first hearing shall be held within two business days following the deadline for filing complaints.

L. The hearings shall be held by the FEPC until all complaints are acted upon. The agenda for hearings shall be as follows:
    1. Call to order.
    2. Statement by the Chair.
    3. Reading of the first complaint filed.
    4. The complainant, or their representative, presents cases.
    5. The alleged violator, or their representative, responds.
    6. Repeat 3-5 for all complaints.
    7. Set the time of the next hearing.
    8. Adjourn.

M. All hearings shall be open to the public, but full control shall be reserved in the FEPC. M. The FEPCshall discuss complaints of alleged rules violation in a closed meeting; voting on complaints of alleged rules violation will be done by a roll call vote at an open meeting. After all complaints filed have been heard and acted upon by the FEPC, election results will be validated and publicly announced.

N. If FEPC is accused of violating its guidelines, the GSS will serve as the judiciary body, and shall follow the same procedures.

O. All candidates shall have the right to request a recount by submitting in person, a written and signed statement requesting such a recount within 24 hours of public notification of the results. A recount shall consist of verifying the electronic tally of votes with IT, and a recount of paper ballots.

P. The candidates involved may be present at the recount.

Q. The candidates' representatives and the candidates involved may be present at the recount. All candidates shall be informed of the results immediately following the recount.

R. The results shall be announced within one hour of the conclusion of all necessary FEPC complaint hearings.

SECTION 14 - INAUGURATION OF NEW EXECUTIVES

A. The Inaugural Director of the FEPC shall conduct the Inauguration of the new officers of Student Government. This Inauguration shall have been planned far in advance of the ceremony.

B. The Inauguration will be held in accordance with the timeline specified in the Student Government Constitution.

C. The new officers shall be sworn in by the outgoing officers. In the case of a re-elected executive, the FEPC Chairperson shall swear in the officer.

ARTICLE V - INITIATIVE, REFERENDUM AND GENERAL QUESTIONS

SECTION 1 - REFERENDUM

A. A condensed version of a referendum question may be placed on the ballot, in the place of the full text.
B. The text of a condensed question must be reviewed and approved by a two-thirds majority of the GSS.
C. Referendum votes shall be conducted in a manner consistent with the guidelines for Student Government Executive elections, using all applicable guidelines.
D. A plurality vote is required for any referendum to pass the General Student Body.

SECTION 2 - INITIATIVE

A. Initiative questions must be printed on the ballot in their entirety.
B. Initiative votes shall be conducted in a manner consistent with the guidelines for Student Government Executive elections, using all applicable guidelines.
C. A plurality vote is required for any initiative to pass the General Student Body.

SECTION 3 - GENERAL QUESTIONS

A. Any question may be proposed to the General Student Body by the GSS given a 2/3 vote to pose a question.
B. At least one complete version of any question must be posted at all polling places. If a question vote is conducted using an electronic ballot, a complete version must be made available using that system for a full week prior to the vote.
C. Referendum votes shall be conducted in a manner consistent with the guidelines for Student Government Executive elections, using all applicable guidelines.
D. Question vote statistics shall be given to the President of Student Government for action after a vote is held.

ARTICLE VI - AMENDMENTS TO THESE GUIDELINES

A. These guidelines may be amended by a two-thirds vote of the Senate membership present, provided a quorum exists, at any regular meeting of the GSS and provided that notice of the proposed amendments has been given no later than at the previous meeting.
B. Any changes made to these guidelines shall not take effect until the following semester.