



THE CENTER OF
CAMPUS ENGAGEMENT

GENERAL ELECTION RULES & INFORMATION

Contact and Office Hours

Office Location:

Student Center (SC) 343

Phone: (216) 687 - 2048

Office Email:

cce@csuohio.edu

Office Hours:

Monday – Friday

8 AM – 5 PM

ORDER OF OPERATIONS

1. Candidate Applications Available for SGA Elections: All applications must be received online via VikesConnect.
2. Approved Candidates Notified: Candidates will be notified within one week of the application deadline via CSU email.
3. Candidate Posting: List of Eligible Candidates posted and made available to all students one week prior to the election.
4. Candidate Biographies and Campaign Materials: All candidates must submit all campaign materials to CCE prior to the launch of a campaign. Additionally, candidates can submit a biography that will be utilized on the election ballot, failure to meet required deadlines will result in no biography being included on the ballot.
5. Mandatory Candidate Training and Campaign Kick-off: To be held at least three business days before the start of campaigning by CCE.
6. Campaigning Period: Candidates may campaign during the designated period of allowable time, beginning with the campaign kick-off.
7. Debate for Executive Board Candidates: All candidates are required to participate in a public debate that will occur during campaign week. Failure to participate will result in dismissal from the election.
8. Online Voting: Voting for Executive Board and Senators will run concurrently for one calendar week through the VikesConnect platform.
9. Election Results: CCE will review the results and ensure no irregularities prior to submitting to the Vice President of Student Belonging and Success for final approval. This will take place within two days of the close of voting.
10. Announcement of Results: Results will be shared within one business day following the certification of results.

GENERAL INFORMATION

1. The 2025 SGA General Election shall be held ONLINE via VikesConnect.
2. The Center of Campus Engagement (CCE) shall conduct all Senate and Officer elections for SGA, including special elections as required by the SGA Constitution. CCE serves as an independent entity whose responsibility is to oversee all election-related functions and events to ensure fairness and consistency.
3. The CCE maintains authority in determining the appropriateness of all campaign activities; the CCE also reserves the right to sanction candidates in violation of General Election protocol and/or forward breaches of election/campaign policy to

the proper Cleveland State University officials. All candidates are expected to conduct themselves and campaign activities in a professional and civil manner.

4. The CCE reserves the right to list campus-related issues on the General Election Ballot with ratification from SGA or appropriate University entity.
5. Candidates may at any time submit a question in writing to the CCE for clarification or advanced ruling on an election-related issue. The CCE reserves the right to share said judgment or ruling with all interested parties. Post election campaign challenges will not be accepted.
6. Election regulations, decisions, confirmations, and potential sanctions will be enforced by the CCE.
7. All election/campaign activity must be conducted in accordance with all Cleveland State University rules, regulations, and policies.
8. All candidates applying for an elected office must agree to and abide by all rules and regulations. (See appendix)

I. ELIGIBILITY

- A. All candidates must be registered and maintain a minimum of nine (9) credit hours for graduate level students and twelve (12) credit hours for undergraduate students at Cleveland State University. Co-op and dual-enrolled students are ineligible for candidacy.
- B. Candidates must meet and maintain GPA requirements to be eligible: a minimum of 2.5 for Senate positions, and a 3.0 for Executive positions.
- C. Candidates are eligible to run for only one position.
- D. Candidates will receive confirmation of their application submission through the official office email.
- E. The Division of Student Belonging and Success shall verify all application materials to confirm that all eligibility information given by the candidate is accurate, including disciplinary and academic records.
- F. A list of eligible candidates will be communicated and posted one week prior to the election outside the SGA Office (SC217), the Center of Campus Engagement (SC 343), and the Division of Student Belonging and Success (SC 319) offices, and online on the university website.
- G. All approved candidates must attend election training and the Campaign Kick-Off.
- H. SGA Executive Board candidates (President, Vice President, Secretary, and Treasurer) are required to participate in an all-campus Debate scheduled by the CCE.

II. MANDATORY CAMPAIGN ORIENTATION FOR ALL CANDIDATES

A. All General Election candidates are required to attend one of the two orientation sessions to be held; dates, times and location will be posted by the CCE. All election regulations and procedures will be explained. If candidates are unable to attend one of these meetings in their entirety due to extenuating circumstances, the CCE must be contacted in advance of the orientations via email (cce@csuohio.edu) to arrange an individual session. The granting of an individual session for an extenuating circumstance will be at the discretion of the office. Requests not made more than 24 hours prior to the session will not be granted. Requests made after the fact will also be denied.

B. Any candidate who does not participate in the Mandatory Orientation shall be **AUTOMATICALLY DISQUALIFIED** and will not be included on the election ballot.

C. Candidates are encouraged to visit the Center of Career Development and Exploration for the headshots for campaigns; students are advised to dress accordingly. Furthermore, Candidates who choose not to have a picture taken will not have an image included under their Candidate profile on the ballot.

III. CAMPAIGN REGULATIONS

A. Campaigning may begin at the conclusion of the Campaign Kick-off. The Campaign Kick-off is a final meeting for candidates to review the rules, regulations, and expectations for the election with the CCE. This final phase of the pre-campaign is a required element for all candidates. Failure to participate will bar a candidate from actively campaigning for their position.

B. The official meaning of "campaigning" at CSU shall be any activity or series of activities initiated for the purpose of electing a candidate. All campaign activities must be approved through the CCE and may include but are not limited to:

1. Posting flyers
2. Issuing press releases via campus print
3. Posting on social media
4. Distribution of promotional materials – i.e., buttons, pens, etc.

C. The CCE maintains exclusive authority in determining the appropriateness of all campaign procedures, activities, postings, and materials.

D. Additional Notes Regarding Campaigning:

1. Campaign activity shall not include participation or endorsement by CSU administration, faculty, staff, CSU Student Organizations, or Intercollegiate Athletic Teams. Participation is defined as promoting the candidacy of a specific candidate at the expense of other candidates on the ballot.
2. All campaigns are expected to operate with civility and in alignment with the CSU mission.

IV. FINANCIAL CONTRIBUTIONS AND SPONSORSHIPS

- A. No candidate or individual/group working on a candidate's behalf may solicit or accept financial contributions.
- B. SGA nor the CCE will reimburse candidates for funds spent campaigning.

V. PUBLICITY AND POSTING

A. Publicity and Posting Basics:

1. CSU Duplicating Guidelines are available on the CSU Website. It is the responsibility of each Candidate to be aware of changes that may occur to Duplicating Guidelines. Furthermore, CSU Duplicating receives the right to amend or alter the guidelines at any time.
2. General election candidates are permitted to post approved campaign flyers ONLY. However, candidates are only permitted to distribute campaign materials in campus locations where all candidates have accessibility while ensuring that all university policies and procedures are followed.
3. In accordance with the University policy, any use of the Cleveland State University logo or Seal on any campaign materials shall result in immediate disqualification.
4. An original copy of all actively approved campaign materials must be left on file with the CCE after final approval.
5. Campaign materials shall not be distributed in CSU parking lots or garages and are not to litter campus indoor and outdoor walkways.
6. CCE will provide each candidate with 50 black and white flyers from Duplicating.
7. There will be a limit of one flyer per candidate per bulletin board at any given time.

8. Campaign materials designed for the residence halls will be distributed according to the Department of Residence Life policies.

B. Slander/ Libel: Candidates shall refrain from using slanderous language or libelous materials (e.g., including but not limited to flyers, handbills, advertisements) during their campaigns.

1. Slander: Slander shall be considered as orally making false and malicious statements, with knowledge of their falsity, concerning another whose reputation is thereby damaged.

2. Libel: Libel is a false and malicious publication against an individual, either in print or writing or by pictures, with the intent to injure the subject's reputation; expose the subject to public hatred, contempt, ridicule, shame, or disgrace.

C. Important Note: Failure to comply with campaign posting policies per these regulations will result in a review by the CCE. Removal of inappropriate campaign materials, and further penalties if deemed necessary, shall result. Campus Engagement will manage all violations per protocol outlined in this document or other issued policies.

VI. PLATFORM STATEMENTS AND ONLINE BALLOT BIOGRAPHIES

- A. All General Election Candidate are required to submit an electronic version of a "Platform Statement" to the CCE, who will determine whether revisions are required.
- B. Platform statements shall include the candidate's name, the position they are running for, and class of standing. Platform statements shall be no longer than one typed, double-spaced, 8.5" x 11" page in Times New Roman 12 font.
- C. Candidates shall be permitted to submit an approximately 75-word biography to be included in the Online Ballot.

VII. ONLINE VOTING PROCEDURES

- A. Voting shall occur online ONLY and will be by secret ballot. All currently enrolled CSU students are eligible to vote (except dual-enrolled students). Voters must have a valid "Campus Net' ID and Password to vote in the online election.
- B. No person shall be allowed to vote more than once.
- C. Voters shall not vote for more than one (1) candidate for any given position.
- D. All candidates will be listed in alphabetical order by their last name.

- E. Each Candidate, regardless of running for a Senate or Executive Board position, shall be required to have a 75-word biography included on the ballot.
- F. Voters must vote for each position or ballot initiative for their vote to be counted.
- G. No person shall cast a vote on behalf of another except as shall be required to facilitate voting for individuals with disabilities.
- H. Online voting will remain open for a one-week period from the start of the voting period. Timings will be communicated by the CCE accordingly.
- I. Should the University network become unavailable for a period, the voting timeframe will be adjusted accordingly.
- J. The declared winners of each position shall be those candidates that receive a majority of the valid votes cast.
- K. The CCE will communicate the election results through its appropriate mediums and to SGA at the next subsequent Senate meeting.

VIII. SECURITY PROCEDURES/ DETERMINATION OF RESULTS

- A. The final ballot shall be approved by the CCE after reviewing VikesConnect and consulting with the Division of Student Belonging and Success. Once the ballot has been approved, there shall be no changes implemented regardless of circumstance.
- B. The “VikesConnect” platform will electronically tally votes; votes cast by the CSU student body shall only be accessible to approved election officials.

IX. ELECTION INTERFERENCE:

Tampering with the election will not be tolerated and shall be grounds for immediate disqualification.

- A. Tampering includes but is not limited to the following:
 - a. Altering applications or electronically tampering with the platform.
 - b. Disruption of another candidate's campaigning process or any activity identified by the CCE that significantly limits the opportunity for a fair and impartial election.

X. APPEAL GUIDELINES

- A. Candidates may appeal against the election results based on a procedural error that may have impacted the fairness of the election.
- B. A disqualified candidate shall have the right to file an appeal for their removal within three (3) days of disqualification.

1. The VP of Student Belonging and Success (SBS), or designee, shall meet after receipt of an appeal to assess the validity of the submission.

2. Upon completion of the investigation of an appeal, SBS will issue a finding.

a. The Division of Student Belonging and Success will respond to appeals via the contact information provided by the filing party.

C. The CCE reserves the right to re-run the election where evidence is such that the election was not fair and impartial.

XI. SANCTIONS AND DISQUALIFICATIONS

A. The CCE reserves the right to impose sanctions; should a candidate be found in violation of any election regulation. Sanctions may include, but are not limited to the following:

1. Loss of Duplicating privileges.
2. Loss of campaigning/ posting privileges.
3. Disqualification

B. Disqualifying Violations:

1. The violations below shall result in immediate disqualification include:
 - i. Slander/ Libel of another candidate.
 - ii. Defacing any candidate's campaign materials or University property.
 - iii. Tampering with VikesConnect or election materials.
 - iv. Use of the Cleveland State University Logo or Seal.
 - v. Failure to meet all candidate requirements.

C. Disqualification: Upon disqualification, a candidate shall receive an email outlining the events that culminated in the disqualification.

XII. POST ELECTION PROTOCOL

A. All General Election winners are required to comply with applicable position description stipulations (e.g., stated duties/responsibilities, minimum credit hour course load, Leadership requirements) for the entire term of office.

B. Newly elected SGA Officers and Senators shall take office on the day following the last day of the current semester term finals.

SGA Student leadership position description: SENATOR

Renumeration: \$1,000 per semester

QUALIFICATIONS

- Enrolled as a full-time CSU student during fall and spring semesters (12 or more credit hours for undergraduate students).
- Maintain a cumulative GPA of 2.0 or better during the tenure of leadership position.
- College Senators must be enrolled in appropriate CSU College at time of application.

LEADERSHIP AND UNIVERSITY REQUIREMENTS

- Comply with all rules, regulations, policies, and procedures of the Center for Student Engagement and Cleveland State University, as they relate to the position and to the operation of the organization.

RESPONSIBILITIES

1. Attend orientation sessions for SGA leadership.
2. Represent CSU students' needs and issues in a positive, professional, and ethical manner.
3. Allocate appropriate time to perform the functions of the role.
4. Be thoroughly familiar with and uphold the SGA Constitution.
5. Attend SGA Meetings in compliance with SGA Attendance Policy.
6. Attend SGA State of the University Address and CSU Fall Convocation.
7. Serve on and attend designated SGA Committee Meetings, SGA Forums, and Student Leader Luncheons.
8. Serve on at least one SGA Standing Committee.
9. Support all SGA functions/activities as required.
10. Serve as representative/liaison to members of the CSU student body.
11. College Senators: Meet with College Dean or appropriate Administrator at least once a semester, and report on the meeting to SGA.
12. Undergraduate At-Large Senators: organize and run the SGA Open Forum once a semester, reporting to the Senate at least once during the planning of the event and once after completion of the event.
13. Maintain a professional appearance at Senate Meetings per dress guidelines in the Senator Handbook.
14. Other duties not specified in this description, as necessary.

SENATOR ALLOCATION

- Each of the following academic colleges will have two elected senators:
Washkewicz College of Engineering, College of Health, Levin College of Public Affairs and Education, Monte Ahuja College of Business, and the College of Arts and Sciences.
- Jack, Joseph, and Morton Mandel Honors College will have one elected senator.
- There will be three additional at large senators.

SGA Student Leader Position Description: PRESIDENT

Renumeration: \$2,500 per semester

QUALIFICATIONS

- Enrolled as a full-time CSU student during fall and spring semesters (12 or more credit hours for undergraduate students).
- Maintain a cumulative GPA of 2.5 better during the tenure of leadership position.
- At least Sophomore standing as defined by Cleveland State University.

LEADERSHIP AND UNIVERSITY REQUIREMENTS

- Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

BASIC DUTIES

1. Attend CCE sponsored training and orientation sessions.
2. Represent CSU students' needs and issues in a positive, professional, and ethical manner.
3. Allocate appropriate time to perform the functions of the role.
4. Be thoroughly familiar with and uphold the SGA Constitution.
5. Schedule, post, keep at least 10 office hours per week.
6. Keep SGA Advisor informed through regularly scheduled meetings.
7. Attend SGA Meetings, including Cabinet and SGA open meetings.
8. Attend appropriate SGA Standing Committee Meetings.

SPECIFIC DUTIES

1. Establish and maintain operating procedures for the SGA Executive Board.
2. Schedule and coordinate Executive Board and Cabinet meetings, with at least one per month.
3. Run SGA meetings in coordination with Executive Board.
4. Work in conjunction with other SGA Officers and the SGA Advisor to schedule and plan appropriate SGA training and orientation sessions, including a Summer Retreat.
5. Represent SGA and CSU Student Body on University Committees as appropriate.
6. Address the Student Body about University issues, including presentation of the State of the University Address.

7. Make all Officer and SGA Standing Committee appointments as outlined in the SGA Constitution.
8. Establish ad-hoc SGA Committees as necessary and appropriate.
9. Represent SGA & CSU Student Body as participating member of the Ohio Council of Student Governments.
10. Other duties not specified in this description, as necessary.

SGA Student leadership position description: VICE PRESIDENT

Renumeration: \$1,500 per semester

QUALIFICATIONS

- Enrolled as a full-time CSU student during fall and spring semesters (12 or more credit hours for undergraduate students).
- Maintain a cumulative GPA of 2.5 or better during tenure of leadership position.
- At least Sophomore standing as defined by Cleveland State University.

LEADERSHIP AND UNIVERSITY REQUIREMENTS

- Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

BASIC DUTIES

1. Attend CCE sponsored training and orientation sessions for SGA.
2. Represent CSU students' needs and issues in a positive, professional, and ethical manner.
3. Allocate appropriate time to perform the functions of the role.
4. Be thoroughly familiar with and uphold the SGA Constitution.
5. Schedule, post, keep at least 10 office hours per week.
6. Keep SGA Advisor informed through regularly scheduled meetings.
7. Attend SGA Meetings, including Cabinet and SGA open meetings.
8. Attend appropriate SGA Standing Committee Meetings.

SPECIFIC DUTIES

1. Assist President with all administrative duties and assume duties of SGA President in his/her absence.
2. Serve as Executive Board liaison to the SGA Senators.
3. Meet with Secretary regularly to review issues/plan SGA Meeting agendas.
4. Work in conjunction with other SGA Officers and the SGA Advisor to schedule and plan appropriate SGA training and orientation sessions.
5. Represent SGA and CSU Student Body on University Committees as appropriate.
6. Ensure all SGA Standing Committees are operable and meeting outlined standards.

7. Plan and implement (with assistance of SGA Treasurer) Student Organization Showcase to highlight accomplishments/activities resulting from distribution of SGA funds.
8. Represent SGA & CSU Student Body as participating member of the Ohio Council of Student Governments.
9. Other duties not specified in this description, as necessary.

SGA Student Leadership Position Description: SECRETARY

Renumeration: \$1,500 per semester

QUALIFICATIONS

- Enrolled as a full-time CSU student during fall and spring semesters (12 or more credit hours for undergraduate students).
- Maintain a cumulative GPA of 2.5 for or better during tenure of leadership position.
- At least Sophomore standing as defined by Cleveland State University.

LEADERSHIP AND UNIVERSITY REQUIREMENTS

- Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

BASIC DUTIES

1. Attend CCE sponsored training and orientation sessions for SGA.
2. Represent CSU students' needs and issues in a positive, professional, and ethical manner.
3. Allocate appropriate time to perform the functions of the role.
4. Be thoroughly familiar with and uphold the SGA Constitution.
5. Schedule, post, keep at least 10 office hours per week.
6. Keep SGA Advisor informed through regularly scheduled meetings.
7. Attend SGA Meetings, including Cabinet and SGA open meetings.
8. Attend appropriate SGA Standing Committee Meetings.

SPECIFIC DUTIES

1. Produce/distribute minutes of SGA Senate Meetings no more than five days after the SGA Meeting. All minutes are to be uploaded to VikesConnect and the SGA public website.
2. Take attendance at SGA Meetings and keep an absence/tardiness log that is maintained within VikesConnect; notify the Senators when individuals are one absence away from potential removal for violating attendance policy.
3. Maintain SGA email account, check email daily, forward messages to appropriate individual.
4. Meet with Vice President regularly to review issues/plan SGA Meeting agendas.

5. Assist SGA members with production, duplication, and mailing of all necessary paperwork; including but not limited to materials associated with SGA Business and Standing Committees.
6. Maintain and update the SGA VikesConnect page.
7. Work in conjunction with other SGA Officers and the SGA Advisor to schedule and plan appropriate SGA training and orientation sessions.
8. Represent SGA and CSU Student Body on University Committees as appropriate.
9. Other duties not specified in this description, as necessary.

SGA Student Leadership Position Description: TREASURER

Renumeration: \$2,000 per semester

QUALIFICATIONS

- Enrolled as a full-time CSU student during fall and spring semesters (12 or more credit hours for undergraduate students).
- Maintain a cumulative GPA of 2.5 or better during tenure of leadership position.
- At least Sophomore standing as defined by Cleveland State University.

LEADERSHIP AND UNIVERSITY REQUIREMENTS

- Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

BASIC DUTIES

1. Attend CCE sponsored training and orientation sessions for SGA.
2. Represent CSU students' needs and issues in a positive, professional, and ethical manner.
3. Allocate appropriate time to perform the functions of the role.
4. Be thoroughly familiar with and uphold the SGA Constitution.
5. Schedule, post, keep at least 10 office hours per week.
6. Keep SGA Advisor informed through regularly scheduled meetings.
7. Attend SGA Meetings, including Cabinet and SGA open meetings.
8. Attend appropriate SGA Standing Committee Meetings.

SPECIFIC DUTIES

1. Attend financial and computer record keeping training sessions as needed to understand CSU budgeting system.
2. Maintain accurate/up-to-date computerized records for all financial transactions associated with the Executive Board, SGA, and organization budgets.
3. Prepare fiscal year budgets for all accounts, in consultation with other SGA Officers; includes preparing year-end reports and presenting budget recommendations for the following fiscal year.
4. Prepare Treasurer's reports for SGA Meetings, including balances in each budget and expenses to date.

5. Serve as Finance Committee Chair; includes acting as liaison to CSU Student Organizations requesting funds, and preparation of all associated materials/guidelines.
6. Process all SGA financial paperwork in a timely fashion, including Finance Committee allocations.
7. Work in conjunction with other SGA Officers and the SGA Advisor to schedule and plan appropriate SGA training and orientation sessions.
8. Represent SGA & CSU Student Body on University Committees as appropriate.
9. Other duties not specified in this description, as necessary.