So YOU Want to Run For Office?

Candidate Information Session

University Board of Elections

Spring 2014
Information Session Agenda

- UBE Overview
- Online Registration
- Candidate Questionnaire/ Nomination Form
- Candidate Petitions
- Expenditure Reports
- Elections Rules & Regulations
- Voting
- Important Dates
- Questions
Online Registration

STEP 1) Register at www.UVAvote.com

• Registration: February 3rd 5PM

STEP 2) follow UBE email link for:

• Candidate profile info & questionnaire
• Photo
• Open for edits until voting period
Registration/Nomination Form

- Questions and General Candidate Information
- “Nomination”=Self-Nomination aka Registration
- Register Feb. 3, 5PM – Feb. 9, 11:59PM
- Update info & questions until Feb. 14, 5PM
Nominee’s Name: Alyssa Zeve
Election: Student Council President

Click for preview and print version

Nomination Form
(Must be completed by February 14 at 5pm)

Dear Student,

Congratulations on your decision to run for an elected office at the University of Virginia!

To be eligible to run for your office, you must complete the following actions:

1. Attend a candidate information session on either Wednesday, January 22nd, Sunday, January 26th, or Friday, January 31st. Please see www.uvavote.com for complete details.

2. Complete the candidate registration form (below). As part of this form, you will be required to complete a questionnaire about your candidacy, upload a candidate photo, and determine if you plan to spend more than $15 on campaign related expenses.

   This candidate registration form must be completed no later than 5:00pm on Monday, February 3rd. No candidates may register after February 3rd; however, registered candidates will be able to adjust the answers to the online candidate questionnaire until Friday, February 14th at 5pm. (Note: campaign related expense reporting can occur after the deadline of Monday, February 3rd.)

3. Gather the required petition signatures and submit no later than Friday, February 14th. Information on petition signatures, including the required form, is available under the “Candidates” tab on www.uvavote.com.


To revisist this page, please use the link in the nomination form email that was sent to you.

If you have any questions, please email ube-chair@virginia.edu.

Best wishes for a successful election,

The University Board of Elections

Note: You can complete or amend data entered any time prior to the nomination close date which is Friday 14 February 2014 17:00 EST. To revisit this page use the link in the nomination form email that was sent to you.

Click the “SAVE” button near the end of this form as you progress to avoid loss of data.

Please input the information requested below as plain text.

First Name: **

Last Name: **

Cell Phone: **

Address: **

School of Enrollment

- College of Arts & Sciences (undergraduate)
- Commerce School
Graduate Arts & Sciences
Graduate School of Business
Graduate School of Engineering
Law School
Medical School
Nursing School
School of Architecture
School of Continuing and Professional Studies
School of Education
School of Engineering (undergraduate)
School of Leadership and Public Policy

Academic Classification for 2014 – 2015 Academic Year
- Undergraduate 1st year
- Undergraduate 2nd year
- Undergraduate 3rd Year
- Undergraduate 4th year
- Undergraduate 5th year
- Graduate Student

Expense Reporting
Candidates who plan to spend more than $15.00 on campaign related expenses must submit both an Interim and Final Expenditure Report. Candidates who spend less than $15.00 on campaign related expenses are not required to submit any expenditure reports. Interim expenditure reports are due by 12:00pm (Noon) on Wednesday, February 19; Final expenditure reports are due by 4:00pm on Thursday, February 27. Both reports must be emailed to ube-admin@virginia.edu.

☐ Yes, I plan to spend more than $15.00 on campaign related expenses and I understand that I will be responsible for submitting an Interim and Final Expenditure Report. I further understand that failure to submit these expenditure reports as outlined above may result in disqualification from the election.

☐ No, I do not plan to spend more than $15.00 on campaign related expenses. I understand that if I do spend more than $15.00 on campaign related expenses, I will be responsible for submitting the Interim and Final Expenditure Reports as outlined above.

Agreement
By submitting this registration information you are declaring your candidacy for election and must agree to the attestation below. Your candidacy will only be official after you submit your physical petition forms by the appropriate deadline.

** On my honor as a student, I have read and understood the Election Rules and Regulations, I hereby agree to follow these rules, will make every effort to ensure that those campaigning under my authority will read and follow these rules, and will make every effort to campaign in an ethical manner. If I or individuals working under my authority fail to follow these Election Rules and Regulations, I understand that sanctions can include (but are not limited to) charges before the University Judiciary Committee, Honor Committee, or appropriate University body.

Biographic Questions
Why are you running for office? **

You have entered 0 words with a limit of 150. Any words over the limit are not saved.
What makes you qualified for this office? **

You have entered 0 words with a limit of 150. Any words over the limit are not saved.

If elected, what do you hope to accomplish? **

You have entered 0 words with a limit of 150. Any words over the limit are not saved.

How do you expect to accomplish your goals? **

You have entered 0 words with a limit of 150. Any words over the limit are not saved.

Other comments:

You have entered 0 words with a limit of 150. Any words over the limit are not saved.

Endorsements (to be completed by the University Board of Elections only)

You have not yet entered mandatory data under the following headings:
First Name: Last Name: Cell Phone: Address: On my honor as a student, I have read and understood the Election Rules and Regulations. I hereby agree to follow these rules, will make every effort to ensure that those campaigning under my authority will read and follow these rules, and will make every effort to campaign in an ethical manner. If I or individuals working under my authority fail to follow these Election Rules and Regulations, I understand that sanctions can include (but are not limited to) charges before the University Judiciary Committee, Honor Committee, or appropriate University body. Why are you running for office?. What makes you qualified for this office? If elected, what do you hope to accomplish?. How do you expect to accomplish your goals?

Save – Important use this button as you progress and before exit
Withdraw my nomination

Image upload
Upload an image: Browse... No file selected.
We recommend you use jpeg type images where possible as they are generally smaller and hence will load faster. Most other image formats are supported, including gif, png and bmp. Maximum allowed file size is 256.000 bytes.

Exit – Warning: be sure to use the save button above first
Candidate Petitions

- Candidates must get a set number of signatures from students eligible to vote for them
- Start filling out now
- Get more than you need just in case
  - Ex: 300 for Student Council President, Vice President for Administration, and Vice President for Organizations.
  - 150 for all College of Arts and Sciences (CLAS) school-wide positions
  - 50 for Class Councils and Trustees
  - 25 for Curry School of Education, School of Architecture, School of Law, Darden School of Business, School of Nursing, McIntire School of Commerce
Candidate Petitions

- Due to the box in the Newcomb Hall Student Activities Center (SAC)
- **Feb. 10th 5PM** to be eligible for endorsements
- **Feb. 14th 5PM** to appear on the ballot
- Get back-up signatures, a few more than the minimum needed just to be safe!
SPRING 2014 STUDENT ELECTIONS PETITION FOR CANDIDACY

DUE MONDAY, FEBRUARY 10 BY 5:00 PM to be eligible for endorsements
DUE FRIDAY, FEBRUARY 14 BY 5:00 PM to appear on ballot

Submit to UBE petition lock box in the Student Activities Center in Newcomb Hall

To Be Completed By Candidate:

<table>
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<tr>
<th>Candidate name</th>
<th>Position sought</th>
<th>School</th>
<th>Year</th>
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Students eligible to sign this petition: ________________________________
(e.g. “All students”, “Third Year SEAS”, “CLAS”)

Number of Required Petition Signatures (Consult UBE Rules & Regulations for Details): ____________

By signing my name below, I attest that I wish to see this candidate’s name appear on the ballot for the position listed above, and that I am eligible to vote for this position in the Spring 2014 Student elections taking place from Monday, February 24, 10:00 AM to Thursday, February 27, 4:00 PM.

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<th>Printed Legal Name</th>
<th>Valid Email ID (e.g. abc3g)</th>
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<th>Year (e.g. 1st)</th>
<th>Signature (Must Resemble Name)</th>
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Expenditure Reporting

- Purpose of expenditure reporting
- How it’s done
- Important to submit ON TIME
- Link to Expense Reporting Forum on UVAvote.com
Expenditure Reporting

Expenditure Reports: due to UBE Google Doc
- Submission of all spending within 24 hours
- Reports of spending published regularly
- UBE will publish Interim & Final Expenditure Reports
- Automatic disqualifications
- Option for Campaign Grants
Expenditure Report

Reporting Deadline are:
- Interim Report: 12PM on February 19th
- Final Report: 4PM on February 27th

NOTE: IF YOU REPORT AN EXPENSE BEFORE THE INTERIM DEADLINE, DO NOT RE-REPORT AT THE FINAL DEADLINE

Candidate Last Name:

Candidate First Name:

Computing ID:

Council or Committee Running For:

Expense Name:
- i.e. Fines, Cops, Etc.

Quantity Purchased

Expense Total

Submit

Never submit passwords through Google Forms.
Rules & Regulations

• **Read and understand the rules completely** before registering

• **When you register online, you must, on your honor, attest to understand the rules and to abide by them**
Rules & Regulations

• Section II: Campaigning

• Materials

• Electronic

• On-Grounds

• Section III: Elections Procedures

• Section IV: Violations and Enforcement
Rules Process

• INCLUDE DISCLAIMER ON ALL MATERIALS
  (paid for by_______)

• Reporting Violations

• Responding to Violations

• Hearing Panels

• Sanctions & Mediation
Avoiding Violations

Ask Questions!!!

UBE-Rules@virginia.edu

You are responsible for:

• Yourself

• Those who campaign on your behalf
VOTING

Monday, FEB 24 10AM

- 

Thursday, FEB 27 4PM

www.UVAvote.com

(tell your friends. all of them.)
Instant Runoff Voting

- Voters cast their votes based on their preferences
- Votes are allocated to the first-choice candidates
- If any candidate has a majority of the votes, they win
- Otherwise, lowest-performing candidate eliminated and their votes are re-allocated to their next preference
- Repeat until a single candidate has a majority of the vote
Voting/Polling Station Events:

**Monday**
February 24th
Kaleidoscope
5:30pm-9:30pm

• UBE will be hosting polling events on Grounds during election week.

• We hope that by guiding students through the voting process, we will encourage student participation in student self governance.

**Wednesday**
February 26th
TBD
(Dome Room
12:30-2:30pm)

• Board members will supervise polling stations where students can ask questions about the new voting system and laptops will be available for students to cast their vote.

• Candidates are also invited to these events so they can engage with potential voters over light refreshments.
Candidate Events/Dates

- **February 9, 11:59PM** – Deadline to register for candidacy
- **February 10, 5PM** – Deadline to turn in signature petitions to be eligible for endorsements
- **February 14, 5PM** - Deadline to turn in signature petitions to be eligible for the ballot.
- **February 24, 10AM – February 27, 4PM** – Voting Period
  - February 24 5:30-9:30PM - Polling Station Newcomb Kaleidoscope Room
  - February 26 12-3PM - Polling Station ROTUNDA Dome Room
- **February 28, 4PM** – Results announcement ceremony
Election Results Announced!

Friday, February 28
4PM
Ohill Forum (TBD)

www.uvavote.com
Honor Specific

All of those candidates elected to serve as representatives on the Honor Committee shall:

- attend two training sessions and read all of the Honor Committee’s governing documents before March 21
- attend the 2014 transition retreat, to take place March 21 - March 23
- Any questions can be directed to Michelle Butler, our Vice Chair for Community Relations, at mlb4cc@virginia.edu.
Questions about UJC Positions?

Contact: David Ensey, Chair

Email: ensey@virginia.edu
Class Council Specific

Interested candidates must meet with the Class Council Advisors.

Missy Jenkins (mcj4h@virginia.edu)
  • Second Year Class Council
  • Third Year Class Council

Mary Elizabeth Luzar (maryelizabeth@virginia.edu)
  • Fourth Year Trustees
Candidate Resources on UVAvote.com

- 2014 Candidate Info Packet (REALLY IMPORTANT)
- List of Electable Positions
- Candidate Petition Form
- Elections Calendar
- Campaign Grants Program
- Rules and Regs
- Candidate Info Session PPT
- Report Candidate Expenses Link
Ask before you act.

THE END.

Questions?

www.UVAvote.com