



WORLD-CLASS  
EDUCATION

## **Election Policy for Representatives to the Kean University Board of Trustees**

The Election Committee reserves the right, without notification to the candidate, to remove or prohibit any campaigning materials, which are detrimental to the appearance of the campus, obscene, or otherwise inappropriate. The candidate shall have the right to appeal the decision in writing to the Office of the Vice-President for Student Affairs, located in the Miron Student Center, room 303.

1. Candidates are responsible for their campaign workers and any materials that have their name on it. This includes, but is not limited to, any materials with one or more candidate's name on it.
2. Kean University offices, copy machines, equipment and/or supplies, including those designated to student governments or organizations, shall not be used by any candidate, or any candidate's campaign workers, for the advancement of any campaign. Violations will result in the disqualification of the candidate.
3. All candidates must meet with the Vice President for Student Affairs, or designee(s) to review the election policy and campaign expectations before the candidate, or their supporters, may begin to campaign. Only unofficial verbal campaigning will be allowed prior to the candidates meeting. Written materials or other tangible campaign aids may only be used after the conclusion of the candidates meeting.

Only candidates that have met with the Vice President for Student Affairs, or designee(s) to review and discuss the election policy and campaign expectations will be considered official candidates in the student representative to the Kean University Board of Trustees election. All candidates that have successfully met the application criteria will be notified to make arrangements to meet with the Vice President for Student Affairs, or designee(s) within five (5) business days.

4. All campaign posters, flyers, literature and electronic posts or messages must adhere to all Kean University policies and procedures including, but not limited to, *The Annual Fire Safety and Security Report*, the Office of Residence Life Resident Student Handbook and the Posting Policy for University-wide Student Elections.

The Posting Policy for University-wide Student Elections is available through the Center for Leadership and Service, located in University Center, room 219, and governs the posting of campaign materials and electronic messages.

5. Buttons or other campaign devices on individual apparel will be permitted to be worn anywhere on campus as long as they do not interfere with regular university activities.

6. Verbal campaigning by candidates and/or their representatives shall be permitted in all public common area spaces on campus as long as it does not interfere with regular university activities. All verbal campaigning should be conducted in a manner that is respectful and courteous to all community members.
7. For safety reasons, posters and other campaign materials will not be allowed to block visibility on glass windows or doors or entry into any University facility.
8. No flyers, posters, or other campaign materials shall be posted on an automobile without the owner's permission.
9. Signs, posters, flyers, or other campaign materials shall not be attached to any trees or shrubbery or the exterior of any building on campus. All campaign materials should take into consideration campus appearance.
10. All candidates, and their supporters, are required to abide by all federal, state and local policies and regulations and may not disrupt or inhibit mobility in to or out of university buildings (ex: candidates, or their supporters, cannot block entrances or exits).
11. **Candidates, or their supporters, are prohibited from bringing or providing voting equipment to voters. Voting equipment is defined as any electronic device that enables a voter to vote, including, but not limited to, computers, laptops or web-enabled mobile devices (tablets, smart phones, iPods, etc...). Any student wishing to vote must do so at their own leisure.**
12. Candidates shall be responsible for removing all election materials with their name on it within 30 minutes after the close of the voting. A tabulation of the votes shall not commence until the Office of the Vice President for Student Affairs has checked the campus.
13. The Office of the Vice President for Student Affairs shall have the right to disqualify candidates for violations of the Election Policy. The committee may disqualify a candidate immediately in the case of gross and willful violations that are shown to be done by the candidate or his/her campaign workers. Any proposed violation should be brought to the attention of the Office of the Vice President for Student Affairs.

A decision to disqualify a candidate may be appealed to the Office of the Vice President for Student Affairs. No candidate shall be removed from a ballot prior to an election without the decision of the Vice President for Student Affairs, or designee. All alleged violations will be taken into full consideration by the Office of the Vice President for Student Affairs before any action is taken against the candidate(s) in question.

14. Any violation of the Election Policy will be deemed a warning and up to the discretion of the Office of the Vice President for Student Affairs for final decision of a violation.

Upon issuing a warning, the Office of the Vice President for Student Affairs shall notify the candidate by phone and/or mail within 24 hours to discuss the matter.

Any violation of the Election Policy within 24 hours of the closing of the voting will be deemed a warning and up to the discretion of the Office of the Vice President for Student Affairs for the final decision of a violation, after first meeting with candidate(s) to discuss the warning(s).

15. The results of any election will become official 24 hours after the close of the voting, provided no person has filed a written objection with the Office of the Vice President for Student Affairs concerning the results of the election. In the event that there is any contesting of the results of the election, the Office of the Vice President for Student Affairs shall make an initial

determination as to the final outcome. That determination may be appealed to the Vice President for Student Affairs.

In the event that a candidate is disqualified from the election or declines to accept the position, the candidate with the next highest amount of votes shall be offered the position.

16. The primary means of communication between candidates and the Office of the Vice President for Student Affairs will be through the Kean University KeanGOOGLE email system. **All candidates are advised to check their KeanGOOGLE email daily.**
17. All candidates are encouraged to follow both the spirit, as well as the letter, of the policy. It is further recommended that candidates should attempt to present their own positive aspects as opposed to exploiting another's negative characteristics.

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