



# Campus Elections Guidelines

## Helpful Tips for Managing Polling Stations During Elections Period

The following guidelines are provided to assist you in ensuring fair and neutral voting processes during the elections period.

**PLEASE CIRCULATE THIS INFORMATION WIDELY AMONG CAMPAIGN VOLUNTEERS**

**PLEASE PROVIDE A COPY OF THIS INFORMATION AT ALL VOTING STATIONS**

### ***Guidelines for Setting Up Voting Stations***

#### **For Neutral Voting Stations:**

- Ensure that no campaigning is taking place within 20 feet of the polling station
- The station encourages people to vote, without endorsing or advertising any given Measure or SUA candidate
- For any mobile voting stations (i.e. lap top is set up, or circulated among students), ensure that these are neutral stations by: encouraging students to vote; no endorsement of any given Measure or SUA candidate; no active campaigning within 20 feet of the lap top

#### **For Sponsored Voting Stations:**

- Ensure that every voting station is clearly marked indicating the sponsoring organization (i.e. Learning Support Services, Student Committee on Committees, etc.). For example: "This Voting Station Sponsored by Measure 47"
- Ensure that no campaigning is taking place within 20 feet of the polling station

### ***General Guidelines for Elections Period***

- No falsifying information on any advertising pieces or at any voting station
- No active campaigning within 20 feet of voting stations
- No altering the screen appearance of the official University on-line voting site
- No destroying, defacing, covering, moving or removing from their places any elections-related posters, signs, banners, leaflets or flyers.
- No negative messaging regarding other Measures or candidates

Specific guidelines regarding incentives and give-aways during the voting process:

- Give-aways as part of the campaigning process are allowed; this may include pens, buttons, etc. that promote your Measure
- You may have give-aways (candy, pens, etc., but non campaign related) at your voting station that are available passively, meaning that people can come pick the item up or you pass them out to people passing by. Please do not pass out give-aways after people have voted. This will alleviate the risk of the give-away being seen as a “bribe” for people to vote.
- At voting stations, if you have give-aways available, and someone comes to the table and asks or wants an item for free and without voting, volunteers should be scripted to respond that the items are free to everyone regardless of voting.

Following these and other elections guidelines will help minimize the risk of the election being challenged. Your cooperation is greatly appreciated.

Please direct any questions to Lucy Rojas, Elections Commissioner at 9-1676 or [larojas@ucsc.edu](mailto:larojas@ucsc.edu).