Candidates for EC or SJC positions will be subject to Voting Regulations Board rules in addition to SBA rules. Please note slight differences in rules and requirements for those positions.
Election Timeline (SBA, EC/SJC Officers, ABA)

Sunday, March 14, 2010 EC Informational Meeting
- Individuals interested in Executive Committee Officer positions (EC President, EC Vice President, EC Secretary, SJC Chair, SJC Vice-Chair) must also attend a meeting conducted on the undergrad campus.
- If you can’t make it to the Informational Meeting due to not being back from Spring Break please email James Dick (dickj10@mail.wlu.edu) and Mason Tillett (tillettt10@mail.wlu.edu) of the Voting Regulations Board to make sure that the absence is excused.
- Location and Time TBA

Sunday, March 14, 2010 – Monday, March 15, 2010: Candidate Sign-up period
- Sign-up period ends at 11:59 PM on Monday.
- Candidates must have signed up on the SBA door to be eligible to run.
- Campaigning may begin on Tuesday, March 16.
- For those seeking EC or SJC officer positions, the timing will be slightly different. Campaigning can begin right after one has received their requisite petition signatures, which can be as early as Sunday, March 14. This is because these candidates will also be seeking votes on the undergraduate campus.

Thursday, March 18, 2010: Campaign Speeches
- Classroom A at 6:30 PM.
- Pizza will be served.
- Mandatory for candidates…professional dress is expected of candidates.

Monday, March 22, 2010: Election Day
- Voting will be held in the brief stop outside of the SBA office.
- The Voting Booth will be open from 10:00 am – 4:00 pm.
- All candidates should refrain from lingering in the brief stop area during elections and should respect the 30 foot rule.
- Results will be announced as soon as possible after 4:00 pm.

Wednesday, March 24, 2010: Runoff Day
- All necessary runoffs will be conducted in front of the SBA office in the brief stop.
- The Voting Booth will be open from 10:00 am – 4:00 pm.
- Results will be released later in the day.
- Friday, March 26th will be the second runoff day for EC and SJC officers, if applicable.
Election Timeline (Class Officers)

Sunday, March 28, 2010 – Monday, March 29, 2010: Candidate Sign-up
- Sign-up period ends at 11:59 PM on Monday.
- Candidates must have signed up on the SBA door to be eligible to run.
- Campaigning may begin on Tuesday, March 30.

Thursday, April 1, 2010: Campaign Speeches
- Classroom A at 6:30 PM.
- Pizza will be served.
- Mandatory for candidates…professional dress is expected of candidates.

Monday, April 5, 2010: Election Day
- Voting will be held in the brief stop outside of the SBA office.
- The Voting Booth will be open from 10:00 am – 4:00 pm.
- All candidates should refrain from lingering in the brief stop area during elections and should respect the 30 foot rule.
- Results will be announced as soon as possible after 4:00 pm.

Wednesday, April 7, 2010: Runoff Day
- All necessary runoffs will be conducted in front of the SBA office in the brief stop.
- The Voting Booth will be open from 9:00 am – 4:00 pm.
- Results will be announced as soon as possible after 4:00 pm.
SBA Board Positions

SBA President (Only rising 3Ls may run for this position)
- Run weekly meetings with all SBA officers.
- Attend weekly meetings with Dean Evans.
- Attend weekly Student Affairs Committee Meetings.
- Prepare the SBA budget with the Treasurer.
- Attend the Spring budget hearings with the EC.
- Appoint students to university committees.
- Attend meetings with various administration and board of trustees members.
- Serve as a liaison between the students and the administration/faculty.
- Assist with the planning of all SBA parties, elections and other events associated with the SBA.

SBA Vice President
- Assist the SBA President in all of his/her duties.
- Secure venues and coordinate setup for various events throughout the year.
- Attend weekly SBA meetings.
- Assist in planning and executing other SBA functions throughout the year.
- Mandatory attendance at SBA functions.
- Assist in set up and clean up of SBA functions.

SBA Treasurer
- Attend weekly SBA meetings.
- Keeping and maintaining the SBA’s budget.
- Monitoring expenditures and receipts for SBA events and keeping tabs on the financial state of the SBA.
- Prepare SBA budget for all law student organizations for the 2009-2010 school year.
- Attend EC budget meetings with SBA President in the spring.
- Determine budget policies for the SBA.
- Fill all organizational reimbursement requests.
- Assist in planning and executing other SBA functions throughout the year.
- Mandatory attendance at SBA functions.

SBA Secretary
- Attend weekly SBA meetings.
- Assist in planning and executing other SBA functions throughout the year.
- Mandatory attendance at SBA functions.
- Maintaining the bulletin board outside the SBA office.
- Responsible for organizing and running elections in the fall & spring.
- Maintain a list of sober drivers and procuring sober drivers for law school events.
- Maintain a law school wide events calendar.
Executive Committee Positions

EC President
- Shall preside at all meetings of the Student Body and of the Executive Committee.
- Shall call a meeting of the Student Body or Executive Committee when necessary or upon request of two-thirds of the Executive Committee then in office, or upon petition in writing signed by one hundred members of the Student Body.
- Shall appoint all special committees and oversee their progress, subject to the approval of the Executive Committee.
- Shall report directly to the Board of Trustees regarding the state of the Honor System and other issues concerning the Student Body.
- Shall have the power, subject to the approval of the Executive Committee, to do anything necessary to promote the interests of the Student Body.
- Shall perform all additional duties prescribed by The Honor System White Book.

EC Vice President
- Shall fulfill the duties of the President in the absence of the latter, or in case of illness, death, or withdrawal from the University.
- Shall manage disbursement of the Student Body funds, subject to the approval of the Executive Committee.
- Shall oversee the official recognition of student organizations, subject to the approval of the Executive Committee.
- Shall monitor the expenditures and acts of officially recognized organizations.
- Shall perform all additional duties prescribed by The Honor System White Book.

EC Secretary
- Work closely with the EC President and Vice President to discuss all matters that come before the EC, both student government issues and honor matters.
- Prepare and post weekly minutes and monthly honor postings.
- Record all honor hearings.
- Collect all evidence and notes following all Investigations and Honor Hearings.
- Order new nameplates and stationary for the EC before taking office in April.
- Update the EC Website before taking office in April.
- Attend Budget Hearings (May 2009) and Committee Appointments (April 2009).
- Prepare and order next year’s White Book and Pledge Cards.
- Work with the EC President and Vice President to plan orientation.
- Organize EC composite through the Office of Publications.
- Hold Fall Committee Appointment hearing.
Student Judicial Council Positions

The Student Judicial Council (SJC) hears cases of student misconduct that don’t implicate the honor system. Generally this includes drug and alcohol cases as well as some conduct cases. Each student has a hearing before the SJC accompanied by two honor advocates and the SJC assesses the case and assigns sanctions (community service, fines, alcohol classes and occasionally suspension).

SJC Chair
- Head officer of W&L’s student governing body responsible for general conduct not related to the Honor System.
- Conduct student hearings pursuant to faculty mandated policies and the University Initiatives on Alcohol and Other Drugs.
- Represent student interests on the Student Affairs Committee.
- Serve as liaison between the Student Judicial Council and the Board of Trustees, administration, and alumni.
- Influences the creation of conduct policy, internal procedure and training, and community education efforts frequently pertaining to issues such as alcohol consumption and drinking and driving.
- Delegates responsibility for projects among group members and collaborates with other student leaders to promote standards of civil behavior.

SJC Secretary
- Act on behalf of the Chair when he is unavailable.
- Responsible for attending SJC hearings.
- Must have the ability to keep all proceedings completely confidential.
- Must have the ability to be fair and open minded in judging your peers and undergraduate students.
- Must have the ability to work well with others as the SJC tries to work on a consensus basis whenever possible.
- Maintain all Student Judicial Council records, paperwork, and correspondence.
- Maintain correspondence with accused students to schedule hearings.
- Maintain a record of SJC members and contact information.
- Order nameplates and letterhead at the beginning of spring term for new members.
- Organize the SJC composite through the Office of Publications.
- Maintain the SJC website.
- Maintain the SJC board in the Commons.
- Post hearing notifications and student body notices on the SJC board in the Commons.
- Assist in obtaining and making copies of evidence for use during hearings.

SJC Member-at-Large
- Represent the law school on the SJC.
- Responsible for attending SJC hearings.
• Must have the ability to keep all proceedings completely confidential.
• Must have the ability to be fair and open minded in judging your peers and undergraduate students.
• Must have the ability to work well with others as the SJC tries to work on a consensus basis whenever possible.
ABA Position

ABA Representative

- The ABA Representatives serves as the link between W&L Law School and the ABA Law Student Division.
- Along with the SBA President, the ABA Representative serves as one of their school’s two official voting delegates to the ABA Law Student Division Assembly (the policy-making body of the Division).
- The primary purpose of the ABA Rep is to advocate on behalf of the ABA-LSD members at W&L, promote the ABA, serve as the school’s point person on ABA information, and communicate the benefits and value of ABA membership.
- The ABA Rep can apply for funding from the ABA-LSD grant program for different activities.
- The ABA Rep can also sponsor one or more of the ABA on-campus programs such as Diversity Day, Work-A-Day Community Service and Mental Health Day.
- For more information, go to [http://www.abanet.org/lsd/schoolreps/home.html](http://www.abanet.org/lsd/schoolreps/home.html)
3L Class Officers

3L Class President
- Represent the 3L Class at regular meetings with SBA executive officers and class officers.
- Plan and execute the Pig Roast in the fall.
- Plan and execute Feb Club parties in the spring.
- Plan the 3L Class Banquet.
- Assist in planning Commencement.
- Work with the administration to find a graduation speaker.
- Work with advancement/alumni relations to plan 100 & 50 day celebrations for the class.
- Work with the administration to order walking sticks for graduating 3Ls.
- Assist in planning and executing other SBA functions throughout the year.
- Mandatory attendance at SBA functions.
- Assist in set up and clean up of SBA functions.
- Maintain the 3L Class Bulletin Board.

3L Class Vice President
- Assist 3L Class President with all duties.
- Attend SBA meetings with 3L Class President.
- Mandatory attendance at SBA functions.
- Assist in set up and clean up of SBA functions.

3L Class EC Representative
- Attend mandatory weekly meetings.
- Attend budget meetings, committee appointment meetings, and Honor System administration meetings as matters arise.
- Participate in budget hearing for spring reallocations.
- Vote on registration of new student organizations.
- Vote on honor matters and participate in closed hearings of students accused of honor violations.
- Liaise with administration and alumni as a representative of the student body.
- Maintain the confidentiality of Honor System matters.

3L Class SJC Representative
- Meet multiple times per week often for long meetings.
- Preside over hearings in which accused students are represented by Honor Advocates.
- Question the accused during a hearing, deliberate guilt or innocence afterward, and determine appropriate punishments, ranging from fines to expulsion.
- Conduct confidential investigations of alleged conduct violations and consult with Law School and Undergraduate Deans on issues concerning student punishment.
2L Class Officers

2L Class President
- Represent the 3L Class at regular meetings with SBA executive officers and class officers.
- Plan and execute the Transfer Welcome Party in the fall.
- Plan and execute Over the Hump in the spring.
- Attend weekly SAC meetings with the SBA President.
- Begin the recruitment process for a graduation speaker.
- Assist in planning and executing other SBA functions throughout the year.
- Mandatory attendance at SBA functions.
- Assist in set up and clean up of SBA functions.
- Maintain the 2L Class Bulletin Board.

2L Class Vice President
- Assist 3L Class President with all duties.
- Attend SBA meetings with 3L Class President.
- Mandatory attendance at SBA functions.
- Assist in set up and clean up of SBA functions.

2L Class EC Representative
- Attend mandatory weekly meetings.
- Attend budget meetings, committee appointment meetings, and Honor System administration meetings as matters arise.
- Participate in budget hearing for spring reallocations.
- Vote on registration of new student organizations.
- Vote on honor matters and participate in closed hearings of students accused of honor violations.
- Liaise with administration and alumni as a representative of the student body.
- Maintain the confidentiality of Honor System matters.

2L Class SJC Representative
- Meet multiple times per week often for long meetings.
- Preside over hearings in which accused students are represented by Honor Advocates: typical cases include violations of the University Alcohol Policy, conduct disruptive to the University Community, conduct unbecoming of a W&L student, and hearings following student arrests.
- Question the accused during a hearing, deliberate guilt or innocence afterward, and determine appropriate punishments, ranging from fines to expulsion.
- Conduct confidential investigations of alleged conduct violations and consult with Law School and Undergraduate Deans on issues concerning student punishment.
Rules Governing SBA Elections

Candidates are expected to act in an honorable manner and to conduct themselves as gentleman and gentlewoman. Candidates will be afforded every benefit of the doubt, but are nonetheless held to the highest standards of the University.

Rules to become a candidate
- Attendance at mandatory informational meeting.
- Candidate must fill out his/her name on the SBA door under the position sought.
- Candidate may only run for one office.
- Candidates may not begin campaigning until the designated date and time.
- Candidates must attend and prepare an election speech in order to remain eligible for the election.

Campaign Restrictions
- No candidate or candidate’s supporters may force or compel support through the use of any organization or agreement.
- No candidate shall campaign during class time or in a classroom before or after class and/or distribute any campaign materials in classrooms.
- Candidate should observe the University Computing Policy if using the University network.
- No candidate or candidate’s supporter shall use any of the following electronic media to campaign:
  - Unsolicited or mass e-mail to people you are not familiar with.
  - Calling, instant messaging, or facebook messaging people you are not familiar with.
  - Campus Notices or Law Notices.
- Spending Limits:
  - Candidates may spend $20 on the first round of elections.
  - Candidates may spend $10 additionally on any run-off round.
  - Candidates should retain all receipts in the event that the SBA Secretary or President should request an audit to be conducted by the SBA Treasurer.
- Poster restrictions:
  - All posters must be no larger than 8.5 inches by 11 inches.
  - Placing 2 posters close together is not permitted.
  - Posters may not be placed to obstruct another candidate’s poster.
  - No poster shall convey obscene or vulgar messages.
  - Candidates are limited to 15 posters for the elections.
  - Posters must comply with Sydney Lewis Hall Sign-Posting Guidelines.
- Election Day:
  - Candidates may not campaign within 30 feet of the SBA office.
  - Candidates may encourage people to vote on Election Day as long as they do not breach the 30 foot radius.
Voting Procedures
- All currently enrolled students are eligible to vote.
- Each student receives exactly one vote per round of voting.
- Voting is by secret ballot.
- To win, a candidate must receive a majority of votes.
- If no candidate receives a majority of votes, a runoff will be held.
  - If there are 5 or more candidates for the undecided office, the top three vote-getters among them will become the candidates for the runoff.
  - If there are 3 or more candidates for the undecided office, the top two vote-getters among them will become the candidates for the runoff.
  - If this runoff is indecisive, the top two vote-getters among them will become the candidates for a second and final runoff.

Poll Workers
- Poll workers shall retain entirely neutral concerning the election and the candidates.
- Poll workers shall not provide any information about the candidates.
- Poll workers shall be mindful of the 30 foot rule, although enforcement is not their responsibility.

Enforcement
- The SBA is the sole administrator and arbitrator of student elections.
- The SBA Secretary will answer any questions that candidates may have regarding the elections.
- The SBA Secretary will count all ballots cast in an election, with a second counter selected from the SBA executive board or class officers.
- If a ballot is not correctly marked or is contested, the members present will set the ballot aside for review.
- Any decision is final and not subject to appeal.
- The SBA may amend or alter these rules at any time for clarification.
- For violation of any rules of the election, the SBA may sanction candidates. Penalties include but are not limited to, suspension or forfeiture or campaign. These sanctions may be appealed to the Executive Committee of the Student Body.