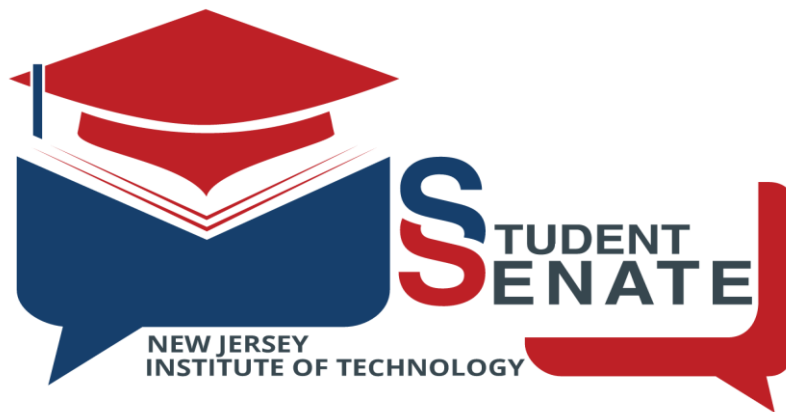


# **Student Senate General Elections Packet**



## **2017 General Elections**

**10 April 2017 10:00AM - 11 April 2017 6:00PM**

**Packets due by 30 March 2017, 6:00PM  
In the Student Senate Office**

## Purpose of this Document and Elections Committee

The purpose of this document is to govern the practices of participants in the Student Senate elections.

The purpose of the Elections Committee is to manage, support, and administer the Senate Elections. This committee is responsible for reviewing Campaigning Strategies, running the elections table, counting votes, enforcing election rules and regulations, reviewing formal complaints, and distributing election sanction points. The Elections Committee will devise an appropriate system to track and record votes fairly.

The Committee is comprised of the Chair of the Elections Committee and graduating Students-at-Large. The Senate President chairs this committee, unless he/she is participating in the election. In such a case, the executive secretary of the Elections Committee resumes the position of Chair, or appoints a member of the committee. The committee upholds the essence of what it means to be a Senator and conducts itself professionally and in an unbiased manner. If a member of the committee is in any way in relation to a candidate (family, close friend, spouse, etc.) the Student Senate is confident that those members will perform their tasks righteously along with the other committee members.

## Elections Timeline

Date	Time	Description
20 March 2017		Elections Information Sent to University
22 March 2017	2:30PM-4:00PM	Incumbent Opening Nominations
29 March 2017	2:30PM-4:00PM	Incumbent Closing Nominations
30 March 2017	6:00PM	Vector Platform Due (Optional) Elections Candidacy Due Elections Petition Due Professional Photograph Due
03 April 2017	6:00PM	Elections Platform Due
03 April 2017	8:00PM	Campaign Advertising Begins
05 April 2017	4:00PM	Campaign Debate
10 April 2017	10:00AM	Elections Open
11 April 2017	6:00PM	Campaign Expense Report Due Campaign Advertising Ends
12 April 2017	2:30PM	Appeal Deadline First Meeting and Swearing In

## **Article I: REQUIREMENTS AND DUTIES**

Please note the Student Senate position requirements before accepting a nomination or petition. All requirements must be fulfilled and duties upheld in order to hold a position on Senate.

By accepting a nomination or submitting a petition you are stating that you have read, meet, and understand all the requirements and duties of becoming a Senator and will fulfill your role as required.

### **Section 1: REQUIREMENTS**

- A. Must be registered as a full-time (carrying 12 or more credits) undergraduate student of NJIT. Seniors who require less than the full-time number of credits to graduate are exempt from the full-time requirement.
- B. Must carry a cumulative GPA of at least 2.2 (2.6 for executive positions) and a GPA of at least 2.0 in the previous semester (2.5 for executive positions).
- C. Those seeking resident/commuter representative positions must currently be a resident or commuter student, respectively. If a candidate's housing status should change during the course of the term they forfeit their position.
- D. Those seeking major representative positions must be currently enrolled in that major. If a candidate is double majoring, he/she can run for either position but not both. If a candidate's major should change during the course of the term they forfeit their position.
- E. Those seeking college representative positions must be currently enrolled in the respective college that they are running for. If a candidate is double majoring where the two majors are in different colleges, he/she can run for either position but not both. If a candidate's college should change during the course of the term they forfeit their position.
- F. Those seeking executive positions may not serve concurrently as an officer of another student organization recognized by the Student Senate. These candidates must submit a letter of intention, upon nomination or petition submittal, to resign from their current officer position upon election to their respective student organization and to the NJIT Student Senate Elections Committee.
- G. Those seeking the positions of President or Vice-President of Administration must have spent at least two full-time semesters as a student of NJIT before taking office.
- H. Must read and be knowledgeable of the NJIT Student Senate Constitution and Standing Rules which can be found on the Student Senate website.
- I. Must read this packet thoroughly and understand all guidelines for campaigning in this election cycle. Failure to do so can result in termination in nomination.

### **Section 2: SENATOR DUTIES**

- A. All candidates must be prepared to attend the Senate meeting beginning on Wednesday, 12 April 2017, at 2:30 p.m. in Ballroom B of the Campus Center, in business attire, as well as all other weekly Senate meetings throughout the academic year if elected. Meetings are every Wednesday afternoon during Common Hour, from 2:30pm to 4:00pm.
- B. All candidates must fulfill 1.5 office hours weekly (additional hours for executive positions as outlined in the Student Senate Constitution).
- C. All candidates are responsible for familiarizing themselves with their position's respective duties as outlined and defined in the Student Senate Constitution.

- D. All Senators must serve on a minimum of one Institute Committee and one Student Senate Committee.
- E. All Senators must attend one Senate Retreat, held the third weekend of the Fall semester, and one Senate Workshop, held the second weekend of the Spring semester.
- F. All Senators must participate in Student Senate sponsored programs, beginning with Spring Week 2017, and including, but not limited to, Week of Winter, Fitness Week, Spring Week, and Student Appreciation Week.
- G. All candidates running for an executive board position, especially the President, must be available over the summer for executive board and other meetings.

**Note:** This is by no means the full duties that are required of representatives. All candidates **must** refer to the Student Senate Constitution and Standing Rules, which are available for review on the Student Senate website at: <http://senate.njit.edu>

## **Article II: DOCUMENTS FOR NOMINATION**

### **Section 1: ELECTIONS CANDIDACY FORM**

- A. Must submit an Election Candidacy Forms in the NJIT Student Senate office (Campus Center 480) by Thursday, 30 March 2017 by 6:00 PM. Any submissions made after this deadline will not be considered in the election. *The Election Candidacy Form is attached to this document.*

### **Section 2: ELECTIONS PETITION**

- A. Must submit an Election Petition in the NJIT Student Senate office (Campus Center 480) by Thursday, 30 March 2017 by 6:00 PM. Any submissions made after this deadline will not be considered in the election. *The Election Petition is attached to this document.*
- B. Petitions for NJIT Student Senate executive board positions require 50 signatures from the entire student body.
- C. Petitions for all other Senate positions require 25 signatures from the students in his/her constituency, or signatures from 25% of the students from his/her constituency, whichever is less. *Please consult the chair of the elections committee at [mb439@njit.edu](mailto:mb439@njit.edu) if you feel that your position falls in the latter category for confirmation.*
- D. Students may sign more than one petition and candidates may sign other candidates' petitions.
- E. **Students must be part of the constituency in which they are signing for.** The Elections Committee will check to ensure that this rule is followed. Failure to do so will result in the acquisition of the appropriate number of sanction points as stated in Article V, Election Sanction System.
- F. Existing Senators may skip this requirement with a successful nomination at a Senate Meeting.
  - a. Opening Nominations will be held on Wednesday, 22 March 2017 during the Student Senate meeting. Senators must be present to accept, decline, or make a nomination. Deferrals can be made on nominated positions, which will carry over until the Closing Nominations Meeting.

- b. Closing Nominations will be held on Wednesday, 29 March 2017 during the Student Senate meeting. Senators must be present at this meeting to accept/decline a position they have been nominated for. No deferrals can be made during this meeting. Absence during the Closing Nominations will result in a forfeit of nomination unless deemed an excused absence by the Elections Committee.
- c. In the case of an excused absence, an email must be sent to the Elections Committee Chairperson prior to the Closing Nominations meeting to accept/decline a position. If no email is sent, the candidate forfeits their deferred nominations.
- d. All Senators are required to attend the Student Senate General Body Meeting on Wednesday, 5 April 2017 as part of their duties for their 2016-2017 term. If a candidate who is a senator for the 2016-2017 term receives an unexcused absence for the meeting, they will acquire the appropriate number of sanction points as stated in Article V, Election Sanction System.

### **Section 3: PROFESSIONAL PHOTO**

- A. Must submit a professional photograph of the candidate to the Elections Committee Chairperson by email no later than 6:00PM on Thursday, 30 March 2017.
- B. The photograph should feature the candidate from the chest up, including the face, dressed in business attire.
- C. Pictures must be taken with a white background.
- D. The candidate's facial expression and body gestures should be simple, and should not include a protruding tongue, winking, thumbs up, or obscene or inappropriate gestures.
- E. No other individual or part of another individual should appear in the photograph.
- F. Self-taken photographs will not be accepted, unless the camera is triggered remotely, and in a way that is not obvious when viewing the photograph.
- G. The photo MUST be submitted by email to [mb439@njit.edu](mailto:mb439@njit.edu) in PNG, JPG, or JPEG format.
- H. This photograph will be used to promote the elections and will be displayed during elections.
- I. Failure to submit the photograph on time will result in a blank picture on the ballot and on materials posted from the Elections Committee and the appropriate number of sanction points as stated in Article V, Election Sanction System.

### **Section 4: ELECTION PLATFORM**

- A. Must submit an election platform no later than 6:00PM on Monday, 3 April 2017. This platform will be distributed to the entire university. If you would like your platform in the April 4<sup>th</sup> edition of the vector it must be submitted by Thursday, 30 March 2017.
- B. The platform should include the following:
  - a. A brief introduction and include: Full Name, Position campaigning for, Present Major & Year.
  - b. Summary of accomplishments and activities on campus.
  - c. List of up to (but no more than) five Goals and achievements the campaigner is interested in accomplishing during their term.

- C. The entire platform should not exceed 1000 characters with the exception of the President and the Vice President of Administration which must not exceed 2000 characters.
- D. The platform MUST be submitted by email to mb439@njit.edu in MS-WORD format.
- E. If a campaigner exceeds any of the noted limitations, The Elections Committee reserves the right to edit what it sees fit to meet these specifications.
- F. Failure to submit the Election Platform will result in forfeiture of nomination.

### **Section 5: Write In Votes**

- A. Any individual who receives a minimum of 10 write-in votes and the greatest number of votes for a position is eligible to accept that position if the individual meets all the requirements to be a Senator and agrees to uphold their duties as listed. Any candidate who receives less than 10 write-in votes for a position is not eligible to win.
- B. Any candidate running as a write in is still expected to abide by the election rules as outlined in this packet.
- C. All candidates are still subject to the requirements outlined in Article I, Section 1. Failure to meet all requirements will mean ineligibility to win any position.

## **Article III: ELECTIONS TIMELINE**

### **Section 1: CAMPAIGNING DEADLINES**

- A. Campaigning shall begin at 8:00 AM on Monday, 3 April 2017 and shall end at 6:00PM on Tuesday, 11 April 2017.
- B. All non-online campaign materials must be removed by 9:00PM on Tuesday, 11 April 2017.
- C. Please refer to Article V, Section 2 for rules regarding non-online materials.

### **Section 2: DEBATE**

- A. The Student Senate will sponsor an election debate on Wednesday, 5 April 2017, at 4:00 PM.
- B. Debates will be held for every executive board position except those, which are running unopposed. Debates will also be held for any position in which an opposed candidate requests a debate.
- C. Debates will be proctored by the Elections Committee Chairperson, or a member of the Elections Committee appointed by the Chairperson, and rules governing debate will be announced as the date draws near.
- D. If a candidate wishes to be excused from the debate, they must contact the Elections Committee Chairperson (**Error! Reference source not found.**) 72 hours before the debate.
- E. If a candidate does not participate in the debate and has not been excused by the Elections Committee Chairperson, they will receive the appropriate amount of sanction points as stated in Article V, Election Sanction System.

### **Section 3: ELECTION DAY CAMPAIGNING**

- A. On both election days, no candidate is allowed on the first floor of the campus center other than to cast their vote, enter the bookstore, enter Continuous Dining, speak to a campus center information desk employee, or use the Wells Fargo ATM Machine. If a member of the elections committee at the elections table feels that a candidate is abusing these permissions, they reserve the right to approach the candidate and ask

them to leave.

- B. Further campaigning materials may be distributed or displayed on either Election Day throughout the entire campus, with the exception of the first floor of the campus center.
- C. Failure to follow any election deadline applicable to a candidate will result in the appropriate amount of sanction points as stated in Article V, Election Sanction System.

#### **Section 4: VOTE COUNTING**

- A. Members of the NJIT Student Senate Elections Committee, with the supervision of Student Senate Advisors, will tally votes after the polls close Tuesday, 11 April 2017.
- B. Results of the election will be posted on the Student Senate website once results have been determined. Winners will be sworn into office at the Student Senate general meeting on Wednesday, 12 April 2017.
- C. Under no circumstance will the Elections Committee divulge the number of votes received for each candidate. If a candidate wishes to discover the vote count for their position, they must request a formal meeting with the NJIT Student Senate Advisor.

#### **Section 5: APPEALS**

- A. Candidates have the right to submit a formal appeal to the Elections Committee Chairperson if they desire a recount.
- B. All appeals must be made before 2:30PM on the day of the swearing in of the new Senate on Wednesday, 12 April 2017.

### **Article IV: CAMPAIGNING**

Remember to promote positive campaigning so other campaigning followers will follow your lead. Do not allow your supporters to slander or libel your opponent in any context. Keep the focus on positive campaigning as to why you should be elected rather than why your opponent should not.

#### **Section 1: CAMPAIGNING FUNDS**

- A. Candidates running for non-executive positions may NOT spend more than \$100.00 on a campaign; candidates running for executive positions may NOT spend more than \$150.00 on a campaign. (*Note: Student Senate will not reimburse campaign funds*).
- B. Each candidate must return the Campaign Expenses form with receipts to the Elections Committee by 6:00PM Tuesday 11 April 2017.
- C. If there were no expenses the Candidate must return Campaign Expenses form to Elections Committee by 6:00PM Tuesday, 11 April 2017 indicating as such.
- D. Failure to submit a Campaign Expenses form, will result in will result in an acquisition of sanction points as stated in Article V, Election Sanction System.
- E. Failure to identify all expenses used during a campaign will investigated by the Elections Committee and will result in an acquisition of sanction points as stated in Article V, Election Sanction System.

#### **Section 2: CAMPAIGN MATERIALS**

- A. All campaign materials must be submitted to the committee chair, mb439@njit.edu, for approval. The chair will forward the email to the elections committee. If there is no response from any committee member within 24 hours, the candidate may print

and post the posters and not receive sanction points.

- B. Failure to submit any form of campaign material before approval and before 24 hours of submission will result in an acquisition of sanction points as stated in Article V, Election Sanction System.

### **Section 3: POSTING REGULATIONS**

- A. Posters may not be placed on floors, Campus Center elevators, or sidewalks.
- B. Posters must be secured in such a way that they will not damage or mark the surfaces to which they are adhered.
- C. Posters shall not be so large as to prevent the use of any wall or surface by another candidate using a similar poster. Posters are limited to a maximum size of 11" x 17".
- D. Posters and other campaign materials are subject to standard posting regulations. All campaign posters and materials must be approved by the appropriate authority for each building. All decisions are at the explicit discretion of the authority of the building. Failure to receive permission prior to posting will result in materials being thrown out and an appropriation of points as stated in Article V, Election Sanction System.
- E. Posters and campaign materials must be taken down and properly disposed of promptly by 9:00PM on the final Election Day. Each candidate will be held personally responsible for any litter caused by his or her campaign materials.
- F. Advertisements may only be posted on the designated bulletin boards in the Campus Center and other campus buildings with tacks, staples, or tape (while adhering to Line B of this section). To help keep the campus clean, please do not attach advertisements to any exterior surfaces including trees, poles, pillars, etc. Table tents may be placed in dining areas, the library, etc. with permission of the staff responsible for that area.

### **Section 4: DESTRUCTION, VANDALIZATION, & TAMPERING OF FLYERS**

- A. No other individual (candidate, or student) can remove a candidate's flyer before 11 April 2017.
- B. Any individual proven guilty of the Destruction, Vandalism and/or Tampering of Flyers will result in the acquisition of sanction points as stated in Article V, Election Sanction System.

### **Section 5: ONLINE CAMPAIGNING**

- A. Online resources (Facebook, Twitter, Personal Websites, Snapchat, etc.) may be utilized for campaigning.
- B. All candidates are responsible for any negative comments, mudslinging or slandering, which appears on their online resource.
- C. If a candidate chooses to campaign online, they assume the responsibility to maintain and regularly oversee the page.
- D. If an appointed individual is maintaining the candidate's page, the candidate is still responsible for the actions and postings of that individual and is held accountable for any libelous content.
- E. If libel is posted from a member of the group on the candidate's personal page, the candidate is solely responsible for monitoring and immediately removing the comment and any relating material from the page. If a posted libel is left on the candidate's page prior to their last log-in and reported, the Election's Committee will determine the proper sanction value and the libel must be removed immediately. Failure to do so will result in forcing the candidate to close their online campaign source and forfeit online campaigning privileges. If a candidate posts libel toward their opponent on their own page or any online resource page, this will be viewed as an intended action and behavior unbecoming of a Senator. The Election's Committee



will determine the proper sanction value and the candidate will lose online campaigning privileges. Please also see Article IV section 7 for additional details regarding slandering, libel and mudslinging.

#### **Section 6: ENDORSEMENTS**

- A. NJIT Faculty and Staff should remain unbiased and are not allowed to campaign on any candidate's behalf. Should any Faculty or Staff post or campaign on any candidate's behalf, this would result in the result in an acquisition of sanction points as stated in Article V, Election Sanction System.
- B. Student Senate Candidates cannot formally endorse any other candidate. This is inclusive but limited to: online materials, non-online materials, and written communications. Should any Candidate formally endorse any other candidate this would result in the result in an acquisition of sanction points as stated in Article V, Election Sanction System.
- C. The Elections Committee should remain unbiased and are not allowed to endorse or campaign on individual candidate. Should any member of the Elections Committee endorse any candidate they will be immediately removed from the committee.

#### **Section 7: SLANDERING, LIBEL, AND MUDSLINGING**

- A. Slandering libeling and mudslinging constitutes as a false or malicious statement or report about a candidate, the candidate's previous affiliations, or a negative personal view towards their work.
- B. The Elections Committee will judge the determination of slandering libeling or mudslinging.
- C. All complaints of slandering libeling or mudslinging must provide evidence of the violation.
- D. Any confirmed Slandering libeling and/or Mudslinging tactics used will result in the candidate's acquisition of points as stated in Article V, Election Sanction System and will be subject for review by the Elections Committee.

#### **Section 8: FORMAL COMPLAINTS**

- A. Formal complaints report that a candidate has violated the rules and regulations stated in this Election Packet.
- B. Anyone is allowed to file a formal complaint against a candidate.
- C. In order to initiate a formal complaint, you must email the Elections Committee Chairperson at [mb439@njit.edu](mailto:mb439@njit.edu) before the closing of the ballot. Emails should maintain a professional tone and must provide evidence of a violation.
- D. Any complaint which cannot be proven or filed from hearsay will not be considered by the Elections Committee.
- E. If a formal complaint is found to be valid, the Elections Committee will take the necessary measures against the candidate as outlined in the Election Sanction System and Elections Packet.
- F. Any complaint received after the closing of the polls will be archived. The complaint can then be used as consideration in an appeal. The Elections Committee will review all documents and all decisions are final.

## **Article V: ELECTION SANCTION SYSTEM**

The Election Sanction System has been installed to promote positive campaigning and provide a standard, unbiased system that the Elections Committee can refer to as formal complaints arise.

Any formal complaint filed will be reviewed and discussed by the Elections Committee. If necessary, the candidate in question will be brought before the Elections Committee to discuss the issue of the complaint. For each confirmed and documented violation that the Elections Committee reviews, the candidate will be awarded sanction points as the system describes. Candidates can only be given sanction points once per violation occurrence. However if the same violation is reported on more than one separate occasion, points will be given accordingly.

The accumulation of 10 points by a candidate will be viewed as behavior unbecoming of a Senator. The candidate is not seen fit by the Elections Committee to represent the student body based on their poor judgments and actions and therefore will be removed from consideration.

All appeals to the accumulation of sanction points must be formally made to the Elections Committee.

<b>Failure to Follow</b>	<b>Points per Violation</b>
Article II-Section 2E: Incorrect Petition Information	1
Article II-Section 2D: Unexcused Absence From Meeting (Senator Only)	5
Article II-Section 3: Professional Photo	3
Article II-Section 4: Election Platform	10
Article III- Section 2: Debate	9 for Executives 6 for Senators
Article III- Section 3: Election Day Campaigning	5
Article IV- Section 1D: Submit Campaign Expense Form	10
Article IV- Section 1E: Identify All Expenses During Campaign	1-10
Article IV-Section 2: Identify Campaign Materials	2
Article IV- Section 3: Posting Regulations	3
Article IV- Section 4: Destruction, Vandalization, & Tampering	1-10
Article IV- Section 5: Online Campaigning	4
Article IV- Section 6: Endorsements	10
Article IV- Section 7: Slandering, Libel, and Mudslinging	1-10

## NJIT Student Senate Elections Candidacy Form

1. Name: \_\_\_\_\_

2. NJIT ID Number: \_\_\_\_\_

3. NJIT Email Address: \_\_\_\_\_

4. Cell Phone Number: \_\_\_\_\_

5. Position Being Sought: \_\_\_\_\_

6. Present Major: \_\_\_\_\_

7. Semesters Completed at NJIT: \_\_\_\_\_

Do you wish to request a campaign debate\*?      YES      NO

I have read the 2017 Student Senate General Elections Packet in its entirety. Furthermore, I have read and understand the duties of the position that I am running for as outlined in the Student Senate Constitution and the Standing Rules.

I understand that failure to adhere to the rules and guidelines outlined in this packet will result in sanctions and may result in the forfeiture of candidacy.

I hereby understand that the Elections Petition will be thoroughly vetted by the Elections Committee and any falsification of information may result in forfeiture of nomination. *This is inclusive of but not limited to incorrect information, unclear information, and signees not belonging to the constituency of the above position.*

I hereby understand that the campaigning spending limits are \$150.00 for executive positions and \$100.00 for non-executive positions. I understand that I must submit and disclose a list of all expenses, donations, and receipts. I understand that failure to adhere to the financial rules may result in termination of candidacy.

I hereby authorize the advisor of the Student Senate to examine my transcripts, to verify that the above information is correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's Signature

\* Executive Board candidates are required to participate in the debates.

## Student Senate Elections Petition

I the undersigned support \_\_\_\_\_, for the position of \_\_\_\_\_.  
I hereby confirm that I belong to the constituency for the sought position.

	NAME	SID NUMBER	MAJOR	SIGNATURE
1.	_____	- -	_____	_____
2.	_____	- -	_____	_____
3.	_____	- -	_____	_____
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# NJIT Student Senate Campaign Expense Report

## General Information

Name: \_\_\_\_\_ Position Sought: \_\_\_\_\_  
 Major: \_\_\_\_\_ Year: \_\_\_\_\_

Please fill out all necessary fields and attach all receipts/proof of purchases. If an item was donated to your campaign please disclose this information below:

Qty	Item	Was this item donated to your campaign?	Cost	Total
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>GRAND TOTAL</b>				

## Signature

I understand that the campaigning spending limits are \$150.00 for executive positions.

I understand that the campaigning spending limits are \$100.00 for non-executive positions.

I have disclosed all financial expenditures on behalf of my campaign and have not exceeded the spending limit including purchases, donations, etc.

No other monetary expenses have been put toward my campaign

Signature \_\_\_\_\_

Date \_\_\_\_\_

**DO YOU HAVE  
ANY QUESTIONS??**

**Contact the Chairperson of  
the Elections Committee at  
[mb439@njit.edu](mailto:mb439@njit.edu)**