Guide to Campaign Rules and Regulations

Candidates shall take reasonable measures to ensure that every individual campaigning on behalf of the candidate or volunteering for the candidate is aware of campaign rules and guidelines. Candidates shall be liable for the campaign infractions of their campaigns and volunteers even if the candidate did not specifically direct the offending action. Candidates may be assessed fines if their campaigners or volunteers are found to be guilty of breaking campaign regulations. Some of these rules are university policies. Thus, candidates are advised that they may be subject to University disciplinary proceedings, as well as UOSA campaign infractions proceedings.

1. All campaign material shall be accredited to the sponsoring candidate, organization or entity. Said material shall include the following phrase: "Funded by [said sponsoring candidate, organization or entity]."

2. Candidates shall not use any outdoor loudspeaker or public address system.

3. Candidates shall not send any unsolicited electronic messages.

4. Candidates shall not campaign or display in any manner campaign material within fifty (50) feet of polling locations or University computer labs during the day(s) of election, and chalking is prohibited in these areas for the length of the campaign.

5. Unless explicitly allowed by the Election Chair, candidates shall not campaign or post candidate information or advertising on any website hosted or operated by OU IT other than the official candidates' statements.

6. No campaign shall remove, alter, cover, obscure, chalk within, or otherwise tamper with another candidate's campaign materials.

7. Candidates shall not attach campaign materials to lampposts, trash bins, or benches.

8. Only dry chalking is allowed on sidewalks. Paint, tape, and wet chalk are prohibited on sidewalks, as is chalking on any vertical surface (buildings, steps, sides of ramps, etc.) or under overhangs.

9. In races other than the UOSA Presidential race and the CAC Chair, only yellow and/or white dry chalking is permitted on campus sidewalks.

10. Candidates shall not use the letterhead, logo, or any symbol that represents the University of Oklahoma or University entities.
11. Candidates shall assume responsibility for the accuracy and truthfulness of their statements and campaign materials.
12. Candidates shall not unduly disrupt the normal activities of the University.
13. Candidates shall not post campaign materials in a University elevator.
14. Candidates shall not post campaign materials in or on a CART vehicle.
15. Candidates shall not use or distribute campaign stickers.
16. Candidates shall not damage any University property and shall be responsible for any damage caused by that said candidates’ campaign materials.
17. Employees of the University shall not campaign for candidates while on duty as an employee.
18. Candidates may campaign only in ways consistent with this Title.
19. Violators shall be prosecuted before the Superior Court.

Additional Campaign Rules for Specific Areas
Unless explicitly stated otherwise within this Title, all campaigning or campaign material in private or public areas must have the expressed written consent of the property owner or authorized agent. Said areas include, but are not limited to: Greek property and Campus Housing.

Campaign Spending
i. There shall be an upper limit placed on all campaign spending. The spending limit shall be established at $500 for each SGA Presidential, CAC Chair, HCSA Presidential, and SBA Presidential ticket, and $250 for each Student Congress Representative candidate.
ii. All campaign spending shall be accounted for. The Elections Chair shall provide standardized forms for this purpose.
iii. At least seven (7) days before the election, Candidates shall file an Expense Report. Each report shall list and briefly describe the expenses incurred by or on behalf of the reporting candidate up to the reporting deadline and a detailed projected budget of expenditures they will make between the reporting deadline and the time the polls close the last day of the elections. Reports shall also include the sources of all incoming funds.
iv. By 4pm the day after the General Election, candidates shall file a Final Expense Statement. The candidates, due to extraordinary circumstances, may request in writing an additional 24 hours, given the request must be made by 4pm of the primary Final Expense Statement deadline. The Election Board shall then vote upon receipt of written request, whether to grant the candidate’s request. The Final Expense Statement shall contain the following information:
   a) An itemized listing of all campaign expenses, with appropriate original receipts or copies thereof;
   b) The total amount of all campaign expenses;
c) An itemized listing of all donations made to the campaign, including materials carried over from previous campaigns and utilized during the current campaign;
d) The total amount of all campaign contributions, and;
e) A statement attesting to the validity of the reported Information, signed by the candidate or his/her designated Agent.

v. The Election Board shall review each Final Expense Statement to verify that the information provided is complete and accurate. The Election Board shall also determine whether any spending limits have been violated. In making this determination, the Election Board shall have full authority to resolve any questions concerning the retail value of goods and services not evidenced by receipts or other verified documentation. vi. Incorrect/incomplete reports may not be accepted and may subject the candidate to a fine as provided for in chapter four of this title.

vii. Budgets from two or more candidates may not be combined in any way. Any campaign material promoting more than one candidate must be expensed at actual cost or fair market value, depending on the appropriate circumstance, by each candidate named.

viii. Candidates must list the entire cost of each individual expense that results in campaign material that in any way suggests support for their candidacy. There shall be no prorating of costs to account for unused campaign items which were purchased.

Campus Housing

Subject to the General Campaign Rules and other exceptions herein, all campaigning or campaign material in or on Campus Housing requires the expressed consent of the local Center Coordinator, whose decisions shall be uniform for all candidates. Campaign materials may be posted inside a resident's window with the expressed consent of that resident. Subject to Title 9, §4, of the OU Student Code, distribution of printed literature under doors and door-to-door campaigning is permitted from 12:00 noon to 9:00 P.M. Subject to Title 9, §4, of the OU Student Code, candidates may campaign in lounges during visitation hours unless prohibited or otherwise regulated by a house or floor majority vote.

Academic Buildings

No campaign materials may be posted or displayed inside academic buildings. Subject to the General Campaign Rules, campaign materials may be posted outside academic buildings. However, these materials shall be limited to two (2) signs no larger than 11" by 17" each per each entrance and must be posted within 50 feet of that entrance. Campaigning in classrooms shall not be allowed during instructional times.
Instructional Times
Campaigning in classrooms shall not be allowed during instructional times. Instructional time is that measurable period during which the action, practice, or profession of teaching is occurring. Campaign material cannot remain posted in the classroom during instructional times. A candidate may, with proper permission, use classrooms for campaigning during non-instructional times. Candidates may campaign in the classroom before and after instructional time. If the instructor voluntary gives up instructional time to provide candidates with the opportunity to campaign, the candidate may do so.

Oklahoma Memorial Union and University Libraries
No campaign materials may be posted in or on the Oklahoma Memorial Union or any University library.

Outdoor Campus Areas
Only candidates running for SGA President or CAC Chair are allowed to place stake signs (maximum dimensions of each sign are 16" by 18") on campus. Said signs may be displayed at the edges of ground cover beds, shrub beds and/or turf areas (not in flower beds). Installation must be accomplished without damaging or disturbing landscaping. Before staked signs may be installed, the Election Board shall mark staked signs with a differentiating mark, stamp, or tag. All staked signs not containing this mark, stamp, or tag are prohibited. Candidates for the SGA Presidential race and CAC Chair may dry chalk only in areas designated by the Election Chair. All chalk colors are allowed for the SGA Presidential race and CAC Chair.

Removal of Campaign Materials
Each candidate shall be responsible for the removal of his or her campaign material from public areas and buildings by 4:30 P.M. on the day following the validation of the election.