



MITCHELL | HAMLINE
School of Law

Mitchel Hamline Student Bar Association
SBA Section Representative Spring 2023
Election Candidate Packet

The Mitchell Hamline Student Bar Association will be holding their Spring 2023 Governing Board Elections. The SBA is looking for law students who are interested in getting involved and becoming student leaders.

Recognizing the diverse backgrounds and experiences of the student body, the Student Bar Association (SBA) aspires to represent each unique student. To accomplish this goal, the SBA listens to the problems and concerns accompanying each student and advocates the pertinent issues to crucial decision makers. The SBA Supports and promotes diverse student organizations to supplement education, professional growth, and socialization. Hosting annual social events, the SBA promotes friendship and professional relationships.

If you are interested in getting involved and running for a position on within the Student Bar Association, please review the information provided in this Election Packet. Here you will find a list of open positions along with descriptions for each position, duties, important dates and deadlines, instructions on how to submit a nomination, and forms.

If you would like to know more about the Student Bar Association, please contact SBA@mitchellhamline.edu. Questions specifically about the elections should be directed to the SBA Elections Chair by email at SBAElections@mitchellhamline.edu

2022-2023 Board of Governors

President: Jennifer Drysdale

Vice President: Brandy Kizer

Treasurer: Marilys Solano

Secretary: Reen Reinhardt

Representative At-Large: Scott Bryson

ABA Representative: Thomas Bowen

For a Complete List of Student Representatives and Judicial Council, please visit the Student Bar Association webpage.

Important Dates and Election Timeline

Spring SBA Elections Announced.....	February 27, 2023
Candidate Petitions Due.....	11:59PM CST on March 11, 2023
Spring 2023 Voting Period Opens.....	March 14, 2023
Spring 2023 Voting Period Closes.....	11:59PM CST on March 24, 2023
Spring Election Results Announced.....	March 28, 2023

If Run-off Elections are Required:

Run-off Election voting opens.....	March 28, 2023
Run-off election voting closed	11:59 PM CST on April 7, 2023
Fall Election Results Announced.....	April 9, 2023

Process for Submitting Candidate Petition

- 1) Read and review **all** election rules and expectations for position of interest.
- 2) Determine Board position which interests you (Petition can only be submitted for 1 position)- Fall 2022 Elections are **only** for Class/Section Representatives. Executive Council elections only open for petition and voting during Spring Elections
- 3) Create Election Ballot Signature Survey form using Microsoft Forms and obtain required number of signatures (See Instructions below)
- 4) Review and sign Acknowledge of Duties form
- 5) Complete petition form and include:
 - a. Candidate statement
 - b. Results from Signature Survey.
- 6) Submit completed form to SBA Elections Chair via email (SBAElections@mitchellhamlin.edu) **no later than 11:59 PM CST March 11, 2023**. Any candidate petition received after 11:59PM CST on March 11, 2023, will not be eligible for consideration.

For any questions related the SBA Elections or the Candidate Petition Process, please email the SBA Election Chair at SBAElections@mitchellhamline.edu.

Spring 2023 SBA Executive Council

SBA President

The President is responsible for the general business of the Student Bar Association. The President also serves as a spokesperson for the SBA and as liaison to the MHSL faculty, administration, and staff, attending Faculty and Board of Trustee meetings. As the Chair of the Executive Committee, the President calls and conduct meetings in the manner provided for in the Constitution and Bylaws, ensures that the Board fulfills its responsibilities for the governance, and maintains awareness of the Board and SBA committee activity. The President is also jointly responsible with the Treasurer for the development and promotion of formal accounting procedures for all SBA Treasury funds. The President is an ex-officio member of all SBA standing committees

SBA Vice-President

The Vice-President is a member of the SBA Executive Committee and serves as the liaison between SBA and its committees to the MHSL Student Organizations including, co-chairing the Leadership Council. The Vice-President is responsible for appointing members of the SBA standing committees and ad hoc committees, assisting the Secretary in preparing and posting the agenda for regular and special Board Meetings, Overseeing and managing the SBA Student Leadership Office (SLO), and fulfilling such other assignments as the President determines appropriate and desirable for the Vice President to perform. The Vice-President shall also exercise the powers and duties of the SBA President during the absence or incapacity of the President and would succeed the President in office in the case of a permanent vacancy.

Secretary

The Secretary is a member of the SBA Executive Committee. Responsibilities include taking minutes of all Board meetings, collecting compiling, and preserving all significant records, and preparing copies of meeting minutes for corrections and approval by the Board. The secretary is also responsible for recording attendance and any votes taken at Board meetings. The secretary is also responsible for maintaining the SBA's presence on the MHSL website. The Secretary has the same voting rights as any member of the Board.

Treasure

The Treasurer is a member of the SBA Executive Committee. Responsibilities include managing and assuming joint responsibility with the President all SBA finances, accounting, and bookkeeping, in conjunction with the Ways & Means Committee and the MHSL Finance Office. The Treasurer serves as the Chair of the Ways & Means Committee, informs student groups about the process for submitting budgets and obtaining funding from the SBA, provides assistances to student organization in the completion of related budget request requirements, and holds meetings for the student organization presidents and treasurers, to help clarify the current budget policy and budget request process before the formal budget process begins each year. Responsibilities also include preparing and filing any required documents consistent with and pursuant to state law, monthly Treasurer's Report including a Balance Sheet and Income Statement for the SBA Treasury and with the assistance of the Ways & Means Committee, a projected expense and income budget of the SBA for the upcoming academic year and the allocation of student organization funding for the academic year. The Treasurer has the same voting rights as any member of the Board.

At-Large Rep

The At-Large Rep is a member of the Executive Committee and represents the interests of the membership at large. Responsibilities include serving as the Chair of the annual fall semester student organization fair, assists the ABA Representative and SBA Board of Governors with managing student initiatives or programs, and attends class meetings. The At-Large Rep has the same voting rights as any other member.

ABA Rep

The ABA Rep is a member of the Executive Committee and the liaison to the ABA on behalf of all students at MHSL. Responsibilities include regularly disseminating information regarding the ABA/Law Student Division to the SBA Membership and Board. The ABA Rep, along with the President, also represents the SBA at all Circuit and National ABA/LSD meetings as a voting delegate, and attends the ABA annual meeting, which are funded by the SBA budget as appropriate. The ABA Rep has the same voting rights as any other member.

Judicial Council

The purpose of the Judicial Council is to interpret the meanings of the SBA Constitution, and Bylaws and investigate any allegations of mid-conduct or violations as it relates to the Constitution and By-Laws. The Judicial council is made up of three judges who are non-SBA Board elected representatives.

Fall 2023 SBA Class/Section Representative Open Positions

Class Rep

Class Reps are voting members of the Board and represent the needs and interests of members of their respective class or section. Responsibilities include holding Class Meetings at least once per semester, attending all SBA Board Meetings, and appropriately communicating information and policies to their respective Class members. Additionally, each elected representative of the Board shall work toward identifying problems of particular concern or interest to the representative's constituents and are responsible for pursuing those problems with the Board and/or the Mitchell Hamline School of Law ("MHSL") faculty and administration. Each Class Rep shall serve on one (1) or more SBA committees and will assist in projects sponsored by the SBA.

Currently Accepting Petitions for the Following Vacant Positions:

— All sections for 1L, 2L, 3L, and 4L. Both BAM and Blended cohorts have representatives.

MHSL STUDENT BAR ASSOCIATION GENERAL ELECTIONS RULES

Section 1.01 *Definitions*

- (a) *candidate*: a student who is qualified to run for a position in the relevant election and has filed an intent-to-run form or has been written on to the relevant ballot; candidacy does not extend past the close of polls in one election
- (b) *campaign materials*: physical or electronic documents or postings that clearly identify the candidate and the office sought and do not exceed the size of one sheet of 8 1/2 x 11-inch paper
- (c) *Executive Council*: the outgoing executive board of SBA
- (d) *election information*: election timelines and deadlines and opportunities for candidacy
- (e) *election*: an individual round of voting, which ends with a close of polls; a run-off election is therefore separate from a general election
- (f) *election period*: the election period for a given position begins when intent-to-run forms and candidate statements are due and ends when positions are filled
- (g) *exact vote counts*: vote distributions across the candidates for a specific position that do not reveal candidate identities other than the identity of the candidate making the request
- (h) *filed*: sent to the official email of the appropriate party
- (i) *petitioners*: parties filing petitions alleging election violation(s)
- (j) *public bulletin board*: bulletin boards in the law school that are not student organization boards, faculty office bulletin boards, or bulletin boards that could otherwise be considered “private”
- (k) *respondents*: parties charged with violations in a petition
- (l) *SBA President*: the outgoing president of SBA.

Section 1.02 *Purpose and Administration*

- (a) Purpose: The purpose of these bylaws is to ensure that the election process is easy to understand and to administer, maximize candidate and voter participation, and minimize the potential for abuse.
- (b) Scope: These SBA Election Rules will operate in conjunction with the SBA Constitution and Bylaws. In the event of a conflict, the SBA Constitution governs.

Section 1.03 *Adoption and Promulgation*

- (a) Adoption: The Election Chair adopts amendments to these bylaws by a consensus of its members and the approval of an absolute majority of the SBA body, or 2/3 of those SBA body members present and voting as required by Section 13.01.

- (b) Promulgation: An amendment to these bylaws takes effect when, after its adoption, it is announced to the student body.
- (c) Recording: When an amendment is promulgated, the SBA Executive Council is requested to keep an updated copy of these bylaws in the SBA records.
- (d) Entry Into Force: An amendment to these bylaws takes effect when the amendment is promulgated subject to the exceptions that:
 - (i) An amendment does not enter into force with respect to an election for which intent-to-run forms were due before the promulgation of that amendment; and
 - (ii) An amendment does not enter into force with respect to a referendum which has been adopted by the SBA General Body at a meeting before the promulgation of that amendment.

Section 1.04 *Schedule*

- (a) Campaigning and elections for any position must be conducted according to the timeframes established by the Election Chair and SBA Executive Council.
- (b) The Election Chair and SBA Executive Council will determine the times that polls in any election will open and close.
- (c) The Election Chair and SBA Executive Council will determine the deadlines for the submission of intent-to-run forms, candidate statements, and requests for campaigning by school-wide email.
- (d) Candidates may only campaign during the election period.

Section 1.05 *Publicity*

- (a) The Election Chair will publicize election information.
 - (i) Election information will be posted in The Docket on the first, fourth, and last day of the Election Period.
- (b) Method of Publicizing: The Election Chair will publicize election information to each individual student at the law school by methods reasonably calculated to maximize awareness of the election process, particularly e-mail. The Election Chair will publish to each student:

- (i) Deadlines for filing intent-to-run forms;
 - (ii) Deadlines for the submission of candidate statements; and
 - (iii) A statement directing students to review these bylaws.
- (c) Timeline of Publicizing: The Election Chair will publicize election information no later than twenty-four (24) hours after the start of the election period.

Section 1.06 *Candidate Eligibility*

All positions are open to BAM and Blended Programs based on the student's eligibility below,

(a) President/ Vice President Candidates

- a. Shall be nominated as a team
- b. Both candidates must be enrolled in their last academic year at Mitchell Hamline, and both members must be returning, degree-seeking law students.
- c. Both candidates must have served on the SBA for at least one year prior to running for President or Vice President.
- d. A President/ Vice President Team may choose to endorse any treasurer or secretary as part of their race but may not violate the advertising or election period parameters.

(a) 1L/2L/3L/4L Class Representatives

- (i) Must run for the class/section that they will have earned credits for by the first semester of the academic year in which they begin their term as representative.
- (b) All applications for elective offices shall be evaluated by the Election Committee chair to ensure that the candidates meet the requirements set forth in the SBA Constitution. Those applicants who do not fulfill the said requirements will neither be placed on the ballot nor eligible to hold the office in question.

Section 1.07 *Filing as a Candidate*

- (a) All candidates must meet the deadlines for filing as a candidate established by the Election Chair for a particular election.
- (b) Students may only run for one (1) position during the election period.

- (c) Candidates seeking to be named on ballots must submit an intent-to-run packet containing the candidate's name, class year, the position for which the candidate is filing, and a signed statement that the candidate has reviewed these bylaws and will adhere to them in good faith and in accordance with the Honor Code. Each Candidate must complete required petition for position in which the Candidate has selected.
- (i) All petitions must be created using the Microsoft Forms application and electronically signed. Each student signing a candidate petition must use their official Mitchell Hamline Student email address to sign a petition.
 - (ii) Candidates submitting an intent-to-run packet for SBA President and Vice President, may submit a joint packet.
 - (iii) Candidates for ***President and Vice President must collect a minimum of 50 Electronic Student Signatures*** within the position's constituency.
 - (iv) Candidates for ***all other positions must collect a minimum of 15 Electronic Student Signatures*** within the position's constituency.
- (d) The Election Chair will designate and publish a procedure for filing intent-to-run forms.
- (e) It is a violation of these bylaws to tamper with a candidate's intent-to-run form.
- (f) Write-In Candidacy: Write-in candidacy is permitted, but all write-in candidates remain subject to the restrictions on campaigning in these bylaws.

Section 1.08 *Allowed Campaigning*

- (a) A candidate, write-in candidate, or any other individual may only use forms of campaigning described by these bylaws or the SBA Constitution.
- (b) The Election Chair reserves the right to adapt restrictions to campaigning based on changing technology as the Election Chair sees fit as long as such restrictions are consistent with these rules.
- (c) The Election Chair reserves the right to adapt restrictions to campaigning based on health or safety concerns as the Election Chair sees fit as long as such restrictions are consistent with local, state, or federal public health mandates or protocols.
- (d) Candidates are prohibited from spending money on campaigning generally, outside of paying for campaign materials described in these bylaws.

Section 1.09 *Candidate Statements*

- (a) The Election Chair will distribute to the voters in any particular election a candidate statement for each candidate who has filed an intent-to-run form in compliance with these bylaws.
- (b) The Election Chair will not distribute candidate statements for write-in candidates.
- (c) Form: Candidate statements are limited to one electronic file containing only text and/or a workplace appropriate photograph of the candidate. Candidate statements must not exceed 750 words per position.
- (d) Deadline: The Election Chair will establish a deadline for the submission of candidate statements and will not accept late submissions.
- (e) Distribution: The Election Chair will distribute candidate statements complying with these bylaws via e-mail. The Election Chair has the authority to determine the order in which the statements will appear.
- (f) The Election Chair will allow candidates for SBA President to edit their candidate statements following the candidate debate, if desired, and will distribute the revised statements to the student body via e-mail.

Section 1.10 *Physical Distribution of Campaign Materials*

- (g) Candidates may not distribute campaign materials to student mail folders. This does not apply to communications internal to a candidate's campaign.
- (h) Each candidate is permitted to distribute campaign materials by hand to the student body during the campaign period. Such "flyering" must not be aggressive, harassing, or inconsistent with public health mandates or protocols.
- (i) Campaign materials physically distributed to the student body may not exceed the size of one sheet of 8 1/2 x 11-inch paper and must clearly identify the candidate and the office sought. Such campaign materials may include invitations to in-person or virtual meetings that (1) are open to all members of the student body and (2) will be used as forums for the candidate to speak about the candidate's campaign and/or answer any questions.
- (j) A copy of any campaign materials distributed to the student body must be sent to the official email of the Election Chair for approval.

- (k) Campaign materials may only be distributed after an email confirmation is received from the official email of the Election Chair. The Election Chair will respond to requests within twenty-four (24) hours of receipt. Upon request from the candidate, the Election Chair will send such campaign materials to the portion of the student body voting for the candidate in the relevant election.
- (l) Campaign materials inconsistent with the Honor Code will not be approved.
- (m) Candidates may only distribute approved campaign materials during the election period as defined in Section 1.01 of these bylaws.

Section 1.11 *Physical Posting of Campaign Materials*

- (a) Each candidate is permitted to post campaign materials on only public bulletin boards throughout the law school. Such “posting” must not be aggressive, harassing, or inconsistent with public health mandates or protocols.
- (b) Candidates are prohibited from posting campaign materials on non-public bulletin boards.
- (c) Campaign materials posted on public bulletin boards may not exceed the size of one sheet of 8 1/2 x 11-inch paper and must clearly identify the candidate and the office sought. Such campaign materials may include invitations to in-person or virtual meetings that (1) are open to all members of the student body and (2) will be used as forums for the candidate to speak about the candidate’s campaign and/or answer any questions.
- (d) A copy of any campaign materials posted on public bulletin boards must be sent to the official email of the Election Chair for approval.
- (e) Campaign materials may only be posted after an email confirmation is received from the official email of the Election Chair. The Election Chair will respond to requests within twenty-four (24) hours of receipt. Upon request from the candidate, the Election Chair will send such campaign materials to the portion of the student body voting for the candidate in the relevant election.
- (f) Campaign materials inconsistent with the Honor Code will not be approved.
- (g) Campaign materials posted to public bulletin boards must comply with all other rules governing signs in the law school.
- (h) Candidates may only post approved campaign materials during the election period as defined in Section 1.01 of these bylaws.

- (i) Candidates must remove all signs he/she/they has placed within seventy-two (72) hours of the close of polls in the election in which he/she/they is running.

Section 1.12 *Oral Campaigning*

- (a) Candidates may engage in oral, in-person, individual campaigning at any time, except as prohibited in these bylaws.
- (b) Candidates are prohibited from campaigning orally during meetings and events of student groups in which candidates have a leadership role.
- (c) Candidates may not purposefully or recklessly cause or influence SBA or any school-sanctioned student group or organization to promote or endorse candidates' candidacy in any way or form.
- (d) The candidate is permitted to host or participate in any in-person meetings that (1) are open to all members of the student body and (2) will be used as forums for the candidate to speak about the candidate's campaign and/or answer any questions from potential voters, if invitations to such meetings were included in the candidate's approved campaign materials.
- (e) A candidate is prohibited from engaging in any oral electronic campaigning regarding the election, unless:
 - (i) The candidate is solicited to do so in a group video and/or phone communication, in which case the candidate may only respond by directing the solicitor(s) to one of the candidate's approved election posts and/or the candidate's other approved campaign materials; or
 - (ii) The candidate is solicited by an individual in a private video and/or phone communication, in which case the candidate may respond in any way he/she/they deem appropriate and consistent with the election bylaws, including explaining or discussing his/her/their platform or responding to direct questions; or
 - (iii) The candidate hosts or participates in any virtual meetings that (1) are open to all members of the student body and (2) will be used as forums for the candidate to speak about the candidate's campaign and/or answer any questions from potential voters, and invitations to such meetings were included in the candidate's approved campaign materials.
- (f) Oral campaigning may neither disrupt classes or meetings nor harass students.

Section 1.13 *Electronic Campaigning*

- (a) Each candidate is permitted to post approved campaign materials to public social media group pages that are sanctioned and created by the law school (such as the Facebook groups “MHSL 2022 Entering Class- Blended J.D. Program” or “MHSL 2022 Entering Class- Day Time and Evening J.D. Programs”). Such “posting” must not be aggressive or harassing. Social media group pages managed by law school student groups do not qualify as sanctioned under this provision.
- (b) Candidates may post approved campaign materials to social media groups that do not qualify as public social media groups under Section 4.13(a), if those social media groups reach over 80% of a given class and have been approved by the Election Chair. The Election Chair will respond to requests for such approval within twenty-four (24) hours.
- (c) Members of the Election Chair may request to become administrators or moderators of the social media group pages described under Section 4.13(a) or (b). Members of the Election Chair who become administrators or moderators reserve the right to delete any comments they believe to be in violation of these bylaws or otherwise meant to harass others or inhibit discussion.
- (d) Campaign materials posted on public social media group pages may not exceed the size of one sheet of 8 1/2 x 11-inch paper and must clearly identify the candidate and the office sought. Such campaign materials may include invitations to in-person or virtual meetings that (1) are open to all members of the student body and (2) will be used as forums for the candidate to speak about the candidate’s campaign and/or answer any questions.
- (e) A copy of any campaign materials posted on public social media group pages must be sent to the official email of the Election Chair for approval.
- (f) Campaign materials may only be posted after an email confirmation is received from the official email of the Election Chair. The Election Chair will respond to requests within twenty-four (24) hours of receipt. Upon request from the candidate, the Election Chair will send such campaign materials to the student body.
- (g) Campaign materials inconsistent with the Honor Code will not be approved.
- (h) Each candidate is permitted to reply to comments on posts described in Section 4.13(a).
- (i) A candidate is prohibited from engaging in any electronic communications regarding the election not described in Section 1.14(a)–(h), unless:

- (i) The candidate may post ONE time on the Docket, the post must only include a link to their candidate website.
 - (ii) The candidate is solicited to do so in a group message or group email, in which case the candidate may only respond by directing the solicitor(s) to one of the candidate's approved election posts and/or the candidate's other approved campaign materials; or
 - (iii) The candidate is solicited by an individual in a private message or private email, in which case the candidate may respond in any way he/she/they deem appropriate and consistent with the election bylaws; or
 - (iv) The candidate hosts or participates in any virtual meetings that (1) are open to all members of the student body and (2) will be used as forums for the candidate to speak about the candidate's campaign and/or answer any questions from potential voters, and invitations to such meetings were included in the candidate's approved campaign materials.
- (j) Electronic communications regarding the election by non-candidates are permitted under these bylaws. Any attempt by a candidate to electronically communicate to others through a non-candidate are, however, in violation of these bylaws. The determination of whether a candidate has attempted to communicate through a non-candidate is subject to the discretion of the Election Chair.

Section 1.14 *Electronic Voting*

- (a) The Election Chair will conduct all elections by electronic voting.
- (b) Each student will use link provided by Election Chair via email to fill out and complete electronic voting.
 - (i) Any student who has paid their SBA Student fee for the current year shall be eligible to vote in the election.
- (c) Due to electronic voting, no proxy ballots will be made available for the election.

Section 1.15 *Ballot Design*

- (a) No ballot will allow a student to vote in an election in which members of his or her class are not entitled to vote.
- (b) All ballots for the election for a position will list the names of all candidates who have filed an intent-to-run form. Ballots may also provide spaces for write-in candidates.

- (c) No ballot will allow a student to cast more than one vote per position, with the exception of the Judicial Council.

Section 1.16 *Vote Counting*

- (a) The Election Chair will ensure that the electronic voting procedures produce an automatic tally of votes following the close of the election period.
- (b) Immediately following the close of the election period, the Election Chair will obtain a copy of the election results to certify the election results.
- (c) A Candidate and request a re-count within 12 hours of receiving election results via e-mail. However, due to electronic voting and to ensure integrity of the process, no candidate or student may request to “watch” or “witness” a recount of the ballots.

Section 1.17 *Runoffs*

- (a) In all cases, the Election Chair shall contact potential run-off candidates and obtain their consent to participate in a run-off election within twenty-four (24) hours of the close of polls. As soon as the Election Chair receives such consent, the Election Chair shall inform the student body of the run-off election within twenty-four (24) hours that there shall be a run-off election. If a candidate asked to participate in a run-off pursuant to subsections (b) or (d) does not consent to such participation, the next qualifying candidate will be asked. This process will be repeated until two candidates consent to participate in a run-off or until there is only one consenting candidate.
- (b) In an election for one open position (for example, the presidential election) where there are three or more candidates, a candidate who receives more than fifty percent (50%) of votes is elected. In such an election, should no candidate receive a majority of votes, and if the two (2) candidates with the most votes consent to a run-off election, those candidates shall proceed to a run-off election to be held within ten (10) school days of the close of polls in the first round of voting. The candidate receiving more votes in such a run-off is elected.
- (c) Under no circumstances whatsoever will a run-off presidential election be conducted with more than two candidates.
- (d) In an election for more than one open position (for example, the class representative election), candidates shall be elected in the order of the highest number of votes. In the event that all positions cannot be filled because two or more people receive the same number of votes, those candidates who

received the same number of votes and have consented shall proceed to a run-off election to be held within ten (10) school days of the close of polls in the first round of voting. The candidate(s) receiving more votes in such a run-off shall be elected.

- (e) If the run-off described in subsection (b) results in a tie between the two remaining candidates, subsequent run-offs shall be held in the same fashion until a winner is determined.
- (f) If the run-off described in subsection (d) results in a tie between the remaining candidates, the SBA President shall nominate one of the remaining candidates for a vote by the SBA body, pursuant to Article 1 § 2 of the SBA Constitution.

Section 1.18 *Publication of Results*

- (a) When election results are finalized under Section 4.18, the Election Chair shall verify by email with any write-in candidates who have won that they wish to fill the offered position.
- (b) The Election Chair will publish the results of any election by school-wide email as soon as is practicable after the election period closes.
- (c) The Election Chair will publish only the names of winners, listing them alphabetically for applicable positions.
- (d) The Election Chair will, upon request, furnish exact vote counts for an election to candidates in that election who filed an intent-to-run form.

Section 1.19 *Petitions*

- (a) The Election Chair has authority to hear petitions alleging violations of the SBA Constitution or SBA bylaws in the conduct of an election or referendum.
- (b) If a petition alleges a violation against the Election Chair or an individual member of the SBA Executive Council, an independent, *ad hoc* election tribunal will consider that petition under the procedure established in Section 4.23 of these bylaws and issue judgments in accordance with Section 4.24. Such an election tribunal will consist of three students to be appointed by the SBA Executive Board. No member of the SBA General Body, member of the Election Chair, or candidate for office may be a member of an *ad hoc* election tribunal. At the initial meeting of an *ad hoc* tribunal, its members will elect a Chair amongst themselves.

- (c) Standing: Any student who is a non-write in candidate in the general election, or any candidate in a run-off election, may file a petition only if the claimed violation could have materially impacted the election outcome, or could foreseeably impact the election outcome, in a way adverse to the petitioner.
 - (i) Claimed violations must be submitted with clear and convincing evidence that the candidate, student(s), or the election was materially impacted in whole.
- (d) Standing in subsection (c) shall be determined by the Election Chair or *ad hoc* election tribunal upon review of each petition.
- (e) Joint Petition: If multiple students have standing for the same issue in the same election, they may file a joint petition or decide to file individual petitions.
- (f) Honor Code violations do not fall under the purview of the Election Chair and will be referred to the Honor Council.

Section 1.20 *Petition Procedure*

- (a) Filing of Petitions: If a petition alleges a violation by a person or body other than the Election Chair, it must be sent to the official email of the Election Chair. If a petition alleges a violation by the Election Chair, it must be sent to the email of the SBA President.
- (b) Contents of Petitions: Petitions must include a statement showing standing and detailing the precise allegations of actions that constitute the misconduct complained of, and they must precisely cite the provision(s) of the SBA Constitution or SBA bylaws alleged to be violated.
- (c) Limitations on Petitions: Petitions must be filed within seventy-two (72) hours of the close of polls in the election to which the petition relates.
- (d) Service of Petitions: Upon receipt of a petition that appears to comply with these bylaws, the Election Chair or SBA—determined by the allegations in the petition, per subsection (a)—will email a copy of the petition to respondents.
- (e) Petition Corrections: Petitioners shall have the opportunity to correct mistakes found in submitted petition(s). Petitioners shall make necessary corrections within twenty-four (24) hours of being alerted to the mistakes via email by the Election Chair.

Section 1.21 *Hearing Procedure*

- (a) The Election Chair will review petition and shall provide a decision regarding the petition within two (2) weekdays of initial petition.
 - (i) Candidate who filed petition may appeal Election Chair's decision and request a hearing via the Judicial Committee.
 - (ii) All candidates involved in the appeal process, will receive a copy of petition or appeal at least 12 hours prior to the scheduled hearing with the Judicial Committee.
- (b) Judicial Committee will conduct a hearing to consider a petition within two (2) weekdays of the filing of that appeal.
- (c) For either actual impropriety or the appearance of impropriety, hearing tribunal members may recuse themselves at any point before the hearing is commenced.
- (d) Replacement: The hearing tribunal must be composed of either three or five members. In the event that recusal under subsection (b) leaves an insufficient number of members, the SBA President shall be appointed to the hearing tribunal. In the event that the SBA President cannot serve on the hearing tribunal, or if more members are still needed to make a three- or five-member tribunal, he/she/they shall appoint a member or members of the Executive Board.
- (e) The Election Chair will publish the time and location of any hearing before it occurs, but hearings may be closed to the public at the discretion of the Chairperson of the Election Chair or Chairperson of an *ad hoc* tribunal.
- (f) The Chairperson will preside over all petition hearings.
- (g) Petitioners' Opening Statement: At the opening of a hearing on an individual petitioner, the petitioners will jointly have fifteen minutes to argue their petition to the Election Chair.
- (h) Respondents' Opening Statements: Following the petitioners' opening statement, any respondents will jointly have fifteen minutes to respond to the petition.
- (i) Parties may present witnesses or evidence during their opening statements. The Election Chair will not interrupt opening statements with substantive questions.
- (j) Examination of Parties: Following opening statements, the Election Chair will have the opportunity to question the petitioners for ten minutes and then the respondents for ten minutes.

- (k) Closing Statements: Following examination, the petitioners and then the respondents will each jointly have five minutes for closing statements.
- (l) Deliberations: Following closing statements, the Election Chair will retire to a private and convenient place to deliberate.
- (m) Hearings may be held either in-person or virtually, at the discretion of the Election Chair.

Section 1.22 *Judgments*

- (a) Consensus: The Election Chair and Judicial Committee reaches judgment on a petition by a majority vote.
- (b) Remedial Action: If the Election Chair finds that a respondent has violated the SBA Constitution or SBA bylaws, it may order appropriate remedial measures, including, but not limited to, the disqualification of a candidate or an order for new elections. The Election Chair may order lesser and proportionate remedies as it deems appropriate. All candidates, including write-in candidates, are bound by such orders.
- (c) Finality: The judgments of the Judicial Committee are final and not subject to appeal.

SBA Nomination Information and Forms

- ❖ **President and Vice President Nomination**

- ❖ **Board of Governor Position Nominations**

President/Vice-President Candidate Acknowledgement of Duties Form

Acknowledgement of Duties

Submission of this form serves as acknowledgement and acceptance of the following duties:

- The President is responsible for the general business of the Student Bar Association.
- The President serves as a spokesperson for the SBA and as liaison to the MHSL faculty, administration, and staff, attending Faculty and Board of Trustee meetings.
- Vice-President serves as the liaison between SBA and its committees to the MHSL Student Organizations including, co-chairing the Leadership Council.
- The Vice-President shall also exercise the powers and duties of the SBA President during the absence or incapacity of the President and would succeed the President in office in the case of a permanent vacancy.
- Attendance at meetings is required. Absences require notice to the President or Secretary. Two absences without notification automatically subjects the member to SBA Board review and potential removal. Three unexcused absences result in automatic removal.
- Each SBA Board member will appropriately communicate information and policies to the member's constituents.
- Each SBA Board member shall work toward identifying problems of particular concern or interest to the member's constituents and are responsible for pursuing those problems with the SBA Board and/or the Law School's administration and faculty.
- Each SBA Board member shall serve on one or more SBA committees and will assist in projects sponsored by the SBA.
- Each new SBA Board member shall read the SBA Constitution and SBA Bylaws before the SBA Board member's first SBA Board or committee meeting.

Please print, sign, and date stating that you have fully understand and will comply with the election rules and fulfill my duties if elected.

President Candidate:

Full Name (Please Print): _____

Signature: _____ Date: _____

Vice-President Candidate

Full Name (Please Print): _____

Signature: _____ Date: _____

Nomination Form
Student Bar Association President/ Vice President

Deadline

Email completed petition and with Electronic Signature Survey Results using the [SBA Election Email Address](#) no later than ***Saturday, March 11, 2023, at 11:59 PM CT.***

Signatures

- 50 Signatures are required for any candidate team.
- Due to Covid-19 all signatures must be collected electronically using Microsoft Forms. In- person signatures will not be accepted.
- Each student signing a candidate petition must use their official Mitchell Hamline email address in order to sign a petition.

Candidate Information

Presidential Candidates Full Name (Please Print): _____

Current Class Year: _____ MHSL Student ID# _____

Signature: _____ Date: _____

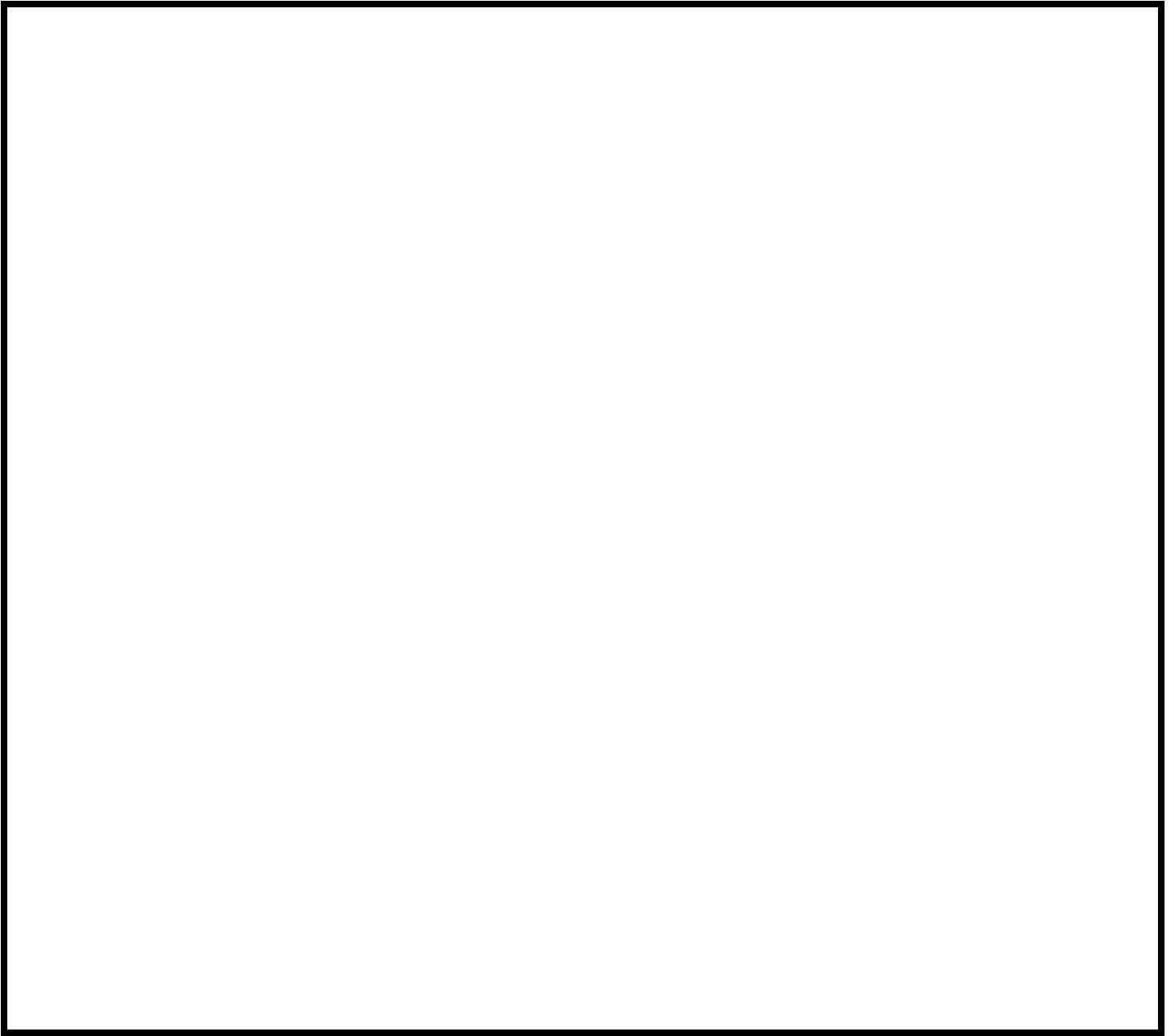
Vice-Presidential Candidates Full Name (Please Print): _____

Current Class Year: _____ MHSL Student ID#: _____

Signature: _____ Date: _____

Candidate (s) Statement (Optional)

Please provide a candidate statement. Statement will be included on the election ballot and on the Mitchell Hamline SBA Election Page.

A large, empty rectangular box with a black border, intended for a candidate to write their statement. The box is currently blank.

SBA Board of Governors Acknowledgement of Duties Form

Acknowledgement of Duties

Submission of this form serves as acknowledgement and acceptance of the following duties:

- Attendance at meetings is required. Absences require notice to the President or Secretary. Two absences without notification automatically subjects the member to SBA Board review and potential removal. Three unexcused absences results in automatic removal.
- Each SBA Board member will appropriately communicate information and policies to the member's constituents. Additionally, each SBA Board member shall work toward identifying problems of particular concern or interest to the member's constituents and are responsible for pursuing those problems with the SBA Board and/or the Law School's administration and faculty.
- Each SBA Board member shall serve on one or more SBA committees and will assist in projects sponsored by the SBA.
- Each new SBA Board member shall read the SBA Constitution and SBA Bylaws before the SBA Board member's first SBA Board or committee meeting.

Please print, sign, and date stating that you have fully understand and will comply with the election rules and fulfill my duties if elected:

Student Campaigning for SBA Governing Position

Candidates Full Name (Please Print): _____

Signature: _____ Date: _____

SBA Governing Board Candidate Nomination Form

Deadline

Email completed petition and with Electronic Signature Survey Results using the [SBA Election Email Address](#) no later than *Saturday, March 11, 2023, at 11:59 PM CT.*

Signatures

- 15 Signatures are required for any candidate.
- Class Representative Candidate Signatures must be from
- Due to Covid-19 all signatures must be collected electronically using Microsoft Forms. In- person signatures will not be accepted.
- Each student signing a candidate petition must use their official Mitchell Hamline email address in order to sign a petition.

Candidates Full Name _____

Current Year _____ Section _____ MHSL Student ID #: _____

Please select up to one position you would like to campaign for:

SBA Executive Board		
<input type="radio"/> SBA Secretary	<input type="radio"/> SBA Treasurer	<input type="radio"/> SBA At-Large Rep
<input type="radio"/> SBA Treasurer	<input type="radio"/> SBA ABA Rep	
Bam Class Representatives		
<input type="radio"/> 4L Class Representative	<input type="radio"/> 3L Class Representative	<input type="radio"/> 2L Class Representative
Blended Class Representatives		
<input type="radio"/> 4L BL Class Rep	<input type="radio"/> 3L BL Sec 1 Rep	<input type="radio"/> 2 BL Sec 1 Rep
<input type="radio"/> 3L BL Sec 3 Rep	<input type="radio"/> 2L BL Sec 3 Rep	
<input type="radio"/> 3L BL Sec 2 Rep	<input type="radio"/> 2L BL Sec 2 Rep	
Judicial Council		
<input type="radio"/> Judicial Council Judge		

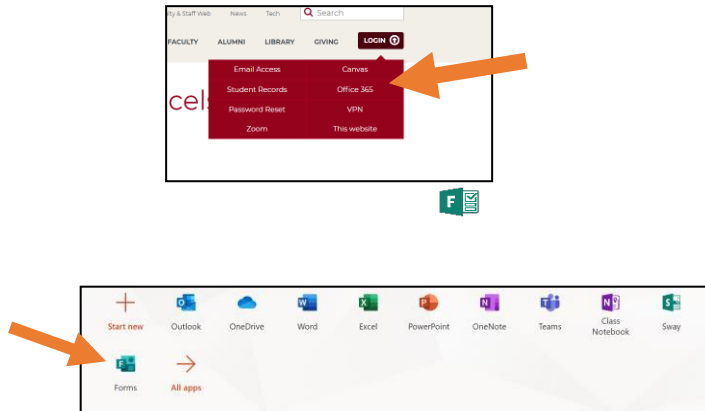
Candidate Statement (Optional)

Please provide a candidate statement. Statement will be included on the election ballot and on the Mitchell Hamline SBA Election Page:

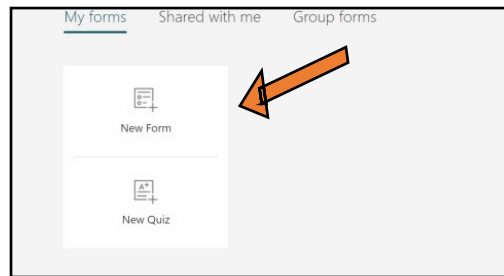
Creating and Collecting SBA Spring 2023 Election Ballot Signature Survey

Creating Signature Survey

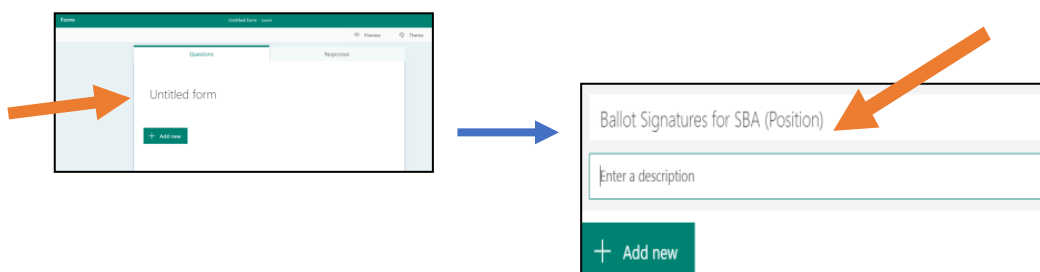
1) Log into Microsoft Office 365 through the Mitchell Hamline webpage and open Forms.



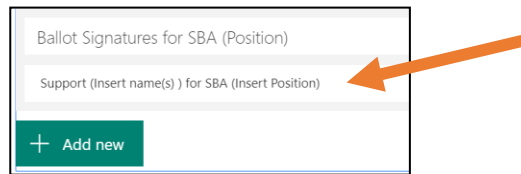
2) Select “New Form”. If this is the first-time using Microsoft forms, it may say “Create Survey”.



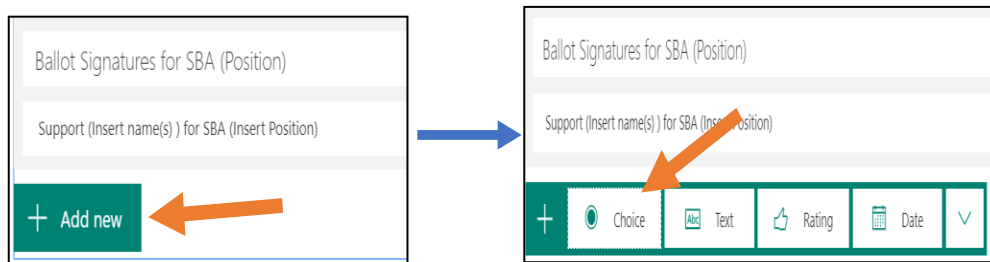
3) When the new survey opens, start by clicking on the textbox with “untitled form”. Then type in “Ballot Signatures for SBA_____” (insert title position)



4) In the Description Text box, under the title type name and position type “Support for (Insert name(s) for SBA (Position(s)).



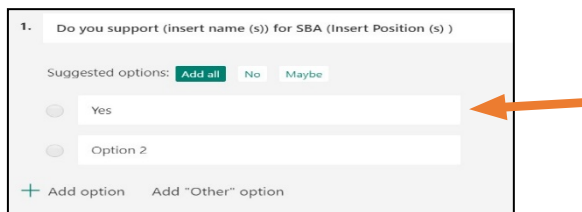
5) Next, click “+Add New” tab to insert a response and select “Choice”



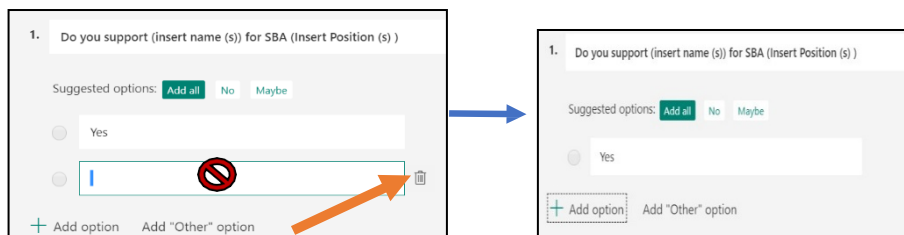
6) Type “Do you Support (insert your name) for SBA (type in position).



7) Next in the “Option 1” textbox below the question click and type “Yes

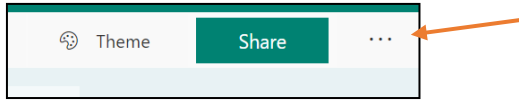


8) Do not type anything in the second box, scroll over the small trashcan icon and delete second textbox.



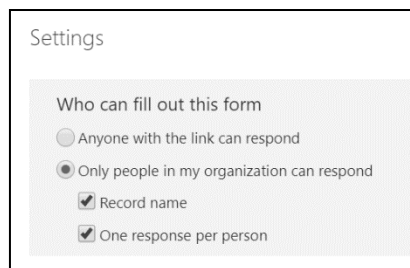
Important Survey Settings

These must be set before you send out the Signature Survey Form



1) Open-up settings which can be found by clicking on the three dots in the top right-hand corner.

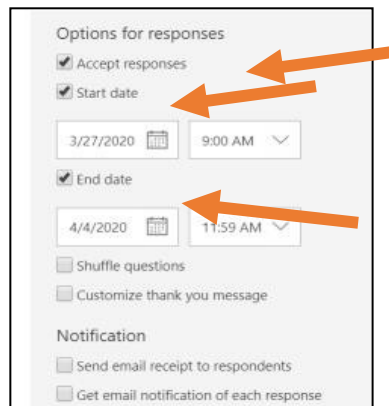
- a) Under “Who can Fill Out this form” select the following:
 - A) “Only people in my organization can respond”. This will ensure only those with Mitchell Hamline emails can respond.
 - B) Record Name
 - C) One response per person.



b) Under “Options for responses” select the following

- a) Accept responses
- b) Start date – Put Opening date.
- c) End date: at 4/2/21 at 11:59pm.

You will need to also click on the time and type in the specific time of 11:59 PM.



Downloading and Sharing Results

Once the survey day closes you will need to download the results into Excel form, save it as a PDF and submit it with your filing paperwork.

1. On the top of the survey click the response tab.
2. View Results
3. Select Open in Excel
4. Save File as a PDF with names and email addresses and submit with filing paperwork.