

# Mitchel Hamline Student Bar Association

## Fall 2024 Election Candidate Packet

The Mitchell Hamline School of Law (MHSL) Student Bar Association will hold its Fall Elections for the 2024-2025 academic year. 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 each student's problems and concerns 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 want to get involved and run for a position within the Student Bar Association, please review the information in this Election Packet. Here, you will find a list of open positions, descriptions for each position, duties, important dates and deadlines, instructions on submitting a nomination, and forms.

If you want to know more about the Student Bar Association, please contact [SBA@mitchellhamline.edu](mailto:SBA@mitchellhamline.edu).

Questions specifically about the elections should be directed to the SBA Elections Commission Chair by email at [SBA.Elections@mitchellhamline.edu](mailto:SBA.Elections@mitchellhamline.edu)

### **2024-2025 Board of Governors**

<b>President:</b>	Vacant
<b>Vice-President:</b>	Vacant
<b>Treasurer:</b>	Madeline Hertaus
<b>Secretary:</b>	Aaron Roessler
<b>Representative At-Large:</b>	Wendy Jeter
<b>ABA Representative:</b>	Kelly Griffin

*For a Complete List of Student Representatives, please visit the Student Bar Association webpage: <https://mitchellhamline.edu/student-bar-association/board-of-governors/>*

### **Important Dates and Election Timeline**

Fall SBA Elections Announced.....	September 15, 2024
Candidate Petitions Due.....	September 24, 2024
Fall 2024 Voting Period Opens.....	September 29, 2024
Fall 2024 Voting Period Closes.....	October 5, 2024
Fall Election Results Announced.....	October 13, 2024

### **If Run-off Elections are Required:**

Run-off Election voting opens.....	October 15, 2024
Run-off election voting closed.....	October 19, 2024
Fall Election Results Announced.....	October 21, 2024

## Process for Submitting Candidate Petition

1. Read and review **all** election rules and expectations for positions of interest.
2. Determine the Board position which interests you (Petition can only be submitted for **one** position).
3. Create an Election Ballot Signature form using Microsoft Forms and obtain the required number of signatures (See Instructions on page 25).
4. Review and sign the Acknowledge of Duty Form.
5. Complete the petition form and include:
  - a. Candidate Statement (optional)
  - b. Results from Signature Survey Form.
6. Submit the completed form to the SBA Elections Commission Chair as separate documents via email ([SBAElections@mitchellhamlin.edu](mailto:SBAElections@mitchellhamlin.edu)) **no later than 11:59 PM CST September 24, 2024**. Any candidate petition received after 11:59 PM CST on September 24, 2024, will not be eligible for consideration.

**If you have any questions about the SBA Elections or the Candidate Petition Process, please email the SBA Election Commission Chair at**

**[SBA.Elections@mitchellhamline.edu](mailto:SBA.Elections@mitchellhamline.edu)**

## 2024-2025 SBA Executive Council Vacant Positions

### 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 conducts meetings in the manner provided for in the Constitution and Bylaws, ensures that the Board fulfills its governance responsibilities, and maintains awareness of the Board and SBA committee activity. The President is jointly responsible with the Treasurer for developing and promoting 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 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.

### Judicial Council

The purpose of the Judicial Council is to interpret the meanings of the SBA Constitution, and Bylaws and investigate any allegations of misconduct or violations as it relates to the Constitution and By-Laws. The Judicial Council is comprised of three non-SBA Board-elected representatives.

## **2024-2025 SBA Class/Section Representative Vacant Positions**

### **Class Rep**

Class Reps are voting members of the Board and represent the needs and interests of members of their respective classes or sections. 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:**

- 2L Blended Section 3 Representative
- 1L BAM Section 1 Representative
- 1L BAM Section 2 Representative
- 1L BAM Section 3 Representative
- 1L Blended Section 1 Representative
- 1L Blended Section 2 Representative
- 1L Blended Section 3 Representative

**MITCHELL HAMLINE SCHOOL OF LAW 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*: These bylaws ensure that the election process is easy to understand and 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 Commission Chair adopts amendments to these bylaws by consensus among its members and the approval of an absolute majority of the SBA body, or two-thirds of those SBA body members present and voting as required by Section 13.01.
- b. *Promulgation*: An amendment to these bylaws takes effect after it is adopted and 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 Commission Chair and SBA Executive Council.
- b. The Election Commission Chair and SBA Executive Council will determine the times that polls in any election will open and close.
- c. The Election Commission 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 Commission Chair will publicize election information. Election information will be posted in The Docket on the first, fourth, and last day of the Election Period.
- b. Election information will be posted in The Docket on the first, fourth, and last day of the Election Period. Method of Publicizing: The Election Commission 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 Commission 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 Commission 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 Candidates
  - i. Shall be nominated as an individual candidate
  - ii. Candidates must be scheduled to complete 44 credit hours by the start of the first semester of the academic year in which they begin their term as President and must be a returning,

- degree-seeking law student at MHSL Candidates must have served on the SBA for at least one year prior to running for President.
- iii A President may choose to endorse any vice-president, treasurer or secretary as part of their race but may not violate the advertising or election period parameters.
- b Vice-President Candidates
    - i Shall be nominated as an individual candidate
    - ii Candidate must be scheduled to complete 22 credit hours by the start of the first semester of the academic year in which they begin their term as Vice-President and must be a returning, degree-seeking law student at MHSL.
    - iii Candidates who previously served on a law school student organization board are eligible once the Elections Commission has confirmed eligibility.
  - c 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 representatives.
  - d All applications for elective offices shall be evaluated by the Election Commission Chair to ensure 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 Commission Chair for a particular election. Students may only run for one (1) position during the election period.
- b 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 for President and Vice President must collect at least 25 Electronic Student Signatures within the position's constituency.
  - iii Candidates for all other positions must collect at least 15 Electronic Student Signatures within the position's constituency.
- c The Election Commission Chair will designate and publish a procedure for filing intent-to-run forms.

- d It is a violation of these bylaws to tamper with a candidate's intent-to-run form.
- e Write-In Candidacy: Write-in candidacy is permitted, but all write-in candidates remain subject to the restrictions on campaigning and eligibility for candidacy 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 Commission 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 Commission Chair reserves the right to adapt restrictions to campaigning based on health or safety concerns as they see 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 Commission 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 Commission 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 Commission Chair will establish a deadline for the submission of candidate statements and will not accept late submissions.
- e Distribution: The Election Commission Chair will distribute candidate statements complying with these bylaws via e-mail. The Election Commission Chair has the authority to determine the order in which the statements will appear.
- f The Election Commission 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*

- a Candidates may not distribute campaign materials to student mail folders. This does not apply to communications internal to a candidate's campaign.



- b 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.
- c A copy of any campaign materials distributed to the student body must be sent to the official email of the Election Commission Chair for approval.
- d Campaign materials may only be distributed after an email confirmation is received from the official email of the Election Commission Chair. The Election Commission Chair will respond to requests within twenty-four (24) hours of receipt. Upon request from the candidate, the Election Commission Chair will send such campaign materials to the portion of the student body voting for the candidate in the relevant election.
- e Campaign materials inconsistent with the Honor Code will not be approved.
- f 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.

#### 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 2023 Entering Class- Blended J.D. Program” or “MHSL 2023 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 Commission Chair. The Election Commission Chair will respond to requests for such approval within twenty-four (24) hours.
- c Members of the Election Commission 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 Commission 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 Commission Chair for approval.
- f Campaign materials may only be posted after an email confirmation is received from the official email of the Election Commission Chair. The Election Commission Chair will respond to requests within twenty-four (24) hours of receipt. Upon request from the candidate, the Election Commission 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.
    - v) 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 Commission Chair.

#### Section 1.14 *Electronic Voting*

- a The Election Commission Chair will conduct all elections by electronic voting.
- b Each student will use the link provided the by Election Commission 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 Commission 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 Commission 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 Commission 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 Commission Chair receives such consent, the Election Commission 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 Commission Chair shall verify by email with any write-in candidates who have won that they wish to fill the offered position.
- b The Election Commission 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 Commission Chair will publish only the names of winners, listing them alphabetically for applicable positions.
- d The Election Commission 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 Commission 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 Commission 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 Commission, 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 Commission 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 Commission 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 Commission Chair. If a petition alleges a violation by the Election Commission 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 Commission 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 Commission Chair.

#### Section 1.21 *Hearing Procedure*

- a The Election Commission 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 Commission 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 Commission 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 Commission Chair will not interrupt opening statements with substantive questions.
- j Examination of Parties: Following opening statements, the Election Commission 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 Commission 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 Commission Chair.

### Section 1.22 *Judgments*

Consensus: The Election Commission Chair and Judicial Committee reaches judgment on a petition by a majority vote.

- a Remedial Action: If the Election Commission 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.
- b Finality: The judgments of the Judicial Committee are final and not subject to appeal.

SBA Nomination Information and Forms  
President Nomination  
Vice President Nomination  
Board of Governor Position Nominations



# SBA President Candidate Acknowledgement of Duties Form

## Acknowledgment of Duties

Submission of this form serves as acknowledgment 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.
- 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 fully understand and will comply with the election rules and fulfill my duties if elected.

Candidate's Full Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SBA President Candidate Nomination Form

## Deadline

Email the completed petition and electronic signature survey results to [SBA.Elections@mitchellhamline.edu](mailto:SBA.Elections@mitchellhamline.edu) no later than **September 24, 2024, at 11:59 PM CT.**

## Signatures

- **25** Signatures are required for any presidential candidate.
- 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 to sign a petition. Otherwise, the signature will not be counted towards your total signatures required.

Presidential Candidate's Full Name (Please Print): \_\_\_\_\_

Current Class Year: \_\_\_\_\_ MHSL Student ID#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SBA Vice President Candidate Acknowledgment of Duties Form

## Acknowledgment of Duties

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

- 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 is 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 fully understand and will comply with the election rules and fulfill my duties if elected.

Candidate's Full Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SBA Vice President Candidate Nomination Form

## Deadline

Email the completed petition and the Electronic Signature Survey Results to [SBA.Elections@mitchellhamline.edu](mailto:SBA.Elections@mitchellhamline.edu) no later than **September 24, 2024, at 11:59 PM CT**.

## Signatures

- **25** Signatures are required for any Vice President candidate.
- 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 to sign a petition. Otherwise, the signature will not be counted towards your total signatures required.

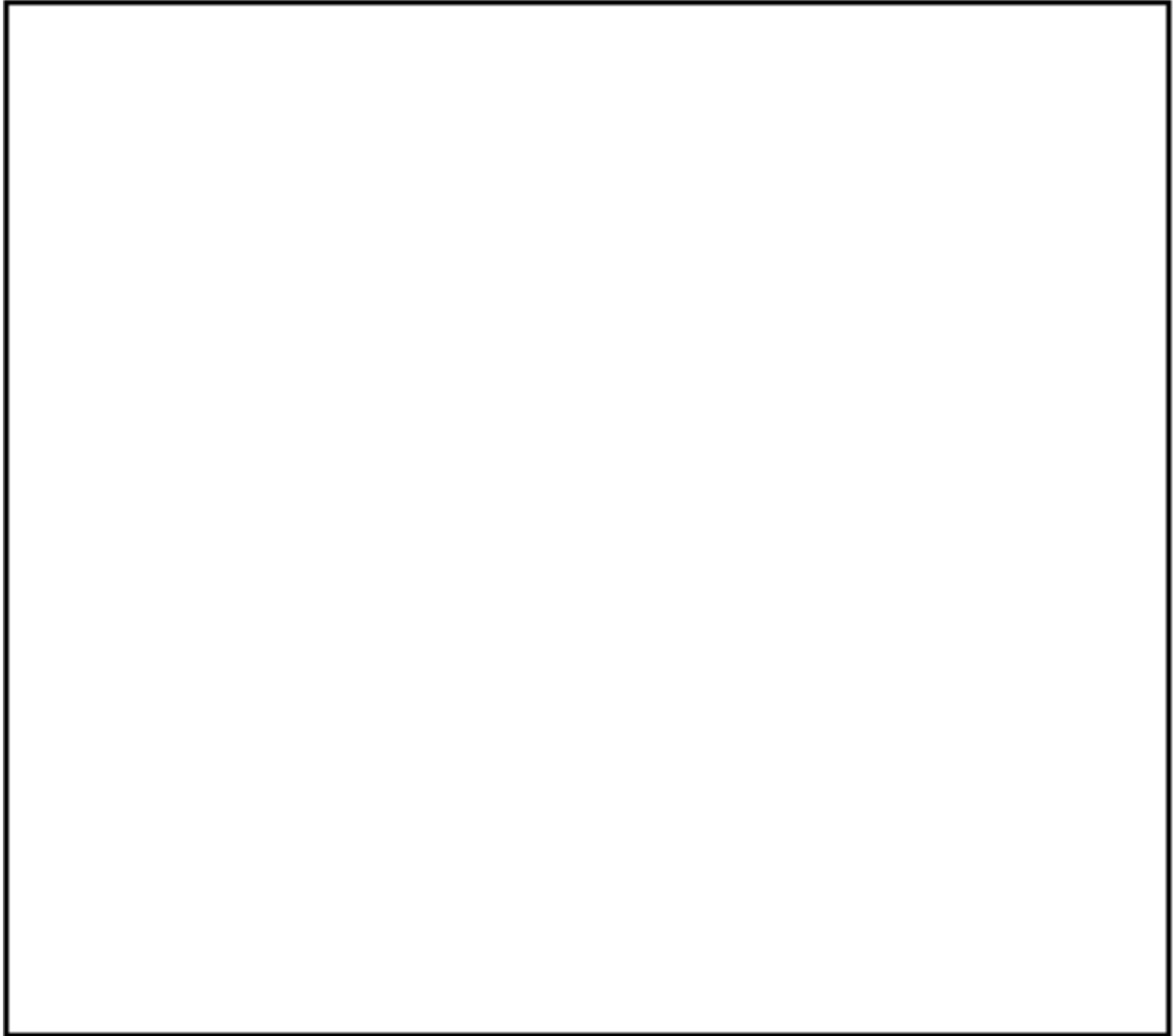
Vice Presidential Candidate's Full Name (Please Print): \_\_\_\_\_

Current Class Year: \_\_\_\_\_ MHSL Student ID#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**President or Vice President Candidate Statement (Optional)**

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

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

# SBA Board of Governors Acknowledgement of Duties Form

## Acknowledgment of Duties

Submission of this form serves as acknowledgment 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 result 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 is 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 read, understand, and will comply with the MHSL SBA Election Rules and fulfill my duties if elected:

Candidate's Full Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SBA Governing Board/Judicial Council Candidate Nomination Form

## Deadline

Email the completed petition and the Electronic Signature Survey Results to [SBA.Elections@mitchellhamline.edu](mailto:SBA.Elections@mitchellhamline.edu) no later than **September 24, 2024, at 11:59 PM CT.**

## Signatures

- **15** Signatures are required for any candidate.
- Class Representative Candidate Signatures must be from the class section in which you are running.
- 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 to sign a petition. Otherwise, the signature will not be counted towards your total signatures required.

Candidates Full Name: \_\_\_\_\_

Current Year: \_\_\_\_\_ Section: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please select the position for which you wish to campaign.

<b>BAM Section Representatives</b>		
1L BAM Sec 1 Rep	1L BAM Sec 2 Rep	1L BAM Sec 3 Rep
<b>Blended Section Representatives</b>		
1L BL Sec 1 Rep	1L BL Sec 2 Rep	1L BL Sec 3 Rep
2L BL Sec 3 Rep		
<b>Judicial Council</b>		
Judicial Council Judge		

## Board of Governors/Judicial Council Candidate Statement (Optional)

Please provide a candidate statement. The statement will be included on the election ballot and 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.



# Creating and Collecting the Election Ballot Signature Survey Form

## Creating Signature Survey

1. Log into your Mitchell Hamline Microsoft Office 365 account and open Microsoft Forms.
2. Select “New Form.” If this is your first time using Microsoft Forms, it may say “Create Survey.”
3. When the new survey opens, click 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 your name and position type, “Support for (Insert the name for SBA Position(s)).
5. Next, click the “+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 the second textbox.

## Important Survey Settings

Ensure these are configured before sending out the Signature Survey Form.

1. Open-up settings can be found by clicking on the three dots in the top right-hand corner.
2. Under “Who can Fill Out this form,” select the following:
  - a. “Only people in my organization can respond.” This will ensure that only Mitchell Hamline students can vote.
  - b. Record Name.
  - c. One response per person.
3. Under “Options for responses,” select the following
  - a. Accept responses.
  - b. Start date – Put the Opening date.
  - c. End date: at 11:59 pm (no later than **September 24, 2024, 11:59 PM CST**).

## Downloading and Sharing Results

Once the survey day closes, you must download the results into Excel, save the file as a PDF, and submit it with your completed candidate petition packet.

1. At the top of the survey, click the response tab.
2. View Results.
3. Select Open in Excel.
4. Save the file as a PDF with names and email addresses and include it in your email with your completed candidate petition packet.