

# Willamette University School of Law

Election Rules Document of the  
Willamette Student Bar Association

Ratified on February 12, 2026



# **Willamette University School of Law Election Rules Document**

## **PREAMBLE**

We, the students of Willamette University School of Law, in order to ensure a fair, transparent, and orderly student government election, do hereby adopt and establish the following Election Rules Document, pursuant to the authority of the Willamette Student Bar Association Constitution and Bylaws Article IV.

## **ARTICLE I - Name, Authority, and Purpose**

### **Section 1. Name**

This document shall be known as the Election Rules Document of the Willamette Student Bar Association (“SBA”).

### **Section 2. Authority**

These Election Rules are adopted under the authority of the SBA Constitution and Bylaws and govern the conduct of all SBA and class officer elections. In the event of any conflict between these Rules and the SBA Constitution and Bylaws, the SBA Constitution and Bylaws shall control.

### **Section 3. Purpose**

The purpose of this Election Rules Document is to establish uniform procedures for nominations, campaigning, voting, ballot counting, and the certification of election results in a manner that promotes fairness, accessibility, and integrity.

## **ARTICLE II - Definitions**

### **Section 1. Chief Elections Officer**

The Chief Elections Officer is a disinterested individual responsible for administering and overseeing an election cycle in accordance with these Rules and the SBA Constitution and Bylaws.

### **Section 2. Disinterested Member**

A disinterested member is a SBA member who is not a candidate in the election and who does not have a personal, professional, or political interest in the outcome of the election.

## **ARTICLE III - Chief Elections Officer**

### **Section 1. Designation**

- a) The First Vice President shall serve as the Chief Elections Officer for all class elections unless otherwise provided herein.
- b) The 3L Class President shall serve as the Chief Elections Officer for the SBA Executive Board elections in the Spring.

### **Section 2. Alternative Appointment**

If the First Vice President or the 3L Class President is unable to conduct their election, the SBA President shall appoint a disinterested Executive Board member to serve as Chief Elections Officer.

### **Section 3. Continuity of Service**

The Chief Elections Officer shall serve for the entirety of the election cycle, including any run-off elections.

### **Section 4. Candidate Disqualification**

No candidate for office may participate in organizing, administering, or supervising an election, nor may any candidate serve as Chief Elections Officer under any circumstances.

## **ARTICLE IV - Election Schedule**

### **Section 1. Class Officer Elections**

The initial round of class officer elections shall be held no later than Wednesday of the fifth (5th) week of classes during the Fall Semester. The Chief Elections Officer shall be responsible for ensuring compliance with this deadline

### **Section 2. SBA Officer Elections**

The initial round of SBA officer elections shall be held not later than Wednesday of the sixth (6th) week of classes during the Spring Semester.

### **Section 3. Standard Election Timeline**

Unless otherwise specified, elections shall follow this general timeline:

- a) Petitions released two (2) weeks prior to election day;
- b) Petition deadline at 4:00 PM on the designated submission date;
- c) Campaigning during the the four (4) academic days immediately preceding Election Day;
- d) Election Day as designated by the SBA Executive Board; and
- e) Swearing-in within one (1) week following the election, unless delayed by a run-off.

## **ARTICLE V - Petitions for Candidacy**

### **Section 1. Availability of Petitions**

Petitions for candidacy shall be made available to students through the Office of Student Services (OSS) two (2) weeks prior to Election Day. The Chief Elections Officer shall notify the student body by email when petitions are released.

### **Section 2. Signature Requirements**

- a) Candidates for SBA Executive Officer
  - i) Must obtain at least twenty-five (25) signatures from members of the student body.
- b) Candidates for Class Officer
  - i) Must obtain at least twenty-five (25) signatures from members of their respective class.

### **Section 3. Petition Contents**

Each petition shall include the candidate's name, class year, office sought, and the candidate's legal signature indicating intent to seek office.

### **Section 4. Submission Deadline**

Completed petitions must be submitted to the Office of Student Services no later than 4:00 PM on the stated deadline.

## **ARTICLE VI - Campaigning**

### **Section 1. Campaign Period**

Campaigning shall be permitted only during the four (4) full academic days immediately preceding Election Day.

### **Section 2. Permissible Activities**

Permissible campaign activities include personal solicitation, small group meetings, stickers and campaign posters.

### **Section 3. Prohibited Activities**

- a) Campaigning in classrooms during designated class times;
- b) Speaking before or after class sessions for campaign purposes;
- c) Campaigning on Election Day or any run-off election day;
- d) Mass campaigning via ListServ, LawStu, or any similar platform.

## **Section 4. Campaign Materials**

- a) Flyers and similar materials must comply with Willamette University School of Law posting policies and receive required approval prior to posting.
  - i) Requests for approval can be submitted at: [Approval Link](#)
- b) Candidates are prohibited from using:
  - i) Campus television screens;
  - ii) Campus monitors; or
  - iii) Any digital display system, including those located in common areas, classrooms, or administrative spaces for campaign or election-related purposes.
- c) Flyers and similar materials may not be posted in prohibited locations:
  - i) Winter Street Lobby;
  - ii) The SBA bulletin board; and
  - iii) Fabric walls.

## **Section 5. Enforcement**

Unethical or fraudulent conduct may be referred to the Chief Elections Officer. Sanctions may include:

- a) Warnings;
- b) Removal of campaign materials; or
- c) Disqualification from the election.

Serious matters may be referred to the Associate Dean for Student Affairs.

## **ARTICLE VII - Ballots and Voting**

### **Section 1. Ballot Preparation**

The Chief Elections Officer shall prepare the official online ballot, listing all qualified candidates and providing space for write-in votes.

### **Section 2. Voting Procedures**

Voting shall be conducted online during designated polling hours on Election Day, which shall be no fewer than 8:00 AM to 4:00 PM.

### **Section 3. Voter Verification**

Students must vote using their Willamette University credentials. Voting on behalf of another student is strictly prohibited.

## **ARTICLE VIII - Counting and Certification of Ballots**

### **Section 1. Ballot Counting**

Election results shall not be viewed until polling has closed. Ballots shall be counted electronically and verified by the Chief Elections Officer.

## **Section 2. Verification**

Votes shall be reviewed at least twice and verified in the presence of at least one SBA Executive Board member.

## **Section 3. Recounts**

Any candidate may request one recount within twenty-four (24) hours of the announcement of results. The recount shall be completed within two (2) business days.

# **ARTICLE IX - Write-In Candidates**

## **Section 1. Validity**

A write-in vote must identify a SBA student by a recognizable name to be counted.

## **Section 2. Thresholds**

- a) In elections with registered candidates, write-in candidates must receive at least twenty-five (25) votes and a majority of votes cast to be elected.
- b) In elections with no registered candidates, a write-in candidate must receive a simple majority.

# **ARTICLE X - Votes Required for Election**

## **Section 1. Votes Required**

A candidate must receive fifty percent (50%) of the votes cast plus one (1) additional vote to be elected.

# **ARTICLE XI - Run-Off Elections**

## **Section 1. Necessity of Run-Off Elections and Procedure**

If no candidate receives a majority of the votes cast (fifty percent (50%) plus one (1) vote) in the initial election, a first run-off election shall be held.

- 1) If no candidate receives a majority of the votes cast in the first run-off election, a second and final run-off election shall be held between the same candidates. The candidate receiving the highest number of votes in the final run-off election shall be declared elected.
- 2) Write-in votes shall not be accepted in run-off elections.

## **Section 2. Eligible Candidates**

The run-off shall include the two candidates receiving the highest number of votes, or three candidates in the event of a tie for second place.

### **Section 3. Timing**

Any required run-off election, including a second and final run-off election, shall be held within five (5) days of the preceding election.

## **ARTICLE XII - Taking Office**

### **Section 1. SBA Executive Officers**

SBA Officers shall assume office within one (1) week following the election unless delayed by a run-off.

### **Section 2. Class Officers**

Newly elected class officers shall assume office within one (1) week of their election. The SBA President shall administer the oath of office at a meeting of the Executive Board.

### **Section 3. Transition Period**

- 1) A mandatory transition period shall occur following the conclusion of elections.
- 2) For a period of two (2) weeks following the conclusion of elections and prior to installation, the outgoing officer shall:
  - a) Meet with the incoming officer at least once.
  - b) Be reasonably available to answer questions regarding the position.
  - c) Prepare and provide written documentation necessary for the effective continuation of the position.
  - d) The purpose of the transition period is to ensure continuity, transparency and effective governance.
- 3) The outgoing President and incoming President will meet with each newly elected board member within that two (2) week period to verify a meeting has occurred.