

2023-2024 Digital Petition Guidelines

THE UNDERGRADUATE STUDENT GOVERNMENT JUDICIAL PANEL AT THE OHIO STATE UNIVERSITY

1. To appear on the official ballot for the Undergraduate Student Government elections, a candidate or candidate team must obtain the necessary number of valid digital signatures on a digital petition form.
 - a. For each President/Vice President Candidate Team: **five hundred (500)**
 - b. For each Senator Candidate: **fifty (50)**
 - c. For each Ballot Initiative or Referendum: **one thousand (1000)**
2. Campaigns and circulators of initiatives & referendums must use a secure digital form (Microsoft Forms, OSU Qualtrics, or an equivalent secure digital form) to collect digital petition signatures.
 - a. The University does not consider Google Forms to be secure and therefore it may not be used for digital petitioning.
3. Candidates and candidate teams must turn in their own petitions in order to appear on the ballot.
 - a. While the President/VP candidate team only needs one petition form, each Senatorial candidate on the slate needs a separate petition form.
 - b. Each ballot initiative or referendum needs a separate petition form.
4. Digital petition forms for candidates must display the following information, which must be visible to all signatories who submit the form:
 - a. **Candidate Name(s)**
 - b. **Position the Candidate(s) is/are seeking**
 - c. **Circulator Name(s)**
 - d. **Slate (If Applicable)**
5. Digital petition forms for initiatives and referendums must display the following information, which must be visible to all signatories who submit the form:
 - a. **The Ballot Initiative or Referendum Question must be listed in full in the EXACT language approved by the Judicial Panel**
 - b. **Circulator Name(s)**
6. Digital petition forms must collect the following information from signatories:
 - a. **First Name**
 - b. **Last Name.#**
 - c. **Date**
 - d. **Typed Signature**
 - e. **Name(s) of Student(s) Who Circulated the Form to You***
 - i. *This can be selected from a list (dropdown, multiple choice, etc.) or typed manually (short answer, extended response, etc.), however an option to manually type an answer must be available to signatories.
7. Candidates and candidate teams may not collect additional information using their digital petition forms other than what is required by the Digital Petition Guidelines.
8. Candidates and candidate teams may not utilize their digital petition form to engage in campaigning.

9. All petitioning must follow University health & safety guidelines, as well as all regulations set by the Office of Student Life for student organizations.
10. Candidates and candidate teams may not utilize USG resources for digital petitioning.
 - a. This includes both physical and digital resources/spaces.
11. Candidates and candidate teams may not engage in petitioning within the physical space of University Residence Halls.
 - a. This includes posting flyers and/or other advertisements within the Residence Hall.
12. Once petitions are submitted, the position sought by the candidate cannot be changed.
13. Before filing a digital petition with the Judicial Panel, the circulator of a petition may remove any digital signature they do not wish to present as part of that petition.
14. Any person may remove their own digital signature before it is filed with the Judicial Panel by requesting the removal of their name on said petition.
15. Digital signatures contained within the petition must come from registered and active Ohio State University undergraduate students.
16. The Judicial Panel shall verify and validate all petitions submitted.
 - a. Any unqualified signatures shall be rejected as invalid but shall not invalidate other valid signatures on the same petition.
17. Circulators must be registered undergraduate students at The Ohio State University.
18. No petitioner or circulator shall allow any undergraduate student to sign any name other than their own to all petitions.
19. To appear on the official ballot, all candidates and candidate teams must submit the link to their digital petition form and a spreadsheet or document containing the necessary number of digital form submissions to usgelections@osu.edu for certification by the Judicial Panel no later than **Friday, February 2nd**.
 - a. Petition signatures for candidates and candidate teams can begin to be collected on **Monday, January 22nd**.
20. To appear on the official ballot, petitioners of referendums and initiatives must submit the link to their digital petition form and a spreadsheet or document containing the necessary number of digital form submissions to usgelections@osu.edu for certification by the Judicial Panel no later than 5:00 PM on **Friday, February 16th**.
 - a. Petition signatures for initiatives and referendums can begin to be collected on **Monday, January 29th**.
21. All digital petitions to be submitted shall be subject to the rules and regulations stated in the Elections Bylaws.
22. By filing a petition with the Judicial Panel, petitioners, candidates, and candidate teams agree to abide by all Undergraduate Student Government bylaws.