ARTICLE I GENERAL PROVISIONS
Section 1.01 This Act may be referred to and cited as the “Student Government Association Election Code.”
Section 1.02 This Act shall apply to all aspects of the electoral process for the Student Government Association, to include general and special elections.
Section 1.03 As used throughout this code, references to the singular shall be construed to include the plural.
Section 1.04 This Act shall be effective immediately after its passage by the Student Government Association Senate and shall remain effective until the next election code is put into effect.
Section 1.05 Student Government Association Elections, including special elections, will be operated and governed following the regulations as stated in Article II, Section 2 of the Student Government Association Constitution and the Election Code.
Section 1.06 This Act shall empower the Student Government Association Election Commission to disqualify candidates for violations of the Student Government Association Election Code.

ARTICLE II DEFINITIONS
Section 2.01 Advisory Board: a board comprised of the Attorney General and three (3) individuals currently holding an elected or permanently appointed position within SGA, who are not running for re-election with the exception of the Public Defenders, Prosecutors and members of the Supreme Court, who will serve as advisors to the Election Commission.
Section 2.02 Banner: a sign hung from a structure, or between two buildings, structures, or poles.
Section 2.03 Campaign and Campaigning: any statement, literature, object or activity which may promote the victory or defeat of a candidate, constitutional amendment, or any other issue appearing on the ballot.
Section 2.04 **Candidate:** any student endeavoring to be elected to an office or position in Student Government Association.

Section 2.05 **Candidate Information Session(s):** an informational session for the candidates conducted by the Election Commission.

Section 2.06 **Commission:** the Student Government Association Election Commission, as constituted and empowered herein.

Section 2.07 **Debate:** shall involve appropriate impromptu topics and issues pertaining to the student body.

Section 2.08 **Electronic Material:** Any fact, information, statement, idea which may promote the victory or defeat of a candidate used via website, social media, blog, etc.

Section 2.09 **Expenditures:** any disbursement of money or other valuable tangible assets made by the candidate or agent(s), which includes direct expenditures.

Section 2.10 **Financial Summary Form:** the form that lists the candidate’s expenditures, which all candidates must submit on the date designated by the Election Commission.

Section 2.11 **Formal Campaigning:** the distribution of any physical or electronic material including, but not limited, to posters, signage, e-mail, etc. or any kind of material used to solicit votes.

Section 2.12 **Handout:** any campaign material or literature distributed to students, staff, and faculty of the University of Texas at El Paso, including, but not limited to, handbills and leaflets.

Section 2.13 **Hearing:** a proceeding conducted by the Election Commission to resolve an election dispute.

Section 2.14 **Inappropriate Language:** shall constitute language that includes, but is not limited to, vulgar, discriminatory, racist, derogatory, sexist, inflammatory, and/or vile communications.

Section 2.15 **Lottery:** the drawing of the order of the candidates on the voting ballot at a designated candidate information session.

Section 2.16 **Political Party:** a coalition of two or more candidates who have associated themselves by their campaign statements, literature, or activities, and who have identified with said party at the time of filing.

Section 2.17 **Sanction:** a ruling or decision issued by the Election Commission, Supreme Court, or the SGA Advisor office that is imposed on a candidate or party.

Section 2.18 **Senate:** the Student Government Association Senate.

Section 2.19 **Sign/ Signage:** any method of displaying a visual message to others.

Section 2.20 **Special Election:** any election under special circumstances as deemed necessary by the Senate.

Section 2.21 **Student:** any person whose name appears on the current registration lists of the Registrar of The University of Texas at El Paso.

Section 2.22 **Student Body:** all registered students at The University of Texas at El Paso and those students under cooperative programs.

Section 2.23 **Verification:** authentication of the election results containing personal identification of students performed by the University’s Information Technology Department along with a minimum of four (4) Election Commissioners.

Section 2.24 **Verification by Candidate’s Representatives:** the certification of results without voters’ personal identification information.

Section 2.25 **Violation Complaint Form:** the form used to file a complaint against a candidate or party, which must be submitted to an Election Commissioner.

Section 2.26 **Vote Counting Process:** the process through which the votes are received, tabulated, and from which the results are acquired.

Section 2.27 **Workers:** any person who contributes time, effort, or services for the purpose of supporting and furthering the candidacy in coordination with said candidate.
ARTICLE III ELECTION COMMISSION

Section 3.01 All elections governed by the Election Code shall be under the supervision and control of the Election Commission appointed by the Student Government Association as outlined in Section IV of this Act.

Section 3.02 Commissioners must meet the qualifications and criteria as stated in Section 6.02, subcategories a. through h.

Section 3.03 Commission shall take office immediately upon being designated to membership under the provision of Section 3.01 above.

Section 3.04 Any Commission member may be removed from office by a simple majority (50%+1) roll call vote of the Senate in regular or special session.

Section 3.05 Following appointment to the Commission, members must attend a mandatory training seminar before the Candidate Information Session.

Section 3.06 No member of the Election Commission shall be a candidate for or hold any other elected or appointed position in Student Government Association during his/her term on the Commission.

Section 3.07 There will be five (5) members of the Election Commission. The Commission members MAY NOT be involved with the campaigning of any candidate.

Section 3.08 The Attorney General and three (3) individuals currently holding an elected or permanently appointed position within SGA, with the exception of the Public Defenders, Prosecutors and members of the Supreme Court, will comprise the Advisory Board. In the absence of the Attorney General, a Traffic Court Justice will serve. The Advisory Board will have no voting power and will have an advisory relationship with the Commission. This Board shall consist of elected or permanently appointed members of SGA recommended by the President and appointed by a two-thirds roll call vote of the Senate. If there are no SGA members to fill the position(s), a student(s) will be appointed by the Senate by a two-thirds roll call vote.

Section 3.09 The term of office for the Election Commission shall be from the date of appointment, until the last day of Elections.

Section 3.10 In order for the Commission to conduct hearings and hold meetings, there must be three (3) voting members present.

Section 3.11 The Election Commission shall meet a minimum of once per week during their term; meeting times and dates will be decided in conjunction with the Election Commission Advisory Board.

Section 3.12 The Election Commissioners shall receive a one-time stipend, at the discretion of the Senate.

ARTICLE IV FILING AND APPOINTMENT OF ELECTION COMMISSIONERS

Section 4.01 The Advisory Board shall be appointed by the Senate, by the end of February of the election year.

Section 4.02 Filing for Commissioners shall run for a period of five (5) consecutive working days, commencing on the day designated by the Advisory Board. If insufficient applications are submitted, the decision to extend filing time frame will be at the discretion of the Advisory Board.

Section 4.03 Interviews of applicants to the Election Commission shall be conducted by both the Advisory Board and the SGA Advisor or his/her representative.

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ARTICLE V RESPONSIBILITIES AND DUTIES OF THE ELECTION COMMISSION

Section 5.01 The Election Commission shall manage, supervise, and enforce all regulations relating to campaigning by candidates for the Student Government Association positions.

Section 5.02 The Election Commission shall verify and disseminate the results of the recorded votes through collaboration with the Information Technology Department and the SGA Advisor.

Section 5.03 The Election Commission, in the exercise of its power and duties under this Code, shall ensure the overall success of the elections. They shall clarify any, and all, regulations within this Code. Furthermore, the Election Commission shall withhold the certification of results until challenges, if any, have been resolved.

Section 5.04 The Election Commission shall assess and execute remedies and sanctions as necessary.

Section 5.05 The Election Commission shall conduct a hearing for each valid complaint filed, as determined by the Election Commission.

Section 5.06 The Election Commission shall make written rulings regarding election disputes.

Section 5.07 The Election Commission shall reserve University Facilities on behalf of the candidates for Election Commission sponsored events. The Election Commission shall regulate the presentations to provide all candidates, for the same office or position, a fair and equal opportunity to use the facilities.

Section 5.08 For hearings and commission meetings, all decisions by the Election Commission will be decided by a simple majority of those Commission members present.

Section 5.09 The Election Commission, after consulting with the SGA Advisor, may enforce rules and interpret regulations concerning any matter not specifically covered in the code, to the extent that they are necessary and desirable in carrying out the success of the elections.

Section 5.10 After the votes have been counted, the Election Commission shall certify the results and post them within one (1) working day. In cases where there are election disputes, the Election Commission will work with all applicable parties to reach mutual agreement on the certification and posting date. This list will include all candidates in all races, showing the number of votes received by each and the total number of votes cast in the race.

Section 5.11 The list of certified results shall be posted at the Student Government Association office. The Election Commission shall also submit a copy to the Prospector. A copy of the list will be available upon request at the Student Government Association office.

Section 5.12 In the event that a candidate files a complaint directly against the Election Commission and its procedures, the Student Government Association Supreme Court shall hear the complaint.

Section 5.13 The Election Commission reserves the right to disapprove any sign, handout, or other campaign literature, which is not in accordance with the University of Texas at El Paso policies.

ARTICLE VI FILING PROCEDURES AND CANDIDATES ELEGIBILITY

Section 6.01 The filing period shall run for ten (10) consecutive business days as determined by the Election Commission. Each candidate is responsible for confirming that his/her filing information is correct at the Candidate Information Session.

Section 6.02 Any candidate who fails to meet the following eligibility requirements by date of filing for election, or fails to maintain these eligibility requirements during his/her term of office, shall forfeit his/her position. Qualifications for candidates are as follows:
   a. A minimum of two (2) long semesters remaining for degree completion at the time of running for office, this is, to have at least eighteen (18) credit hours remaining to graduation.

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b. Candidates anticipate participating in an on or off-campus program such as, but not limited to, internships, study abroad, and/or employment that would prevent them from fulfilling the previously mentioned requirements during either of the long semester in which they plan to serve, are ineligible for office.

c. Undergraduate students must be registered and complete a minimum of twelve (12) undergraduate credit hours, for each long semester during their term in office. This stipulation shall not apply to graduating students as long as they comply with the preceding qualification.

d. Graduate students must be registered and complete a minimum of nine (9) graduate credit hours at UTEP, for each long semester during their term in office. All graduate students, who have completed their coursework requirements and have their thesis/project work remaining, must be enrolled in at least three (3) credit hours; out of which three (3) credit hours should be towards the thesis/project for the fall and spring long semesters.

e. Registration verification will occur on census day and when grades are released at the end of each long semester. If any candidate or elected official fails to meet or maintain these eligibility requirements, the Election Commission or the Senate must be informed immediately by the Administrative Assistant to deny registration as a candidate, or to start with the vacancy process, as stated in the SGA Constitution.

f. Undergraduate students graduating from UTEP and continuing immediately as a graduate student are exempt from the minimum undergraduate course load requirements upon becoming subject to the graduate course load requirements.

g. Students must have a grade point average (GPA) of 2.5 at UTEP by the date of filing for election and maintain an overall semesterly GPA of 2.5 throughout their term.

h. Students must not be on disciplinary or academic probation of any type.

i. No students may serve as an elected official until their status has been checked.

**Section 6.03** Each candidate shall be entitled to an electronic copy of the Election Code, Constitution, and all other pertinent materials at the time of filing. Each candidate shall be informed of the time and place of the Candidate Information Session.

**Section 6.04** All persons campaigning as write-in candidates are governed by the provisions of the Election Code and the Election Commission rulings and must notify the Commission of their current address, phone number, and a signed, official release of student record information in order to verify eligibility no later than 24 hours after the posting of the results.

**Section 6.05** The ballot positions of all qualified candidates in all elections shall be determined through a lottery that is to be held during the designated Candidate Information Session.

**ARTICLE VII ELECTION PROCEDURES**

**Section 7.01** The Election campaign shall be held for a period of four (4) consecutive working days, with voting occurring the last two (2) days, at a start date to be determined by the Election Commissions.

**Section 7.02** The Election Commission will provide one (1) visible, manned polling station on at least two (2) days during the designated voting period. Exact locations, dates and times shall be determined by the Election Commission.

**Section 7.03** There will be a Presidential and Vice-Presidential debate. The debate time, date, location, and structure will be determined by the Advisory Board.

**Section 7.04** In all elections covered in this Act, voting shall be by secret electronic ballot that will include the position to be elected, and the candidates’ names. Each student shall be allowed only one (1) vote for the President, Vice President for Internal Affairs and Vice President of External Affairs positions; each student shall be allowed three (3) votes for
the position of Senator consisting of: one (1) vote for a Collegiate Senator position and 
two (2) votes for At-Large Senator positions.

Section 7.05 Only students who are currently enrolled shall be allowed to vote. In the event of an 
inability to submit votes, students should contact the Election Commission.

Section 7.06 There shall be at least two (2) Election Commissioners at all times at each designated 
manned polling station.

Section 7.07 All candidates or political parties shall submit an itemized budget of total expenses to be 
approved by the Election Commission prior to the campaigning period. This budget must 
contain unitary prices, and suppliers name and address. No foreign suppliers will be 
accepted in any case. In order to be approved, it must contain credible market prices, and 
be submitted by the date established by the Election Commission. Once the campaign 
budgets are approved, they will be available to all candidates and political parties upon 
request. The approved budgets must be released at least two (2) week prior to the start of 
the campaign period. From the date that the approved budgets are made available, if 
better prices are found for equal merchandise, changes to the initial budgets may be 
approved by the Election Commission during the three (3) following days. After the 
election process has ended, a copy of the Financial Summary Form must be submitted for 
each candidate or political party, along with all receipts on the date designated by the 
Election Commission.

Section 7.08 One (1) designated representative of each party or independent candidate may be present 
to observe vote verification. All candidates shall be excluded from observing vote 
verification. Candidates shall inform the Election Commission in writing of their 
designated representative prior to the vote verification. Failure to do so forfeits their right 
to representation during the vote verification process.

Section 7.09 Collegiate Senator races are decided by the candidate who receives the most votes. 
Senator At-Large positions are filled by the candidates who receive the most votes.

Section 7.10 In the Presidential race and in each of the two (2) Vice Presidential races the winners are 
decided by the candidate who receives the most votes.

Section 7.11 Any candidate desiring a re-verification must petition the Election Commission in writing 
by 5:00PM of the next working day following the announcement of the election results. 
The re-verification, if any, shall be conducted by the Commission in the presence of not 
more than two (2) representatives for each candidate for the position in question, and 
must be completed within two (2) working days after the deadline request for 
verification.

Section 7.12 In the event of a tie, the Election Commission shall call for a Special Election within five 
(5) days. The Election Commission shall determine the date, and the special campaign 
restrictions for the Special Election.

ARTICLE VIII CAMPAIGN RESTRICTIONS

Section 8.01 Students running for an elected position in Student Government Association elections 
must adhere to the approved budget, and to financial campaigning limitations. Any 
discrepancy of more than 10% on a candidate’s expenditures, as shown in the Financial 
Summary Form, or any discrepancy of more than 10% between the approved initial 
budget and the actual expenses, is in violation of this section. The Election Commission, 
as appointed by the Senate, is authorized to enforce these regulations.

Section 8.02 Campaign expenditures will not exceed the following limits:
a. Presidential and Vice Presidential Candidates- $100.00
b. Senator at Large Candidate- $75.00
c. Collegiate Senator Candidate- $75.00
Section 8.03  When running in a party, the dollar amount specified above is assessed to the party to be used as determined by the party. The maximum number of candidates that a political party may register is the number of elected positions available.

Section 8.04  Formal campaigning shall commence after the Candidate Information Session(s). The exact date and time of the beginning of the campaigning will be determined by the Election Commission. Attendance at the Candidate Information Session is mandatory for all students planning on running in the election.

Section 8.05  Candidates formally campaigning before the date and time selected by the Election Commission are subject to disqualification. All campaigning materials are subject to the rules of each building and their managers posting policies. Furthermore, all campaigning materials shall be in accordance with University regulations.

Section 8.06  Campaign speeches or demonstrations by any candidate will be permitted in classrooms of the University during class sessions only with the professor’s permission.

Section 8.07  There shall be no campaigning in the University computer labs. The use of laptops or any wireless accessible devices is strictly prohibited to solicit votes on campus. Candidates are allowed in computer labs, however; sufficient evidence as determined by the Advisory Board, may be used in appeals to determine whether candidates were campaigning. Campaigning through the use of unsolicited electronic mail, also known as “spamming” or any other form of unsolicited correspondence is strictly prohibited. However, the generation and maintenance of World Wide Web pages by individuals or parties are permitted; as well as the use of television, social media, radio, cell phones, text messaging services and newspaper for campaigning.

Section 8.08  Negative campaigning against another candidate or political party in the form of a personal attack will not be tolerated and will be grounds for disqualification. Public challenges and opposing individuals or a political party’s ideas, platforms, or positions are allowable. Failure to comply with these regulations is subject to disqualification by the Election Commission.

Section 8.09  The Election Commission may withhold the distribution or posting of any sign or handout which it finds to be in violation of this Election Code. No campaign material may mark, deface or permanently alter any University property. The use of stickers or tape of any kind, nails and stakes are prohibited.

Section 8.10  a. No campaign material may be posted in such a way that it damages personal vehicles, personal property or university property or interferes with the flow of traffic.
   b. The university mascot, any use of the university logo (pick), the combination of university colors (orange and blue), any university or department seal, and department names may not be used in any campaign material.
   c. The use of individual college names, reference to “The Student Government Association” or “SGA,” the use of “The University of Texas at El Paso” or “UTEP,” and the use of my.utep.edu may be used in campaign material.

Section 8.11  Any use of sound-amplifying equipment and/or audio/visual equipment must conform to University regulations.

Section 8.12  No candidate or candidate worker shall remove, obscure, or damage any sign or electronic material, which is already in place, unless it is his/her own. This includes, but is not limited to, attaching campaign material to, drawing on, cutting the material of another candidate or party, or altering any electronic campaign material.

Section 8.13  Flyers:
   Totaling no more than twelve (12) printed sheets of paper, 8.5”x11”, per individual. No photocopies are allowed.

Section 8.14  No candidate shall claim the endorsement of any person, group or student or any other organization without the expressed written consent of that person, group or student or any other organization, which must be filed with and verified by the Election Commission.

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Section 8.15 No campaigning is permitted within twenty (20) feet of designated, manned polling stations. Campaigning inside the Library building is strictly prohibited.

Section 8.16 The use of outdoor space for tabling or any other campaign event is subject to approval as stated by university policy. For information regarding reservation of outdoor space refer to http://sa.utep.edu/ros/additional-policies/.

Section 8.17 Any registered student shall have the power to bring a complaint to the Election Commission about any campaign material, which he/she reasonably believes is posted in violation of the election code.

Section 8.20 The candidates must remove all campaign signs within forty-eight (48) hours after the Election.

Section 8.21 When disputes arise among candidates, they shall be under a duty to negotiate, in good faith, an attempt to reach a settlement consistent with the Code and Commission rulings. Furthermore, the parties must be able to prove a good faith settlement was attempted before any subsequent hearings are held.

Section 8.22 It shall be the responsibility of all candidates to become familiar within the provisions of the Election Code and to see that their workers understand and abide by them.

Section 8.23 All candidates must adhere to the Election Code, Election Commission rulings, the Constitution of the Student Government Association of The University of Texas at El Paso, and all University Regulations.

Section 8.24 All types of donations presented to any candidate and/or political party are strictly prohibited, regardless of their origin or value.

Section 8.25 Prior to campaigning, candidates and political parties must notify all known campaign workers of the guidelines outlined in this Article.

ARTICLE IX BANNERS

Section 9.01 Regulations for literature posted within the Union.

Exterior Spaces:

Five (5) spaces on the Breezeway facing College of Liberal Arts. These spaces can only accommodate banners that are no wider than 3 feet and no longer than 4 feet. Banners cannot cover the existing lettering on the overhang.

Three (3) spaces on the Breezeway in the Northwest Plaza by Union West.

Five to seven (5-7) spaces on the Northeast and Southeast walkway of the Union East.

Banners may be placed on the railing along University Avenue in front of the Union only by university sponsored programs or student government association elections.

Interior Spaces:

Six to eight (6-8) spaces in the Union Building East 3rd floor overhanging into the lounge area of the 2nd floor.

Other indoor spaces will be determined and considered for approval by the Union Services Office.

Banners cannot be secured with duct tape, stripping tape, packing tape, or any other form of tape. Banners can ONLY be hung with rope.

If a banner is in a foreign language, there must be an English translation accompanying the banner.
Request for banner space must be made at least 48 hours in advance. Banners must be removed by the sponsoring organization after the day of the event or approval time has expired, whichever comes first. Cancellation of banner space must be made at least 24 hours in advance.

c. Candidates are responsible for adhering to University policies regarding the Union, which can be found at www.utep.edu/union

Section 9.02 Regulations for literature posted on buildings other than the Union.

a. The authorization and policies concerning campaigning, or placement of campaign literature can be obtained from the Office of Student Life, for all other areas please contact the building’s manager.

b. With the exception of signs belonging to candidates running for Collegiate Senators, who have the approval of college departments, signs may not be placed on departmental bulletin boards. Placement of signs must comply with the particular college or department’s policies.

c. Signs shall not be affixed to public billboards, such as the Office of Special Events and/or Magoffin Auditorium marquees. This regulation is not limited to just these marquees.

Section 9.03 The banner/sign dimension limits will be as follows,

a. Banner/Sign

Banner Dimensions for Parties:
Maximum of one (1) no larger than, 3x5 ft. per candidate
Maximum of one (1) no larger than, 3x5 ft. per party

Banner Dimensions for Independents:
Maximum of two (2) no larger than, 3x5 ft. each, per individual

ARTICLE X POLITICAL PARTIES AND INDEPENDENT CANDIDATES

Section 10.01 Political parties may not have the same name, but may share common objectives. A political party may not adopt the name of a student organization without that organization’s permission, nor may a party adopt a name that bears strong resemblance to another party or organization.

Section 10.02 Political party names and campaign colors must be registered at the time of filing, and are on a first-come, first-serve basis as determined by the SGA Administrative Assistant.

Section 10.03 Independent candidates must adhere to all requirements as provided in this Code.

Section 10.04 Independent candidates must appoint one (1) agent as its designated representative and may appoint one (1) agent as campaign manager at the time of filing.

Section 10.05 Independent candidates shall not campaign in any way for, appear in any campaigning material, or use similar colors or designs of a political party.

ARTICLE XI VIOLATIONS

Section 11.01 Any registered student may file a Violation Complaint Form alleging that a candidate has violated the election regulations.

Section 11.02 The signed Violation Complaint Form must detail as much information about the alleged violation as possible, including the date, time and location of the violation. Witnesses to the violation in question, but not student filing the Violation Complaint form may remain anonymous.

Section 11.03 The Violation Complaint Form must be submitted only to an Election Commissioner and/or to an Election Commission Advisory Board member no later than the close of the polls on the final day of voting.

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ARTICLE XII ELECTION HEARING PROCEDURES

Section 12.01 Both the person filing the complaint and the accused may assign a representative to act on their behalf.

Section 12.02 The Election Commission shall conduct hearings on complaints within eight (8) working hours of the filing of the Violation Complaint Form unless a later time is agreed upon by both parties and the Election Commission.

Section 12.03 The date and time for the hearing must be announced by the Election Commission to all parties at least six (6) hours by phone and email before the start of the hearing. This requirement may be waived if both parties and the Election Commission are in agreement. If proper notification is not given, charges will be dismissed.

Section 12.04 The accused shall be provided with a copy of the Violation Complaint Form at least six (6) hours prior to the hearing. The accused may waive this right.

Section 12.05 The Election Commission shall hear all complaints filed using the Violation Complaint Form and shall follow the hearing procedures outlined in Supreme Court Procedures.

Section 12.06 Candidates and witnesses or their representative must appear in person before the Election Commission when so requested and must agree to speak the truth. If a candidate fails to appear, either party to the hearing may petition the Election Commission for sanctions against the candidate within one (1) working day of the hearing.

Section 12.07 The Election Commission will base its decision solely on the evidence presented at the hearing.

Section 12.08 The verdict shall be made by a majority vote of the Election Commission.

Section 12.09 All hearings shall be open to the public; however, deliberations shall be open only to the members of the Election Commission and the Advisory Board.

Section 12.10 If a candidate or party is found to have violated the election code, the Election Commission may impose any appropriate sanction, up to and including disqualification; however, for disqualification to be considered as a penalty, the complainant must demonstrate malicious intent on the part of the accused, and/or that the violation changed the outcome of the election.

Section 12.11 The decision of the Election Commission shall be prepared in writing and published within three (3) hours of the conclusion of the hearing.

Section 12.12 Any minority decision may be published with the decision of the Election Commission but shall not be binding.

Section 12.13 The decision of the Election Commission may be appealed to the Supreme Court by either party within twenty-four (24) hours of the publication of the decision.

Section 12.14 Prior to the elections, the Election Commission shall determine percentages of votes to be deducted from the votes of the candidates who are found in violation of Election Code. These deductions will be enforced in the occasion that candidates are found guilty after campaigning has ended and there are no other feasible repercussions.