

**Election Supervisory Board Advisory Opinion 2023-002**  
**(Issued: December 19, 2022; Updated: January 23, 2023)**

Subject: Candidate Seminar Information and Attendance Requirements

Section 6.10 of the Campus-Wide Election Code requires the Election Supervisory Board to publish the date of the Candidate Seminar. The Candidate Seminar will be held on the final day of the filing period, after filing closes. The filing period ends on Monday, February 6, 2023, at 12:00 PM CST. As such, the Candidate Seminar will be held on **Monday, February 6, 2023, at 8:30 PM CST.**

**Candidate Seminar**  
8:30-10:00 PM CST, Monday, February 6, 2023  
WCP Legislative Room (2.302)

The ESB sees fit to clarify the attendance requirements outlined in Sections 6.11 (b) and 6.12:

“Attendance at the candidate seminar is required of each candidate running in a race that is part of the Campus-Wide elections process. Failure to attend the Seminar shall not be an acceptable excuse for violating this Code.”

“If the candidate has an excused absence as determined by the Election Supervisory Board, then they may send an authorized agent in his or her place” but that the “Election Supervisory Board must be notified of the substitution at least eight (8) hours in advance of the Candidate Seminar.”

The 2023 ESB is providing the following rules regarding Candidate Seminar attendance:

1. All candidates, or an authorized agent, must attend the Candidate Seminar.
2. Those unable to attend due to valid conflict (e.g. family emergency, illness) must notify the ESB by Monday, February 6, 2023 by 12:30 PM CST (8 hours before the Candidate Seminar) and must send an authorized agent in their place. The agent’s name, phone number, UTEID, and email must be emailed to [esb@austin.utexas.edu](mailto:esb@austin.utexas.edu) no later than 12:30 PM CST Monday, February 6, 2023 in these cases.
3. Any candidate encountering an extenuating circumstance (e.g. family emergency, illness) within the 8-hour window should notify the ESB as soon as possible at [esb@austin.utexas.edu](mailto:esb@austin.utexas.edu). The Board will grant exceptions at their discretion. An agent should still be sent in place of the candidate where possible in this case.
4. To verify attendance, ESB members will conduct roll call at the start and end of the Candidate Seminar. All candidates must be in attendance through the duration of the seminar.

Finally, the ESB would like to inform candidates of the following:

1. By attending the candidate seminar, candidates will have the opportunity to meet members of the Election Supervisory Board, learn about election rules, important dates and times, campus resources, training on Institutional Rules and Policies, and ask questions related to the elections.

2. Candidates who attend the candidate seminar and are present for the Institutional Rules and Policy training are eligible to become a member of temporary campus elections organization.
3. The purpose of the campus elections organization is to simplify candidate organizing and ensure that candidates understand their responsibilities according to the Institutional Rules on Student Services and Activities. Eligible candidates who join the organization are able to reserve space, banners, a-frames and tables on campus in accordance with university policy and guidelines. Members of the organization may also use and display certain protected marks on campaign materials. To learn more, visit the [Campus Elections](#) organization on HornsLink and follow the directions outlined on the page.

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