



ASSOCIATED STUDENT OF THE
UNIVERSITY OF WASHINGTON, TACOMA

Elections Guidelines

ELECTION CODE AUTHORITY AND AMENDMENT

- A. The ASUWT Election Guidelines shall govern all ASUWT Elections: General and Special as called for by the ASUWT Constitution or mandates from the Senate.
- B. The Election Guidelines, as part of the ASUWT By-Laws, shall be amended only by a two-thirds (2/3) vote of the seated Senate membership.
- C. Day to day authority and control of all ASUWT Elections shall be delegated by the Senate to and invested in the ASUWT Election Board, subject to periodic review by the Senate.

ELECTION BOARD COMPOSITION

- A. The Election Board shall be comprised of at least three (3) members: an Election Board Chair and two volunteer members. No general election or special election shall be held without a minimum of three (3) Election Board members in place.
- B. The Election Board volunteer members shall be appointed during the winter quarter through a selection process by the Election Chair and appointed by the President. Subject to a two-thirds (2/3) affirmative vote of the Senate.
- C. Members of the Election Board shall serve for one (1) academic year, and may be appointed for successive terms.
- E. Members of the Election Board shall not be allowed to actively support, promote, or campaign for or against any candidate or ballot issue to be decided by an ASUWT Elections.

ELECTION BOARD AUTHORITY, POWERS, AND DUTIES

- A. The Election Board conducts ASUWT Elections at the direction of and within the policies established by the Senate in the Election Guidelines.
- B. The Election Board shall have the following powers and duties:
 - 1. To interpret the Election Guidelines whenever necessary. That interpretation shall be binding, subject to subsequent appeal to the ASUWT Election Hearing Committee.
 - 2. To enforce the Election Guidelines by: issuing written and/or verbal warnings to the person(s) in violation; removing any



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- campaign or election material in violation; filing formal complaints of Election Guidelines violations or requesting a special session of the Election Hearing Committee to consider immediate disqualification or invalidation of candidates or ballot issues.
3. To inform ASUWT that an election is forthcoming and to advertise such an event.
 4. To coordinate filing procedures for candidates and ballot issues.
 5. To validate candidate and ballot issue petitions.
 6. To conduct the Candidates' Meeting.
 7. To act in a resource capacity with regard to the Election Guidelines for all interested parties.
 8. To prepare and submit ballots to the Senate for approval.
 9. To provide sample ballots to all interested parties.
 10. To coordinate polling and ballot tabulation on days of elections.
 11. To notify all candidates and sponsors of ballot issues of the election results within two (2) hours of the final tabulation.
 12. To post the results of the election for the general public.
 13. To inform candidates and sponsors of ballot issues of formal complaints regarding Election Guideline violations filed against them within thirty six (36) hours of the filing of the complaint.
 14. To act as prosecutor of all Election Guideline violations against candidates and sponsors of ballot issues in all hearings before the Election Hearing Committee.
 15. To act as the decision makers in the case of a tie in any election. In the instance of a tie resulting from any ASUWT Election, the Election Board is to nominate the candidates who are tied in front of the Senate for approval. At the next scheduled Senate meeting, the Senate by majority vote of seated membership may select one of the nominees to fill each vacancy.
 16. Vote verification must be done in the presence of three (3) ASUWT students and the ASUWT Adviser.
 17. Each candidate shall be listed by name on the official tally along with the number of official notices.
 18. The results of the tally shall be certified by the ASUWT Adviser and kept in the ASUWT's permanent records.

ELECTION HEARING COMMITTEE COMPOSITION

- A. The Election Hearing Committee shall be comprised of one (1) administrator and two (2) volunteer members not affiliated with ASUWT.
- B. The Election Hearing Committee is an ad hoc committee that would be formed to hear and discuss Election Guideline violations and complaints.



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ASUWT POLLING SITES

- A. The online catalyst survey shall be defined as the official place for students to vote. An alternative polling option may be used at the recommendation of the Election Board and approval by the Senate.
- B. The polling survey shall be open for 48 hours unless otherwise decided upon by the Senate during the approval of the General Election Calendar.
- C. By 9:00 A.M. the morning of the voting verification, candidates shall remove all of their campaign materials. Any campaign material left up after the voting period will be considered an Election Guidelines violation.

ASUWT GENERAL ELECTION

- A. The General Election shall be held annually during the Spring Quarter of the academic year.
- B. The purpose of the General Election shall be:
 - 1. To elect the ASUWT President and Vice President for the following year.
 - 2. To elect the members of the ASUWT Senate for the following year.
 - 3. To vote on any ballot issues which may be proposed to the membership of ASUWT.

GENERAL ELECTION CALENDAR

- A. The General Election Calendar shall be submitted by the Election Board to the Senate for approval in the winter quarter of each academic year.
- B. The General Election Calendar shall include:
 - 1. The dates of the filing period.
 - 2. The date of the one (1) Candidates' Meeting.
 - 3. The date campaigning begins.
 - 4. The last date in which candidates may withdraw from Elections.
 - 5. The date of the Public Forum Election Debate
 - 6. The dates and times of the Voting Week.
 - 7. The date by which all campaign material must be taken down.
 - 8. The date in which the Voting verification will take place.
 - 9. The date Candidates' Expense Declaration Forms are due.



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10. The date by which all Election Guideline complaints are due.
 11. The date of the luncheon of incoming ASUWT Officials and current ASUWT Officials.
- C. Some of the events on the General Election Calendar occur on the same day.

CANDIDATE QUALIFICATIONS

- A. All candidates, whether they be declared or write-in, who shall be seeking a position as a ASUWT President, Vice President or Senator shall be required to meet the following requirements to be elected to office:
1. They shall be a full-time student enrolled in a minimum of twelve (12) or more credits, during the academic year.
 2. Must be an enrolled member of ASUWT at UW Tacoma.
 3. They shall be in good academic standing with the University, having a cumulative grade point average of two (2.00) or higher.
 4. Eligible candidates for President or Vice President must be of Junior standing or above by the start date of the fall quarter to which they would serve.
 5. Eligible candidates for any office must be enrolled for at least one (1) year by the time they are sworn in to office.
 6. No candidate may apply for more than one (1) position.

FILING

- A. Filing shall be defined as:
1. The receiving of an Election Packet.
 2. The submission of an Election Packet.
- B. All candidates shall file for themselves. Special permission under exceptional circumstances may be granted by the Election Board Chair for a delegated individual, with written authorization and the candidate's filing bond, to file for an absent candidate.
- C. All candidates shall, at the time of filing, submit an Election Packet, which shall include at least the following information:
1. The candidate's full legal name.
 2. The candidate's permanent address and phone number.
 3. Student email address.
 4. The number of credit hours currently being taken by the candidate.
 5. Student ID number.
 6. The candidate's cumulative grade point average.
 7. Expected date of graduation.
 8. Other colleges attended (if any).



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9. Any past or current positions held with UW Tacoma.
 10. Class standing.
 11. The position being sought by the candidate.
 12. Any additional questions ASUWT approves in the yearly Election Packet.
- D. All candidates shall at the time of filing receive an Election Packet which shall contain:
1. General Election Calendar
 2. Application Form
 3. Platform Statement & Picture
 4. Candidate Agreement Form
- E. All candidates may begin campaigning on the date set forth in the General Elections Calendar.
- F. Withdrawal from candidacy requires a signed and dated statement indicating his/her withdrawal from candidacy.

CANDIDATES' MEETING

- A. The Candidates' Meeting shall be organized and conducted by the Election Board on a date set on the General Election Calendar and shall be open to the public.
- B. Attendance of the Candidates' Meeting by candidates shall be required in order to appear on the ballot, unless there has been an exception made by the Elections Board prior to filing. Attendance shall be mandatory for the sponsor(s), of all ballot issues. Further, it is highly recommended that campaign managers attend the meeting.
- C. The ballot positions for all candidates shall be chosen through a random drawing. The name(s) drawn first for a position shall be placed first on the ballot, and each succeeding draw shall be placed below the name previously drawn. The Election Board will then report the ballot positions to all candidates and ballot measure sponsors.
- D. The Election Board shall answer any and all questions regarding the election and shall make sure all Guidelines are completely understood by all candidates and parties present.
1. If attendance of the scheduled Candidates' Meetings is not met by a candidate, then his/her candidacy will not appear on the ballot, unless there has been an exception made by the Elections Board prior to filing. The candidate may still campaign as a write-in



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candidate. Failure to attend the Candidates' Meeting by ballot measure sponsor will result in the ballot measure becoming void.

CAMPAIGNING

- A. Campaigning as used in these Guidelines shall be defined as the use of any written or verbal presentation in the name of any candidate or ballot issue.
- B. All candidates or sponsors of ballot issues shall ensure that they do not break laws, ordinances, rules or regulations of University of Washington Tacoma, the City of Tacoma, Pierce County, or the State of Washington while campaigning.
- C. No form of campaigning shall be painted or applied to sidewalks, outdoor walls of buildings, automobiles, telephone poles, or vegetation. Furthermore, no handbills, leaflets, or other campaign material shall be allowed to be dropped onto campus from the air.
- D. There shall be no form of campaigning in the library.
- E. Failure to adhere to any of the above stated campaigning policies shall be considered an Election Guidelines violation.

CAMPAIGN EXPENDITURE LIMITATIONS

- A. The campaign expenditure limitations shall be stated in the Expense Declaration Form. The total amount each candidate or ticket of candidates may spend according to the formulas shall be determined by the Election Board and shall be stated during the Candidates' Meeting.
- B. Corporate or local business contributions may not be accepted in exchange for advertising on campaign materials or by a candidate.
- C. Campaign expenditure reports must be submitted to the Election Board in the form of the Expense Declaration Form even if there were no expenditures incurred over the course of the campaign.
- D. Failure to submit an Expense Declaration Form and the late submission of such Declaration shall be considered to be an Election Guidelines violation.

CAMPAIGN MATERIALS

- A. Posters
 - 1. Posters shall be defined as paper printed material placed indoors or outdoors.



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2. Handbills that are distributed shall be considered posters if posted, regardless of whether it was the candidate's intent.
 3. Posters must be approved and stamped by Student Involvement.
 4. Posters are not permitted on the following:
 - a. Internal and external walls.
 - b. Wood trim.
 - c. Banisters.
 - d. Entry and exit doors of buildings.
 - e. Painted or acoustical surfaces.
 - f. Elevators.
 - g. Classroom and other windows (with the exception of office windows where signage may be placed as long as the message is confined to a single window and other University procedures and policies are followed).
 - h. Campus lawns, gardens, shrubs and trees not approved by the Election Board during the Election period.
 5. Candidates are responsible for reading and abiding by the UW Tacoma Posting and Solicitation Procedures.
 6. Poster size.
 - a. Each campaign is allowed to use one (1) poster no larger than eight and one half (8.5) inches by eleven (11) inches per location.
- B. Duration of signs and posters.
1. All posters and campaign materials must be removed from within the sight of polling sites by 9:00 A.M. the day of the Voting verification.
- C. Other campaign literature/materials.
1. Gummed handbills or bumper stickers shall not be used including permanent adhesive material of any kind.
 2. Handbills may be distributed providing those doing so take the responsibility of cleaning up loose leaflets or other material due to their soliciting.
 3. All candidates or sponsors of ballot issues are responsible for any and all damage or litter caused by forms of campaigning which they may use.
- D. The only people/department allowed to remove or move any campaign materials are the candidates or sponsors of ballot themselves, their authorized representatives, members of the Election Board and Student Involvement.



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ELECTION GUIDELINE VIOLATIONS

A Hearing procedure:

1. The Election Board Chair shall represent ASUWT, the complaint, and shall present the case against the alleged violator.
2. The Election Board must receive a written complaint before any action can be referred to the Election Hearing Committee. Complaints will be accepted until 5:00 P.M. on the day Expense Declaration Forms are due. The Election Board, however, may automatically refer any violation that it discovers to the Election Hearing Committee.
3. The Election Board Chair must refer any complaints to the ASUWT Election Hearing Committee within two (2) weeks after election code complaints are due to the Election Board but no later.
4. The Election Hearing Committee will act on each violation as soon as possible at an open hearing.
5. The Election Hearing Committee will meet in a closed meeting after the hearing to determine the action to be taken. The Election Hearing Committee has a choice of seven (7) degrees of action, if the candidate or sponsor(s) of a ballot issue is found guilty of the violation.
 - a. Publicize a verbal warning.
 - b. Demand the candidate or sponsor(s) of a ballot issue to remove all physical campaign material, and/or disallow any further campaign material from being posted.
 - c. Restrict all campaigning for a limited period of time.
 - d. Restrict all campaigning entirely.
 - e. Remove the candidate's name or the ballot issue from the ballot.
 - f. After the election, invalidate the election, or any part of the election results, if a violation has had a substantial impact on the outcome of the election.
 - g. Invalidate an appropriate number of petition signatures. The Election Hearing Committee has the right to use any combination of these seven (7) degrees in their decision.

B. Expense limit violation:

1. If the Election Hearing Committee has determined that a candidate, or unified ticket, has exceeded the spending limit, then:
 - a. The Election Hearing Committee shall invalidate the candidate or ticket found in violation of the spending limit.



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- b. In the case that the invalidated candidate or ticket has been elected, a new election shall be held for the ASUWT position involved without the invalidated candidate or ticket participating.
- C. Ignorance of the rules shall not be considered a valid defense. Candidates shall be responsible for any violations that occur on behalf of his or her candidacy.
- D. Candidates shall be notified within 36 hours of the Elections Board's discovery of each violation or the filing of a complaint.

WRITE-IN CANDIDATES

- A. Write-in candidates shall be bound by Election Guidelines and By-Laws.
- B. Write-in candidates' names shall not appear on the ballot or the voter's pamphlet.

RECALL ELECTION

- A. The President, President-Elect, Vice President, Vice President-Elect, Senators and Senators-Elect may be recalled from office for misfeasance, malfeasance, or non-feasance.
- B. For a recall question to be placed on the ballot at a General or Special Election, the following criteria shall have to be met:
 - 1. A copy of the ground for recall, along with a list of names and addresses of the sponsoring ASUWT members, shall be filed with the Election Board.
 - 2. Petitions bearing the signature of at least twenty (20) percent of the student body shall be submitted for verification to:
 - a. The Vice President for Senate recall elections.
 - b. The Senate Chair Pro-tem for Executive Recall Elections.
- C. Upon verification, the Senate shall set a reasonable date for a recall election.
- D. Should a special Recall Election become necessary, all parties involved shall be governed by the By-Laws.
- E. Validation:
 - 1. For a Senate or Senate-Elect recall election to be validated, it shall require a five (5%) percent voter turn-out of the ASUWT membership.



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2. For an Executive or Executive-Elect recall election to be validated, it shall require a five (5%) percent voter turn-out of the ASUWT membership.
- F. For a recall question to be approved it must receive a fifty (50%) percent plus one (1) vote of the votes cast.