Associated Students of Western Washington University

~~2019~~ Student Senate Election Code

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Section 1: Procedure for Running for AS Student Senate

I. Filing and Mandatory Election Meeting

a. In order to run for AS Student Senate, individuals must:

(1) *be eligible to run for the position desired at the time of filing for candidacy* (see candidate eligibility requirements in Section 3, clause I of this Code).

(2) *file ~~an official petition to run and~~ all required forms in the candidate packet with the Program Coordinator to the AS Executive Board~~Board of Directors~~ by 4:00 p.m. by the last day of the filing period* ~~[10/11/2019].~~ The filing period will last a minimum of two weeks. Failure to turn in the filing packet by the deadline will result in disqualification. Official petitions and candidate packets will be available for pick-up from the AS Executive Board~~Board of Directors~~ Program Coordinator on the first day of the filing period and will be made available on an online format, such as WIN. ~~period [9/25/2019].~~ The required forms will include, but are not limited to:

i. Registration form
ii. Candidate statement
iii. Candidate conduct agreement
iv. Request for public financing form (optional)
~~v. Petition forms~~

(3) *attend the Mandatory Election Meeting (see sub-clause d. of this section).*

b. Candidate petitions will only be accepted for filing if they:

(1) During the 2020-21 academic year, the petition requirement for 50 signatures is suspended due to the COVID-19 pandemic.

~~(1)~~ *(2) include a minimum of fifty (50) signatures from currently enrolled, main-campus WWU students*. Signers' WWU student number and printed name must be included alongside their signatures. Illegible, duplicate or incomplete signatures will not be counted. If you feel unsafe with the signature collection process, please notify the Elections Coordinator with proposed alternate activity to engage with students no later than [10/08/2019] at 2:00 p.m. to schedule a meeting to take place no later than 5:00 p.m. [10/11/2019]. You will propose the alternate activity to the AS Election Board Chair and the AS Elections Coordinator for a decision. The AS Election Board Chair and AS Election Coordinator reserve the right to not approve of your proposed alternate activity. If at any point you chose to not fulfill your alternative activity if approved, you still have the option of collecting fifty signatures by the end of the filing period.

~~(2)~~ *(3) are the official petition forms included in the candidate packet.* Individuals may not use signatures on a petition form which indicates one position to file for a different position.

~~(3)~~ *(4) Contain only signatures collected in direct personal interactions by the candidate.*

c. Individuals may only file to run for one elective position in any given election.

d. The Mandatory Election Meeting will take place within five business days of the end of the candidate filing period. ~~on [10/15/2019, 6:00-9:00 PM, VU 565].~~ *Candidates who do not attend the meeting will not be eligible to run for office*, and their names will not be placed on the ballot. Exceptions to this rule will only be made if:

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(1) a verifiable, documented illness or emergency is reported to the AS Elections Coordinator *prior* to the meeting.

(2) extraordinary and unavoidable circumstances (e.g. military reservist activation, etc.) are reported to the AS Elections Coordinator and are reviewed by the Coordinator and accepted as an excuse. The Elections Coordinator's decision may be appealed to the Elections Board.

(3) unavoidable participation in university events and travel including, but not limited to, Departmentally Related Activities Committee (DRAC) sponsored events, Varsity Athletics, Sport Clubs, and other such events whose date was set prior to the approval of the AS Election Code by the AS Executive BoardBoard of Directors. [10/04/2019]

(4) unavoidable participation in activities related to academics (e.g. class, testing, etc.)

(5) all candidates excused by the Elections Coordinator must schedule a make-up meeting with the Coordinator within seven calendar days of the Meeting.

II. Campaigning

a. The campaign period shall last from 8:00 p.m. on the second day following the Mandatory Election Meeting [10/15/2019] to 4:00 p.m. on the last day of the elections. [11/01/2019]. The campaign period will last a minimum of three weeks, with the last week serving as a voting and campaigning week. No physical, online, verbal, etc. campaign materials shall occur be posted, distributed or displayed outside of this period. See Section 3, clause III of this Code for further details.

b. Certain limited campaign activities are permissible outside of the campaign period. See Section 3, clause III of this Code for further details.

c. Candidates are eligible for public campaign financing and must file financial statements regarding campaign expenditures. See Section 3, clause V of this Code for further details.

III. Elections

a. The elections period (voting) for elective office, initiatives and referenda shall begin at 12:00 a.m. [10/28/2019] and last until 4:00 p.m. for 5-7 days to be decided by the Elections Coordinator with the advisement of the AS advisor for a two week period, with the first week coinciding with the campaign periodon [11/01/2019]. The Elections Coordinator and Election Board Chair may change the dates and times of the elections with the approval of the AS Executive BoardBoard of Directors In the event of technical issues that may occur the Elections Coordinator, Election Board Chair, and the AS Election Advisor may extend the close of elections.

IV. Presentation of Results

a. The Elections Coordinator, Election Board Chair, and Elections Advisor shall certify the election results and report the election results as well as public financing statements to the AS Executive BoardBoard of Directors at the Board's next regular meeting following the elections.
b. Election results for which a grievance is pending at the conclusion of the elections may be certified by the Elections Coordinator, Election Board Chair, and Elections Advisor after that grievance has been resolved, and presented to the AS Executive BoardBoard of Directors at the Board's next regular meeting.

Section 2: Student Initiative Procedure

I. Filing

a. Any student eligible to vote in the AS elections may request that a question (hereto referred to as an initiative) to the student body be added to the ballot (See Section 3, clause VII for eligibility requirements). A single student may sponsor no more than one (1) initiative in any one election due to the demands on the sponsor. The sequential process for requesting approval of initiative language requires the sponsor(s) to:

(1) Create a question to be presented to the student body that can be answered in the affirmative or the negative.
(2) Secure an AS Board Member to evaluate the legality and feasibility of the initiative and bring the question as an Agenda Item before the Board.
(3) Declare under what Authority (see Section 2, clause IV) the initiative is being proposed with the submitted language.
(4) Submit the language of the prospered measure, authority, and any supporting documentation to the AS Executive Board Program Coordinator and the sponsoring Board Member by the document submission deadline, which shall be the same deadline as the candidate filing period deadline ~~[??]~~. Students are advised to submit the language of the measure for review as early as is feasible.
(5) Sponsor or delegate must attend the Board Meetings where the question is discussed. The Board must either approve, approve with amendments, or reject the language within its next two meetings. The Executive Board may only reject the proposed measure if its language is deemed misleading, or if there is reasonable concern about the legality of the proposed measure under local, state, or federal law, Western Washington University policy, or relevant AS policies. The Executive Board may only amend the language of the measure in a way that does not affect its substantive content. If the Board does not take action within two regularly scheduled meetings following the submission deadline ~~[??]~~, the submitted language will be considered to have Board approval.

b. Once the language is passed through the above process, initiative sponsor(s) must *obtain student signatures on an official petition form for the measure totaling a minimum of ~~one and a half percent~~ five percent (~~1.5~~5%) of the number of students enrolled at the main campus of WWU in the fall quarter*, as determined by the WWU Registrar. Petition requirements include:

(1) Using the official petition form provided. The AS Executive Board Program Coordinator will provide this form in person or online to the initiative sponsor no later than two school days after the passing of the language by the AS Board. A combination of both in-person and online petition forms may be used to acquire the needed signature amount. This petition form shall include: the name(s) of the sponsor(s) of the initiative, the academic year the forms were distributed, and the exact wording of the proposed initiative.
~~(1)~~a. In the event of required or necessary social distancing or a natural disaster, people must follow laws required by state, local and federal governments, Western Washington University policies and Associated Student policies when working to obtain a petition form and petition signatures.
(2) Students signing the petition must be currently enrolled in the current quarter, main-campus WWU students. Signers' WWU student number and printed name must be included alongside their signatures. Illegible, duplicate or incomplete signatures will not be counted. If the language of the proposed measure is amended in any way during or after the signature gathering process has begun, then the signatures which were collected in favor of the original language will not be counted.
(3) Signatures obtained in favor of the placement of a measure on the ballot must be obtained during the summer and/or fall ~~the winter or spring~~ quarters of the academic year in which the measure is sought to be placed on the ballot only once the language has been approved by the AS Executive Board.

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(4) Filing the petition and all required forms in the Initiative Packet with the AS Executive Board Program Coordinator by 4:00 p.m. on the filing deadline ~~[10/11/2019].~~

~~(4)~~

c. Sponsor(s) must *attend the Mandatory Election Meeting* (see Section 1, clause I (d)) if the filers of the initiative finish their filing after the Mandatory Election Meeting must arrange a meeting with the Elections Coordinator as early as possible.

d. Sponsor(s) of initiative opposition campaigns must meet with the Elections Coordinator before campaigning.

e. Measures which have met these criteria and have been duly filed with the AS Executive Board Program Coordinator by the filing deadline ~~[4:00 p.m. on 10/11/2019]~~ shall be placed on the ~~spring~~ AS Student Senate elections ballot as a student initiative. The language of the initiative on the ballot must match exactly that of the duty filed measure.

f. Opposition campaigns shall have an additional 7 days ~~week~~ to file and submit oppositional initiative packet ~~(4:00 p.m. on 10/15/2019).~~

g. One statement supporting and one statement opposing the initiative may appear on the ballot alongside the initiative, not to exceed 250 words. The supporting statement is the statement submitted by the initiative sponsor and must be submitted by the election filing deadline. An opposition statement must be submitted by the election filing deadline. An opposition statement must be submitted by an initiative opposition campaign sponsor to the Election Coordinator by 7 days ~~one week~~ after the initiative filing deadline ~~[??]~~. Only one opposition campaign will be permitted, and only the first sponsor to duly file all required oppositional initiative packet documents for an opposition campaign will be accepted. The name of the organization(s) and/or person(s) making the statement shall appear on the ballot alongside the statement.

II. Campaigning

a. The student(s) filing the initiative petition or opposition initiative campaign or an organization created and managed by them shall be considered the official campaign on behalf of the initiative or initiative opposition and may campaign for its passage or opposition. Said student(s) and/or organization(s) may spend money, hold campaign meetings, recruit volunteers and post, display or distribute physical campaign materials subject to the same limitations placed on the candidates for office and outlined in this Code. Initiative campaigns shall be required to file financial disclosure statements as outlined in Section 3, V of this Code. Initiative campaigns shall be eligible for public financing as outlined in Section 3, V (d) of this code.

b. The campaign period shall last from 8:00 p.m. on the second day following the Mandatory Election Meeting ~~[10/15/2019]~~ to 4:00 p.m. on the last day of the elections ~~[11/01/2019]~~. No physical, online, verbal, etc. campaign materials shall occur ~~be posted, distributed or displayed~~ outside of this period. See Section 3, clause III of this Code for further details.

c. Certain campaign activities are permissible outside of the campaign period. See Section 3, clause III of this Code for further details.

III. Elections

a. The elections period for elective office, initiatives, and referenda shall begin at 12:00 a.m. ~~on 10/28/2019~~ and last until 4:00 p.m. on the following Friday until 4 pm, for 5-7 days to be decided by the Elections Coordinator with the advisement of the AS Advisor (passed by committee). ~~for a two week period, with the first week coinciding with a campaign week. [11/01/2019].~~ The Elections Coordinator may change the dates and times of the elections with the approval of the AS Executive Board.

b. In order to pass, any initiative or referendum presented to the students for approval must receive a simple majority (50% +1) of the votes cast for that initiative or referendum.

IV. Authority

a. In accordance with Articles VI and VIII of the *Bylaws of the Associated Students of Western Washington University*, a student initiative which passes may, subject to the restrictions of WWU policy and other applicable laws:

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i. an initiative may instruct that the Executive Board, within their purview, create, change, or terminate current AS policies.

ii. an initiative may instruct the Executive Board to pursue or not pursue some action.

iii. make a declarative statement on behalf of the AS.

b. Change or termination of AS policies, procedures and actions may be subject to review and approval prior to implementation by an appropriate administrative body or employee(s) of WWU, in accordance with WWU policies.

Section 3: Election Policies

I. Candidate Eligibility

a. The following eligibility requirements must be met by the end of the filing period, maintained through campaign period and if elected, throughout the term of the position:

(1) *be enrolled as a student at the main campus of* WWU and be taking a minimum of six (6) credits as an undergraduate or four (4) as a graduate student.
(2) Have a minimum of a 2.00 cumulative grade point average at the time of election.
(3) If running for a college-specific senate position, be enrolled in said college.
(4) If running for an at-large position the student must be undeclared and be dedicated to representing undeclared students.

b. Eligibility of candidates shall be verified by the Elections Coordinator and the AS Board Program Coordinator prior to the opening of physical campaigning. The Elections Coordinator may require additional information from candidates in order to ascertain eligibility. The Elections Coordinator's decisions on eligibility may be appealed to the Election Board.

c. The Election Board Chair, Election Board members, the AS Elections Coordinator, and AS Board members are not eligible to pursue an AS Student Senate position during the academic year in which they serve in their position.

II. Conduct

a. Candidates, or any person otherwise involved in a campaign will adhere to the Candidate conduct agreement provided in the candidate filing packet.

b. Under no circumstances are drugs or alcohol to be present, available, or provided at campaign related events, regardless of location or participant age.

c. Bribes, incentives or compensation in exchange for votes are prohibited.

III. Campaigning and Advertising

a. The following campaign activities *shall be permitted at any time* for students seeking or considering seeking elective office, or for students associated with a campaign:

(1) verbal declaration or announcement of candidacy.

a. Private online messaging about candidacy to friends or colleagues is permitted. Anything that can be perceived as campaigning *shall*

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not be permitted until the campaign period starts. (i.e. online social media posts shall be perceived as campaigning).

(2) campaign meetings in which physical campaign material is not distributed, posted or displayed, except where such activities are prohibited by WWU policies, with the exception of reserved table spaces provided by the Elections Coordinator. For the purposes of this provision, volunteer sign-up sheets ~~and candidate petition forms~~ do not constitute physical campaign materials.

a. In the event of required or necessary social distancing or a natural disaster, people must follow laws required by state, local and federal governments, Western Washington University policies and Associated Student policies.

b. The following campaign activities *shall be permitted only from the first day of the fall quarter* of WWU to the close of the elections:

(1) verbal campaigning for a position and recruitment of volunteers to work on a campaign, except where such activities are prohibited by WWU policies, with the exception of reserved table spaces provided by the Elections Coordinator.

a. In the event of required or necessary social distancing or a natural disaster, people must follow laws required by state, local and federal governments, Western Washington University policies and Associated Student policies when verbal campaigning or recruiting volunteers.

~~a.~~b. Verbal campaigning does not include social media campaigning.

~~c. The following campaign activities *shall be permitted only from the opening of the Senate candidate filing period* [10/29/2018] to the close of the Senate elections [11/30/2018]:~~

~~(1) online campaigning for a position and the establishment of websites or web pages supportive of a candidacy.~~

~~(2) previously established websites or pages may be reactivated with the approval of the Elections Coordinator so long as all previous content is deleted.~~

~~d.~~c. The following Campaign activities *shall be permitted only during the campaign period specified in Section 1, Cl. II (a) of this* Code:

(1) the distribution, posting or display of any physical campaign materials, as defined by Section 3 of this Code, on the main campus of WWU, but only in locations specified by this Code and by the Elections Coordinator and excluding where such activities are prohibited by WWU policies, with the exception of reserved table spaces provided by the Elections Coordinator .

a. In the event of required or necessary social distancing or a natural disaster, people must follow laws required by state, local and federal governments, Western Washington University policies and Associated Student policies when campaigning.

b. If Western Washington University is completely functioning in an on-line capacity during the campaign ~~period~~period, then no physical campaigning will be permitted.

(2) programs organized by RHA or Residence Hall Councils in which candidates are invited to speak. For such events, all candidates for a given position must be invited and given a minimum of three (3) days' notice. If a candidate declines the invitation, the program is permitted to continue.

(3) online campaigning for a position and the establishment of websites or web pages supportive of a candidacy.

a. All websites and social media campaign pages must be declared to the AS Elections Coordinator.

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~~(1)~~(4) previously established websites or pages may be reactivated with the approval of the Elections Coordinator so long as all previous content is deleted.

e. During the campaign period specified in Section 1, Cl. II (a) of this Code, physical campaign materials, as defined by Section 3 of this Code, which are to be posted may only be posted on free boards and on spaces on the outside of buildings, as designated by the Elections Coordinator (see Attachment A to this Code). Candidates are limited to posting one poster per free board per candidate. The maximum size of a complete banner or poster posted at any location shall be one and a half feet by four feet (1' 6" by 4'). Yard signs or other physical campaign materials which are freestanding and/or anchored in the ground are prohibited. This provision only applies to physical campaign materials posted on WWU's campus.

f. During the campaign period specified in Section 1, Cl. II (a) of this Code, physical campaign materials, as defined by Section 3 of this Code, which are to be displayed or distributed but not posted, may be displayed or distributed at any location on the main campus of WWU, except where their display or distribution is prohibited by this Code or by WWU policies. For the purposes of this provision, apparel, stickers, and buttons are an exception to the rule on displaying physical campaign material. Physical campaign material such as apparel, stickers, and buttons may not be worn by AS employees while acting in their official capacity as AS employees.

~~f.~~a. Official capacity is any time in which an AS employee is working hours that can be logged in their timesheet.

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g. The following campaign activities *shall not* be permitted at any time for students seeking or considering seeking elective office, or for students associated with a campaign:

(1) the posting or writing of campaign materials or messages of any sort on classroom chalkboards or whiteboards, or on-screen savers or backgrounds of any campus computer.

(2) the distribution, posting or display of any physical campaign materials on the main campus of WWU, except at those times and places permitted by this code.

(3) the posting, display, or distribution of any item of physical campaign material that is in support of more than one candidate.

(4) campaigning of any sort in the public spaces of WWU

(5) verbal campaigning of any sort in academic classrooms, with the exclusion of the collection of signatures on a filing petition, the announcement of a candidacy and the advertising of election events organized by the Elections Coordinator.

~~(6) Online advertisement purchases of over 20% of your spending maximum ($10).~~

h. The logos of AS offices, officially recognized AS programs, WWU offices, and AS councils and committees (standing or ad-hoc) may not be used on any campaign materials or campaign websites. For the purposes of this provision, campaign social media sites are able to share items related to the groups listed above, but may not use these logos with any electronic campaign materials (e.g. profile picture, cover photo, etc.). The AS logo is an exception to this rule and may be used on campaign materials.

i. Physical campaign materials, as defined by Section 3 of this Code, and any adhesive used must be completely removed and cleaned up from any location on campus by the candidates who posted or distributed them by 8:00 a.m. on the third calendar day following the close of the elections. ~~[12/03/2018].~~ Candidates who fail to comply with this requirement shall forfeit up to $25 of their public financing reimbursement or be charged up to $25~~.~~. In extreme cases, failure to comply with this requirement may result in the filing of an official grievance against a candidate.

j. Intentional tampering with any candidate's campaign materials by any candidates, or anyone affiliated with any campaign shall be prohibited. Intentional tampering includes, but is not limited to: defacing, unapproved removal, crossing out, marking on or covering up of campaign materials. Intentional tampering constitutes grounds for the filing of an official grievance and may lead to disqualification. Unintentional damage to another candidate's campaign material must be reported to the Elections Coordinator and/or to the party affected immediately and must be remedied by the party causing the damage within a time frame specified by the Elections Coordinator.

k. No AS funds or resources may be used to campaign for or against a candidate on the ballot, unless the resource is publicly available to all students or the funds are allocated through the AS public financing mechanism.

IV. Endorsements

a. AS offices, officially recognized AS programs, AS councils and committees (standing or ad-hoc), the Residence Hall Association (RHA), and National Residence Hall Honorary (NRHH) may not endorse candidates or measures, and may not organize events, spend money, or use any AS resources for or on behalf of a candidate. The logos of AS offices, officially recognized AS programs, AS councils and committees (standing or ad-hoc), RHA, and NRHH may not be used on any campaign materials.

b. Current AS employees and elected AS officials, may, as students/individuals, endorse candidates or measures, though they may not identify themselves as an AS employee~~s~~, identify their position within the AS, or speak on behalf of the AS when doing so, with the exception of AS Board Members in their official capacity on a referendum campaign.

~~a. Board members may not endorse candidates or serve as campaign staff, even as students/individuals, due to the convening of the Board of Directors and the Elections Appeals Panel in the event of disqualification.~~

c. AS employees, may, as individuals, work on a campaign for or against a candidate or a measure (Board members may as individuals work against a measure). AS Board Members may work in their official capacity on a referendum campaign for which they are the official sponsor(s).

d. AS clubs and Hall Councils may officially endorse candidates of their choice starting on the first day following the Mandatory Election Meeting. ~~[11/20/2018]. AS clubs and Hall Councils may not organize events, spend money or use any AS or residence hall resources for or on behalf of a candidate, but may sponsor events where all candidates for a particular position are invited to participate at least three (3) days in advance.~~ AS Clubs or Hall Councils may not spend money or use any AS or ~~use any~~ residence hall resources for or on behalf of a candidate.

a. AS Club or Hall Council events are not required to be held for the endorsement of candidates.

b. If an event does occur, all candidates for that position must be invited and be notified at least 3 days in advance. Events must ~~be approved~~ have written approval (through email) by the AS Elections Coordinator to make sure that all regulations are being followed.

i. Candidates may reach out to clubs and hall councils for endorsements but, if an event does occur, the candidate must make sure to invite all candidates for that position are invited at least 3 days in advance (it is the responsibility of the candidate who reaches out).

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ii. If clubs or hall councils reach out to endorse candidates and decide to hold an event, it is the responsibility of the club to invite all candidates for that position at least 3 days in advance (it is not the responsibility of any candidate).

iii. Ultimately, it is the responsibility of whoever reaches out to make sure all candidates are invited to an endorsement event (if an event does occur, although it is not required).

iv. If an event does occur, as long as all candidates for that position have been invited (they may decline) and the AS Elections Coordinator approves the event, then the event may proceed.

~~i.~~v. If a violation does occur, refer to Grievances under Section 3, part VI.

~~d.~~e. Candidates may not be publicly endorsed at an AS sponsored event. ~~Candidates may speak at AS sponsored events for campaigning purposes if, and only if, all candidates for their position have been offered the option of speaking for equal time, at least three (3) days in advance. This Code only requires that the opportunity be offered. The candidate may still speak if their opponents decline.~~ For the purposes of this Code, club meetings do not constitute AS sponsored events.

~~e.~~f. Candidate use of club materials to imply support/endorsement is prohibited without club consent.

~~f.~~g. AS Employees who are seeking AS elective office must delegate all AS Elections related duties to another employee.

V. Campaign Spending, Financial Disclosure Statements and Public Financing

a. Each candidate shall be limited to making up to fifty dollars ($50) in campaign expenditures during the course of any election. Campaign expenditures shall include:

1. any funds spent directly by the candidate in the course of a campaign;
2. any funds spent on behalf of a candidate by a third party;
3. any donated contributions to the campaign of a candidate by the candidate, or by a third party. Valuation for any items donated to the campaign must be approved by the Elections Coordinator;
    a. found items (i.e. tape) shall be counted as a donation and recorded as an expenditure.
4. any funds spent in support of a public or private campaign related event;

~~4.~~5. any funds spent on online advertising and social media campaigning

~~5.~~6. any campaign expenditures refunded through public financing.

b. The following items shall not constitute campaign expenditures:
1. volunteered labor.
2. donated campaign-related photography or design.
3. tools used in a campaign that were not acquired specifically for the campaign. For instance, if a personal printer is used for printing posters, the cost of the printer need not be included as an expenditure.

c. Candidates may only make campaign expenditures, or have them made on their behalf, from the opening of the candidate filing period to the close of the elections.

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d. All candidates must file a financial disclosure statement, even in the event that no funds are spent or requested, with the VU Finance Office by 4:00 p.m. on the Monday after the elections period ~~[12/03/2018].~~ Financial disclosure statements must include:

(1) an itemized listing of all campaign expenditures by candidates and campaigns, as well as those made on behalf of candidates and campaigns by third parties and found items.

(2) copies of receipts (or screenshots of proof of payment) for all campaign expenditures, unless they have already been submitted through the public financing process.

e. Penalties for failing to file a financial disclosure statement and fully disclose all campaign spending may include, but are not limited to, forfeiture up to $25 of their public financing reimbursement or be charged up to $25; disciplinary action; and disqualification.

f. Public financing shall be available for approved campaign expenditures to candidates who have duly filed to run for elective office, each candidate shall be eligible for a maximum of fifty dollars ($50) in public financing. The total level of public financing for all candidates shall be capped at three thousand dollars ($3,000). In the event that more candidates and campaigns duly file to run in the elections than the $3,000 will cover, eligibility for the total amount of public financing shall be divided equally among the candidates.

g. Public financing shall be issued as a refund for approved campaign expenditures by candidates and campaigns. In order to receive public financing, candidates and sponsors of initiatives and referenda must:

(1) *file a Request for Public Financing form with the Program Coordinator to the AS Executive Board~~Board of Directors~~ by 4:00 p.m. on the last day of the filing period* ~~[11/16/2018]~~.

(2) *submit original receipts* (or screenshots of proof of payment) *for all campaign expenditures for which public financing is sought to the VU Finance Office by 4:00 p.m. on the Monday after the elections period* ~~[12/03/2018].~~

h. Candidates may choose to receive refunds for expenditures duly submitted by the deadline in one of two ways:

(1) in one cash refund of up to fifty dollars ($50) each (the sum of which shall not exceed the total amount of public financing available to the candidate according to Section 2, Cl. V (d) of this Code), or;

(2) as one refund for the entire amount the candidate is eligible to receive in the form of a check.

i. Requests for refunds shall be reviewed by the Elections Coordinator and if approved shall be issued on a rolling basis by the AS Finance Office during and after the campaign period specified in Section 1, Cl. II (a) of this Code. All requests for refunds must be submitted together with original receipts (or screenshots of proof of payment) documenting the expenditures for which a refund is being sought.

j. The following campaign expenditures shall be eligible for public financing only if original receipts (or screenshots of proof of payment) are supplied:
   a. the costs of purchasing, printing and shipping physical campaign materials, as defined by Section 3 of this code.
   b. stationary, paper and office supplies purchased during the campaign period primarily in order to create and display physical campaign materials.

k. The following expenditures shall not be eligible for public financing:

(1) food or beverages of any sort.

(2) payments for labor associated with any campaign.

~~(3) payments for online services of any kind, including payments for online advertising and website or web-page design, with the exception of online printing services and social media banners.~~

(4) any expenditure for which an original receipt (or screenshots of proof of payment) is not provided

l. Campaign expenditures which do not fall into categories identified in the preceding two sub-clauses may be approved for public financing at the discretion of the Elections Coordinator. Decisions by the Elections Coordinator regarding the eligibility of campaign expenditures for public financing may be appealed to the Election Board.

m. In the event that physical campaign materials belonging to a candidate or are intentionally tampered with (as defined by Section 2, Cl. III (k)), the candidate can, with the Elections Coordinator's permission, report this item as a $0.00 expense on their financial disclosure statement.

n. Recycled materials used for campaign purposes must be reported on financial disclosure statements at a fair price established by the Elections Coordinator.

VI. Grievances

a. In the event that a candidate or any person associated with a candidate or campaign violates the Election Code and/or filing packet before or during the elections, an affected party, another candidate who has observed the violation, or the Elections Coordinator may file an official grievance against that person.

b. Grievances may not be filed anonymously and all witnesses cited in a grievance must be named explicitly.

c. Official grievances may be filed by submitting an official grievance form to the AS Executive Board~~Board of Directors~~ Program Coordinator, who will forward them to the Election Board Chair. If the Election Board Chair has not yet been appointed at the time of the filing, they shall be forwarded to the ~~REP~~OCE Director, who shall be authorized to assume the duties of the Election Board Chair until the time of their hiring. The date and time that the grievance is received shall be recorded upon filing. Grievance forms may be obtained from the AS Executive Board~~Board of Directors~~'s Office throughout the academic year.

d. Official grievances must be filed between 8 a.m. and 5 p.m. within one school day of the time of discovery of the alleged violation and must cite the specific section of the Election Code and/or filing packet allegedly violated. Grievances filed that do not meet these requirements will not be accepted. Official grievances will be accepted only until 5:00pm on the Tuesday following the close of the elections ~~[11/12/2019]~~

e. The Election Board will hold a grievance hearing within five (5) school days of the grievance being forwarded to the Board. Each party to the grievance shall have the option of confidentially disqualifying one member of the Election Board from a grievance hearing, with the exception of the Election Board Chair. The Election Board may take any action deemed appropriate and necessary to ensure fair elections. All actions by the Election Board are final and may not be appealed, with the exception of disqualification.

f. In the event of disqualification from an election, the disqualified party may appeal their disqualification to the AS Executive Board~~Board of Directors~~ Program Coordinator within one (1)

school day of the date of disqualification. The Program Coordinator shall notify the AS Executive Board~~Board of Directors~~ immediately, and the AS Executive Board~~Board of Directors~~ shall convene the Elections Appeals Panel, which shall consist of any AS Board Member not running in the elections and of a non-voting advisor. The Elections Appeals Panel will convene a disqualification hearing within two (2) school days of the date of appeal. Decisions on disqualification by the Elections Appeals Panel are final and may not be appealed. Candidates appealing a disqualification may not campaign for office until a decision about their disqualification is reached by the Election Appeals Panel.

g. The Elections Coordinator may not serve on the Election Board.

h. Penalties for violation of the Election Code and/or filing packet may include, but are not limited to, forfeiture up to $25 of their public financing reimbursement or be charged up to $25 disciplinary action; and disqualification.

VII. Voter Eligibility

a. Any matriculated student enrolled at the main campus of WWU or studying abroad during the academic quarter in which elections take place is eligible to vote in AS Student Senate elections (must be registered for classes by the last day to add/drop classes online fall quarter).
b. All eligible students will have two votes to cast in each college election as well as ~~two~~four votes for the representatives at ~~-~~large.

VIII. Online Voting

a. All voting in AS elections shall take place online, unless the Elections Coordinator deems it impractical to do so, such as in the case of a special election. Eligible voters may vote online at any time between 12:00 a.m. on the first day of the elections ~~[10/28/2019]~~ to 4:00 p.m. on the last day of the elections ~~[11/01/2019].~~

b. In the event that the Elections Coordinator deems it impractical to use online voting in an upcoming election, paper balloting shall be used for voting.

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IX. Ballot Format

a. The names of candidates running for election shall appear vertically under the title of the position for which they are running. If possible, the candidate order shall be randomized on every individual ballot. If this is not possible, the candidates shall appear on all ballots in order drawn by lot. There shall be no write-in candidates.
    a. In the event of not enough candidates running to fill the number of AS Student Senate seats allocated for a college or at-large position then a candidate nomination box will be permitted. This box is not to be used for electing a candidate, its purpose is to help nominate people to apply for the unfilled position.

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b. The names on the ballot shall read exactly as they appear on the candidates' approved registration form. If this is not possible, the candidate will be notified and appropriate changes will be made by the Elections Coordinator before the ballots are published. The Elections Coordinator reserves the right to alter the name on the ballot if the candidate's provided name is misleading.

X. Ballot Counting

a. Ballots shall not be counted until online polls have closed on the last day of the elections. The Elections Coordinator, Election Board Chair and the ~~REP~~OCE advisor or the advisor's designee shall count and/or supervise the counting of the ballots once polls have closed.

~~a.~~b. The Elections Coordinator is not permitted to use the voting software to reveal candidate standings or vote count numbers to anyone during the time of the election. Voting software should only be used for the purposes of working on the election and staying informed on voter engagement.

~~b. During the voting period the Elections Coordinator shall be locked out of the voting software. Administrative control of the software shall be turned over to the REP advisor or to the advisor's designee.~~

c. In order to protect the privacy of voters, ballots, once cast, shall not be viewed by any candidate, or person otherwise involved in a campaign until the official counting after the close of the elections.

(1) In the event of legal right to view ballots, names and other means of personal identification shall be stricken from the ballot.

d. The candidates that win a plurality of votes in their particular race, up to the amount of open positions in their race will be declared of said race.

XI. Disqualification of a Winning Candidate

a. If, after the conclusion of the elections, a candidate who has satisfied the requirements for winning a position specified in Section 1, III (b) of this Code is disqualified by the Election Board or by the Elections Appeals Panel and chooses not to or is unable to appeal the decision, then the candidate receiving the second-highest number of votes for that position shall be declared the winner of the election, even if that candidate did not receive the most votes.

XII. Referenda

a. A referendum to the membership of the ASWWU may be initiated by a majority vote of the AS Executive Board. Once the referendum question has been approved by the AS Executive Board,

~~a.~~

b. All materials required in the referendum filing packet must be submitted to the Program Coordinator for the AS Executive Board by the candidate filing period deadline ~~[4:00 p.m. on 10/11/2019].~~ Referenda thus submitted shall be included on the ballot during the regularly scheduled election.

~~b.~~c. Students may submit suggestions for referenda, including bylaw changes, to the Board. Suggested changes are due by the candidate filing period deadline ~~[10/11/2019]~~ at 4:00pm but should be turned in as early as possible to allow the Executive Board to complete a full review. Students should contact the AS Board Programs Coordinator for details.

~~c.~~d. Ballot referenda must be in the form of a question presented to the student body that can be answered in the affirmative or the negative. The AS Board may approve a question in different formats if it's technically feasible with the online voting program.

~~d.~~e. Opposition campaigns shall have an additional week to file and submit oppositional referenda packet ~~[4 p.m. on 10/15/2019].~~

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~~e.~~f. All campaigning and advertising for and against referenda shall follow the guidelines set forth for initiatives in Section 2, II of this Code. For the purposes of this provision, the Board member(s) sponsoring the referendum or an organization created by them shall be considered the official campaign for the referendum. Referendum campaigns shall be required to file financial disclosure statements as outlined in Section 3, V of this Code. No AS funds or resources shall be used to campaign for or against a referendum with the exception of funds allocated through the AS public financing mechanism. Referendum campaigns shall be eligible for public financing.

~~f.~~g. A Referendum's sponsor must attend the Mandatory Election Meeting~~. on [10/15/2019]~~

a. Sponsor(s) of referendum opposition campaigns must meet with the Elections Coordinator before campaigning.
b. In order to pass, any referendum presented to the students for approval must receive a simple majority (50% +1) of the votes cast for that referendum

XIII. Interpretation of the Election Code

a. The interpretation of this Code is primarily the responsibility of the Elections Coordinator. All questions or matters of uncertainty should be directed to the Elections Coordinator. When the Election Board or the Election Appeals Panel are in session, their respective chairs are the final authority on the interpretation of this code in regards to business that is before their respective bodies.

XIV. Revision of the Election Code

a. The Election Advisory Committee (EAC), convened by the Elections Coordinator, may propose revisions to this Code during the academic year, pursuant to the Committee's charge and charter. All proposed revisions by the EAC must be approved by the AS Executive Board~~Board of Directors~~. The Elections Coordinator may also propose revisions to this Code without convening the EAC if those changes are either: (1) corrections of minor grammatical, spelling or syntax errors; or (2) changes to the year-specific dates, times and figures in this Code (i.e. dates, times and figures enclosed in square brackets). All proposed revisions by the Elections Coordinator must be approved by the AS Executive Board~~Board of Directors~~. The Election Code may not be revised in any other way.
    a. If the EAC has not convened, the AS Student Senate Elections Code may be approved by the board.

b. The Election Code may not be revised between the opening of the candidate filing period and the close of the elections.
    ~~b.~~a. In the event of a natural disaster or mandated social distancing, any necessary provisions to the code that need to be made after the opening of the filing period can be brought to the AS Executive Board. This code cannot be changed after the campaign period has officially opened, regardless of circumstance.

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XV. Deadlines

a. Failure to adhere to any deadline in this code will result in the filing of a grievance (Section 2, Cl. VI).

b. It is the full responsibility of the candidate to keep in contact with the Elections Coordinator, should something occur. All candidates are given up to 36 hours to respond to the Elections Coordinator. Failure to do so will result in the filing of a grievance. The official form of communication is email.

Section 4: Definitions

I. Definitions

a. By “WWU”, this Code refers to Western Washington University.

b. The “main campus” of WWU is the university campus located in Bellingham, Washington.

c. By “AS”, this Code refers to the Associated Students of Western Washington University.

d. A “school day” is a weekday (Mon.-Fri.) during which classes are in session on the main campus of WWU. A day during which all classes are cancelled on the main campus of WWU for any reason, even if such a day falls during a regularly scheduled academic quarter, does not constitute a school day for the purposes of this Code.

e. By “academic year” this Code refers to the period extending from the first day of the fall quarter of WWU to the last day of its subsequent spring quarter.

f. “Physical campaign material”, for the purposes of this Code, includes, but is not limited to, posters, handbills, fliers, signs, banners, buttons, T-shirts or other clothing and any physical object which may be deemed by a reasonable person as constituting campaign material for or against a candidate or a measure.

g. “Polling Stations”, for the purpose of this code, are defined as instruments made available or advertised to the general public that enable an eligible voter to cast a ballot for the AS Elections.

h. “Declarative Statement”, for the purpose of this code, is the statement of an official position. It is not a policy change or policy action.

i. A candidate’s “Name” is defined in this code as the candidate’s legal or preferred name as registered with Western Washington University. A candidate reserves the right to alter certain elements of their name such as withholding a hyphenated surname or middle name with the approval of the Elections Coordinator.

j. “Misleading” for the purpose of this code is defined as, but not limited to, inaccurate information, language that is inaccessible or serves to obscure the intent of the initiative, language which includes conflicting or separate proposals with no logical connection between proposals, or which misrepresents current AS policy or procedure.

k. “Tampered” as used in Section 2, Cl. IV (k) is defined as the active destruction of campaign materials whether by removal, obfuscation, or defacement in such a way that the materials can no longer be clearly interpreted or are inappropriate.

l. “Event” as used in Section 3, sub-section 4 is a gathering either online or in person with an invitation extended to, or promoted to, the general campus community. Regular meetings of club or hall council do not constitute an event. An endorsement event must have approval by the AS Elections Coordinator.

Section 54: Implementations

k. a. This AS Student Senate Election Code, as approved on [] will be declared null and void by [12/31/20201949].

l. b. This AS Student Senate Election Code, as approved on [] shall take precedent over all other AS Election Codes and by-laws during the period of 2020-202149 Senate Elections.

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Approved by the AS Executive Board~~Board of Directors~~ on October ~~9~~26th, 2020~~2018~~

The complete Election Code contains the following:
-- Attachment A: Approved Building Posting Locations
-- Attachment B: University Residences Solicitation Policy