



**Associated Students
Western Washington University**

**AS President
Candidate Packet**



Elections 2016

AS ELECTIONS 2016

Dear Candidates:

Thank you for your interest in running for the Board of Directors! I'm thrilled that you've chosen to participate so actively in student leadership. My job is to make sure that the elections run smoothly and are fair for everyone participating. This means that I work to help you. If you have any questions or ~~concerns~~concerns, please contact me. My contact info is at the bottom of this page, and I'm also available to meet in my office during my office hours, which are posted on my office door(VU 435).

Here are a few tips for using this packet and running for office:

1) READ ALL OF THE INFORMATION IN THIS PACKET CAREFULLY!

There are a lot of documents in this packet, and many must be turned in by specific deadlines. For your convenience, a checklist is included in the packet that specifies deadlines. You are encouraged to turn in your petitions early, we will try to verify them and let you know in advance of the deadline if they are approved. If you turn them in after April 3rd we will not be able to provide this service. Candidate Statements **must** be turned in by the deadline, but do not need to be turned in with all the other documents if you would like to take a few more days to perfect your statement. Please email statement and turn in a paper copy to ensure there are no electronic mistakes.

2) READ THE ELECTION CODE!

Especially Section 1 and Section 3, clauses I-V. To see if you are eligible to run for office, see Section 3, clause I. For campaigning and advertising guidelines see Section 3, clause III. Remember, **you are responsible for knowing and following the Election Code**. It's better to do a little reading now than face disqualification later. I'd also strongly recommend you read the AS Bylaws, Charter, and Strategic Plan, available at <http://www.vu.wvu.edu/policies/>.

3) MARK YOUR CALENDAR

There is a **mandatory** AS Election Meeting on **Thursday, April 9th**, from 6:00-9:00 pm in Viking Union 567. During this meeting, I will discuss some important issues regarding the Election Code and the election timeline. The **AS Review will be present to take publicity photos** for the ballot and printed voter's guide. The AS Review will also collect statements from all of the candidates.

4) REMEMBER, WE'RE ALL WESTERN STUDENTS

No matter who is elected, the odds are you'll be working with other candidates in some capacity next year. Any negativity you express towards someone else who is running will adversely impact what you're able to accomplish as a member of the Board of Directors. Remember, everyone running for office is doing so to serve students and make Western better.

Happy campaigning,

Mayra Guizar Stacey Elim

AS Elections Coordinator

AS.Elections@wvu.edu

VU 435, (360) 628 4667(509) 305-5473

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AS Elections Timeline: 2016

01/05/2016: WWU winter quarter begins. Verbal Campaigning is now permitted. Initiative campaigns may begin gathering signatures (if language of initiative has been approved by the Board)

03/9/2016: Candidate filing period opens; filing packets available at Board office. Online campaigning is now permitted.

04/05/2016: Election filing deadline-

- all paperwork must be submitted to Board office (VU 504) by 4 p.m.;
- filing fee (\$25) must be submitted to VU Finance Office (VU 538) by 4 p.m.

04/07/2016: Mandatory AS Election Meeting (5:00-8:00 p.m., VU 587462 A/B). All candidates and sponsors of initiatives or referendums must attend.

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04/09/2016: Campaign period opens at 9:00 a.m. Physical campaign materials may now be posted, distributed, and displayed on campus.

I 04/12/2016 by 4 p.m.: Deadline for "For and Against" Statements for Initiatives and Referendums: these must be submitted to the AS Elections Coordinator at AS.Elections@wwu.edu.

I 04/14/2016: AS VP Forum, more details to come

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04/20/2016: AS Presidential Debate, more details to come

04/25/2016: The elections begin! Online voting available at 12:01 a.m.; polling station(s) open

04/29/2016: Voting ends. Online voting closes at 2:00 p.m. The Elections Coordinator, Election Board Chair and the REP advisor receive results. Candidates are notified of the results by the Elections Coordinator. All candidates and campaigns must submit financial disclosure statements and all receipts by 4:00 p.m.

05/02/2016: All candidates and campaigns must remove and clean up all physical and online campaign materials by 8:50 a.m.

AS ELECTIONS 2016

CANDIDATE PACKET CHECKLIST

(For candidate use only, to assist with the elections process and deadlines.)

Candidate's Name _____

Position Sought _____

Return the Following Forms to VU 504 by Tuesday, April 5th, at 4 PM

(Candidates must turn in forms in person and will need to present their Western Student I.D.):

_____ Candidate Registration Form.

_____ Candidate Statement (and e-mail to Sabrina.Houck@wwu.edu)

_____ Candidate Conduct Agreement.

_____ Request for Public Financing Form (optional).

_____ Spring Quarter Class Schedule

_____ Petition Form (with at least 150 signatures)

Petitions can be submitted separately from the above forms. Candidates that turn in their petitions by Friday, April 1st at 12 p.m. will be notified whether or not they had a sufficient number of valid signatures. If petitions are turned in after April 1st at 12:00 p.m. notification before the filing deadline may not be possible.

Submit the Following to the Finance Office (VU 538) by Tuesday, April 7th, at 4 PM:

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_____ \$25 Filing Deposit (payable by cash or check)

----- May be paid at anytime after the open of filing. Must show receipt to AS Board Program Assistant by 4 p.m. Tuesday, April 7th, please keep the receipt after this.

Thursday, April 7th:

_____ Attend Mandatory Election Meeting from 5-8 9-pm, VU room 462 A/B5&7.

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_____ Bring copy of Election Code to meeting.

Friday, April 29th

_____ Financial Disclosure Statement and original receipts turned in to the Finance Office, VU 538, by 4 pm.

Monday, May 2nd

_____ Campaign materials removed by 8 a.m., or forfeit up to \$25 of public financing reimbursement (or be charged if didn't request public financing).

AS ELECTIONS 2016

CANDIDATE REGISTRATION

CANDIDATE'S NAME: I Exactly as you want it to appear on all election materials)

POSITION SOUGHT: _____

WWU STUDENT #: _____

PHONE NUMBER(S): _____

E-MAIL ADDRESS: _____

SPRING QUARTER CREDIT LOAD: _____

CURRENT CUMULATIVE G.P.A.: _____

CAMPAIGN MANAGER NAME: _____

Campaign Managers are optional, but we would like contact information if they are campaigning for you.

CAMPAIGN MANAGER PHONE NUMBER: _____

All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services (USCIS) before beginning work at WWU. If you have questions about employment eligibility, please contact Human Resources at 360-650-3774.

Are you currently eligible to work in the United States? (circle one) Yes No

If no, how do you plan to become eligible? _____

STATEMENT OF AGREEMENT:

I agree, if elected, to serve as an officer of the WWU Associated Students, to perform the duties as outlined in the current AS job description, and to intern the minimum of hours (as specified in the job description) with the outgoing position holder during Spring Quarter, 2016.

X _____

Candidate Signature

**Return to the AS Board Office, VU 504
by Tuesday, April 5th at 4 pm.**

AS ELECTIONS 2016

CANDIDATE STATEMENT

CANDIDATE'S NAME

POSITION SOUGHT

CAMPAIGN WEBSITE URL (optional, if applicable)

Type or attach a 150-word (maximum) statement for voters to read. **Be sure to also e-mail this statement to ~~Sabrina.Houck@w~~Sabrina.Houck@www.eduwu.edu by the filing deadline.** The subject line of the E-mailed statements should read "Candidate Statement for [Your Name] seeking [position sought]". Address the issues of your choice in the statement. Tell voters about your qualifications. The statement is distributed to the ~~Western Front and the AS Review~~, but there is no guarantee that it will appear in both publications, as printing is at the discretion of the publisher of each medium. Statements may also be read by each candidate on ~~KUGS FM~~. The statement will be provided to students during the online voting process. **Please print off your statement and attach to this sheet.**

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Return to the AS Board Office, VU 504

by Tuesday, April 5th at 4 p.m.

AS ELECTIONS 2016

Candidate Conduct Agreement

I, _____, hereby state that I have read and understand the AS Election Code. In the event that I have a question or concern regarding the Code, I will address that question to the Elections Coordinator. I will conduct myself in a positive, honorable manner throughout the election. I will refrain from any malicious or unprofessional behavior towards any of the other candidates, the Elections Coordinator, the Election Board, WWU staff, or any other campaign participants. I understand that the Associated Students Board of Directors Program Assistant will access my student records, including my grade point average, enrollment status, quarter completion, and number of credits, in order to verify my eligibility for candidacy and qualifications for the office I seek, and that this information will only be shared with Elections staff who need to know this information.

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(Violation of this agreement is grounds for a grievance in accordance with the AS Election Code Section 3, Clause II.)

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(Signature), _____

(Date) _____

Return to the AS Board Office, VU 504
by Tuesday, April 5th at 4 pm.

AS ELECTIONS 2016

ELECTIONS GRIEVANCE FORM

This form is being provided in accordance with Section 3, clause VI of the AS Election Code. **You are strongly encouraged to try to resolve issues in a professional and calm manner before filing this form.** The AS Elections Coordinator is available to offer options, additional information, support in contacting the other party, etc. Please contact the AS Elections Coordinator at (360511) 628-305-Formatted: Not Highlight 54734667.

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Complainant Name: _____

Phone number: _____ Email: _____

Signature: _____ Date: _____

Grievance Filed Against (name): _____

Who is running for the position of: _____

Specific Section of Code Violated: _____

State the specific violation of the ASWWU Election Code. Give details of when and how the violation was discovered (may attach additional materials):

Received by AS Board Proaram Assistant:	_____	Date:	_____	Time:	_____
Received by Election Board Chair:	_____	Date:	_____		
Time:	_____				
Received by Elections Coordinator:	_____	Date:	_____	Time:	_____

Submit Form to the AS Board Program Assistant
AS Board Office, VU 504 (open .10 a.m. - 5 p.m. Monday through Friday)

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AS ELECTIONS 2016

FINANCIAL DISCLOSURE STATEMENT

The AS Election Code states (Section 3, clause V): "All candidates and sponsors of initiatives must file a financial disclosure statement with the VU Finance Office by 4:00 p.m. on the last day of the elections [04/29/2016]. 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;
- (2) original receipts for all campaign expenditures, unless they have already been submitted through the public financing process."

Please list all campaign expenditures, even those for which you have already received a refund.

Candidate Name: _____

Position Sought: _____

Candidate W#: _____

Itemized Expenses (A)	Quantity	Unit Price	Total Price
		Subtotal	\$

Itemized Donations (B)	Quantity	Unit Value	Total Value
		Subtotal	\$

Total Campaign Costs (A + B) = \$. _____

Return to the Finance Office, VU 538
by Friday, April 29th at 4 p.m.

AS ELECTIONS 2016

Request for Public Financing

I, _____, hereby request public financing
from the Associated Students for Running for Office or Campaigning for or
Against a Ballot Measure. By signing below, I am indicating that I have
read and understood Section 3, clause V of the AS Election Code, and pledge to
follow the campaign spending guidelines outlined in it. I understand that any
violation of the Election Code may result in severe penalties, up to and including
my disqualification from the elections.

Candidate W#: _____

(Signature) _____

(Date) _____

For office use only

Total amount to be reimbursed to
candidate:

\$ _____

Approved by the
AS Elections Coordinator

**Return to the AS Board Office, VU 504
by Tuesday, April 5th at 4 p.m.**

Spring Quart®? Schedule

Name: Me, _____

Please use pencil and fill out the times that you are unavailable. Use the following code or list details in the boxes=

C = In Class

W = Working

M = AS related meetings (Activities Council, Student Senate, etc.)

X = Other commitments, NOT available (other jobs, club meetings, appointments)

	Mondag	Tuesday	Wednesday	Thursday	Friday
8-9 a.m.					
9-10 a.m.					
10-11 a.m.					
11-12 p.m.					
12-1 p.m.					
1-2 p.m.					
2-3 p.m.					
3-4 p.m.					
4-5 p.m.					
5-6 p.m.					
6-7 p.m.					
Evening					

CANDIDATE PETITION FORM: ASSOCIATED STUDENTS ELECTIONS 2016

Candidate's Name: _____

Position Sought: *AS President*

The AS Election Code [Section 1, clause I, (a) and (b)] states that before appearing on the spring ballot, prospective candidates for the Associated Students Board of Directors must file petitions with minimum of 150 signatures from students enrolled at the main campus of WWU who are supportive of their candidacy.

By signing below, you are indicating that:

- a. You are a student currently enrolled at the main campus of Western Washington University.*
- b. You support the candidacy of the individual named on this form and wish to see their name appear on the ballot for the position indicated on this form.*

Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

<u>Student's Name (Print)</u>	<u>Student ID#</u>	<u>Signature</u>
5.		
10.		
15.		
20.		
25.		

Elections 2016 for the Associated Students WWU Board of Directors

Candidate's Name: _____ **Position:** *AS President*

The AS Election Code [Section 1, clause I, (a) and (b)] states that before appearing on the spring ballot, prospective candidates for the Associated Students Board of Directors must file petitions with a minimum of 150 signatures from students enrolled at the main campus of WWU who are supportive of their candidacy.

By signing below, you are indicating that:

- a. You are a student currently enrolled at the maiti campus of Western Washington University.*
- b. You support the candidacy of the individual named on this form and wish to see their name appear on the ballot for the position indicated on this form.*

Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

Student's Name (Print)	Student ID#	Signature
30.		
35.		
40.		
45.		
50.		
55.		

Elections 2016 for the Associated Students WWU Board of Directors

Candidate's Name: _____ **Position:** *AS President*

The AS Election Code [Section I, clause I, (a) and (b)] states that before appearing on the spring ballot, prospective candidates for the Associated Students Board of Directors must file petitions with a minimum of 150 signatures from students enrolled at the main campus of WWU who are supportive of their candidacy.

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Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

Student's Name (Print)	Student ID#	Signature
60.		
65.		
70.		
75.		
80.		
85.		

Elections 2016 for the Associated Students WWU Board of Directors

Candidate's Name: _____ **Position:** *AS President*

The AS Election Code [Section 1, clause I, (a) and (b)] states that before appearing on the spring ballot, prospective candidates for the Associated Students Board of Directors must file petitions with a minimum of 150 signatures from students enrolled at the main campus of WWU who are supportive of their candidacy.

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- b. You support the candidacy of the individual named on this form and wish to see their name appear on the ballot for the position indicated on this form.*

Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

Student's Name (Print)	Student ID#	Signature
90.		
95.		
100.		
105.		
110.		
115.		

Elections 2016 for the Associated Students WWU Board of Directors

Candidate's Name: _____ **Position:** *AS President*

The AS Election Code [Section I, clause I, (a) and (b)] states that before appearing on the spring ballot, prospective candidates for the Associated Students Board of Directors must file petitions with a minimum of 150 signatures from students enrolled at the main campus of WWU who are supportive of their candidacy.

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Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

Student's Name (Print)	Student ID#	Signature
120.		
125.		
130.		
135.		
140.		
145.		

Elections 2016 for the Associated Students WWU Board of Directors

Candidate's Name: _____ **Position:** *AS President*

The AS Election Code [Section 1, clause E (a) and (b)] states that before appearing on the spring ballot, prospective candidates for the Associated Students Board of Directors must file petitions with a minimum of 150 signatures from students enrolled at the main campus of WWU who are supportive of their candidacy.

By signing below, you are indicating that:

- c. You are a student currently enrolled at the maiti campus of Western Washington University.*
- d. You support the candidacy of the individual named on this form and wish to see their name appear on the ballot for the position indicated on this form.*

Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

Student's Name (Print)	Student ID#	Signature
150.		
155.		
160.		
165.		
170.		
175.		

Elections 2016 for the Associated Students WWU Board of Directors

Candidate's Name:_____ **Position:** *AS President*

The AS Election Code [Section 1, clause I, (a) and (b)] states that before appearing on the spring ballot, prospective candidates for the Associated Students Board of Directors must file petitions with a minimum of 150 signatures from students enrolled at the main campus of WWU who are supportive of their candidacy.

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- a. You are a student currently enrolled at the maiti campus of Western Washington University.
- b. You support the candidacy of the individual named on this form and wish to see their name appear on the ballot for the position indicated on this form.

Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

[illegible]

Candidates can make extra copies of this page if a petition page is lost or if they wish to get additional signatures above 150.

Replacement or extra signatures page = 25 available slots