



Western Washington University

Student Senate President Position Description 2024-25

About the Program & Position

The Associated Student Government at Western is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the AS Executive Board and the AS Senate.

The ASWWU Executive Board represents student interests to University Administration (Non-Academic Divisions, Departments and Programs), the Board of Trustees, and appropriate external governmental agencies. AS Executive Board positions are responsible for representing our students in issues concerning the University beyond the classroom.

The Student Senate represents student interests in academic affairs such as department policies, curriculum design, and academic support services. Two senators from each College advocate for students within their respective colleges, while four At-Large Senators represent all WWU students. Student Senators represent student interests by serving on relevant academic committees, making decisions in Senate meetings, and pursuing projects that align with their constituents' priorities and values.

The Student Senate President is the chair of the student senate and serves as the primary liaison between the Student Senate and the AS Executive Board. This is an elected position charged with serving all WWU students. The President is responsible for representing students, leading the Student Senate, and working with the Executive Board. The Senate President is also responsible for communicating with university faculty on behalf of students and assisting students in their communication with faculty.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. The Student Senate President can work up to 25 hours/week during Fall, Winter, and Spring Academic Terms excluding finals week. Limited Summer Term hours will be required for training and planning for the upcoming Academic Year. Work during intersession and breaks may be approved by AS Governance staff in certain circumstances.

Required Qualifications

Candidates/Senators must:

- Be enrolled six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall/Winter/Spring academic terms.
- Have a minimum of a 2.00 cumulative GPA at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited/occasional evening/weekend work throughout the Academic Year.

Preferred Qualifications

- Leadership experience
- Conflict resolution skills and experience
- Strong commitment to Diversity, Equity, and Inclusion practices
- Working knowledge of the general operations of the Associated Students
- Critical thinking skills
- Previous council, committee, or government experience at Western Washington University

- Knowledge of the University governance system
- Knowledge of local, state, and national legislative systems
- Strong organizational and time management skills
- Ability to communicate accurately and effectively with a wide variety of groups
- Experience working as a member of a team
- A working knowledge of the University governance and organizational systems
- Experience working in groups or as a member of a team
- Ability to balance multiple projects at one time

Position Responsibilities

Represent the interests of the student body of Western Washington University by:

- Establishing and maintaining one publicly posted office hour each day of the week (Monday-Friday) to be available to constituents.
- Communicating with diverse groups of students on a regular basis.
- Holding the interests of the student body above any personal interests, aspirations, or goals.
- Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
- Representing the interests of WWU students on all issues that come before the ASWWU Student Senate.
- Seeking and facilitating opportunities for student representation in University-wide decisions.
- Working with the Office of Civic Engagement to recruit

Ensure the effectiveness of the ASWWU Student Senate Operations by:

- Convening and presiding over all meetings of the ASWWU Student Senate.
- Writing and approving all agendas and documents for ASWWU Student Senate meetings.
- Working with the Advisor to plan & facilitate all ASWWU Student Senate retreats, meetings, and work sessions.
- Serving as the spokesperson of the ASWWU Student Senate.
- Meeting regularly with the designated Advisor.
- Avoiding any major commitments that would conflict with the essential responsibilities of this position such as study abroad.
- Identifying short- and long-term strategic goals for the Student Senate.
- Communicating goals with the Student Senate, Advisor, and relevant collaborators.
- Ensure vacant positions that arise after the election are filled.

Ensure the effectiveness of University, Associate Students, and Departmental Committees by:

- Reviewing and nominating student appointees to serve on committees under position purview.
- Communicate with students and chairs of committees under position purview.
- Ensuring the appointment for all vacant student senator positions in standing committees.

Collaborate with other University Organizations by:

- Regularly communicating with WWU Administration, including the University President, Vice President for Enrollment and Student Services, and the Dean of Students.
- Pursuing communication with relevant University Administration and offices on topics of interest to the Student Senate and constituents.
- Communicating with the AS Executive Board President biweekly.
- Attending Western Washington Board of Trustees meetings as a recurring invitee.
- Serving on the following committees:
 - Faculty Senate
 - Finance Council
 - ASWWU Governance Conference Committee
- Ensure student representation on the relevant committees, including:
 - Student Tech Fee
 - University Planning and Resources Committee

- Academic Coordination Committee
- Additional committees as necessary

Pay Rate

Estimated starting rate for AS Student Senators (2024-2025) is \$20.85/hour

Administrative Note: exact wage and total hours per week are subject to change pending final approval of AS Budget.

This position is exempt from civil services rules per WAC 357-04-04



Western Washington University

Student Senator Position Description 2024-25

About the Program & Position

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The ASWWU Executive Board represents student interests to University Administration (Non-Academic Divisions, Departments and Programs), the Board of Trustees, and appropriate external governmental agencies. AS Executive Board positions are responsible for representing our students in issues concerning the University beyond the classroom.

The Student Senate represents student interests in academic affairs such as department policies, curriculum design, and academic support services. Two senators from each College advocate for students within their respective colleges, while four At-Large Senators represent all WWU students. Student Senators represent student interests by serving on relevant academic committees, making decisions in Senate meetings, and pursuing projects that align with their constituents' priorities and values.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. Student Senators can work up to 10 hours/week during Fall, Winter, and Spring Academic Terms excluding finals week. Limited Summer Term hours will be required for training and planning for the upcoming Academic Year. Work during intersession and breaks may be approved by AS Governance staff in certain circumstances.

Required Qualifications

Candidates/Senators must:

- Be enrolled six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall/Winter/Spring academic terms.
- Have a minimum of a 2.00 cumulative GPA at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited/occasional evening/weekend work throughout the Academic Year.

Preferred Qualifications

- Leadership experience
- Strong commitment to Diversity, Equity, and Inclusion practices
- Working knowledge of the general operations of the Associated Students
- Critical thinking skills
- Previous council, committee, or government experience at Western Washington University
- Knowledge of the University governance system and organizational systems
- Knowledge of local, state, and national legislative systems
- Strong organizational and time management skills
- Ability to communicate accurately and effectively with a wide variety of groups
- Experience working in groups or as a member of a team
- Ability to balance multiple projects at one time

Position Responsibilities

Ensure the effectiveness of AS Senate operations by:

- Attending all AS Senate trainings and retreats, unless previously communicated a needed absence.
- Attending all bi-weekly regular and special Student Senate meetings, unless absence approved prior to meeting.
- Attending, at minimum, bi-weekly check-in meetings with designated AS Government Advisor.
- Reviewing all relevant meeting documents (e.g. Agendas, Minutes, Documents Packets) before Senate meetings.
- If presenting at a Senate meeting, submitting necessary documents for presentation at least 48 hours prior Senate Meeting.
- Collaborate with other Student Senators on relevant projects.
- Regularly communicating with their co-senator(s) about all Senate work.
- Ensuring AS Senate is operating in alignment with current AS Government Charter, Constitution and By-laws.
- Maintaining a regular weekly work schedule to fulfill the duties and responsibilities of the position between 7am-9pm, M-F, includes scheduled office hours (see below).
- Communicating current work schedule with AS Gov Advisors, SGAs, and other Student Senators.
- Avoiding any major academic or employment commitments that would conflict with the essential responsibilities of this position, such as study abroad.

Represent the interests of ASWWU by:

- As part of regular work schedule, establishing and maintaining one to two publicly posted office hours per work week (Monday-Friday) to be available to constituents.
- Being available to constituents via email and by-appointment.
- Represent student interests by serving on one to three Departmental, University, and/or Associated Students committees.
- Holding the interests of the student body above any personal interests, aspirations, or goals.
- Representing the interests of WWU students on all issues that come before the AS Student Senate.
- Facilitate events and gatherings to connect with constituents and hear concerns on relevant issues within the college.
- Meeting with the Dean, Associate Dean, or designee from their college to discuss student concerns or other relevant topics within the college. Frequency of meetings can vary, ideally meeting at minimum once per quarter.

Pay Rate

Estimated starting rate for AS Student Senators (2024-2025) is \$20.85/hour

Administrative Note: exact wage and total hours per week are subject to change pending final approval of AS Budget.

This position is exempt from civil services rules per WAC 357-04-040

Associated Students of Western Washington University

Election Code

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Article 1: Procedure for running for ASWWU elective office

I. Filing and Mandatory Candidate Meeting

1. In order to run for elective office, individuals must meet all requirements outlined below:

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

b. File all required forms for declaring candidacy by 4:00 p.m. on the last day of the candidate filing period. Failure to turn in the filing form(s) by the deadline will result in disqualification. The Candidate Filing Form will be available in an online format on the first day of the candidate filing period.

i. The Candidate Filing Period shall last for at least 7 calendar days before the start of the Mandatory Candidate Meeting and the end of the filing period. In the event that the mandatory Candidate Filing Period would overlap with time when WWU is not in session, or during summer quarter for an election that will take place in a quarter other than Summer Quarter, the candidate filing period must be extended 7 calendar days beyond the time when WWU is next in session, or 7 calendar days after the beginning of Fall Quarter for elections that would have their mandatory Candidate Filing Period fall into Summer Quarter while not having their elections in Summer Quarter.

1. For special elections the Candidate Filing Period shall take place as outlined in their section of the Code.

c. Annual general elections shall take place during Spring Quarter, unless there is some extenuating event, such as a natural disaster, that necessitates the delay of the elections. The Elections Coordinator and the designated AS government advisor will determine if such an event has happened.

i. The general election may also be called earlier than the standard yearly period by the consent of all of the governing bodies of the ASWWU, as determined in their bylaws. If an ASWWU governing body has no members, it shall be considered to consent to any call for an earlier election, though this shall have no bearing on the consent of other ASWWU governing bodies to such an action.

b. _____

1) *Attend the Mandatory Candidates Meeting*

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- a) Individuals may only file to run for one elective position in any given election.
- b) The Mandatory Candidate Meeting will take place within five business days of the end of the candidate filing period. *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:

↳i) A university scheduled class in which the candidate seeking an exception is enrolled in is scheduled to officially convene class, in-person or online, at the same time as the Mandatory Candidate Meeting and is reported to the AS Elections Coordinator prior to the meeting.

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ii) A verifiable, documented illness or emergency preventing reasonable attendance of the Mandatory Candidate Meeting is reported to the AS Elections Coordinator *prior* to the meeting.

(1) Illnesses and emergencies will generally be respected, but candidates will be held responsible for scheduling a make-up meeting. If candidates are unable to attend the make-up meeting with the Elections Coordinator, verification will become necessary in order to maintain campaign eligibility.

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•(a) The acceptability of a candidate's verification will be determined by the Elections Coordinator.

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↳iii) Extraordinary and unavoidable circumstances (e.g., military reservist activation, etc.) are reported to the AS Elections Coordinator and are reviewed by the Elections Coordinator and shall be accepted as an excuse.

↳iv) 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 beginning of the candidate filing period.

v) All candidates excused by the Elections Coordinator must schedule and attend a make-up meeting with the Coordinator within seven calendar days of the missed mandatory candidate meeting.

↳vi) Candidates shall not be permitted to campaign in any form before their attendance of a Mandatory Candidate Meeting or make-up Mandatory Candidate Meeting.

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II. Campaigning

1) The campaign period shall last from 9:00 a.m. on the first day following the Mandatory Candidates Meeting to 4:00 p.m. on the last day of the elections. No physical or digital campaign materials shall be posted, distributed or displayed outside of this period. See Article 3, Section III of this Code for further details.

↳2) For standard elections, the campaign period must start at least 7 calendar days before the start of the elections, and this minimum time cannot take place during periods where WWU is not in session or during summer quarter, unless the election will also take place during summer quarter.

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

3)4) Candidates are eligible for public campaign financing and must file financial statements regarding campaign expenditures. See Article 3, Section V of this Code for further details.

III. Voting Period

1) Voting for elective office, initiatives, and referenda shall begin at 12:00 a.m. on the first day and last until 4:00 pm on the final day of the elections for a 5–7-day period, the dates of which to be mutually agreed upon by the Elections Coordinator and the AS ~~Student Representation and Governance Coordinator~~ Advisor. In the event of technical difficulties with the election, the Elections Coordinator and the ~~AS Election Advisor~~ designated AS Government Advisor may extend the date of the close of the elections.

4)a) In the event that technical difficulties delay the end of the election, the Elections Coordinator shall be required to publish a report detailing the technical difficulties in question, in the interests of public transparency.

2) In order to win an election to office a candidate must be elected according to the procedure outlined in Article 3 of this Code.

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IV. Presentation of Results

1) The Elections Coordinator, Ethics Board Coordinator, and ~~Student Representation and Governance Coordinator~~ designated AS Government Advisor shall certify the election results and report the election results that do not involve a pending grievance to the AS Executive Board and AS Student Senate at the Board and Senates's next regular meeting following the elections. For election results involving pending grievances, these results shall be certified at the next regular meeting of the AS Executive Board and AS Student Senate after these grievances have been resolved.

V. Investiture of Office

1) All duly appointed candidates shall be officially invested with the authority of their office at a time and by a method determined by their governing bodies' bylaws, or immediately upon certification of the vote, as according to this Code.

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Article 2: Ballot Measures (Initiatives and Referendum)

I. Initiative Filing

1) 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. A single student may sponsor no more than one (1) initiative total in any one election, either singularly or as part of a group, due to the demands on the sponsor. The sequential process for requesting approval of initiative language requires the sponsor(s) to:

- a) Create a question to be presented to the student body that can be answered in the affirmative or the negative.
 - b) Secure an ASWWU Elected Student Government Official to ~~evaluate the legality and feasibility of the initiative and~~ bring the question as an Agenda Item before the ASWWU Executive Board and AS Student Senate.
 - c) ~~Secure an ASWWU Elected Student Government Official to evaluate the legality and feasibility of the initiative and bring the question as an Agenda Item before the ASWWU Executive Board.~~
 - d) Declare under what Authority (see Article 2, Section IV) the initiative is being proposed with the submitted language.
 - e) Submit the language of the proposed measure, authority, and any supporting documentation to the ~~AS Student Government Program Coordinator designated~~ AS Government Advisor and the sponsoring ASWWU Elected Student Government Official by the document submission deadline, which will be ~~the first day of the candidate filing period~~ 7 calendar days before the candidate filing deadline. Students are advised to submit the language of the measure for review as early as is feasible.
 - f) Sponsor or delegate must attend the Executive Board and AS Student Senate Meetings where the question is discussed. The Executive Board and AS Student Senate must approve, approve with amendments, or reject the language within ~~their~~ next three meetings or within 21 calendar days, whichever is sooner. The Executive Board and AS Student Senate 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, or Western Washington University policy, ~~or relevant AS policies~~. The Executive Board and AS Student Senate may only amend the language of the measure in a way that does not affect its substantive content. If the Board and AS Student Senate ~~does~~ not take action within three regularly scheduled meetings or 21 calendar days following the submission deadline, the submitted language will be considered to have ~~Board~~ Board and Senate approval.
 - g) Clubs and more than one student can sponsor one ballot measure
- 2) 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 five percent (5%) of the number of students enrolled at the main campus of WWU in the most closely preceding fall, winter, or spring quarter* that the initiative is to be put forth to the student body in, as determined by the WWU Registrar. Petition requirements include:
- a) Using the official petition form provided. The AS Student Government 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 ASWWU Executive Board and AS Student Senate. 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.
 - b) Students signing the petition must be currently enrolled WWU students at the Bellingham campus. 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.

- c) Signatures obtained in favor of the placement of a measure on the ballot must be obtained during the current and/or immediately preceding ~~during the?~~ academic quarter in which the measure is sought to be placed on the ballot, or during the preceding spring quarter for measures proposed to be placed on the fall ballot, and only once the language has been approved by the ASWWU Executive Board.
 - d) Filing the petition and all required Initiative Filing Forms with the AS Student Government Program Coordinator by 4:00 p.m. on the same day as the candidate filing deadline.
- 3) Sponsor(s) must *attend the Mandatory Candidate Meeting*
 - 4) -Sponsor(s) of initiative opposition campaigns must meet with the Elections Coordinator before campaigning.
 - 5) Measures that have met these criteria and have been duly filed with the AS Student Government Program Coordinator designated AS Government Advisor by the filing deadline shall be placed on the ASWWU-~~Executive Board~~ elections ballot as a student initiative. The language of the initiative on the ballot must match exactly that of the duly filed measure.
 - 6) Opposition campaigns shall have an additional 7 days beyond the candidate filing deadline to file and submit an oppositional initiative filing form.
 - 7) 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 electioncandidate filing deadline. An opposition statement must be submitted by an initiative opposition campaign sponsor to the Elections Coordinator by 7 days after the initiativecandidate filing deadline. Only one opposition campaign will be permitted, and only the first sponsor to duly file all required oppositional initiative filing forms 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. Referendum

- 1) A referendum to the membership of the ASWWU may be initiated by a majority vote of either the AS Senate or the AS Executive Board. Once the referendum question has been approved by the initiating branch of government, all materials required in the referendum filing form must be submitted to the AS Student Government Program Coordinator designated AS Government Advisor by the ~~first~~final day of the candidate filing period. Referenda thus submitted shall be included on the ballot during the regularly scheduled election.
- 2) Students may submit suggestions for referenda, including bylaw changes, to either branch of government. Suggested changes are due by the candidate filing period deadline but should be turned in as early as possible to allow the Executive Board or

Senate to complete a full review and vote on the suggested change. Students should contact the AS Student Government Program Coordinator designated AS Government Advisor for details.

- 3) 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.
- 4) Opposition campaigns shall have an additional 7 days beyond the candidate filing deadline to file and submit an oppositional referendum filing form.
- 5) All campaigning and advertising for and against referenda shall follow the guidelines set forth for initiatives in Article 2, Section. IV of this Code. For the purposes of this provision the elected official(s) sponsoring the referendum shall be considered the official campaign for the referendum. Referendum campaigns shall be required to file financial disclosure statements as outlined in Article 3, Section V of this Code. No operational 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.
- 6) A Referendum's sponsor must attend the Mandatory Election Meeting. Sponsor(s) of referendum opposition campaigns must meet with the Elections Coordinator before campaigning.
- 7) Organizations (AS committees and task forces) cannot campaign on behalf of the referendum they were created by, instead an Elected Student Government Official appointed by the Executive Board and Student Senate will act as the official campaign representative for the referendum.

III. Campaigning

- 1) The student(s) filing the ballot measure petition or opposition ballot measure, or campaigning for recurring referendum (see Section II, Sub-section g) shall be considered the official campaign and may campaign for its passage or opposition. Said student(s) may spend money, hold campaign meetings, recruit student volunteers and post, display, or distribute physical campaign materials subject to the same limitations placed on candidates for office and otherwise outlined in this code. Initiative campaigns shall be required to file financial disclosure statements as outlined in Article 3, VI of this Code. Initiative campaigns shall be eligible for public financing as outlined in Article 3, VI of this Code.
- 2) The campaign period shall be the same as other elections. No physical, online, etc. campaign materials shall occur outside of this period. See Article 3, Section III of this Code for further details.
- 3) Certain campaign activities are permissible outside of the campaign period. See Article 3, Section III of this code for further details.

IV. Authority

- 1) 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 ballot measure.

- 2) A ballot measure that passes may be subject to the restrictions of WWU policy and other applicable laws.
- 3) A ballot measure has the following authority if passed by voters:
 - a) Instruct that the ASWWU Executive Board or Senate, within their purview, create, change, or terminate current AS policies.
 - b) Instruct the ASWWU Executive Board or Senate to pursue or not pursue some action.
 - c) Make a declarative statement on behalf of the ASWWU.
- 4) 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.

Article 3: Election Policies

I. Candidate Eligibility

- 1) The following eligibility requirements must be met by the end of the filing period, maintained through the campaign period and if elected, throughout the term of the position:
 - a) *Be enrolled as a student at the main WWU (Bellingham) campus* and be taking a minimum of six (6) credits as an undergraduate or four (4) as a graduate student.
 - i) Newly-admitted students who have confirmed their enrollment with the Admission Office prior to the candidate filing deadline but have not yet registered for courses are eligible as candidates in ~~special~~ elections as long as they become registered for and maintain the minimum credit load stated above during the quarter(s) coinciding with the election and the commencement of the term of elected office.
 - ii) Candidates who are already degree-seeking Western students and are enrolled for the minimum number of credits during spring quarter do not need to be enrolled in courses during summer quarter in order to remain eligible as a candidate for elected office and to begin the term in summer, as long as they will be a returning student in fall quarter.
 - b) Be in "good academic standing" as defined by the Registrar's Office.
 - c) Only students enrolled in a college may run for their senator positions. If a candidate either drops or switches their major (into a different college) before the end of the filing period, the candidate must run for the new college-specific Senate position that they are declared in. If a candidate either drops or switches their major (into a different college) after the end of the filing period, the candidate is no longer eligible for the election.
 - d) Students are able to run for an at-large Senate position regardless of their major status or lack thereof.

- e) Candidates running for the Senate President or AS President position must have completed at least fifty credits at Western or be enrolled at Western's main Bellingham campus for five quarters before the candidate filing period closes.
 - f) Be eligible for employment in the U.S. and at WWU.
- 2) Eligibility of candidates shall be verified by the Elections Coordinator and the ~~Student Representation and Governance Coordinator~~ AS Governance Advisor prior to the opening of physical campaigning. ~~The Elections Coordinator may require additional information from candidates in order to ascertain eligibility.~~ Students found to be ineligible are subject to immediate removal from the ballot or ~~immediate~~ disqualification without the need for an Ethics Board hearing. The Elections Coordinator's decisions on eligibility may be appealed to the ASWWU Ethics Board.
 - 3) The Ethics Board Coordinator, Ethics Board members, Elections Advisory Committee voting members, and the AS Elections Coordinator are not eligible to pursue an AS elective position or to sponsor an initiative during the academic year in which they serve in their position.

II. Conduct

- 1) Candidates or any person otherwise involved in a campaign, including for ballot initiatives or referenda, will adhere to the Candidate conduct agreement provided in the candidate filing form.
- 2) Under no circumstances are drugs or alcohol to be present, available, or provided at campaign related events, regardless of location or participant age.
- 3) Bribes, incentives, or compensation in exchange for votes are prohibited.
- ~~3)4)~~ Failure to abide by these stipulations may result in disqualification and removal from the ballot.

III. Campaigning and Advertising:

- 1) The permissible and prohibited campaign activities in this Article apply to all students seeking or considering seeking elective office, seeking to place an initiative or referendum on the ballot, or campaigning for or against a measure on the ballot. This also extends to all students associated with a campaign.
- 2) The following campaign activities ***shall be permitted at any time:***
 - a) Declaration or announcement of intended candidacy or sponsorship of a ballot measure
 - b) Campaign meetings for the purpose of organizing the campaign or recruiting volunteers in which physical campaign material is not distributed, posted or displayed. For the purposes of this provision, volunteer sign-up sheets ~~and candidate petition forms~~ do not constitute physical campaign materials.
 - i) 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 official guidance and Associated student policies and official guidance.

3) The following campaign activities **shall be permitted only during the campaign period:**

- a) The distribution, posting or display of any physical campaign materials, as defined by Article 4, subsection f of this Code, on the main campus of WWU, in locations specified by this Code and by the Elections Coordinator and excluding where such activities are prohibited by WWU policies.
 - i) 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 official guidance and Associated Student policies and official guidance when campaigning.
 - ii) ~~In the event, Western Washington University is functioning primarily in an on-line capacity during the campaign period, then no physical campaigning will be permitted.~~
- b) Online campaigning for elective office or ballot measure and the establishment of websites or web pages supportive of candidacy.
 - i) All websites and social media campaign pages must be declared via email to the AS Elections Coordinator.
 - ii) All website and social media campaign pages must be deleted or paused no later than seven calendar days after the voting period has ended.
 - iii) Instead of deleting their campaign account, candidates can pause them. In order for a website or social media page to be considered paused it must:
 - i) ~~(1)~~ (1) No longer post any content after ~~June 1st~~ seven calendar days after the end of the elections.
 - ii) ~~(2)~~ (2) including but not limited to videos, stories, reels, squares, and polls
 - iii) ~~(3)~~ (3) No longer send or respond to messages after ~~June 1st~~ seven calendar days after the end of the elections.
 - iv) Have a visible disclaimer provided by the Elections Coordinator posted prior to June 1st.
 - v) All previously established websites or social media pages may be reactivated with the approval of the Elections Coordinator so long as all previous content is deleted
 - i) (1) Candidates can only use their reactivated social media pages or websites after the campaign period opens.
 - c) Events organized by campus organizations or departments 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, and all candidates for a specific position invited to such an event must be given equal time of notice of any event. If any candidates decline the invitation or fail to respond, the event is permitted to continue without their presence.
 - d) Funds may begin being spent on campaign activities in accordance with Article 3, VI of this Code.
 - e) During the campaign period specified in Article 1, Section II of this Code, physical campaign materials, as defined by Article 4, section I of this Code, **which are to be posted** may only be posted on free boards and on spaces on

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the outside of buildings, as designated by the Elections Coordinator (see Attachment A to this Code). Each Candidate is limited to posting one poster per free board. The maximum size of a piece of physical campaign material posted at any location shall be three feet by eight feet (3' by 8'). 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.

~~h)~~f) During the campaign period specified in Article 1, Section II (a) of this Code, physical campaign materials, as defined by Article 4, section f 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.

- i) For the purposes of this provision, apparel, stickers, and buttons are an exception to the rule on displaying physical campaign material while they are displayed on one's person. Physical campaign material such as apparel, stickers, and buttons may **not** be worn by ASWWU student employees while acting in their official capacity as ASWWU student employees, including office hours, club meetings and any other general position meetings. "Official capacity" is any time in which a ASWWU student employee is working hours that can be logged into their timesheet.

~~h)~~g) Physical campaign materials, as defined by Article 4, section I of this Code, and any adhesive used must be completely removed and cleaned up from any location on campus by the candidates or sponsor(s) of a measure who posted or distributed them by 4:00 p.m. on the third calendar day following the close of the elections. Candidates or sponsors of measures 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 or sponsor of a measure.

4) The following campaign activities **shall not be permitted at any time** for all students seeking or considering seeking elective office, seeking to place a measure on the ballot, or campaigning for or against a measure on the ballot. This includes students associated with a campaign.

- a) The posting or writing of campaign materials or messages of any sort on classroom chalkboards or whiteboards, or on screensavers or backgrounds of any campus computer.
 - i) -For writing on a chalkboard or whiteboard, messages encouraging voting turnout in general are allowed.
- b) The distribution, posting or display of any physical campaign materials on the main (Bellingham) campus of WWU, except at those times and places permitted by this code.

~~c)~~ ~~Disruptive in person~~ campaigning of any sort in the ~~interior~~ public spaces of WWU.

~~e)~~d) In person campaigning of any sorts in any non-public space of WWU, such as program offices, classrooms, and Residence Halls.

~~e)~~e) Posting any campaign material on a dating site.

- i) Including but not limited to Hinge, Tinder, Bumble, Grindr, etc.
- e)f) Verbal campaigning of any sort inside academic classrooms, with the exception of the announcement of a candidacy or the election events organized by the Elections Coordinator, clubs, and campus organizations as specified in this Code. One-on-one conversations of a personal nature regarding candidacy or election events are permitted in academic classrooms.
- f)g) Campaigning of any sort, including campaign activities listed in Article 3, Section III of this Code, shall be prohibited in the following locations during the time of the elections:
 - i) In any computer lab or within thirty feet (30') of a stationary computer station on the main (Bellingham) campus of WWU,
 - ii) Within thirty feet (30') of an official voting booth.
- g)h) ~~_____~~ The logos of AS offices, officially recognized AS programs, WWU offices, and AS councils- and committees (standing or ~~ad~~ 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 Article 4, section I of this Code, and any adhesive used must be completely removed and cleaned up from any location on campus by the candidates or sponsor(s) of a measure who posted or distributed them by 4:00 p.m. on the third calendar day following the close of the elections. Candidates or sponsors of measures 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 or sponsor of a measure.~~
- h)i) Intentional tampering with any other candidate's or measure's campaign materials by any candidates, sponsors, or anyone affiliated with any campaign is strictly 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 to the party affected immediately and must be remedied by the party causing the damage within a time frame specified by the Elections Coordinator.
- i)j) No AS funds or resources may be used to campaign for or against a candidate or measure 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 made by AS Entities, RHA, and NRHH

- 1) AS offices, officially recognized AS programs, AS councils and committees (standing or ad hoc), the Residence Hall Association (RHA), and the National Residence Hall Honorary (NRHH) may not endorse candidates or measures, and may not organize

events, spend money, or use any WWU or AS resources for or on behalf of a candidate or measure. ~~E~~except for hosting candidate forums and events. 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.

- 2) Measures may not be publicly endorsed at an AS sponsored event. Initiative and referendum sponsors may speak at AS sponsored events for campaigning purposes.
- 3) Candidates for election, sponsors of ballot measures and oppositional campaigns, and current ASWWU elected officials may make endorsements and may speak for or against any candidate or measure. Furthermore, students in these roles may identify themselves by their position when doing so.
 - a) Public financing made available through the Elections process is the only WWU or ASWWU resource that may be used by students in these roles to create communications for or against a candidate or measure.
 - b) Current ASWWU elected officials, shall not use any WWU or ASWWU resources when ~~speaking~~speaking for or against a candidate or measure, including but not limited to work email accounts, AS social media accounts, work computers, office space, office supplies, or anything of material value supplied by the university or ASWWU. The one exception to this Section is when an elected official is acting in their official capacity as a sponsor of a referendum campaign.
 - c) No current ASWWU elected official may use worktime to campaign. No WWU employee may use worktime to campaign.
 - b)d) All candidates, sponsors of ballot measures and opposition campaigns, and current ASWWU elected officials who endorse a candidate or measure or opposition of a measure must send notice of their endorsement to the Elections Coordinator no later than 3 calendar days of their official announcement of endorsement.
- 4) In their roles as individuals or students, current WWU and AS employees who are not elected officials may speak in support of or in opposition to candidates or measures, though they shall not identify themselves as a WWU or AS employee, identify their position within ~~the WWU or the~~ AS, or speak on behalf of ~~the WWU or the~~ AS when doing so.
 - a) Regarding the use of social media for endorsements, WWU or AS employees shall not make an endorsement on behalf of ~~the WWU or the~~ AS, their position, or their office, and shall not use any WWU or AS social media accounts for endorsements. Any endorsements, including any statement for or against a candidate or measure, must clearly originate from the individual and not appear to be related to ~~the WWU or the~~ AS or any WWU or AS positions.
 - b) WWU and AS employees shall not use any WWU or ASWWU resources when speaking as an individual who is for or against a candidate or measure, including but not limited to work email accounts, work computers, office space, office supplies, or anything of material value supplied by the university or ASWWU.
 - b)i) The WWU individual student email does not count as an official WWU resource.

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- c) WWU and AS employees, may, as individuals outside of their official position, work on a campaign for or against a candidate or a measure. AS Executive Board Members and Student Senators may work in their official capacity on a referendum campaign for which they are the official sponsor(s).
- 5) Any AS Employee whose position involves AS(?) election-related duties and who is seeking AS elective office, sponsoring a measure, or is otherwise affiliated with a campaign must delegate all AS Elections-related duties to another employee.

V. Endorsements made by Clubs and Hall Councils

- 1) Clubs and ~~Hall Councils~~Resident Planning Boards (RPB) may officially endorse candidates or measures of their choice starting on the first day following the Mandatory Election Meeting. Clubs or Hall Councils may not spend money or use any AS, department, or residence hall resources on behalf of or against a candidate or measure. This does not restrict Clubs or RPBs from using appropriate AS, department, or residence hall resources for the organization and running of general candidate events, in accordance with the sections of this Code regulating events.
- 4)2) If a Club or RPB officially endorses a candidate or measure, the candidate must send notice of their endorsement to the Elections Coordinator within 3 calendar days of their official endorsement.
- 2)3) Club or ~~Hall Council~~Resident Planning Board events are not required to be held for the endorsement of candidates.
 - a) ~~For the purposes of this Code, an "event" is a gathering, either online or in person, with an invitation extended to, or promoted to, the general campus community. Regular meetings of clubs or hall councils do not constitute an event.~~
 - b)a) If an event does occur, all candidates for that position must be invited and be notified at least 72 hours in advance via an email to their WWU student email which can be obtained from the Elections Coordinator. All candidate invitations for the same event must be made within the same day as each other. Candidates may reach out to clubs and ~~hall councils~~RPBs to seek endorsement with or without an event occurring to secure that endorsement. However, if an event does occur, the candidate who reached out to the club or ~~hall council~~RPB must make sure to invite all candidates for that position to the event at least 72 hours in advance. Ensuring the invitations are sent with the proper advance notice is the responsibility of the candidate who initiates the request for endorsement and the upcoming event.
 - e)b) If clubs or ~~hall councils~~RPBs reach out to endorse candidates and decide to hold an event, it is the responsibility of the club or RPB to reach out to the Elections Coordinator five school days in advance of the event.
 - i) Following the request from a club or ~~hall council~~RPB, it is the responsibility of the Elections Coordinator to invite all candidates for that position via their school email at least 72 hours in advance of the event. All candidate invitations to an event must be made on the same day.
 - d)c) An event can only occur, as long as all candidates for that position have been invited (they may decline), and the AS Elections Coordinator verifies the event is in accordance with the Elections Code.

- e)d) _____ If a violation does occur, refer to Grievances under Article 3, part VII.
- 3)4) _____ Candidates or measures may not be publicly endorsed at an AS or WWU(?) sponsored event. For the purposes of this Code, club meetings do not constitute AS sponsored events.
- 4)5) _____ Candidate use of club or RPB materials to imply support/endorsement is prohibited without club or RPB consent.

VI. Campaign Spending, Financial Disclosure Statements and Public Financing

- 1) Each candidate or sponsor of any measure on the ballot, shall be limited to making up to fifty dollars (\$50) in total campaign expenditures during the course of any election. Campaign expenditures shall include:
 - a) Any funds spent directly by the candidate or measure sponsor(s) in the course of a campaign;
 - b) Any funds spent on behalf of a candidate or a measure by a third party;
 - c) Any donated contributions to the campaign of a candidate or a measure by the candidate, ~~by the~~ measure sponsor(s), ~~or by~~ a third party. Valuation for any items donated to the campaign must be ~~approved~~ agreed upon by the Elections Coordinator;
 - d) Any funds spent in support of a public or private campaign related event for an individual candidate or measure sponsor;
 - e) Any campaign expenditures ~~refunded-reimbursed~~ through public financing.
 - f) Any funds spent on online advertising and social media campaigning.
- 2) The following items shall not constitute campaign expenditures:
 - a) Volunteered Labor;
 - b) Donated campaign related photography or design.
 - c) 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.
- 3) Candidates, sponsors of initiative and referendum, and sponsors of initiative and referendum oppositional campaigns may only make campaign expenditures, or have them made on their behalf, from the opening of the candidate filing period to the deadline for submitting financial disclosure statements, which is to be set no ~~more~~ earlier than 3 business days prior to the close of the election period and no later than the final day of the election.
- 4) All candidates, sponsors of initiatives or, referendum, and sponsors of initiative or referendum oppositional campaigns must file a financial disclosure statement, even if no funds are spent or requested, to be submitted to the Elections Coordinator and to the AS Business Office by 4:00 p.m. on the stated due date for financial disclosure statements. Financial disclosure statements must include:
 - a) 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, not including the costs related to general candidate events put on by clubs and WWU organizations.

- b) Copies of receipts (or screenshots of proof of payment) for all campaign expenditures, unless they have already been submitted through the public financing process.
- 5) Penalties for failing to file a financial disclosure statement and to fully and accurately disclose all campaign spending may include, but are not limited to, forfeiture of up to \$25 of public financing reimbursement or administrative charges of up to \$25. In serious instances of non-disclosure of financial expenditures or spending in violation of this Code, especially when the outcome of the election could have been affected, the Elections Coordinator may refer the matter to the Ethics Board for adjudication.
- 6) Public financing shall be available for approved campaign expenditures to candidates who have duly filed to run for elective office, as well as to the sponsor(s) of initiatives, referenda, and sponsor(s) of initiative and referendum opposition campaigns which have been duly filed and which are to appear on the ballot in elections. Each candidate shall be eligible for a maximum of fifty dollars (\$50) in public financing. Each initiative and referendum campaign and opposition campaign shall be eligible for a maximum of fifty dollars (\$50) in public financing. The total level of public financing available annually for all candidates and measure campaigns in total 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 as follows:
- a) Initiative and referendum campaigns shall have first priority to the funds, and will each be funded \$50 if requested. An equal amount of money will be reserved for opposition campaign(s) in case campaign(s) are filed, since their filing deadline is a week later than the election candidate filing deadline.
 - b) If any funds remain after the full allocation of funds to referendum and initiative campaigns and opposition campaigns, the remaining funds will be divided equally among the candidates.
 - c) If there are insufficient funds to fully fund all initiative and referendum campaigns and their oppositional campaigns, the funds shall be dispersed equally among all initiative and referenda campaigns, including oppositional campaigns.
 - d) If the filing deadline for opposition campaigns passes and there exists set aside funds for opposition campaigns that have not been filed, these funds shall be no longer set aside and shall be distributed among the existing campaigns, consistent with all established procedures outlined in this Code.
- 7) Public financing shall be issued as a refund reimbursement for approved campaign expenditures by candidates and campaigns.
- 8) In order to receive public financing in the form of a refund reimbursement, candidates and sponsors of initiatives and referenda must:
- a) Submit an AS Expenditure Request with all relevant information filled out by 4:00 p.m. on the last day of the campaign finance disclosure filing period.
 - b) File a Request for Public Financing form with the Student Representation and Governance Coordinator designated AS Government Advisor by 4:00 p.m. on the last day of the campaign finance disclosure filing period.
 - c) 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~~ of the last day of the campaign finance disclosure filing deadline.

- 9) If a public financing request is filed, printing costs up to \$50 of items defined by Article 3, section VI, subsection 11 of this Code may be reimbursed and paid for during the campaign period, given such a request does not exceed the 50\$ total campaign expenditure limit and is done through a form filed and certified by the Elections Coordinator and the AS Student Representation and Governance Coordinator designated AS Government Advisor.
- 10) Requests for refunds-reimbursements shall be reviewed by the Elections Coordinator and if approved shall be issued on a rolling basis by the VU Finance Office during and after the campaign period specified in Article 1, Cl. II (a) of this Code. All requests for refunds-reimbursements must be submitted together with original receipts (or screenshots of proof of payment) documenting the expenditures for which a refund reimbursement is being sought.
- 11) 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 Article 4 of this code.
 - b) Stationary, paper and office supplies purchased during the campaign period primarily in order to create and display physical campaign materials.
- 12) The following expenditures shall not be eligible for public financing, but still must be filed in the financial disclosure form:
 - a) Food or beverages of any sort.
 - b) Payments for labor associated with any campaign.
 - c) Any expenditure for which an original receipt (or screenshots of proof of payment) is not provided.
- 13) Campaign expenditures which do not fall into categories identified in the preceding two sub-sections 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 staff advisor designated AS Government Advisor for AS Elections.
- 14) In the event that physical campaign materials belonging to a candidate or measure sponsor are intentionally tampered with (as defined by Article 3, Section III (k)), the candidate can, with the Elections Coordinator's permission, report this item as a \$0.00 expense on their financial disclosure statement.

VII. Grievances

- 1) In the event that a candidate or any person associated with any campaign, initiative or referendum campaign (for or against) or any AS employee violates the Election Code and/or filing form(s) before or during the elections, any student (including an affected party, student who observed the violation, and/or the Elections Coordinator) may file an official grievance against that person.
- 4)2) A person may not file a grievance against themselves or a campaign to which they belong to, unless the Elections Coordinator consents to the filing of the grievance.
- 2)3) Grievances may not be filed anonymously, and all witnesses cited in a grievance must be named explicitly.

~~3)4)~~ Official grievances ~~may~~must be filed by submitting an official grievance form to the ~~AS Student Representation and Governance Coordinator~~ designated AS Government Advisor, who will forward them to the Ethics Board Coordinator. If the Ethics Board Coordinator has not yet been hired at the time of filing, grievance forms shall be forwarded to the Office of Civic Engagement Director, who shall be authorized to assume the duties of the Ethics Board Coordinator 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 Office~~online throughout the academic year during an elections season.

~~4)5)~~ Official grievances must be filed between 8 a.m. and 5 p.m. within two school days of the time of discovery of the alleged violation and must cite the specific Article of the Election Code ~~and/or filing form(s)~~ allegedly violated. Grievances filed that do not meet these requirements will not be accepted. Official grievances will be accepted only until two school days after the closing of the polls on the final day of the election period. Only the Elections Coordinator may file grievances outside of the time constraints of this Article.

~~5)6)~~ The Ethics Board will adjudicate grievances according to the procedures set forth in its Charge & Charter and in any adopted rules of operation. The Ethics Board may take any action deemed appropriate and necessary to ensure fair elections. All actions by the Ethics Board are final and may not be appealed, with the exception of disqualification.

~~6)7)~~ In the event of disqualification from an election, the disqualified party may appeal their disqualification by sending a written (digital or physical) request for appeal to the ~~AS Student Government Program Coordinator~~ designated AS Government Advisor (?) Ethics Coordinator within three (3) school days of the initial notification of disqualification. Appealed disqualification decisions will be heard by the AS Ethics Appeals Panel which will convene a hearing as soon as possible and no later than four (4) school days after the date of appeal. Decisions on disqualification by the Ethics 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 Ethics Appeals Panel.

~~7)8)~~ The Elections Coordinator may not serve on the Ethics Board or Ethics Appeals Panel, but may be required to provide information, reports, documentation, or to serve as a witness during the proceedings of these bodies.

~~9)~~ Penalties for violation of the Election Code ~~and/or filing forms~~ may include, but are not limited to, forfeiture up to \$25 of public financing reimbursement or administrative charges of up to \$25; disciplinary action; or disqualification.

~~10)~~ In the event of a grievance filed against the Elections Coordinator, the Elections Coordinator shall be required to abide by all procedures set out in this section, and the Elections Coordinator shall be required to recuse themselves from participating in any binding interpretation of the Code as outlined in Article 3, Section XV that relates to the grievance filed against them. In such cases the Ethics Board Chair or the Ethics Appeals Panel Chair shall have sole interpretive authority in regard to the grievance before them.

~~45)a)~~ Grievances may only be filed against the Elections Coordinator for which there is no alternative method of appeal regarding the issue already outlined in the Elections Code, such as procedural disqualification, or for instances where

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the Elections Coordinator committed such grievance action with intentional malice toward the person who filed the grievance.

VIII. Voter Eligibility

- 1) Any student enrolled at the main (Bellingham) campus of WWU or studying abroad during the academic quarter in which elections take place is eligible to vote in those elections (must be registered for classes by the last day to add/drop classes for that quarter). Any full-time, part-time, undergraduate and graduate students who are registered for at least one academic credit at any WWU location where students pay Services and Activities Fees are eligible to vote in AS WWU elections.
- 2) All eligible students will vote by ranked choice voting.

IX. Online Voting and Polling Stations

- 1) All voting in AS elections shall take place online, unless the Elections Coordinator and AS Student Representation and Governance Coordinator designated AS government advisor deem 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 to 4:00 p.m. on the last day of the elections.
- 2) In the event that the Elections Coordinator and AS Student Representation and Governance Coordinator designated AS government advisor deem it impractical to use online voting in an upcoming election, paper balloting shall be used for voting and polling stations utilizing paper ballots may be implemented.
- 3) Candidates, Initiative sponsors, Referendum sponsors, opposition ~~i~~ initiative sponsors, or opposition ~~r~~ Referendum sponsors, or any person otherwise affiliated with a campaign may not establish or operate a polling station.

X. Ballot

- 1) 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.
- 2) In the event of no candidates running to fill a 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.
- 3) 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 may reasonably lead to a misrepresentation of the candidate's identity. is misleading.
- 4) Ballots shall include duly filed initiatives and referenda.

XI. Ballot Counting

- 1) Ballots shall not be counted until polls have closed on the last day of the elections (with the exception of staying informed on voter engagement). The Elections Coordinator, Ethics Board Coordinator and the ~~AS Student Representation and Governance Coordinator~~ designated AS Government Advisor or the advisor's designee shall count and/or supervise the counting of the ballots once polls have closed.
- 2) The Elections Coordinator ~~and the designated AS government advisor~~ 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.
- 3) In order to protect the privacy of voters, ballots, once cast, shall not be viewed by any candidate, initiative sponsor, referendum sponsor, poll worker, or person otherwise involved in a campaign until the official counting after the close of the elections.
 - a) In the event of legal right to view ballots, names and other means of personal identification shall be stricken from the ballot.
- a)4) After the elections, access to previous elections ballots may be requested via public records request, or by staff of the Office of Civic Engagement for reasons relating to official office business.
- 4)5) On the ballots for Executive Board and Student Senate positions, winners will be determined through the process of ranked voting and the Instant Run-off Process described in Article 3 XVII of this code.
- 6) Initiatives and referenda will pass or fail based on whether the negative or affirmative choice receives the majority of votes.
- 5)7) A mandatory recount will be triggered for the election of any AS elected position or for any measure if the difference in the votes between the top two candidates or the affirmative and negative choices of a measure are less than one half of one percent point.

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XII. Disqualification of a ~~w~~Winning Candidate

- 1) If, after the conclusion of the elections, a candidate who has satisfied the requirements for winning a position specified in Article 1, ~~III (b)~~ of this Code is disqualified by the Ethics Board or by the Ethics Appeals Panel and chooses not to or is unable to appeal the decision, then the candidate receiving the ~~next~~second-highest number of votes for that position shall be declared the winner of the election, ~~even if as long as~~ that candidate has ~~not~~ satisfied all of the requirements for being elected to the position specified in Article 3 of this Code. In the event that all candidates are disqualified from the election, the position shall go unfilled.

XIII. Recall of ASWWU Elected Officials and Special Votes for the Purpose of Recall

- 1) Any member of the elected ASWWU Government may be recalled by a majority vote in a special vote. Recall is initiated by a majority vote of the Executive Board, a ~~three-fourths~~ majority vote of the Student Senate, or by a petition containing no less than forty percent of the number of votes cast in the last election. Any student enrolled at the main campus of WWU eligible to vote in ASWWU elections may file a petition seeking to end an ASWWU elected official's term of office. To do so, the student must:
 - a) Obtain an official petition form from the AS Board Program Coordinator designated AS Government Advisor. Official petition forms must be made available for pick-up within 3 school days of the date of request.
 - b) *Gather signatures on the official petition forms equal to forty percent (40%) of the number of students that voted in the last general election.* Signers must be students enrolled at the main campus of WWU eligible to vote in an ASWWU election. Signers' WWU student number and printed name must be included alongside their signatures. Illegible, duplicate or incomplete signatures will not be counted.
 - c) *Submit the official petition forms with the requisite number of signatures to the AS Student Government Program Coordinator designated AS Government Advisor within twenty-one (21) calendar days of the date the petition forms were obtained.*
- 2) Official recall petition forms must include:
 - a) the date on which they were distributed;
 - b) the name and position of the ASWWU Government official for which recall is sought;
 - c) the reasons for the proposed recall;
 - a)i) Reasons for recall may include but are not limited to substantial dereliction of their duties; the statement of lies or mistruths made in bad faith by the official during their election campaign or during the administration of their position.
 - e)d) _____ the name(s) of the sponsor(s) of the proposed recall.
- 3) In the event that a duly filed recall petition with the requisite number of verified signatures is submitted or the Executive Board or Senate votes to initiate a recall for one of its members, a special vote election for the purpose of recall shall be scheduled by the Elections Coordinator. The special votes election shall begin no earlier than fourteen (14) calendar days and no later than twenty-one (21) calendar days after the date of filing or vote by the Executive Board or Student Senate. If this period falls during a time when WWU is not in session or during summer quarter, the votes special election shall be scheduled for immediately after the break, or at the beginning of fall quarter.
- 4) The campaign period for the special vote election for the purpose of recall shall last from the day of the filing of the recall petition or the recall vote to the last day of the votes special election. All regulations pertaining to campaigning in the regular elections shall apply to the special election to the degree that they are applicable.
- 5) The election period, election procedures and certification requirements for the special elections shall be determined by the last passed Election Code.
- 6) A member of the ASWWU Government shall be recalled, and their employment with the AS terminated, in the event that a majority (50%+1) of eligible voters voting in the special vote election for the purpose of recall vote for recall.

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XIV. Special Elections for the Purpose of Filling Vacancies on the AS Executive Board and AS Student Senate.

- 1) Special elections may be called in order to fill a vacancy on the AS Executive Board, AS Student Senate, or via student petition as detailed below. In this event, the Elections Coordinator shall schedule special elections to begin no earlier than fourteen (14) days after the ~~date of the vacancy~~ calling of the special election to fill a vacancy.
- 2) The AS Executive Board and the AS Student Senate may call special elections to fill vacancies in their respective bodies according to their bylaws.
- 3) The AS Student body may call a special election to fill a vacancy via petition. To do so they must:
 - a) Obtain an official petition form from the designated AS Government Advisor. Official petition forms must be made available for pick-up within 5 school days of the date of request.
 - b) Gather signatures of students belonging to the college of the vacant position for Senate vacancies equal to forty percent (40%) of the college's total student population, or forty percent (40%) of the number of students that voted in the last student election for at-large Senate vacancies. Gather signatures of students on the official petition forms equal to forty percent (40%) of the number of students that voted in the last general election for Executive Board vacancies. Signers must be students eligible to vote in the election for the vacant position to be filled. Signers' WWU student number and printed name must be included alongside their signatures. Duplicate or incomplete signatures will not be counted.
 - c) Submit the official petition forms with the requisite number of signatures to the designated AS Government Advisor within twenty-one (21) calendar days of the date the petition forms were obtained.
- 4) Filing requirements for the special elections shall be the same as those for the regular elections outlined in Article 1, Section I of this Code.
- 4)5) The candidate filing period shall last from the calling of the Special Election to fill a vacancy until the day before the Mandatory Candidate Meeting.
- 2)6) The campaign period for the special elections shall last from 9:00 a.m. on the day following the Mandatory Candidate Meeting until 4:00 p.m. on the last day of the elections. All campaigning policies in this Code shall apply to the special elections as well, to the degree that they are applicable.
- 3)7) The election period, election procedures and certification requirements for the special elections shall be the same as the Election Code when possible, and modified by the Elections Coordinator and the ~~AS Student Representation and Governance Coordinator~~ designated AS Government Advisor when it is not.
- 8) AS Executive Board and AS Student Senate Members elected in a special election shall be installed in their position immediately upon certification of the results of the special election. The certification procedure shall follow those laid out in Article 1, Section IV and V of this Code.
- 9) In the event that the position of Elections Coordinator is not filled, special elections to fill vacant positions may not be called.

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XV. Special Elections for Initiatives and Referenda

1) In the event that an Initiative or Referendum is duly filed at such a time that it cannot be put upon the general election ballot, a special election shall be called to consider the initiative or referendum.

a) For initiatives, this shall consist of all initiatives duly filed with their signatures during any quarter other than the one immediately preceding the quarter of the general election or during the quarter of the general election if the signatures are duly filed before the candidate filing period.

b) For referenda, this shall include all duly filed referenda passed by the AS government outside of the quarter immediately preceding the general election, that the passing bodies have marked to be considered immediately and not delayed to the next general election.

2) In the event that such an initiative is duly filed or referendum duly passed, the Elections Coordinator shall schedule a special election to begin sometime during the quarter that the initiative or referendum was filed, unless the initiative or referendum is filed in the three final weeks of the quarter, not counting finals week. If the initiative or referendum is filed in the three final weeks of the quarter the special election shall be scheduled to take place during the succeeding quarter, unless that would place a special election during summer quarter, where instead the special election shall be scheduled to take place in fall quarter instead.

3) The Election Coordinator shall schedule a Mandatory Candidate Meeting no less than 14 calendar days before and no more than 21 calendar days before the beginning of the voting period of the special election.

4) The campaign period for the special election shall run from 9:00 am on the first day following the Mandatory Candidate Meeting to 4:00 pm on the last day of the elections. All campaigning policies in this Code shall apply to the special election as well, to the degree that they are applicable, including financial filing requirements.

—Money for public financing shall come from the budget for the next general election, unless it is for any special election in spring quarter succeeding the general election, in which case it will come from the budget for that general election.

5) The opposition campaign filing period shall open 9:00 am the day after the filing of the initiative or referendum, and shall remain open until 7 calendar days after the Mandatory Candidate Meeting.

a) Opposition campaign filing requirements shall remain the same as in Article 2, sections 1 and 2 of this Code, except as outlined differently in this section.

6) The election period, election procedures and certification requirements for the special elections shall be the same as for the general elections as outlined in this Election Code when possible, and modified by the Elections Coordinator and the designated AS Government Advisor when it is not.

XVI. Special Elections for the Purpose of Breaking Ties

1) In the event that two or more candidates are tied after the rank choice voting process finishes, the tied candidates shall proceed to a special election.

2) The special election shall take place no sooner than 14 calendar days after the reporting of the tied election and no more than 21 calendar days after the reporting of the tied election, unless this timeframe would take place during when WWU is not in session, or

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during Summer Quarter for elections that did not take place during Summer Quarter. If the election would fall during a time when WWU is not in session or during Summer Quarter for elections outside of Summer Quarter, the election shall take place no less than 7 calendar days and no more than 14 calendar days after WWU resumes session or Fall Quarter starts for delays caused by Summer Quarter.

- 3) There shall be no candidate filing period for special elections for the purpose of breaking ties, the only candidates allowed are those who were apart of the tie responsible for the calling of the special election.
- 4) The campaign period shall start at 9:00 am the day after the tie is officially reported, and shall run to the close of the elections. In the event that the elections are delayed due to WWU not being in session, or due to Summer Quarter, the campaign period shall be suspended until WWU resumes session or Fall Quarter starts for delays caused by Summer Quarter.
- 5) All campaigning policies in this Code shall apply to the special election as well, to the degree that they are applicable, including financial filing requirements.
- 6) Money for public financing for the special election shall come out of the budget of the general election that the special election for the purpose of breaking ties was called for.
- 7) The election period, election procedures and certification requirements for the special elections shall be the same as the general election as specified in this Election Code when possible, and modified by the Elections Coordinator and the designated AS Government Advisor when it is not.
- 8) The special election for the purpose of breaking ties shall be determined by rank choice voting if applicable.
- 9) The results of the special election for the purpose of breaking ties shall be reported to the Executive Board and the AS Student Senate at their next meetings after the certification of the vote by the Elections Coordinator, Ethics Board Coordinator, and the designated AS government advisor, whereupon the elected member shall be installed in their position immediately upon presentation of the results. The certification procedure shall follow those laid out in Article 1, Section IV and V of this Code.
- 10) In the event that a tie happens again during a special election for the purpose of breaking ties, both parties may consent to the use of random lots, to be preformed by the Elections Coordinator in a public space of WWU will all candidates present, to decide the winner of the election. If any candidate does not consent to the use of random lots, a new special election for the purpose of breaking ties shall be called.
- 11) Special elections for the purpose of breaking ties shall use the last passed elections code.

XVII. Universal Restrictions for Special Elections

- 1) In the event that the Elections Coordinator position is not filled, special elections may not be called, with the exception of special elections for the purpose of recall.

XV. Interpretation of the Election Code

- 1) The interpretation of this Code is primarily the responsibility of the Elections Coordinator, and all questions or matters of uncertainty should be directed to the Elections

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Coordinator. When the Ethics Board or the Ethics Appeals Panel are in session, their respective chairs in collaboration with the Election Coordinator are the final authority on the interpretation of this code in regard to business that is before their respective bodies.

XVI. Revision of the Election Code

- 1) The Election Advisory Committee (EAC), convened by the Elections Coordinator or their designee, 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 [and AS Student Senate](#). The Elections Coordinator or their designee may also propose revisions to this Code without convening the EAC if those changes are either: (1) corrections of minor grammatical, spelling, format 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 or their designee must be approved by the AS Executive Board [and AS Student Senate](#). The Election Code may not be revised in any other way.
- 2) The Election Code may not be revised between the opening of the candidate filing period and the close of the elections.
- 3) In the event of a natural disaster, mandated social distancing or any other event that delayed the EAC, 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 [and AS Student Senate](#). This code cannot be changed after the campaign period has officially opened, regardless of circumstance.

XVII. Deadlines

- 1) Failure to adhere to any deadline in this code may result in the filing of a grievance.
- 2) It is the full responsibility of the candidate to keep in contact with the Elections Coordinator, should a potential violation of the Election Code occur. All candidates are given up to ~~36~~48 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.

XVIII. Ranked Choice Voting

- 1) All ASWWU elected positions qualify for Instant Runoff Voting.
- 2) When a race for ASWWU elected office has at least three candidates ranked choice voting will be used.
- 3) The Elections Coordinator shall print the contest on the General Election ballot in a manner that will allow voters to rank their ~~top three?~~ candidate choices.
- 4) Each voter shall have the opportunity to- rank as many or as few candidates as they desire on each ballot.
 - a) Voters will also be provided an opportunity for one Write-In option in the ranked contest if there are no other candidates on the ballot.

- 5) If a candidate receives a majority of the first choices, that candidate shall be declared elected. If no candidate receives a majority of first choices, an instant runoff consisting of additional rounds of ballot counting shall be conducted.
- 6) If no candidates run for a position the seat will be decided through a special election in the fall or by appointment by the Executive Board and AS Student Senate for appointments to their respective bodies and via their bylaws, and the discretion of the Elections Coordinator and ~~AS Student Representation and Governance Coordinator designated AS Government Advisor.~~

XIX. Ranked Choice Voting Procedure

- 1) Initially, the first choice votes in the ranked choice contest are tallied.
 - a) If no candidate receives more than 50% of the votes, the candidate with the fewest first choice votes is eliminated.
- 2) Next, the votes that had been cast for the defeated candidate are then recast for the next choice remaining candidate selected on those ballots; ~~or until the vote is nullified, if no subsequent choice is for a remaining candidate~~ the vote is nullified if there are no subsequent choices for remaining candidates.
- 3) This process continues until a candidate has received more than half (50%+1) of the votes cast.

XXI. Tiebreaking

- 1) If the top Write-In candidate receives less votes than the top two candidates whose names are printed on the ballot, all Write-In votes will be recast for the next choice remaining candidate or until the vote is nullified if no subsequent choice is for a remaining candidate.
- 2) After the tie-breaker process is complete, the tie vote candidate in the scenario that generates the most votes received for that candidate shall be retained for the next round of Ranked Choice Voting. The other tie vote candidate(s) shall be deemed defeated and the next available ranking from those ballots shall be applied to the remaining candidates.
 - a) If a tie vote remains amongst the originally tied candidates after the tie-breaker process, all tied candidates shall be eliminated and the next available ranking from those ballots shall be applied to the remaining candidates.
- 3) If two candidates are tied with the highest votes received after all other candidates have been eliminated and neither has received 50% +1 of the total ballots cast, then the remaining two candidates will advance to a special election.

Article 4: Definitions

I. General Definitions

- 1) By "WWU", this Code refers to Western Washington University.
- 2) The "main campus" of WWU is the university campus located in Bellingham, Washington.
- 3) By "AS", this Code refers to the Associated Students of Western Washington University.
- 4) 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.
- 5) 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.
- 6) "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.
- 7) By "Work on a campaign", as used in Article 2, Section IV, Sub-section (d), for the purpose of this code, is defined as, but is not limited to, distribution of physical campaign materials, verbal campaigning, and management or active participation in a social media pages or use of personal resources.
- 8) "Work" is not defined as advice and conversation about the position, or campaigning in general.
- 9) "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.
- 10) "Declarative Statement", for the purpose of this code, is the statement of an official position. It is not a policy change or policy action.
- 11) 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.
- 12) "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.
- 13) "Tampered" as used in Article 2, Section 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.
- 14) "Individual" as used in Article 3, IV ~~(e)~~(4) is defined as a person acting in their student capacity without any attachment to the AS or an AS position title.
- 15) "Event" as used in Article 3, ~~sub-section 4~~Section V is a gathering either online or in person with an invitation extended to, or promoted to, the general campus community, in whole or in part. Regular meetings of club or hall council do not constitute an event.
- 16) "Initiative" as used in Article 2, Section I is defined as a question brought forward by any student eligible to vote in the AS elections asked to the student body on a ballot.
- 17) "Referendum" as used in Article 2, Section II is defined as a question initiated by a majority vote of either the AS Senate or the AS Executive Board asked to the student body on a ballot.

18) Business Days – Monday through Friday 8am-5pm with the exception of National holidays

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19) “Donated Contributions” as used in Article 3, section VI is defined as any items or services contributed to a campaign that a candidate or sponsor would be required to report if they were to own or purchase the item directly; items exempted from campaign expenditures are still exempted when given as a donated contribution. For donated tools to a campaign to keep their expenditure exemption, only their use may be loaned to a campaign, unless given as a gift given without the intent to be used in a campaign. Paper and other supplies used in these loaned tools must still be reported as a campaign expenditure.

20) “Campaign Related Event” as used in Article 3, VI, 1, (d), is defined as any event wherein the purpose of the event is related to the campaign of any candidate or measure for or opposition campaign, AS elections in general, or any other event that would fall under events wherein invites are required to be sent out to all candidates for the same position as defined in Article, V.

21) “Establish or Operate” as used in Article 3, IX, 3, is defined as the setting up and/or operation of a polling station, whether in conjunction with the Elections Coordinator and the Office of Civic Engagement or informally and independently.

22) “Nominate” as used in Article 3, X, 2, shall mean for the purpose of this Code that upon the certification of the election, the Elections Coordinator will present the nomination to the governmental body for which the position is a part of in addition to the presentation of the elections results to the Executive Board. The body that the nomination was presented to will then use that nomination to inform their process to fill the vacant position as defined in their bylaws.

23) “Sponsors” as used in this Code is defined as the primary person(s) responsible for Initiative and Referendum campaigns and opposition campaigns and of the campaigns for recall of elected AS officials. Sponsors shall be to whom grievances against a campaign are filed, unless a grievance can be assigned to the actions of a single person acting without direct or indirect encouragement or instruction by the sponsor(s) of the campaign.

24) “Candidate” as used in this Code refers to a person who has duly filed to run for an AS elected position. Candidates shall be to whom grievances against a campaign are filed, unless a grievance can be assigned to the actions of a single person acting without direct or indirect encouragement or instruction by the candidate of a campaign.

25) “Endorsement” as used in Article 3, IV and Article 3, V, is defined as the statement by a club or Resident Planning Board expressing official support or opposition of a candidate or measure by said club or Resident Planning Board.

26) “AS Sponsored Event” as used in Article 3, IV, 2, is defined as any event hosted or sponsored by an ASWWU Student Fee funded program, office, club, or individual acting in an official AS capacity.

27) Business Days – Monday through Friday 8am-5pm with the exception of National holidays

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28) “WWU not in session” as used in Article 3, XV, is defined as any time when Western Washington University is not in an academic quarter that WWU is offering regularly scheduled classes.

29) “Substantive” as used in Article 2, I, 1, (f), is defined as any changes that significantly alter the meaning or effects of a proposed initiative. Grammatical and clarifying edits do

not count as substantive changes unless they would significantly alter the meaning or effect of the initiative, as specified above.

30) "Technical difficulties" as used in Article 1, III, 1, and the rest of the Code is defined as any instance where significant network, software, or WWU website issues would prevent the creation or dispersal of an electronic ballot by the Elections Coordinator in a reasonable and timely matter for the election in question.

47) "Deem it impractical to do so" as used in Article 3, IX, 1, is defined as any instance where technical difficulties, as defined above, or other significant barriers such as special elections mandating quick elections periods prevent the reasonable and timely creation of an online ballot.

II. Ranked Choice and Instant Runoff Definitions

- 1) Tallied Vote - When the voter selects a candidate that has not been eliminated, without over voting the ranking to be counted, the vote is cast and tallied for that candidate.
- 2) -Remaining Candidate - A candidate that has NOT been defeated.
- 3) Defeated Candidate - A candidate that HAS been eliminated.
- 4) -Skipped Ranking - When a voter chooses to NOT select a candidate whose name is printed on the ballot or write-in a candidate name in one or more of the available rankings.
- 5) Over Vote - When the voter selects more than one candidate as their first choice or any subsequent choice that is to be counted, the vote is nullified and tallied as an over vote.
- 6) Under Vote - When voter skips all rankings, with no first, second or third choice candidate or write-in selected, the vote is nullified and tallied as an under vote.
- 7) Exhausted Vote - When all the choice selections made by the voter in the RCV contest have been eliminated, the vote is nullified and tallied as exhausted.
- 8) Nullified Vote - Over Votes, Under Votes and Exhausted Votes are considered nullified RCV votes and are not utilized to determine the 50% plus one number of votes needed to win.

Business Days – Monday through Friday 8am-5pm with the exception of National holidays

Revised and Approved by the ASWWU Executive Board on [May 6th, 2021 by Motion ASB-21-S-].

The complete Election Code contains the following:

- Attachment A: Approved Building Posting Locations
- Attachment B: University Residences Solicitation Policies

Associated Students of Western Washington University Constitution

Preamble

~~We, the~~ The Associated Students of Western Washington University; ~~has have~~ the right and responsibility to serve as a resource and advocate for all students. For this purpose, the ~~governing bodies of the~~ Associated Students of Western Washington University Student Government shall govern on behalf of the ASWWU membership to; (1) represent student interests and opinions to the University Administration, the Board of Trustees, ~~academic faculty~~ governance structures, and appropriate external government ~~bodies/agencies~~, (2) support student success in their academic endeavors, (3) foster students' rights and responsibilities, (4) ~~and~~ inform students on the proceedings of the Associated Students and of the University, and (54) promote the general welfare of all students.

Article I. Name & Membership

Section A – Name

This association shall be known as the Associated Students of Western Washington University, hereinafter called the ASWWU.

Section B – Voting Membership

Consistent with the ASWWU Student Government Charter, the voting membership of ASWWU shall include all full-time, part-time, graduate, and undergraduate students who are registered for at least one academic credit at any WWU location where students pay Services and Activities Fees.

~~Article II. – Membership~~

~~Section A – Qualification~~

~~The membership of the ASWWU shall consist of all persons who are currently enrolled students at Western Washington University.~~

~~Section B – Assignment of Rights of Membership~~

~~No rights or privileges of membership in the ASWWU, including that of the right to vote, shall be assignable by any member. Each member shall have one vote at a meeting of the whole ASWWU.~~

Article II. Elections

Section A – General Elections

Section C – Annually, during spring quarter, the voting membership of the ASWWU shall decide proposed referenda, initiatives and elect its officers to the ASWWU Government (Article III). Terms begin on the Saturday of spring commencement and end the Friday of spring finals week after one academic year. Election results shall be certified by the Office of Civic Engagement.

~~Executive Board elections shall be held during spring quarter. Terms begin on the Saturday of spring commencement and end the Friday of spring finals week after one academic year. Election results shall be acknowledged by the Student Senate.~~

~~Student Senate elections shall be held during spring quarter. Terms begin on the Saturday of spring commencement and end the Friday of spring finals week after one academic year. Election results shall be acknowledged by the Executive Board.~~

Section B – Special Elections

Special elections may be held at any time for the purpose of deciding recalls, filling vacant elected positions, or deciding ~~initiatives and referenda~~ issues concerning students.

Section C – Referendum

A referendum to the membership of the ASWWU may be initiated by a majority vote of the Executive Board or Student Senate and included in any election.

Section D – Initiatives

To be included on an election ballot, an initiative proposed by the ASWWU membership requires a petition containing the verified signatures of no less than forty percent (40%) of the numbers of votes cast in the last general election as defined in the Election Code. ~~An initiative measure shall be referred to the membership of the ASWWU upon receipt of a petition containing the verified signatures of no less than five percent of the membership of the ASWWU.~~

Section E – Recall

Recall of any elected member of the ASWWU government may be initiated by: a majority vote of the Executive Board, a ~~three-fourths~~ majority vote of the Student Senate, or ~~by a~~ petition containing no less than forty percent of the number of votes cast in the last election. The removal of the elected member shall then be decided by the membership of the ASWWU via a ~~recall~~special election.

Section F – Election Code

The Office of Civic Engagement, via committee, shall maintain an election code. The provisions set forth in the ASWWU election code shall apply to all general elections, special elections, referenda~~um~~, initiatives, and recalls regarding process and deadlines. The election code shall conform to this constitution. If any provision of the election code conflicts with this constitution, that provision will be null and void. The election code shall not be changed during an active election. Election results shall be verified as fair and appropriate by the ~~Office of Civic Engagement~~AS Elections Coordinator.

Article III. Governing Structure

Section A – ASWWU Government

The ASWWU Government shall be the governing board of the ASWWU. It shall consist of an Executive Board and a Student Senate. The rights and responsibilities for shared governance of the whole ASWWU are vested in these two bodies.

Section A – Executive Board

The Executive Board shall consist of the following elected ~~officers~~members:

1. ~~AS~~ President, Chair of the Executive Board
- ~~2. AS Senate Pro-Tempore~~
- ~~3. 2. AS~~ Vice President for Activities
- ~~4. 3. AS~~ Vice President for Diversity
- ~~5. 4. AS~~ Vice President for Governmental Affairs
- ~~6. 5. AS~~ Vice President for Student Services
6. ~~AS~~ Vice President for Sustainability
7. Vice President for University Operations

Section B – Student Senate

The Student Senate will consist of the following elected ~~officers~~members:

1. ~~AS~~ Senate President~~Pro-Tempore~~, Chair of the Student Senate (~~non-voting except in the case of ties and procedural matters~~)
2. Two Student Senators from each of the following colleges:
 - a. College of Business and Economics
 - b. College of Fine and Performing Arts
 - c. College of Humanities and Social Sciences
 - d. College of Science and Engineering
 - e. Fairhaven College of Interdisciplinary Studies
 - f. Graduate School
 - g. ~~Huxley~~ College of the Environment
 - h. Woodring College of Education
3. Four Student Senators to represent students at-large

Section B – Permanent Bodies

1. A Conference Committee shall be chartered by the Executive Board and Student Senate to resolve differences in respective versions of any action they both take and ensure joint governance. No single body shall have sole authority over the Conference Committee, both bodies shall be equally reflected in membership of the committee and include the Chair of each body.
2. An Elections Committee shall be chartered by the Office of Civic Engagement. This committee will maintain the elections code (Article II, Section F). The ASWWU Government shall have no authority over the Elections Committee but may be represented on the committee.
3. An Ethics Board shall be maintained by the Office of Civic Engagement. This board will ensure that the elections of the ASWWU are ethically handled. The ASWWU Government shall have no authority over the Ethics Board.

Article IV. Meetings of Governing Bodies

Section A – Quorum

A majority of currently seated ~~officers members~~ shall constitute a quorum for all governing bodies of the ASWWU. The governing bodies may only take final action when a quorum is present.

Section B – Voting

In order for a motion to pass, it must obtain a majority of the legal votes cast.

Section C – Open Public Meetings (RCW 42.30)

All meetings ~~of the Executive Board and Student Senate~~ shall adhere to the Open Public Meeting Act of Washington State with notice to the public at least twenty-four (24) hours in advance.

~~Article V. Article I. Elections~~

~~Section A – General Elections~~

- ~~1. Executive Board elections shall be held during spring quarter. Terms begin on the Saturday of spring commencement and end the Friday of spring finals week after one academic year. Election results shall be acknowledged by the Student Senate.~~
- ~~2.1. Student Senate elections shall be held during spring quarter. Terms begin on the Saturday of spring commencement and end the Friday of spring finals week after one academic year. Election results shall be acknowledged by the Executive Board.~~

~~Section B – Section A – Special Elections~~

~~Special elections may be held at any time for the purpose of deciding recalls, filling vacant elected positions, or deciding issues concerning students.~~

~~Section C – Section A – Referendum~~

~~A referendum to the membership of the ASWWU may be initiated by a majority vote of the Executive Board or Student Senate and included in any election.~~

~~Section D – Section A – Initiatives~~

~~An initiative measure shall be referred to the membership of the ASWWU upon receipt of a petition containing the verified signatures of no less than five percent of the membership of the ASWWU.~~

~~Section E – Section A – Recall~~

~~Recall of any elected member of the ASWWU government may be initiated by a majority vote of the Executive Board, a three-fourths majority vote of the Student Senate, or by a petition containing no less than forty percent of the number of votes cast in the last election. The removal of the elected member shall then be decided by the membership of the ASWWU via a recall election.~~

~~Section F – Section A – Election Code~~

~~The provisions set forth in the ASWWU election code shall apply to all general elections, special elections, referendum, initiatives, and recalls regarding process and deadlines. The election code shall not be changed during an active election. Election results shall be verified as fair and appropriate by the AS Elections Coordinator.~~

~~Article VI. Article V. _____ Powers and Granted Authorities~~

Section A – ASWWU

The ASWWU shall hold all rights associated with its recognition as a recognized student association under state law.

- ~~1. To be represented by majority student voting membership and a student chair or co-chair, in consultation with the University President or designee, on all committees overseeing and appropriating student fees and student fee dollars with exception to operating and building funds.~~
- ~~2. To employ student staff in a manner consistent with the policies and procedures of the University.~~
- ~~3. To administer monies allocated to the ASWWU by the Services and Activities Fee to ensure continuous, safe, and efficient operations.~~

Section B – ASWWU Government

Jointly, the Executive Board and Student Senate shall:

1. Establish the structures necessary to govern the ASWWU;
2. Delegate their vested powers to ensure the efficient operations of the ASWWU;
3. Appropriate the funds allocated to the ASWWU and act with fiduciary responsibility with regards to the assets of the ASWWU;
4. Formulate the official opinion of the ASWWU through a joint resolution;

5. Exercise and delegate the authorities granted to the Student Government in Article 4 of the ASWWU Student Government Charter:
- a. Ensure that monies allocated to the AS Student Government by the Services and Activities Fee Committee are used to support continuous, safe, and efficient operations, consistent with federal, state, and university policy.
 - b. Provide recommendations regarding any increases and/or renewals of mandatory and voluntary student fees.
 - c. Hold elections to determine changes to or establishment of voluntary student fees.
 - d. Review all information pertaining to the expenditure and usage of student fee dollars.
 - e. Ensure a majority of student voting members on fee committees overseeing mandatory and voluntary student fees, with the exception of operating and building fees.
 - f. Exercise the right to appoint a student chair, with the concurrence of the University President or designee, on all committees overseeing and appropriating mandatory and voluntary student fee dollars, with the exception of operating and building fees.
 - g. Obtain and review information on the affairs of the University,
 - h. At the request of University committee chairs, to appoint student representatives to standing University committees, and to other bodies.
 - i. Allocate funds to support the employment of student and permanent staff as needed to fulfill the goals and maintain the operations of the AS Student Government, consistent with the regulations, policies, and procedures of the university.
 - j. Manage its allocated funds in accordance with regulations, policies, and procedures of the university and with fiduciary responsibility on behalf of students.
 - k. Participate in the management of the AS Bookstore's net operating revenues, where applicable.

Before action can be adopted by the entire ASWWU Government, both bodies must pass every measure in an identical form.

~~Section B~~ Section C – ASWWU Executive Board

The Executive Board shall be granted the authority to fulfill its duties and within the provisions set forth herein ~~to act in any University-related matter while adhering to University policies and procedures.~~ The Executive Board shall have the authority:

1. To serve as the primary body of representation and advocacy for student needs in university governance structures relating to activities, diversity, governmental affairs, student services, sustainability, university operations, other university governance structures, and external government bodies.
2. To formulate the official opinion of the ASWWU Executive Board through a resolution.
- ~~2.3.~~ To sit on and appoint student representatives to on-standing and ad hoc committees relating to activities, diversity, governmental affairs, student services, sustainability, university operations and to Associated Students committees in coordination with the Student Senate.
- ~~3.4.~~ To obtain information and provide recommendations in-with regard to university administration pertaining to activities, diversity, governmental affairs, student services, sustainability, and university operations.
- ~~4.1.~~ To formulate the official opinion of the ASWWU Executive Board through a resolution.

~~Section C~~ Section D – ASWWU Student Senate

The Student Senate shall be granted the authority to fulfill its duties within the provisions set forth herein ~~and to act in any University related matters while adhering to University policies and procedures.~~ The ASWWU Student Senate shall have the authority:

1. To serve as the primary body of representation and advocacy for student needs in university governance structures relating to academic affairs and other university governance structures.
2. To formulate the official opinion of the Student Senate through a resolution.
- ~~2.3.~~ To sit on and appoint student representatives on standing and ad hoc committees relating to academic affairs and to Associated Students committees in coordination with the Executive Board.
- ~~3.4.~~ To obtain information and provide recommendations in-with regard to university administration pertaining to academic affairs.
- ~~4.1.~~ To formulate the official opinion of the Student Senate through a resolution.

~~Article VII~~ Article VI. Amendments and Bylaws

Section A – Bylaws

~~Governing bodies of the ASWWU~~ The Student Senate and Executive Board shall have the authority to adopt and amend their ~~respective own~~ bylaws, with the consent of the Conference Committee (Article III) and

~~other body by a majority vote of approval from all active bodies.~~ This shall be done for the purpose of governing their respective branches in a manner consistent with this constitution and the policies and procedures of the University.

Section B – Constitutional Amendments

All amendments to this constitution must be approved by a majority vote of the ASWWU in a general or special election (Article II) and will be presented to the University President for their acknowledgement~~WWU Board of Trustees for ratification.~~

Section C – Construction

The ASWWU Student Government Charter supersedes this constitution. Where any conflict exists between these documents, the language in the Charter takes precedence. In such cases, this constitution must be amended as soon as practicable.

All other governing structures and documents of the ASWWU must conform with this constitution.

Article VII. Abolition~~Abolishment~~

~~Section C~~–Section A – Abolition of the whole ASWWU

Consistent with the ASWWU Student Government Charter, the ASWWU may only be abolished by a vote of its membership. To abolish the whole ASWWU, a supermajority (2/3) vote of at least fifteen percent (15%) of the voting membership of the ASWWU must be obtained. In such case, the ASWWU Charter, this ASWWU Constitution, and all other ASWWU structures become null and void at the end of the academic year in which the vote is held. This would include both the AS Student Government and the AS Programs and Services.~~The ASWWU may only be abolished by a two-thirds majority vote cast by the membership of the ASWWU. If the ASWWU is abolished, the powers given in this constitution become null and void.~~

Section B – Abolition of the Student Government

Consistent with the ASWWU Student Government Charter, the Student Government may only be abolished by a vote of the voting membership of the ASWWU. To abolish the Student Government, a supermajority (2/3) vote of at least ten percent (10%) of the membership of the ASWWU must be obtained. In such case, all ASWWU structures relating to student government shall become null and void at the end of the academic year in which the vote is held.

Section C – Restrictions

No single election shall decide on both the abolition of the student government and the abolition of the whole ASWWU. Where both questions are appropriately filed (Article II) only the first filed will be placed on the ballot.

Referendum to Address Food Security at WWU

Officially sponsored by Lola Thompson, Devin Moreno, and Dacey Durbin

With support from Reed Riker, and other WWU students

UNDERSTANDING FOOD INSECURITY

For students at Western Washington University, food insecurity is a regular issue. The office of Student Life has identified that nearly 50% of students experience food insecurity on at least a monthly basis. This is a staggeringly high number which is likely to have grown since the 2021 survey. The Swipe-out-Hunger program has been discontinued until further notice through the transition to Chartwells, and prices on campus and elsewhere have continued to climb.

Commented [LT1]: Check for updated data

Students need more support in meeting their basic needs on campus, and it is the responsibility of all administrative and operational departments within Western Washington University and the Associated Student Body to address the dynamic pressures which result in food insecurity. Through conversations with students and staff, the following dynamic pressures leading to food insecurity have emerged:

1. **Insufficient Funding:** One of the leading causes of food insecurity is a lack of student funds. Students have repeatedly expressed a strong reluctance to use the on-campus markets due to the high costs. Many students live paycheck-to-paycheck and need opportunities to stretch their dollar. Since these opportunities are limited on campus, many students have access to food for the first half of the quarter but go hungry through finals.
2. **Limited Options:** Students are under strict time pressures and are limited in their ability to access affordable, off-campus markets. There are currently no spaces on campus for students to get staple foods or ingredients, especially for those with dietary restrictions. This limits the capacity of students to develop and employ their cooking and budgeting skills.
3. **Barriers to Benefits:** Students are uniquely vulnerable to food insecurity because they are often ineligible to access state and federal food security programs. These programs are challenging to access because of their confusing and strict criteria pertaining to students.

PROPOSAL

Though students and staff are actively working to address each of these points, the Associated Student body has the capacity to help students with insufficient funding. Thus, we would like to ask the student body the following question:

Shall all AS WWU voting members, attending courses on the Bellingham Campus, approve a \$1 per quarter fee to support the on-campus food pantries?

SPECIFICATIONS

Starting with the onset of Fall Quarter 2024, the AS shall collect a \$1 fee from full-time students who do not opt-out of this program. This fund shall be used in collaboration with on-campus food pantries to establish a reliable stock of free food for students. These funds shall be administered to the AS's WHOLE food pantry and used to bolster the food stock of recognized on-campus food pantries as the WHOLE sees fit.

Quarterly = fws