



# Associated Students of Western Washington University Election Advisory Committee Charge & Charter

Last passed on January 11th, 2023

## I. CHARGE

The purpose of the Election Advisory Committee is to review and make recommendations to the AS Executive Board and the Student Senate regarding the AS Election Code and to advise the AS Elections Coordinator on all Elections processes to encourage student participation in the election process by:

- Making particular efforts to increase the simplicity, clarity, and accessibility of the AS Elections.
- Encouraging more professional, accessible and equitable campaigns.

## II. MEMBERSHIP

### **Voting:**

AS Elections Coordinator (Chair)

AS Office of Civic Engagement Director or designated Office of Civic Engagement Staff Representative

AS Executive Board Member selected by the Executive Board

AS Student Senate Member selected by the AS Student Senate

3-5 students at large

### **Non-voting:**

Secretary

Student Representation & Governance Advisor (Advisor)

*No person can serve on this committee if they are running or intend to run in the AS Elections or sponsor an initiative campaign or a campaign opposing an initiative or referendum\**

## III. CHAIR

The Chairperson shall be the AS Elections Coordinator. The Chairperson shall convene the meetings, approve agendas, and preside over all meetings. In the event of the absence of the Chair, the AS Office of Civic Engagement Director or their designated Office of Civic Engagement Staff Representative, whichever is the seated member, shall preside as Chair. In the event of absence by the AS Elections Coordinator and the AS Office of Civic Engagement Director or their designated Office of Civic Engagement Staff Representative, an Acting Chair may be appointed by a majority vote of the seated membership present.

## IV. MEETINGS

Meetings shall be called by the Chair. The committee shall meet as necessary, with a minimum of twenty-four (24) hours' notice. The committee shall hold at least three meetings before presenting the Code to the AS Executive Board. Meetings may also be called by any member with support of at least twenty-five percent (25%) of the seated, voting membership.

## V. VOTING

In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast.

## VI. QUORUM

A majority of the seated voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour. The

Elections Advisory Committee shall be in session when a majority of voting membership is seated (4). The session shall conclude when the Elections Code that the session was called for is passed by the Executive Board and Student Senate, concurrent with the other provisions outlined within this Charge and Charter.

#### **VII. SUBCOMMITTEES**

In order to provide for coordination and direction, the committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the committee with respect to procedure.

#### **VIII. RULES OF OPERATIONS**

The council may adopt and amend rules of operations governing its operation by a majority vote of the council, subject to review and approval by the AS Executive Board. The Elections Advisory Committee shall use AS Parliamentary Procedures and the AS Governance Rules of Operations as the default rules of operations governing the committee, except where specified differently within this charter or as specified via any adoptions and/or amendments to the committee's rules of operations as specified in this section.

#### **IX. AMENDMENTS**

This Charter may be amended by a majority vote of the AS Executive Board and Student Senate.

#### **X. REPORTAGE**

This committee shall report to the AS Executive Board and the Student Senate through their respective representatives.