



Governing Documents

# **Elections Manual**

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# 1 Article I. Elections Board

## 1.1 Purpose

- 1.1.1 The Election Board shall coordinate and exercise jurisdiction over all ASWWU elections, subject to appeal to the Senate.
- 1.1.2 The Election Board shall operate the polls, count the ballots, and maintain permanent records of all elections.
- 1.1.3 The Election Board shall be responsible for notifying the candidates of the rules pertaining to electioneering and campaign practices.

## 1.2 Structure

- 1.2.1 The chairman of the Election Board shall be the Executive Vice President. If the Executive Vice President is running for an executive position, the President shall appoint a new Election Board chair, subject to ratification by Senate.
- 1.2.2 The board shall consist of the chair, the ASWWU Sponsor, and three (3) members nominated by the outgoing President and shall be ratified by the Senate for the following year. The term of office shall start the first day of classes following the year they are selected and shall end at the end of the school year. If any one of the nominated members of the election board is not enrolled or does not return the following year, a new member may be nominated by the current ASWWU President and be ratified by the Senate.
- 1.2.3 During the Senate elections, two (2) additional members shall be provided by the ASWWU Executive Cabinet. During the executive elections, two (2) additional members shall be provided by the Senate. If additional help for operating the polls and counting ballots is needed, the Parliamentarian may select up to three (3) additional people to serve on the Election Board as per the approval of the President.
- 1.2.4 Any Election Board member who wishes to run for office must resign from the Election Board before declaring their candidacy or they will not be put on the official ballot.
- 1.2.5 The Webmaster shall assist the elections board as a non-voting member.

# 2 Article II. Elections

## 2.1 Declarations of Candidacy

- 2.1.1 Appendix A shall consist of the official Declaration of Candidacy and Petition used for all candidates wishing to become an ASWWU Senator.
- 2.1.2 Appendix B shall consist of the official Declaration of Candidacy used for all candidates wishing to become the ASWWU President, Executive Vice President, Social Vice President, or Spiritual Vice President.

## 2.2 Campaign Practices

- 2.2.1 No electioneering or campaign posters will be allowed within a fifty (50)-foot radius or sight of any polling location.

- 37                   2.2.2   In addition to the other requirements listed in Article II, Section 2 of the Elections Board  
38                               Manual, all campaign related events, media, and other promotional items to be displayed  
39                               and or distributed in the residence halls must be approved by a dean of the corresponding  
40                               residence hall.
- 41                   2.2.3   Campaign practices must not, in any way, cause destruction to person or property.
- 42                   2.2.4   All campaign posters must receive the Approved to Post stamp from the Student Administration  
43                               office.
- 44                   2.2.5   Each candidate is responsible for removing all campaign posters within twenty-four (24)  
45                               hours of the polls closing
- 46                   2.2.6   Endorsements and/or unequal access to platforms and/or speaking events may not be  
47                               given by official campus organizations or leaders.
- 48                   2.2.7   Endorsements, explicit or implicit, may not be expressed by candidates.
- 49                   2.2.8   Each candidate shall comply with all rules and regulations present in this manual and  
50                               issued by the Elections Board.
- 51                   2.2.9   Only candidates whose names appear on the official ballot will be allowed to participate  
52                               in forums sponsored by the ASWWU.
- 53                   2.2.10   Endorsements, explicit or implicit, may not be expressed by members of ASWWU Cabinet.

## 54       **2.3   Ballots**

- 55                   2.3.1   The Primary Ballot shall include all candidates who officially declared candidacy before  
56                               the Declaration of Candidacy deadline.
- 57                   2.3.2   A General Ballot shall include all candidates remaining after the primary, should it occur.
- 58                   2.3.3   A space for write-in votes for each office will be provided on all general and Senate election  
59                               ballots. There shall be no write-in space on primary ballots.
- 60                   2.3.4   Official ballots will be posted on the ASWWU website twenty-four (24) hours before the  
61                               polls open.

## 62       **2.4   Polling**

- 63                   2.4.1   Polling shall be conducted during CommUnity on election day. Ballots may be received for  
64                               a period of up to thirty (30) minutes after the conclusion of CommUnity. Other polling  
65                               stations shall be set up on campus at the discretion of the Election Board.
- 66                   2.4.2   ID numbers shall be provided by the voter on each ballot cast to ensure against voter  
67                               fraud.

## 68       **2.5   Certification**

- 69                   2.5.1   The Election Board shall count the ballots and certify the election of the successful candidates.  
70
- 71                   2.5.2   The majority vote shall constitute election in any case.
- 72                   2.5.3   The Election Board Chairman shall attempt to notify newly elected candidates within  
73                               twenty-four (24) hours after polls close.

- 74                   2.5.4   The names of the candidates elected shall be entered in the official minutes of the Senate.  
75                               The Election Board Chairman shall submit a report to the Senate of the election results at  
76                               the first Senate meeting following the election. The results of elections shall be printed  
77                               in the first issue of The Collegian following the elections.
- 78                   2.5.5   The Election Board shall maintain a permanent record of all elections, including the names  
79                               of all candidates and the number of votes received by each candidate.
- 80                   2.5.6   The ballots after each ASWWU election shall be stored in a locked file cabinet in the office  
81                               of the ASWWU Sponsor who resides on the Election Board. The Election Board will be  
82                               the only group to have access to this file cabinet. The votes shall be kept for one (1)  
83                               year after which time they shall be destroyed by the Election Board Chair.
- 84                   2.5.7   When the Election Board Chair submits its report of the election results to the Senate,  
85                               the report shall contain the number of votes each official candidate received and what  
86                               percentage that number is of the total votes that were received for that office. All  
87                               write-in votes shall also be included.

## 88       **2.6 Online Elections**

- 89                   2.6.1   The Election Board Chair shall be in charge of the online elections.
- 90                   2.6.2   Paper ballots shall be checked against online ballots to ensure votes are not cast twice.
- 91                   2.6.3   Online polls shall be open during Election Day from 8:00 a.m. to 8:00 p.m.

## 92       **3 Article III. Senate Elections**

### 93       **3.1 Time of Elections**

- 94                   3.1.1   All Senate seats shall stand open for election each October.
- 95                   3.1.2   A single election shall be held within the first three (3) weeks of winter and spring quarters  
96                               when an eligible member of the ASWWU wishes to challenge a seat under ASWWU  
97                               Bylaws Title 2, Article III, Section 5, or when a vacant seat is contested under ASWWU  
98                               Bylaws Title 2, Article III, Section 4.
- 99                   3.1.3   Elections shall be held not more than ten (10) days after the close of the filing periods for  
100                               Declarations of Candidacy.
- 101                   3.1.4   A primary may be held when determined by the Election Board to be necessary, but in no  
102                               case shall a primary election reduce the number of candidates on the official ballot to  
103                               fewer than two (2) for each seat.
- 104                   3.1.5   Primary elections, if held, will be on the Tuesday following the close of the filing period  
105                               and prior to the election.

### 106       **3.2 Filing of Declarations**

- 107                   3.2.1   Each person who wishes to be listed on the official ballot must file an Official Declaration  
108                               of Candidacy (Appendix A) with the Elections Board. All districts require petitions of  
109                               twenty (20) signatures. Signatures must come from members of the district which is  
110                               represented by the seat.

3.2.2 The filing period for the October election shall begin during the first full week of fall quarter. The filing period for the winter and spring elections, if needed, shall open on the first Monday of the second full week of school in those quarters

3.2.3 The filing period for declarations shall continue for seven (7) days and shall end at the close of the regular business hours on the day indicated.

3.2.4 The Faculty District representatives shall be elected by the faculty through the WWU nomination committee.

3.2.5 The Staff District representatives shall be elected by the staff through the WWU Staff Council.

### 3.3 Senate Ballots

3.3.1 The Election Board shall draw up the ballot and coordinate the Senate election.

3.3.2 The ballot shall be divided into Senate districts, and ASWWU members shall vote only on the names of the candidates within their own districts.

## 4 Article IV. Executive Officer Elections

### 4.1 Time of Election

4.1.1 The General Assembly shall be held the second-to-last CommUnity of winter quarter.

4.1.2 Primary Elections shall be held for all positions where more than two (2) candidates are running for a specific office.

4.1.3 The Primary Election shall be on the Tuesday preceding the ASWWU CommUnity.

4.1.4 The Campaigning period shall begin the day following the submissions deadline for the ASWWU Executive Elections Declaration of Candidacy.

### 4.2 Collegian Responsibilities

4.2.1 *The Collegian* shall publish the platform of any candidate meeting the editor's deadline. Platforms shall be published the Thursday following the opening of the campaign period.

4.2.2 If a primary election is needed, *The Collegian* shall publish the names of all candidates on the official ballot for the primary election on the Thursday prior to the primary elections.

4.2.3 *The Collegian* shall also publish the names of all the candidates on the official ballot for the general election on the Thursday prior to the general election.

4.2.4 *The Collegian* editor-in-chief shall co-moderate the ASWWU Confab debates.

### 4.3 Filing

4.3.1 The filing period shall extend from the first day of winter quarter to Monday of the third week of winter quarter at 5 pm.

- 145 4.3.2 In a case where no declarations of candidacy are received for a position, the filing deadline,  
146 for that position only, will be extended by one (1) week. If no candidates have filed for  
147 a position following the extended filing period, the Executive Cabinet will decide by  
148 majority vote on two (2) names to be place on the official ballot.
- 149 4.3.3 If a position for candidacy is or becomes uncontested at or after the declaration cutoff  
150 date, any number of persons may declare candidacy, until 5 pm the day prior to primary  
151 elections.
- 152 4.3.4 Each person who wishes to officially run for an elected office of the Executive Committee  
153 must file an Official Declaration of Candidacy (Appendix B) with the Election Board.
- 154 4.3.5 In the case where a declaration for candidacy is filed late according to the deadline  
155 stipulated above, due to an error on the part of the Elections Committee, the prospective  
156 candidate(s) may appeal to the Senate with a G.L. bill requesting acceptance as an  
157 official candidate. Senate must approve of the bill by a two-thirds majority. This shall  
158 not apply to cases occurring under 3.3.

#### 159 4.4 Positions Involved and Requirements

- 160 4.4.1 The Executive Cabinet elections are for the positions of President, Executive Vice President,  
161 Social Vice President, and Spiritual Vice President.
- 162 4.4.2 All candidates wishing to run for office must run alone.
- 163 4.4.3 All candidates must meet a minimum requirement of cumulative 3.0 GPA on a 4.0 scale.
- 164 4.4.4 Each candidate must not be on citizenship probation.
- 165 4.4.5 All candidates must take twelve (12) credit hours on main campus spring quarter of their  
166 campaigning year to be eligible for candidacy.
- 167 4.4.6 The Appeals Board set up in the Personnel Manual, Title I, Article 1, Section 5 shall have  
168 the power to consider and grant exceptions to Article IV Section 4.5 on a case-by-case  
169 basis.
- 170 4.4.7 The elected Executive Officers must maintain at least twelve (12) credit hours per quarter  
171 for the duration of their term, unless otherwise approved by Student Employment.

## 172 5 Article V. Portland Elections

### 173 5.1 Declarations of Candidacy

- 174 5.1.1 See Article II, Section 1.

### 175 5.2 Campaign Practices

- 176 5.2.1 See Article II, Section 2.
- 177 5.2.2 Campaign posters displayed on the Portland campus do not need the Approved to Post  
178 stamp from the Student Administration office.

### 179 5.3 Ballots

- 180 5.3.1 See Article II, Section 3.
- 181 5.3.2 For executive positions there are no online voting ballots for Portland.

## 5.4 Polling

- 5.4.1 During the general assembly, ballots with the names of all the candidates will be passed out to students to record their votes.

## 5.5 Certification

- 5.5.1 The existing Portland Executive Officers and the Portland Sponsor shall count the ballots and the majority vote shall constitute election in any case.

## 5.6 Senate Elections

- 5.6.1 See Article III, Section 1.

## 5.7 Filing of Declarations for Senate

- 5.7.1 See Article III, Section 2.

## 5.8 Senate Ballots

- 5.8.1 See Article II, Section 3.

- 5.8.2 Portland Senate Elections can be held at the Portland Executive Officers discretion at an assembly. Senators must submit Declarations of Candidacy to the main campus before elections take place.

## 5.9 Executive Officer Elections

- 5.9.1 Filing occurs when any student that is interested in running for any office approaches the current Portland President and explains which office they will be running for. The Portland President will then announce the candidates running two (2) weeks prior to the elections.

- 5.9.2 Executive officers shall all be elected at an assembly during spring quarter.

## 5.10 Positions Involved and Requirements

- 5.10.1 See Article IV, Section 4.

# 6 Article VI. Implementation

## 6.1 Elections Concerns

- 6.1.1 Concerns regarding elections practices may be brought to the Elections Board by any member of the ASWWU.

## 6.2 Rulings

- 6.2.1 The Elections Board shall meet to discuss any concerns brought to its attention.

- 6.2.2 If the concern involves a candidates behavior, the Elections Board shall, after its own meeting, work with the candidate to resolve the situation. If no acceptable resolution can be reached, the Elections Board shall have the authority to remove the candidates name from the official ballot.

- 6.2.3 If the concern involves another party, the Elections Board shall, after its own meeting, recommend an appropriate course of action to the relevant governing body.



<sup>217</sup> **7 Article VII. Amendments**

<sup>218</sup> **7.1 Section 1.** Changes to the Elections Manual shall follow Title I, Article VI, in the ASWWU Bylaws.

## 8 Article VIII. Appendices

### Appendix A: Senate Declaration of Candidacy

ASWWU Senate is the legislative branch of Walla Walla University's student government. Members of the ASWWU Senate are divided into ten (10) districts. Each district elects two (2) senators to represent them. As a Senator, you will be involved in the parliamentary process and have direct influence on how ASWWU business is conducted.

To be a Senator you must:

1. Be an undergraduate student in good standing enrolled for at least 6 quarter hours.
2. Submit a petition of at least 20 signatures (or 10 signatures for District 10) you represent.
3. Submit a Work Authorization form completed by the Student Employment Center.

As a Senator you will be expected to:

1. Spend 2-3 hours per week in a Senate meeting and communicating with your constituents.
2. Have sufficient knowledge of the ASWWU governing documents. (These will be supplied upon election.)
3. Provide a well-informed representation of your constituents' views on campus issues.

### Declaration of Candidacy

I \_\_\_\_\_ do hereby declare my candidacy for the ASWWU Senate in district \_\_\_\_\_. I understand that I must comply with all stated policies governing ASWWU elections as described in Article II, Section 2, and Article III, Section 2 of the ASWWU Elections Manual. I have read and understand the qualifications and job responsibilities expected of incoming senators as listed above. Furthermore, I acknowledge that I am an undergraduate student in good standing, am enrolled for at least six-quarter hours and if elected, will perform my responsibilities as a Senator to the best of my abilities.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Local Address \_\_\_\_\_

Phone \_\_\_\_\_

*This completed application must be returned to the ASWWU office (Rm. #105) in the bottom of Kellogg Hall (cafeteria) by the close of business (5 P.M.) on the second Tuesday of Fall Quarter.*

#### Districts

- |  |  |
|--|--|
| 1. Sittner 1 <sup>st</sup> & 2 <sup>nd</sup> Floor / Meske | 6. Hallmark/Faculty Court/University-Owned Housing |
| 2. Sittner 3 <sup>rd</sup> & 4 <sup>th</sup> Floor         | 7. Off-Campus                                      |
| 3. Conard  | 8. Portland  |
| 4. Foreman   | 9. Faculty   |
| 5. Mountain View / Birch Apartments                        | 10. Staff  |

## Petition of Signatures

We, the undersigned, do reside in district \_\_\_\_\_, and do approve the candidacy of \_\_\_\_\_  
to represent us as our ASWWU Senator.

Please provide the 20 signatures below.

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

## Appendix B: Executive Declaration of Candidacy

### Executive

#### DECLARATION OF CANDIDACY

I, \_\_\_\_\_, would like to be considered as an official candidate in the ASWWU Executive Elections for the position of \_\_\_\_\_ (President, Executive Vice-President, Spiritual Vice-President, or Social Vice-President).

I recognize that my declaration will not be accepted without the following information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

With my signature, I certify that I am an official member of the ASWWU. By Completing and signing this form, I agree to abide by all of the following restrictions in regards to the ASWWU Executive Elections, February 27, 2018.

- Declarations are due by January 22 at 5:00 PM in the ASWWU office in the bottom of Kellogg Hall.
- Candidates are recommended to talk with current ASWWU officers before filing.
- Campaigning will begin on January 23, 2018, the day following the due date for this declaration.
- Campaign methods must not, in any way, cause destruction to person(s) or property.
- All campaign posters must receive the Approved to Post stamp in the Student Administration office at the bottom of Kellogg Hall.
- Campaign posters will not be allowed within fifty feet or sight of the polls and must comply with the University's policies.
- Each candidate is responsible for removing all campaign posters within 24 hours of the polls closing.
- Each candidate remaining after the primary election, if necessary, is allowed to give a speech at the ASWWU General Assembly to be held February 27, 2018, at CommUnity.
- Each candidate is allowed to publish a statement in *The Collegian*.
- Each candidate shall comply with all rules, regulations, and rulings issued by the Elections Board.
- Each candidate must meet a minimum GPA requirement of 3.0 on a 4.00 scale.
- Each candidate must not be on citizenship probation.
- All candidates must take the required number of credit hours on main campus spring quarter of their campaigning year to be eligible for candidacy.
- The elected Executive Officers must maintain at least twelve (12) credit hours per quarter for the duration of their term, unless otherwise approved by Student Employment.

Signature: \_\_\_\_\_