



**Associated Students
Western Washington University**

Referenda Packet



Elections 2015

AS ELECTIONS 2015

Dear Referenda Sponsor(s):

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

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

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

There are a lot of documents in this packet, and many must be turned in by specific deadlines. For your convenience, a checklist is included in the packet that specifies deadlines. You are encouraged to turn in your petitions early, we will try to verify them and let you know in advance of the deadline if they are approved. If you turn them in on the after April 4th we will not be able to provide this service. Candidate Statements **must** be turned in by the deadline, but do not need to be turned in with all the other documents if you would like to take a few more days to perfect your statement. Please email statement and turn in a paper copy to ensure there are no electronic mistakes.

2) **READ THE ELECTION CODE!**

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

3) **MARK YOUR CALENDAR**

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

4) **REMEMBER, WE'RE ALL Western Students**

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

Happy campaigning,

Mayra Guizar
AS Elections Coordinator
AS.Elections@wwu.edu
VU 435, (509) 305-5473

AS Elections Timeline: 2015

01/06/2015: WWU winter quarter begins. Verbal Campaigning is now permitted. Initiative campaigns may begin gathering signatures (if language of initiative has been approved by the Board)

03/10/2015: Candidate filing period opens; filing packets available at Board office. Online campaigning is now permitted.

04/07/2015: Election filing deadline-

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

04/09/2015: Mandatory AS Election Meeting (6:00-9:00 p.m., VU 462A). All candidates and sponsors of initiatives or referendums must attend.

04/11/2015: Campaign period opens at 9:00 a.m. Physical campaign materials may now be posted, distributed, and displayed on campus.

04/14/2015 by 4 p.m.: Deadline for "For and Against" Statements for Initiatives and Referendums: these must be submitted to the AS Elections Coordinator at AS.Elections@wwu.edu.

04/21/2015: AS VP Forum, more details to come

04/23/2015: AS Presidential Debate, more details to come

04/27/2014: The elections begin! Online voting available at 12:01 a.m.; polling station(s) open at 9:00 a.m.

05/01/2014: Voting ends. Online voting closes at 2:00 p.m. The Elections Coordinator, Election Board Chair and the REP advisor receive results. Candidates are notified of the results by the Elections Coordinator. All candidates and campaigns must submit financial disclosure statements and all receipts by 4:00 p.m.

05/04/2014: All candidates and campaigns must remove and clean up all physical and online campaign materials by 5:00 p.m.

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REFERENDA PACKET CHECKLIST

(To assist with the elections process and deadlines.)

Proposed Ballot Measure: _____

Campaign Name: _____

Check off the following when completed

Return the Following Forms to VU 504 by Tuesday, April 7th, at 4 PM

_____ Registration Form.

_____ Referenda Statement (and e-mail to Sabrina.Romano@wwu.edu)

_____ Request for Public Financing Form (optional).

_____ Campaign Conduct Agreement.

_____ Spring Quarter Schedule for primary Referenda contact.

Thursday, April 10th:

_____ Attend Mandatory Candidate Meeting at 6-9 pm, VU room 567.

_____ Bring copy of Election Code to meeting.

Friday, May 2nd:

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

Monday, May 4rd:

_____ Campaign materials removed by 8:00 a.m.

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ELECTIONS GRIEVANCE FORM

This form is being provided in accordance with Section 3, clause VI of the AS Election Code. **You are strongly encouraged to try to resolve issues in a professional and calm manner *before* filing this form.** The AS Elections Coordinator is available to offer options, additional information, support in contacting the other party, etc. Please contact the AS Elections Coordinator at (509) 305-5473.

Complainant Name: _____

Phone number: _____ **Email:** _____

Signature _____ **Date** _____

Complaint Filed Against _____

Who is running for the position of _____

Specific Section of Code Violated _____

State the specific violation of the ASWWU Election Code. Give details of when and how the violation was discovered:

Received by Election Board Member _____

Date _____ **Time** _____

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

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OFFICIAL REFERENDA REGISTRATION

Proposed Ballot Measure: _____

Campaign Name: _____

The individual(s) named below shall be the officers of the campaign for the proposed measure, and shall be considered the primary sponsor(s) of the measure. Officers of campaigns are granted access to the privileges granted their campaigns, such as public financing and reservation privileges. They are also responsible for ensuring that the campaign follows all the guidelines laid out in the AS Election Code, and shall be held responsible if the campaign violates these guidelines. By signing below, you are indicating that you have read and understand the Election Code and accept these responsibilities.

Primary Referenda Contact #1

NAME: _____ WWU STUDENT#: _____

CURRENT ADDRESS: _____

PHONE NUMBER(S): _____

E-MAIL ADDRESS: _____

(SIGNATURE) _____ (DATE) _____

Contact #2

NAME: _____ WWU STUDENT#: _____

CURRENT ADDRESS: _____

PHONE NUMBER(S): _____

E-MAIL ADDRESS: _____

(SIGNATURE) _____ (DATE) _____

Contact #3

NAME: _____ WWU STUDENT#: _____

CURRENT ADDRESS: _____

PHONE NUMBER(S): _____

E-MAIL ADDRESS: _____

(SIGNATURE) _____ (DATE) _____

Return to the AS Board Office, VU 504
by Tuesday, April 7th at 4 pm.

Campaign Conduct Agreement

We, the undersigned, hereby state that we have read and understand the AS Election Code. In the event that we have a question or concern regarding the Code, we will address that question to the Elections Coordinator. We will conduct our campaign in a positive, honorable manner throughout the election. We will refrain from any malicious or unprofessional behavior towards any of the other candidates, the Elections Coordinator, the Election Board, WWU staff, or any other campaign participants.

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

(Signature) _____ (Print Name) _____

(Signature) _____ (Print Name) _____

(Signature) _____ (Print Name) _____

(Date) _____

**Return to the AS Board Office, VU 504
by Tuesday, April 7th at 4 pm.**

REFERENDA STATEMENT

Proposed Ballot Measure: _____

Campaign Name: _____

Type or attach a 250-word (maximum) statement (in addition to the question) for voters to read. **Be sure to also e-mail this statement to Sabrina.Romano@wwu.edu by the filing deadline.** The subject line of the E-mailed statements should read "Referenda Statement for [name of referenda]". Submit a statement in favor of the referenda. The statement is distributed to the Western Front and the AS Review, but there is no guarantee that it will appear in both publications, as printing is at the discretion of the publisher of each medium. Statements may also be read by a referenda sponsor on KUGS FM. The statement will be provided to students during the online voting process. **Please print off your statement and attach to this sheet.**

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Return to the AS Board Office, VU 504
by Tuesday, April 7th at 4 pm.

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FINANCIAL DISCLOSURE STATEMENT

The AS Election Code states (Section 3, clause IV): “**All candidates and sponsors of initiatives must file a financial disclosure statement** with the VU Finance Office by 4:00 p.m. on the last day of the elections [04/29/2011]. Financial disclosure statements must include:

- (1) an itemized listing of all campaign expenditures by candidates and campaigns, as well as those made on behalf of candidates and campaigns by third parties;
- (2) originals of receipts for all campaign expenditures, unless they have already been submitted through the public financing process.”

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

Sponsor’s Name: _____

Sponsor’s W#: _____

Campaign Name: _____

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

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

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

**Return to the Finance Office, VU 538
by Friday, May 1st at 4 p.m.**

Request for Public Financing

I, _____, hereby request public financing from the Associated Students for an officially designated campaign for or against a Ballot Measure. By signing below we are indicating that we are the officers of a designated campaign for or against a measure, that we have read and understood Section 3, clause IV of the AS Election Code, and that we pledge that all participants in our campaign will follow the campaign spending guidelines outlined in it. We understand that any violation of the Election Code may result in severe penalties, up to and including the disqualification of the initiative from the elections.

Primary Referenda Contact:

(Signature) _____ (Print Name) _____

W# _____ (Date) _____

For office use only

Total amount to be reimbursed to candidate:

\$ _____

Approved by the AS Elections Coordinator

**Return to the AS Board Office, VU 504
by Tuesday, April 7th at 4 p.m.**



Spring Quarter Schedule



Name _____

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

C = In Class

W = Working

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

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

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