

# 2016 – 2017 Elections Packet



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**Elections Blog:**  
<http://asuu.utah.edu/boards/electionsregistrar>

Publication Date Version 2: November 4th, 2016

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**\*There have been major changes to RedBook which directly effect the Elections Cycle. Go through and COMPLETELY READ Article V: Elections Policies and Procedures in RedBook which are located herein!\***

### **Mandatory Requirements**

- Presidential/Vice Presidential Candidates must set up a time to meet with Student Body President, Jack Bender prior to the November 11<sup>th</sup>, filing day.
- Mandatory Diversity Training on January 21<sup>st</sup>..
- \$5.00 filing fee for all candidates and their respective deposits (\$450 for President/VP, \$50 for Attorney General, \$25 for Legislative).

## **A Letter from Your Student Body President**

Dear Candidate,

Congratulations on your decision to run for ASUU office. While this may be one of the most challenging decisions you will make in college, it is one that you will not forget or regret. Looking back to my election process, I learned so much about the university as well as myself. Over the next few months, you will do the same and show the student body and the university community how you would like to represent them. Administrators, faculty and staff watch very closely to see your leadership and what they will expect from the student government next year. I expect to see your full commitment and bring about change that will positively impact students throughout the rest of their college experience.

This elections process has been created to ensure all students are given a fair opportunity to run for office. It is important that you look over the expectations and rules in this packet and follow what is set in RedBook. Violations of these rules may lead to grievances or even disqualification from this elections process. Please follow carefully and ask any questions you may have to our Elections Registrar, Chase Grover. Chase is very qualified and knowledgeable on all elections matters and will be able to answer any questions you may have.

While this position is outlined in our constitution, there are many duties that fall outside of its definitions. Please understand your full responsibilities and duties before you file for the elections process. Keep in mind that each candidate is a student first and must prioritize their ability to run. Lastly, it is important for each and every candidate maintains civility and respect with one another throughout the elections process. Best of Luck!

Sincerely,  
Jack Bender  
ASUU Student Body President

## **A Letter from the Elections Registrar**

Dear Students and Candidates:

I wanted to take this opportunity to introduce myself to you all. My name is Chase Grover and I am the Elections Registrar for the 2016-2017 academic year. It is my duty to plan, coordinate and oversee elections during my time in this position so I will be working closely with each and every one of you throughout this process. I am committed to making myself as accessible and transparent as possible throughout this election cycle and I look forward to being a valuable resource to you all.

The purpose of the Elections Packet is to provide the rules and expectations governing the election process. Read it in its entirety and become very familiar with its contents. I promise you this will be very beneficial to you throughout this election cycle. These rules are going to be found primarily in Article V of the ASUU Constitution. Article V includes all of the Elections Rules and Regulations and it will be vital that you read it in its entirety as soon as you receive this packet. The Elections Packet also includes any necessary additional descriptions and explanations, the elections calendar, and the election forms. It is vital that every candidate read through this packet and understand its contents, including the forms at the end because you will all be held to the rules and standards contained herein.

It is my job to create an election process that is consistent, transparent and enjoyable for everyone involved. As such, I am committed to doing these things by making myself as approachable and available as possible. I want you all to feel free to reach out to me whenever you have a question or concern. I also promise that I will respond promptly to all correspondence in order to keep things moving smoothly. You should be able to expect a response from me within 48 hours. I will also plan a series of information sessions to educate you all on what to expect throughout this process. I pledge to you that I will be consistent in my relations and correspondence with all candidates as well as with current ASUU office holders and be equally consistent in my enforcement of all election rules and expectations. These are the things you should expect from me throughout this process.

As a candidate, I also have expectations of you. I expect that you will communicate with me through email. I expect that you will run a fair and ethical campaign. I expect that you will treat your fellow candidates with respect as well as any current member of my board or any other ASUU officer, university student or faculty member. I expect that you will read and follow the rules and expectations contained within this packet as well as any additional rules published by me throughout the year. I expect that you will frequently check the Elections Blog to look for any announcements as this is where I will post any important information. And lastly, I expect you to keep the best interests of the University of Utah as well as ASUU in mind as you conduct campaign business.

By choosing to run for student government, you are jumping headfirst into a lengthy election process that is exhilarating, fun, and stressful and I am sympathetic to the challenges that you will encounter. You will face obstacles that you cannot expect. You will develop relationships that you could not have predicted. You will learn about yourself and those you trust, and will

discover many strengths you never thought you had. You are campaigning for a position within student government, but I very deeply believe that the greatest thing that you can win throughout this campaign is not the election itself, but rather the experience and the respect of those around you. Whether you win the most votes or not come election day, if you run a clean and ethical campaign, you will have the respect of students and administrators.

I look forward to working with each of you to engage students and foster involvement here at the University of Utah. The burden of being involved with ASUU is a fulfilling one that requires your commitment to the representation of an incredible student body. I wish each of you the best in this journey and I welcome you to this year's race to create a stronger and more united Associated Students of the University of Utah.

Sincerely,  
Chase Grover  
*Elections Registrar, 2016-2017*  
[cgrover@asuu.utah.edu](mailto:cgrover@asuu.utah.edu)  
(801) 388-0727

## **A Letter from the ASUU Diversity Board**

Dear Candidate,

The Diversity Board of ASUU congratulates you on your decision to run for office. The Diversity Board works to ensure and promote equitable conditions for historically and continually marginalized students on campus. We work to create safe and inclusive spaces where students can engage in difficult, but important conversations so that we can facilitate a supportive and welcoming environment for all students, regardless of identity and background.

Diversity is the presence of difference, whether it is on the basis of race, gender, religion, spirituality, age, sexuality, and other identities and concepts. As a diverse campus, we must celebrate, embrace, and value these differences. In order to do so, it is critical that we continually work to understand the significance of our positions and the impact we will have as leaders in our community. As representatives and voices of our campus, we must all engage diversity with curiosity, respect, and an open mind.

It is of the utmost importance as a representative of the student body that we place those most vulnerable in the forefront of the work we do. If we can meet the needs of individuals and groups on campus who are marginalized, we can better serve our student body as a whole. We can grow as a campus and prosper from our interactions. This bridge building requires a commitment to self-growth, mindfulness, and a continual education on your own individual level. Furthermore, this requires an understanding of different student experiences and the significance of validation, ethical witnessing, and ethical response.

The Diversity Board is excited to see new faces with innovative ideas and plans of action. As you move forward in this elections process, keep in mind the importance of diversity and the impact you want to have on this campus. If we ignore the important work of diversity on our campus we will be ignoring the lives, experiences of students, and continue to marginalize our peers. Let us work together to create a campus that is safe, inclusive, and a home to all students.

Sincerely,

ASUU Diversity Board

## **Candidate Expectations**

**All candidates are expected to read, understand and abide by the Elections Packet (including Article V of Redbook) and the Elections Blog. By signing the candidate filing forms, all candidates agree to be held to the rules and regulations articulated in the Elections Packet and notices posted on the Elections Blog.**

- All President, Vice President, and Attorney General candidates must file in-person in the ASUU office. All legislative candidate filings will take place completely online. Details on this process will be posted to the Elections Blog before filing opens.
- Filed candidates will be held to the rules herein during the entire elections process including the time prior to filing.
- The rules articulated in this Elections Packet and within Article V permit ASUU to file grievances and prosecute on any alleged rule-breaking that occurs – even rule-breaking that occurs before filing deadlines or the publication of this Elections Packet.
- If, upon reading the Elections Packet, a candidate realized that they unwittingly or unintentionally broke a rule prior to the publication of this packet, the candidate must arrange to meet with the Elections Registrar prior to the disclosure deadline on October 21<sup>st</sup>. The Elections Registrar, with the advisement of the Attorney General, will work to respond fairly to any concern. Any decision may then be appealed to the Elections Committee or Supreme Court.
- A lighter holding can be expected if candidate comes forward with an admission of breaking a rule. If a candidate does not come forward within one month of the publication of the Elections packet, ASUU will be able to file grievance against candidates for rule-breaking that allegedly occurred before the packet was published. Please clarify this rule if you have any uncertainties.
- There are additional expectations for students that hold or have held a compensated position within the ASUU Executive Branch during the 2016-2017 year. Compensated members of the Executive Branch of ASUU are prohibited from taking any partisan position either as a candidate or in support of any party or candidate while maintaining their position within the Executive Branch. This rule will be strictly enforced so if you have any questions, please be sure to direct them to the Elections Registrar first before you reach out to any other current member of ASUU.
- All Candidates must attend the candidate orientation. This will occur on:
  - Thursday, December 1<sup>st</sup> for all candidates.
- Party campaign managers are also required to attend the orientation on

Thursday, December 1<sup>st</sup>.

- If you cannot attend your designated candidate orientation session, please speak with the Elections Registrar, Chase Grover to make other arrangements. If other arrangements cannot be made, the candidate may appeal their case to the Elections Committee for consideration.
- All important dates will be emailed out to all candidates using the email they file with. As the leaders of their respective parties, it is in the best interest of the Presidential/Vice Presidential candidates to ensure that their party candidates will attend their designated candidate orientation.
- If a candidate does not attend an orientation and fails to make alternate arrangements with the Elections Registrar, the candidate's filing will be considered immediately void. This can be appealed to the Elections Committee.
- All filing for candidacy, paying fines or deposits, filing grievances and all other paper submission, unless otherwise specified, must be done in the ASUU office (Union 234).
- If candidates have any questions, ideas or concerns, they must contact the Elections Registrar by email (see cover page). Anyone may approach the Registrar with any question, but a written record will be requested. The registrar will keep a record of all correspondence.
- Once a party has filed, all correspondence (email and in-person) must be coordinated and communicated by one person within the party. As part of filing, this individual's contact information must be provided, although it can be changed via written notice to the Elections Registrar.
- The Elections Registrar will serve as the contact for these individuals.
- Any legislative candidates may approach the Deputy Elections Registrar with their own questions and concerns.
- The Deputy Elections Registrar will serve as the contact for these candidates.



## **Calendar**

1. **September 14<sup>th</sup>**: Elections Packet published to Election Blog  
<http://asuu.utah.edu/boards/electionsregistrar>
2. **October 4<sup>th</sup> and 6<sup>th</sup>**: Executive Info Session located in Union 323 @ 6:00pm
3. **October 17<sup>th</sup>**: Legislative Info Session located in Union Den @6:00pm
4. **October 20<sup>th</sup>**: Legislative Info Session located in Union 323 @ 6:00pm
5. **October 21<sup>st</sup>**: Disclosure deadline for prior grievances
6. **October 31<sup>st</sup>**: Filing opens for all positions
7. **November 11<sup>th</sup>**: Filing deadline for President/VP positions @ 5:00pm
8. **November 23<sup>rd</sup>**: Filing deadline for Legislative positions @ 5:00pm
9. **December 1<sup>st</sup>**: Candidate Orientation – Location TBD
10. **December 5<sup>th</sup>**: Initial Marketing Meeting with Marketing Director, Elections Registrar and ASUU Associate Director – Location TBD
11. **December 6<sup>th</sup>-9<sup>th</sup>**: Individual party meeting with ASUU Marketing Director – Must take place this week.
12. **January 10<sup>th</sup>**: Draft of Marketing Materials Due
13. **January 17<sup>th</sup>**: Donation disclosure deadline
14. **January 21<sup>st</sup>**: Mandatory Candidate Diversity Training @ 10am-12pm in Union
15. **January 24<sup>th</sup>**: Final Marketing Submissions for Print and Digital Media Due – File Ready
16. **January 31<sup>st</sup>**: Tabling Requests Due
17. **February 7<sup>th</sup>**: Campaigning rules info session – TBD
18. **February 9<sup>th</sup>**: Full Financial & Expense Disclosure Deadline
19. **February 17<sup>th</sup>**: Poster Sorting Day
20. **February 18<sup>th</sup>**: Posting Day
21. **February 21<sup>st</sup>**: Campaigning for General Election begins
22. **Week of February 21<sup>st</sup>**: Debate 1 – TBD
23. **Week of February 27<sup>th</sup>**: Debate 2 – TBD
24. **March 1<sup>st</sup>**: Party Change Deadline
25. **March 3<sup>rd</sup>**: Election Voting opens at 7:00am and ends on March 9<sup>th</sup> at 5:00pm
26. **March 10<sup>th</sup>**: Election results are posted to Elections Blog by 5:00pm
27. **April 8<sup>th</sup>**: Mandatory ASUU Orientation for incoming Administration - TBD
28. **April 26<sup>th</sup>**: Inauguration – TBD

**\*The highlighted dates are ones that have changed since the original publication of the Elections Packet\***

**IN THE EVENT OF A PRIMARY, THE FOLLOWING DATES WILL TAKE EFFECT INSTEAD OF THE DATES LISTED ABOVE:**

1. **February 3<sup>rd</sup>**: Poster Sorting Day in the event of Primary
2. **February 4<sup>th</sup>**: Posting Day in the event of a Primary
3. **February 6<sup>th</sup>**: Primary Campaigning Begins
4. **February 21<sup>st</sup>-24<sup>th</sup>**: Primary Voting with results posted to Elections Blog on February 24<sup>th</sup> by 5:00pm
5. **March 3<sup>rd</sup>-9<sup>th</sup>**: General Election Voting takes place with results being posted to Elections Blog on March 10<sup>th</sup> by 5:00pm

**Notes Concerning the Calendar**

- **This calendar is neither complete nor final and is subject to change. Any changes will be posted to the Elections Blog. Please check it frequently.**
- Campaigning for the general elections is to take place beginning on February 21st, 2017.
- If there are more than 3 candidates registered and running for any seat, a primary election shall occur to determine general election candidates for that seat. Campaigning for a primary election will begin one week prior to the scheduled beginning of campaigning for the general election, on February 6th. In case of a primary election, see the primary dates above. We will also communicate all primary date changes via the elections blog if needed

# **Article V – Elections Policies and Procedures**

## **Section 1 – Definitions**

1. Campaigning as defined to include as all operations and actions that are both:
  - A. Meant to advance the electoral interests of a registered candidate or political party, and
  - B. Directed by, coordinated with, encouraged by, or undertaken with the consent of the same candidate or political party.
2. Political Party: A group of three students who are registered in the same election as candidates for the President, Vice President of University Relations, and Vice President of Student Relations, respectively; and the students that make up their campaign staff.
3. Campaign Expenditure: All money that is used to advance the electoral interests of a candidate or political party.
4. Campaign Cycle: Period during which ASUU Primary (if necessary) and General Elections take place.
5. Primary Election: Preliminary election to narrow candidate pool to three (3) candidates per seat or to a total of three (3) political parties. Only necessary and allowed in races which have more than three (3) candidates/political parties are running.

## **Section 2 – Calendar**

1. Filing Deadline
  - A. The filing deadline must be at least twenty-one (21) days before the General Election.
  - B. Once established and announced by the Elections Registrar, the Elections Registrar may not change the filing deadline unless the Elections Committee approves the change.
2. Campaigning Timeline
  - A. The entirety of the election must take place within four (4) calendar weeks during spring semester.
  - B. The election can take place at any time in spring semester as long as final General Election voting concludes before Spring Break.
3. Campaigning Begins
  - A. In the case where a Primary Election is deemed necessary by the Elections Registrar, primary campaigning will take place over the first two (2) weeks of the four (4) week period.
    - i. The only candidates that will be allowed to campaign for the Primary Election are the candidates who are filed for a position that has at least three other candidates filed for the same position.
  - B. In the case where a Primary Election is not deemed necessary, general campaigning shall begin at a time deemed appropriate by the elections registrar, but no later than two (2) weeks into the four (4) week period.
4. Posting Day
  - A. Posting day will be the first Saturday of the four (4) week campaign cycle.
5. Primary Election
  - A. The Elections Registrar will determine if it is necessary to hold a Primary Election no later than two (2) weeks before the Primary Election would take place.
  - B. The Primary Election will begin the third (3rd) week of the campaign cycle at 7:00 am.
  - C. The Primary Election will end one week before the General Election, with the announcement of the candidates that will be on the ballot for the General Election announced on the Friday of the same week.
6. General Election
  - A. The General Election will begin by the fourth (4th) Monday of the campaign cycle at 7:00 am.
  - B. The General Election will end by the fourth (4th) Thursday of the campaign cycle at 10:00 pm, with the announcement of the newly elected candidates occurring the final Friday of the Campaign cycle.

## **Section 3 – Candidate Registration and Orientation**

1. Candidate Requirements
  - A. All candidates running for office must be registered with the Elections Registrar.
  - B. Each candidate may run for only one (1) position per election.
  - C. Each legislative candidate must run independently.
  - D. Each Attorney General candidate must run independently.
  - E. Each Presidential candidate, Vice President of Student Relations candidate, and Vice President of University Relations candidate must run on a joint ticket as the members of a political party.

- i. All political parties will make themselves known to the Elections Registrar.
- F. Prior to registration, each candidate must:
  - i. Pay the ASUU student activity fee for the current semester AND
  - ii. Be a fully matriculated student of the University, AND
  - iii. Be in good academic standing with their department and the University of Utah with a current cumulative grade point average of 2.8 or greater, for President, Vice President of Student Relations, Vice President of University Relations, and Attorney General, and 2.5 or greater for Senate and Assembly, AND
  - iv. Be a member, in good standing, of ASUU.
- G. No legislative, executive, or judicial officer of ASUU may run for the offices of the President, the Vice President of University Relations, the Vice President of Student Relations, or the Attorney General without resigning their current position.
- H. Any legislative or executive officer of ASUU may run as an independent legislative candidate, and they are not required to resign their current position. Judicial officers must resign their positions to run as a candidate.
- I. No paid member of the ASUU can be affiliated with any political party or candidate, unless they themselves are that candidate. ASUU and its employees are to remain neutral throughout the entire elections process. Failure to do so will warrant grounds for dismissal or impeachment.
- J. Any student running for Senate or Assembly must enrolled in the College they are planning to represent.
  - i. If the student is not enrolled in any College or school, they may only run as a candidate for University College.

## 2. Filing Requirements

- A. Candidates must register by the filing deadline and not later.
- B. If a candidate wants to change or remove their party affiliation, they must pay a five dollar (\$5.00) processing fee to the Office of the Elections Registrar.
- C. Each candidate must list their filing and processing fees on their expenditure disclosure form.
- D. If a candidate is running as an independent candidate, they must disclose to the Elections Registrar the names and contact information of all their campaign staff as well as which members of their staff are authorized to carry out administrative functions on behalf of the campaign.
- E. Deposits
  - i. Each political party ticket will make a four hundred fifty dollar (\$450) deposit to the Office of the Elections Registrar.
  - ii. Each Attorney General candidate will make a fifty dollar (\$50) deposit to the Office of the Elections Registrar.
  - iii. Each independent legislative candidate will make a twenty-five dollar (\$25) deposit to the Office of the Elections Registrar.
  - iv. The deposits will be returned to the candidate within seventy-two (72) hours of the General Election if the Candidate has removed all campaign materials from campus and has not damaged campus property.
  - v. If the Elections Registrar does not return a deposit, the affected candidate may petition the Supreme Court to order the Elections Registrar to return the deposit, provided the requirements of the previous sub-section have been fulfilled.

## 3. Candidate Orientation

All candidates must attend a candidate orientation meeting conducted by the Elections Registrar.

- i. All candidates for all positions will be held responsible for the information presented at the candidate orientation meetings.
  - ii. The Elections Registrar will send out an electronic copy of all elections rules to all filed candidates in order to provide the information for candidates that are not required to attend the candidate orientation meetings within forty-eight (48) hours of the final candidate orientation meeting.
- B. The orientation will explain the elections process and the bylaws that all candidates must follow.
- C. If a candidate required to attend cannot make a candidate orientation meeting, they will contact the Elections Registrar no later than forty-eight (48) hours prior to the final candidate orientation meeting, who will determine the appropriate remedy.

## 4. Elections Packet

- A. The Elections Registrar will publish an elections packet detailing all bylaws, procedures, rules, and rulings that apply to elections. The packet will also contain any necessary forms. The Elections Registrar will provide a copy of the elections packet to each registered candidate and to any student who requests a copy. The Elections Packet must be available by November 1st.

## Section 4 — Political Parties

1. Each political party must have one (1) candidate for ASUU President, one (1) candidate for ASUU Vice President of Student Relations, and one (1) candidate for Vice President of University Relations.
2. All parties must register with the Elections Registrar prior to the filing date.
3. Each party must disclose to the Elections Registrar the names and contact information of all their campaign staff as well as which members of their staff are authorized to carry out administrative functions on behalf of the campaign.
4. Each political party will be responsible for any misconduct of its members and staff.
5. No political party may use "ASUU", or "Associated Students of the University of Utah", or "University of Utah" or the Block U symbol, or any other University of Utah affiliated motto, slogan, or images in its name or advertising.

### **Section 5 – the Attorney General**

1. Candidates for the Attorney General of ASUU may not be affiliated with any political party, either officially or unofficially.
2. Candidates for the Attorney General of ASUU may not co-host events with any political party but may co-host events with other Attorney General candidates.
3. Candidates for the Attorney General of ASUU may not appear on posters with any political party.
4. Candidates for the Attorney General of ASUU may not knowingly accept money from a political party or from an individual affiliated with a political party.
5. Each candidate for the Attorney General must disclose to the Elections Registrar the names and contact information of all their campaign staff as well as which members of their staff are authorized to carry out administrative functions on behalf of the campaign.

### **Section 6 – Independent Legislative Candidates**

1. All candidates for the Assembly and the Student Senate must run independent campaigns.
2. Independent legislative candidates may not be affiliated with any political party, either officially or unofficially.
3. Independent legislative candidates may not co-host events with any political party but may co-host events with other independent legislative candidates from their own college.
4. Independent legislative candidates may not appear on posters with any political party.
5. Independent legislative candidates may not accept money or bribes from a political party or an individual affiliated with a political party.
6. These Bylaws mandate that the ASUU's prosecutor (either the Attorney General or the Prosecutor for Elections) automatically petition to the Elections Committee that any independent legislative candidates who violate the above-listed rules be disqualified from the election. The Elections Committee should elect to disqualify the offending candidate, except in extreme circumstances.
7. Each independent legislative candidate must disclose to the Elections Registrar the names and contact information of all their campaign staff as well as which members of their staff are authorized to carry out administrative functions on behalf of the campaign.

### **Section 7 – Debates**

1. At least two (2) debates during the campaign cycle must occur.
2. All candidates running for ASUU President will be invited to participate in the debates, with the exception of any debate between Attorney General candidates.
3. The Elections Registrar has discretion to invite other candidates to participate in the debates.

### **Section 8 – General Campaign Rules**

1. General Provisions
  - A. People will only be tried for and/or punished for violations of these bylaws directly related to ASUU elections.
  - B. No one will be tried more than once for the same violation.
  - C. All violations committed less than five (5) days before the General Election will be considered more heinous for the purpose of punishment.
  - D. Disqualification
    - i. A candidate shall only be disqualified from the election if two-thirds (2/3) of the ASUU Supreme Court agrees on the disqualification.
    - ii. If the Prosecutor for Elections is prosecuting instead of the Attorney General, they may only petition for the disqualification of a candidate with the written

authorization of the Attorney General, except as specified in Section 6, Subsection 6 of this Article.

- iii. The Elections Committee and ASUU Supreme Court may disqualify a candidate regardless of whether the Attorney General of the Prosecutor for Elections sought disqualification.

E. All fees collected through the enforcement of this section will go to the Office of the Elections Registrar.

F. The Elections Committee may not punish candidates who are neither the defendant nor a member of the defendant party in a case..

## 2. Punishment of Candidates

A. If the Elections Committee finds a person guilty of committing or conspiring to commit, or of aiding, abetting, counseling or commanding another to commit a General Violation or Posting Violation, then the Elections Committee may issue any of the following punishments:

- i. Disqualify the candidate from the Election and remove their name from the ballot (if possible). In the case that the Elections Committee does disqualify a party or individual (s), the ASUU Supreme Court must uphold or strike down the ruling within seventy-two (72) hours.
- ii. Temporarily suspend the candidate from campaigning or specific types of campaigning;
- iii. Order the campaign to pay a fine.
- iv. Order a reduction in the campaign's spending limit.
- v. Order the removal or alteration of any or all campaign materials of the candidate from campus or any other public space.
- vi. Grant all opponents of the candidate and/or party permission to commit specific General and/or Posting Violations if the Violation for which the candidate was found guilty did not harm one opponent more than the other.
- vii. Grant one or more specific opponents of the same candidate permission to commit one or several specific General and/or Posting Violation(s), if the Violation for which the same candidate was found guilty harmed the specific opponent(s) more than all other opponents of the same guilty candidate.

## 3. Punishment of Parties

A. If a party candidate, a party staff member, and/or an unaffiliated person who has acted in the interest of the party, with or without the knowledge and consent of the leadership of the party, is found guilty by the Elections Committee of committing or conspiring to commit, or of aiding, abetting, counseling or commanding another to commit a General Violation or Posting Violation, then the Elections Committee may issue any of the following punishments:

- i. Disqualify the responsible political party from the Election and remove their names from the ballot (if possible).
- ii. Temporarily suspend the responsible party from all campaigning or from specific types of campaigning.
- iii. Order the campaign to pay a fine.
- iv. Order a reduction in the campaign's spending limit.
- v. Order the removal or alteration of any or all campaign materials from campus or public space.
- vi. Grant all opponents of the responsible party permission to commit one or several specific General and/or Posting Violation(s), if the Violation for which the same operative or member of the responsible party was found guilty did not harm one opponent of the responsible party more than another.
- vii. Grant one or more specific opponents of the responsible party permission to commit one or several specific General and/or Posting Violation(s), if the Violation for which the same operative or member of the responsible party was found guilty harmed the specific opponent(s) of the responsible party more than all other opponents of the responsible party.

## 4. Punishment of Executive and Judicial Officers

A. If a person who is an executive or judicial officer of ASUU is guilty of committing or conspiring to commit, or of aiding, abetting, counseling or commanding another to commit a General Violation or Posting Violation, then the Elections Committee may issue any of the following punishments:

- i. A recommendation to the Assembly of ASUU that the officer be impeached.
- ii. A formal rebuke by the Elections Committee.

## 5. General Violations

A. A person who does any of the following will commit a General Violation.

- i. Violating any portion of the Student Code of Conduct.
- ii. Bribing an ASUU official, University employee or any person who has restricted access to

- the ASUU balloting system.
- iii. Intimidating voters.
- iv. Giving or offering goods or services to a student in an explicit exchange for the same student casting that student's vote for a specific candidate or party.
- v. Deliberately providing false information to voters.
- vi. Altering or tampering with the balloting procedure or the ballot-counting process.
- viii. Failing to obey University policies, University codes, the rulings of the ASUU Judicial Branch, the regulations issued by the Elections Registrar, and all federal and state laws.
- ix. Disrupting any University class, organization or function with the effect or intent of aiding or hindering any campaign.
- x. Defacing or destroying private or University property.
- xi. Writing or posting upon the blackboards or similar surfaces of the University.
- xii. Obstructing any automobile windshield.
- xiii. Interfering with or sabotaging the campaigns of other candidates or parties.
- xiv. Harassing other registered candidates or attempting to convince other register candidates to switch parties.
- xv. Campaigning inside the Marriott Library, the Olpin Union, or the meetings and/or offices of ASUU.
- xvi. Wearing campaign clothing or displays other campaign paraphernalia inside the ASUU Office, except when conducting short and concise campaign business with the staff and officers of ASUU.
- xvii. Distributing any food or drink to students while actively campaigning unless provisions are made through the ASUU Elections Registrar.
- xviii. Obstructing, damaging, or removing the campaign posters and banner of another party.
- xix. Soliciting any student by phone or by text message without either obtaining the expressed consent of the same student or being a close acquaintance of the same student.
- xx. Using an electric generator on campus for the purpose of campaigning.
- xxi. Violating the rules of the Residence Hall Association while within their jurisdiction.
- xxii. Violating the rules of the University Student Apartments while within their jurisdiction.
- xxiii. Campaigning in any manner prior to the dates determined by Section 2 of this Article with any further restrictions clarified by the Elections Registrar.
- xxiv. Distributing or displaying campaign material on campus, advertising on campus, or maintain a booth on campus prior to the dates determined by Section 2 of this Article with any further restrictions clarified by the Elections Registrar.
- xxv. Campaigning between 10:00 pm and 7:00 am.
- xxvi. Having more than eight (8) booths on campus at the same time.
- xxvii. Failing to notify the Elections Registrar of the location of any booth before the booth is put up. AA.
- xxviii. Violating any spending limits or disclosure requirements in these Bylaws.
- xxix. Willfully campaigning on campus within five hundred (500) feet of any computer or other electronic device that is actively being used to cast a vote in an ASUU election.
- xxx. Violating any regulation regarding party websites, social-networking, or other online activity which may be issued by the Elections Registrar.
- xxxi. Committing any act forbidden by the Steering Committee or committing any significant act that has not been approved by the Steering Committee.
- xxxii. Violating a ruling of the Supreme Court of ASUU, which elaborates upon, but which contradicts neither the Constitution of ASUU nor the Bylaws.
- xxxiii. Violating a ruling of the Elections Committee, which elaborates upon, but which does not contradict, the Constitution of ASUU, nor the Bylaws herein, nor a ruling of the Supreme Court of ASUU.
- xxxiv. Violating any rule which shall have been issued and made public by the Elections Registrar, which elaborates upon, but which does not contradict, the Constitution of ASUU, nor the Bylaws herein, nor a ruling of the Supreme Court or the Elections Committee.

## 6. Posting Violations

- A. A person who does any of the following will commit a Posting Violation.
  - i. Posting campaign materials on campus or a website prior to the date determined by the Elections Registrar.

- ii. Posting campaign materials on any door of the University.
  - iii. Using any type of adhesive which has not been approved by the Elections Registrar.
  - iv. Posting campaign materials in the John R. Park Building, the Marriott Library, the Student Services Building, or the Olpin Student Union.
  - v. Posting campaign materials on kiosks or bulletin boards.
  - vi. Posting any poster, banner, or similar advertisement other than those allowed by the bylaws.
  - vii. Posting any poster, banner, or similar advertisement that is greater than eighteen (18) inches by twenty-four (24) inches.
- 7. Posting Provisions for Independent Legislative Candidates
  - A. Legislative candidates may not post more than fifteen (15) posters.
  - B. Legislative candidates are prohibited from posting any lawn signs.
- 8. Posting Provisions for Attorney General Candidates
  - A. Candidates may not post more than eight (8) posters in any university building.
  - B. Candidates may not post more than forty (40) total posters on campus.
  - C. Candidates may not post more than ten (10) standard-sized lawn signs.
- 9. Posting Provisions for Political Parties
  - A. Each party may not post more than fifteen (15) posters in any university building.
  - B. Each party may not post more than twenty-five (25) standard-sized lawn signs.

## **Section 9 - Steering Committee**

1. All university and public officials who must approve and review campaign activities shall be part of a Steering Committee organized by the Elections Registrar.
2. The Elections Registrar will provide an opportunity for all candidates and parties to present the portions of their campaign to the Committee that any member of the Committee has jurisdiction over.

## **Section 10 – Elections Committee**

1. The Elections Committee is a judicial body of ASUU comprised of seven (7) committee members.
2. The President of ASUU will appoint the committee members with the advice of the Elections Registrar.
3. The Student Senate must confirm the appointment of the committee members.
4. The committee members will begin their term the same week that Presidential and Vice Presidential candidates begin filing. The Elections Registrar has discretion to organize committee training before filing begins.
5. Membership Requirements
  - A. Committee members may not run in ASUU elections during their terms.
  - B. Committee members may not have private interests in the outcome of the elections.
  - C. Committee members must have a current cumulative grade point average of 2.5 or greater.
  - D. Committee members must be members of ASUU in good standing.
  - E. Committee members may be resign or be removed from office if they have not behaved with integrity and respect for their office.
  - F. Committee members may resign or be removed from office if they do not remain neutral, impartial, and unaffiliated regarding all campaigns, parties, and candidates during ASUU elections.
  - G. At least one (1) member of the Elections Committee must be a graduate student.
6. Compensation
  - A. Committee members shall be compensated at the level set by the ASUU Legislature before the start of their term.
  - B. Committee members will not be compensated if they resign.
  - C. Committee members will not be compensated if they are removed from office.
  - D. Committee members will not be compensated if they fail to attend more than seventy-five percent (75%) of the scheduled meetings during their term.
7. Chair of the Elections Committees
  - A. The Chair of the Elections Committee will be elected by majority vote of the members.
  - B. The Chair will schedule and preside over all Elections Committee meetings and hearings.
  - C. The Chair will cast the deciding vote if the committee votes are equally split.
8. Jurisdiction of the Elections Committee
  - A. The Elections Committee shall have original judicial jurisdiction over:
    - i. Cases in which a candidate or political party petitions for an injunction against an officer or agent of ASUU, to correct or prevent a specific failure of the same officer or agent to ensure and administer a fair and honest election and to uphold Article V of the bylaws



- herein;
  - ii. Cases where the Attorney General or the Prosecutor for Elections, acting on behalf of ASUU, petitions for the punishment of a candidate or party under the elections bylaws;
  - iii. Cases where a member of ASUU petitions for the punishment of a candidate or political party under the elections bylaws; and
  - iv. Cases in which the Attorney General or the Prosecutor for Elections or a candidate or political party petitions for the results of an election to be reviewed, reversed or annulled on the grounds that the winner is not eligible to assume office, or that election fraud or misconduct by one or more candidate or political parties has invalidated the results of the election.
- B. In cases where a member of ASUU petitions for the punishment of a candidate or political party, if the Attorney General determines the outcome of the case is critical to the fairness and legitimacy of the election, the Attorney General or the Prosecutor for Elections will become the petitioner of the case, at the discretion of the Attorney General.
  - C. The Elections Committee can refuse to hear a grievance if at least five (5) out of the seven (7) members agree that it is inconsequential to a fair election.
  - D. If the Elections Committee refuses to hear a grievance, the petitioner may appeal to the Supreme Court of ASUU.
  - E. All rulings of the Elections Committee may be appealed to the Supreme Court of ASUU.
    - i. Any Elections Committee ruling calling for disqualification must be reviewed by the ASUU Supreme Court within seventy-two (72) hours.
  - F. With the advice of the Elections Registrar, the Elections Committee shall review and certify the results of each election.
9. Elections Committee Bylaws
- A. The Elections Committee must have at least four (4) members present to conduct business.
  - B. If the Chair is not present, then the election committee members will elect an Acting Chair, who will serve as chair for the duration of the meeting or until the Chair returns.
  - C. Each defending party must be notified of the case against it at least thirty-six (36) hours before the hearing.
  - D. The Elections Committee will not rule on a case unless both the petitioner and defendant are present and allowed to present their arguments.
  - E. The Elections Committee shall not issue a punishment to any defendant, unless it has first ruled, by a majority vote, based upon the evidence and arguments of a fair hearing, that the defendant has committed the violation in question.
  - F. All Elections Committee proceedings will be open to the public.

## **Section 11 - The Elections Council**

- 1. There shall be an Elections Council comprised of at least two (2) but no more than four (4) members of the ASUU who shall assist the Elections Registrar with the ASUU related operations of the election.
  - A. Elections Council members shall be selected by the Elections Registrar and must be confirmed by the ASUU Senate.
- 2. Duties and Powers include but are not limited to:
  - A. Advertising;
  - B. Recruitment; and
  - C. Tracking compliance.
- 3. Compensation:
  - A. Members of the Elections Council shall be compensated up to one hundred dollars (\$100) per semester at discretion of the Elections Registrar. They shall be compensated from the Elections Registrar's budget.

## **Section 12 - Campaign Finance Limits and Disclosure**

- 1. Campaign Finance Limits
  - A. No campaign of a political party may accept more than two hundred dollars (\$200) from any one individual, business, or entity.
  - B. No campaign of an Attorney General candidate may accept more than one hundred dollars (\$100) from any one individual, business, or entity.
  - C. No campaign of an independent legislative candidate may accept more than thirty dollars (\$30) from any one individual, business, or entity.
  - D. Candidates are themselves classified as entities and individuals. Therefore, no individual candidate may donate to themselves more than the monetary limits listed in Section 12, Subsection 1, Parts A-C of this Article.

- E. No campaign of an independent legislative candidate may spend more than one hundred dollars (\$100).
- F. No campaign of an Attorney General candidate may spend more than five hundred dollars (\$500).
- G. No campaign a political party may spend more than twelve hundred dollars (\$1,200).
- 2. Primary Election Financial Disclosure
  - A. If a Primary Election is held, each independent candidate and each political party shall submit to the Chief Financial Auditor of Campaigns a complete, accurate and current credit and debit listing of all campaign related expenditures, purchases, fines and services and a copy of all receipts before the Primary Election begins.
  - B. After a campaign has submitted its disclosures described in the previous sub-section, it will not incur any additional credit or debit until the Primary Election is over. The campaign must still pay any financial penalties issued by the Elections Committee.
- 3. General Election Financial Disclosure
  - A. Each independent candidate and each political party shall submit to the Chief Financial Auditor of Campaigns a complete, accurate and current credit and debit listing of all campaign related expenditures, purchases, fines and services and a copy of all receipts before the General Election Begins.
  - B. After a campaign has submitted its disclosures described in Section 11, Subsection 2, Part A of this Article, it will not incur any additional credit or debit until the General Election is over. The campaign still must pay any financial penalties issued by the Elections Committee.
  - C. Any financial disclosures made for the Primary Election do not need to be disclosed again before the General Election.
- 4. In Kind Donations
  - A. All in kind donations to independent campaigns or party campaigns must be disclosed at fair market values. This section includes any work done "pro bono".
  - B. In kind donations shall not count against the campaign contribution limit of Section 11, Subsection 1 of this Article.
  - C. In kind donations may include but are not limited to goods, services, space, buildings, and rooms that are lent to a party for free or at a discount.

## **Section 12 - Balloting Procedures**

- 1. Balloting will be held via internet in a manner where students can only cast their vote with their UNID and password.
- 2. Candidates will appear on the ballot in a random order.
- 3. If the winner of the election withdraws or is disqualified before inauguration, then the corresponding losing candidate who received more votes than other losing candidates will become the winner.
- 4. Political Party Provisions
  - A. In both the Primary and General Elections, each student will cast a vote for one (1) political party. A vote for a political party will be a vote for each of the three candidates on the ticket.
  - B. The three (3) political parties that receive the most votes during the Primary Election will appear on the ballot for the General Election.
- 5. Primary Election Provisions
  - A. The Primary Election will be held if there are more than three (3) candidates filed for the same position in order to reduce the candidate number listed on the final ballot.
  - B. If votes are evenly split between four (4) or more candidates so that the number of advancing candidates is not equal to three, then the candidates who are eliminated will be determined randomly at the discretion of the Elections Registrar and the Elections Committee.
- 6. General Election Provisions
  - A. If there is a tie between two (2) or more candidates or parties:
    - i. The candidate or party who received more votes in the Primary Election will be the winner.
    - ii. If there was no Primary Election or if the two (2) or more candidates/parties received the same number of votes in the Primary Election, the winner will be determined randomly at the discretion of the Elections Registrar and the Elections Committee.
- 7. Voter Turnout will be determined by total votes cast even if they are not complete ballots.

## **Additional Rules and Explanations**

### Campaign Budget Reimbursement:

ASUU will reimburse one-half of the total allotted budget for each party or candidate campaign for apparel and printing. Additional information regarding the reimbursement will be posted to the Elections Blog during Fall semester.

### Marketing:

ASUU will provide numerous marketing services for all parties and candidates to utilize throughout the campaign cycle. These services include things like t-shirts, poster printing, publishing of a party webpage, etc. and are all coordinated and run through the ASUU marketing department. More details about what marketing options and services are available will be posted on the Elections Blog and explained during Executive and Legislative Orientation. Christian Pugsley is our ASUU Marketing Director for the 2016-2017 year. He, along with Jessica Ashcraft, the ASUU Associate Director will be your contacts and sources regarding marketing design and ordering of materials. You can reach them via email at:

Director of Marketing – Christian Pugsley, [cpugsley@asuu.utah.edu](mailto:cpugsley@asuu.utah.edu)

ASUU Associate Director – Jessica Ashcraft, [jashcraft@asuu.utah.edu](mailto:jashcraft@asuu.utah.edu)

All marketing is first and foremost the responsibility of parties and legislative filed candidates. As such, it is up to the party or candidate to ensure that all marketing conforms with RedBook and is in the correct file-ready format. Christian and Jessica can help provide advice and review marketing for technical assistance and order information but it must be designed and created by the candidates and parties. In addition, all parties are responsible for keeping track of their own budget. Details about the budget can be found in RedBook. If you have any questions about what is and is not considered marketing, or about what is and is not allowed according to RedBook, please contact the Elections Registrar.

ALL MARKETING MATERIALS FOR ELECTIONS CAMPAIGNING MUST BE ORDERED THROUGH THE ASUU MARKETING DEPARTMENT. NO EXCEPTIONS. Ordering through ASUU ensures a significantly lower cost, tax exempt status and ensures that all marketing expenses are tracked appropriately. Because of this, it is vital that each party and candidate be aware of the marketing deadlines. Failure to meet these deadlines may result in that candidate or party not getting any marketing materials to use while campaigning as materials sourced outside of the ASUU Marketing Department will not be accepted for use during the campaign period.

ASUU will also provide a standardized video for each party. This video should include your party's platform, logo, and any party candidates that you wish to include, and will be filmed by ASUU Marketing staff on a date that will be determined later and posted to the Elections Blog. More information about these videos will be sent out in the near future.

### **Important Marketing Dates & Deadlines to Remember:**

- **December 5<sup>th</sup>**: All parties and legislative candidates who wish to submit marketing materials must attend this meeting. This meeting is intended to be a short Q/A where candidates/parties can clarify any questions or doubts they have about marketing materials, rules, dates, budget, etc.
- **Week of December 6<sup>th</sup>-9<sup>th</sup>**: You must set up a brief meeting with marketing to discuss your plans and receive approval for your work. This will then give you all of Winter Break to create and design your material. (This will be for Parties only)
- **January 10<sup>th</sup>**: Drafts of all printed and digital marketing materials are due by 11:59pm.
  - This deadline is firm and is intended to give Marketing adequate time to review the technical aspects for all designs, including file type, size, resolution, etc.
  - If drafts of any materials are not submitted by this deadline, they will not be accepted on the final deadline on January 24<sup>th</sup>, and cannot be used for campaigning.
- **January 24<sup>th</sup>**: All final marketing for print and digital media is due by 11:59pm. This includes the following:
  - All digital media to be posted on ASUU supplied party webpage (pictures, logos, statement of party platform, etc.)
  - All final file-ready design files for any printed materials (posters, t-shirts, banners, etc.)
  - Order details with total count and size information for all materials
  - AFTER 11:59PM, NO ADDITIONAL MARKETING MATERIALS WILL BE ACCEPTED, WHAT YOU HAVE ORDERED IS WHAT YOU GET.

The Elections Registrar will notify you when your order has arrived and will allow you to pick it up on poster sorting day (February 17<sup>th</sup> if there is no primary)

It is highly recommended that each party appoint one person from their core committee to handle the ordering of apparel. Designating this person will be required as part of filing, though it may be changed. This person will be responsible for communicating with the Elections Registrar and making decisions for the party regarding marketing: including:

- Submitting all apparel designs.
- Meeting with the Elections Registrar and ASUU Associate Director to review the marketing proposals and pricing.
- Determining the quantities of each type of apparel that will be ordered.
- Determining the amount of the party's funding that will be allocated to apparel printing.
- Arranging to pick up all apparel from the Elections Registrar on the date that it can be distributed.

## **Marketing Design Rules and Guidelines**

No campaign apparel can be worn until Posting Day (February 18<sup>th</sup> if there is no primary; February 4<sup>th</sup> if there is a primary).

Each party will request a primary color during filing. These colors may not be: white, black, or red. All parties may use black and white as secondary colors. Red will not be a permitted color in any marketing for parties. YOU ARE PROHIBITED from using University of Utah apparel or insignia including the Block U and/or the Drum and Feather in your campaign marketing. (Note: the hand symbol of the U is permissible in any marketing. The verbal phrase “Go Utah” is permissible in marketing.) Any other questions regarding impermissible marketing materials should be directed to the Elections Registrar.

Campaign posters and handouts must be purchased through the Elections Registrar and delivered to ASUU directly. Printed items can include, posters, handouts, banners, and lawn signs. Posters may not exceed dimensions of 18” X 24”. Building regulations and rules for posters will be published on the Elections Blog by the beginning of spring semester.

If a campaign has any public social media groups on Facebook or any other platform the group must invite the Elections Registrar to join as soon as the page goes live on Posting Day.

## **Campaigning**

Campaigning includes (but is not limited to), wearing apparel, posting campaign-related content on social media sites, hosting events, and tabling. If there are any questions about what constitutes as campaigning, please ask the Elections Registrar. It is always better to ask for permission than to ask for forgiveness (see section on grievances). All actions taken publicly on social media are considered active campaigning and may not occur until posting day. Campaigning begins on posting day: if there is not a primary, this takes place on February 18th, in the event of a Primary this will begin on February 4th.

If your party wishes to table during the campaign process, you must send a ranked listing of eight desired tabling locations, dates, and times for active campaigning weeks to the Elections Registrar. Tabling requests are due by January 31<sup>st</sup>. The Elections Registrar will organize and assign tabling locations.

## **Grievance Procedures**

Grievances are the method through which campaign violations or infractions against student candidates and/or parties are filed. Any violations of the rules contained in this packet, or rules published by the Elections Registrar subsequent to the publishing of this packet, will be dealt with by filing a grievance with the Elections Committee. The Elections Committee has been created to establish an independent judicial body to enforce elections rules. The Elections Registrar, the Assistant Elections Registrar, and the Elections Board are not members of the Elections Committee, and therefore have no impact on the decisions rendered by the Elections Committee. The Elections Registrar will, however, enforce the rulings of the Committee.

Grievance meeting dates will be set once the Election Committee has been hired and approved. This weekly date and time will be posted to the ASUU Elections Blog. The grievance process will be loosely modeled after the US Judicial System and will be structured to guarantee substantive due process for all parties. This process includes:

- Notification (24 hours)
- Right to be heard (grievance hearing and possibility for appeal)
- A fair judge (Elections Committee appointed by President with advisement of Elections Registrar and confirmed by the Senate)

When a grievance is filed, they must be presented on the form attached at the end of this packet, along with any additional evidence or relevant information (additional forms can be located on the Elections Blog or in the ASUU office). Grievances may be filed by anyone at the University of Utah. It is recommended that parties internally coordinate the filing of grievances to ensure that the same grievance is not filed twice. Grievances must be submitted by 5:00pm two days before the grievance hearing. If no grievance is filed by 5:00 pm two days prior to the scheduled hearing, there will not be any grievance hearing for that week. (For example, if grievance hearings are held Wednesday, grievances must be filed by 5:00pm Monday).

All grievance hearings will be administered by the Elections Committee Chair. Once a grievance is filed, the Elections Registrar will notify all parties involved in the grievance at least 24 hours before the hearing. Hearings are open and public meetings. Everyone must act appropriately and arrive early.

During each grievance hearing, each party will be given five (5) minutes to present their arguments and evidence to the Elections Committee. This time will be broken down into a 4-minute opening statement and 1-minute summation. The petitioner, or party who has

filed the grievance, will open and summarize before the Respondent, the party against whom the grievance has been filed. In between the opening statement and the summation, the Elections Committee will have an open-ended period in which to ask questions of either side. Parties will only be able to answer if the question is directed to them. The election committee also has the authority to extend any time period and may do so by majority vote.

All grievance rulings will be released to the Deputy Elections Registrar who will then post them on the Elections Blog. All rulings will be announced within 24 hours of the conclusion of the grievance hearing, unless the Elections Committee votes to extend deliberation time. Any Elections Committee Ruling may be appealed to the Supreme Court within the first 24 hours after the ruling has been released. All rulings on disqualification will automatically go before the ASUU Supreme Court.

When preparing a grievance, use the form at the end of the packet. You must include a reference to the portion of Article V or the Elections Packet that is at issue. You may also provide any additional relevant information. Additional information may be submitted after the grievance has been filed, but it is up to the Elections Committee Chair to decide whether or not the additional evidence will be admitted. Respondents may provide a copy of their defense or other written materials to the Elections Registrar to be distributed to the committee at the discretion of the chair. Witnesses may attend and testify if a party chooses to share their allotted time with the witness. The party and witness may also be available to answer questions during the question period.



## **Additional Documents & Forms**

# President/Vice Presidential Ticket Candidate Filing Form

**Please complete the following:**

Presidential Candidate Name: \_\_\_\_\_ College: \_\_\_\_\_

Name to Appear on Ballot: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Vice President of Student Relations Candidate Name: \_\_\_\_\_

College: \_\_\_\_\_

Name to Appear on Ballot: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Vice President of University Relations Candidate Name: \_\_\_\_\_

College: \_\_\_\_\_

Name to Appear on Ballot: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Independently filed or filing a party? (Circle one): (Independent) (Party)

The following questions are only applicable for P/VP Candidates that are forming a party:

Party Name (30 chars. or less, no quotation marks or special characters):

\_\_\_\_\_

Color: \_\_\_\_\_

Party Contact for Elections Registrar (will coordinate all party questions except marketing):

Name: \_\_\_\_\_

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

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

Party Marketing Contact for Elections Registrar:

Name: \_\_\_\_\_

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

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

Preliminary Meeting with Elections Registrar and Communication Advisor (Week of December 6th)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

ADD IN INFO ABOUT DISCLOSING ANYTHING. HMM THINK IT OVER.

**Please read, sign and date each of the following:**

I hereby declare myself eligible for the office of \_\_\_\_\_ and give permission for ASUU to verify my eligibility including checking my academic records as needed. I pledge to conduct myself in a professional manner with dignity and respect throughout the elections process. I also understand the candidate responsibilities as outlined in ASUU Redbook Article V Section 3.2.

President Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Student Relations Candidate Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Vice President University Relations Candidate Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

I agree as a candidate for ASUU office, upon penalty of fines, disqualification, or other Election Sanctions levied by the Elections Committee, that I have received, read, and agree to abide by the 2015 ASUU Elections Regulations & Guidelines including the ASUU Constitution Article V of Redbook and the ASUU Elections Policy & Procedures contained within the Elections Packet. I understand that I will be held accountable for my actions and compliance to the Elections Rules even during the period before I had filed. I also understand that any changes to these rules will be published on ASUU website.

President Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Student Relations Candidate Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Vice President University Relations Candidate Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

I understand that my candidacy is dependent upon my participation and attendance in the following meetings:

- a. Preliminary Marketing Meeting with the Elections Registrar and Communications Advisor (December 5th)
- b. Mandatory Diversity Training (January 21st)
- c. Presidential/Vice Presidential Orientation (December 1st)

President Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Student Relations Candidate Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Vice President University Relations Candidate Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

I understand that voting will be performed via computer and agree to abide by all rules and regulations set forth by the University of Utah, the ASUU Elections Registrar, and the ASUU Elections Committee regarding or related to voting procedures, valid use of student identification numbers, etc.

President Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Student Relations Candidate Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Vice President University Relations Candidate Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**\*Each President/Vice-President/Vice-President ticket is required to pay the \$5 non-refundable filing fee and the \$450 refundable deposit\***

\*\*\*\*\*

**For Office Use Only**

- ☐ Payment of \$450 refundable president/vice president deposit has been made (if applicable).
- ☐ Payment of the \$50 refundable AG deposit has been made (if applicable).
- ☐ Payment of the \$25 refundable Legislative deposit has been made (if applicable).
- ☐ Payment of the \$5.00 non-refundable filing fee has been made.
- ☐ Receipt(s) have been given to the candidate for verification of above transaction.
- ☐ The above named student is currently matriculated, has a cumulative GPA equal to/or greater than 2.5 (Senate/Assembly) or 2.8 (and in Good Academic Standing) (AG/President/VP) and is a member of the declared college.

ASUU Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Attorney General Candidate Filing Form**

**Please complete the following:**

What office are you filing for? (Circle one): (Attorney General)

Candidate Name: \_\_\_\_\_ College: \_\_\_\_\_

Name to Appear on Ballot: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Email: \_\_\_\_\_

**Please read, sign and date each of the following:**

I hereby declare myself eligible for the office of \_\_\_\_\_ and give permission for ASUU to verify my eligibility including checking my academic records as needed. I pledge to conduct myself in a professional manner with dignity and respect throughout the elections process. I also understand the candidate responsibilities as outlined in ASUU Redbook Article V Section 3.2.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree as a candidate for ASUU office, upon penalty of fines, disqualification, or other Election Sanctions levied by the Elections Committee, that I have received, read, and agree to abide by the 2016 ASUU Elections Regulations & Guidelines including the ASUU Constitution Article V of Redbook and the ASUU Elections Policy & Procedures contained within the Elections Packet. I understand that I will be held accountable for my actions and compliance to the Elections Rules even during the period before I had filed. I also understand that any changes to these rules will be published on ASUU website.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that my candidacy is dependent upon my participation and attendance in the following meetings:

- a. Preliminary Marketing Meeting with the Elections Registrar and Associate Director (December 5th)
- b. Mandatory Diversity Training (January 21st)
- c. Orientation (December 1st)

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that voting will be performed via computer and agree to abide by all rules and regulations set forth by the University of Utah, the ASUU Elections Registrar, and the ASUU Elections Committee regarding or related to voting procedures, valid use of student identification numbers, etc.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Each Attorney General candidate is required to pay the \$5 non-refundable filing fee and the \$50 refundable deposit\***

\*\*\*\*\*

**For Office Use Only**

\_\_\_ Payment of \$450 refundable president/vice president deposit has been made (if applicable).

\_\_\_ Payment of the \$50 refundable AG deposit has been made (if applicable).

\_\_\_ Payment of the \$25 refundable Legislative deposit has been made (if applicable).

\_\_\_ Payment of the \$5.00 non-refundable filing fee has been made.

\_\_\_ Receipt(s) have been given to the candidate for verification of above transaction.

\_\_\_ The above named student is currently matriculated, has a cumulative GPA equal to/or greater than 2.5 (Senate/Assembly) or 2.8 (and in Good Academic Standing) (AG/President/VP) and is a member of the declared college.

ASUU Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Legislative Candidate Filing Form**

### **Please complete the following:**

What office are you filing for? (Senate or Assembly): \_\_\_\_\_

Candidate Name: \_\_\_\_\_ College: \_\_\_\_\_

Name to Appear on Ballot: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Email: \_\_\_\_\_

### **Please read, sign and date each of the following:**

I hereby declare myself eligible for the office of \_\_\_\_\_ and give permission for ASUU to verify my eligibility including checking my academic records as needed. I pledge to conduct myself in a professional manner with dignity and respect throughout the elections process. I also understand the candidate responsibilities as outlined in ASUU Redbook Article V Section 3.2.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree as a candidate for ASUU office, upon penalty of fines, disqualification, or other Election Sanctions levied by the Elections Committee, that I have received, read, and agree to abide by the 2016 ASUU Elections Regulations & Guidelines including the ASUU Constitution Article V of Redbook and the ASUU Elections Policy & Procedures contained within the Elections Packet. I understand that I will be held accountable for my actions and compliance to the Elections Rules even during the period before I had filed. I also understand that any changes to these rules will be published on ASUU website.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that my candidacy is dependent upon my participation and attendance in the following meetings:

- a. Preliminary Marketing Meeting with the Elections Registrar and Associate Director (December 5th)
- b. Mandatory Diversity Training (January 21st)
- c. Orientation (December 1st)

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that voting will be performed via computer and agree to abide by all rules and regulations set forth by the University of Utah, the ASUU Elections Registrar, and the ASUU Elections Committee regarding or related to voting procedures, valid use of student identification numbers, etc.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Each legislative candidate is required to pay the \$5 non-refundable filing fee and the \$25 refundable deposit\***

**You can pay the \$5 non-refundable fee online by following the link found under the Elections Blog <http://asuu.utah.edu/boards/electionsregistrar>, or in person at the ASUU Office.**

**Payment of the \$25 refundable deposit will be addressed at candidate orientation once grades have been checked and you are found eligible to run in elections.**

**Please fill out this form and submit it by email to [cgrover@asuu.utah.edu](mailto:cgrover@asuu.utah.edu), no later than November 23<sup>rd</sup> at 5pm. Applications submitted after this time will result in candidates being unable to run.**

\*\*\*\*\*

**For Office Use Only**

\_\_\_ Payment of \$450 refundable president/vice president deposit has been made (if applicable).

\_\_\_ Payment of the \$50 refundable AG deposit has been made (if applicable).

\_\_\_ Payment of the \$25 refundable Legislative deposit has been made (if applicable).

\_\_\_ Payment of the \$5.00 non-refundable filing fee has been made.

\_\_\_ Receipt(s) have been given to the candidate for verification of above transaction.

\_\_\_ The above named student is currently matriculated, has a cumulative GPA equal to/or greater than 2.5 (Senate/Assembly) or 2.8 (and in Good Academic Standing) (AG/President/VP) and is a member of the declared college.

ASUU Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Change of Party Form**

**\*\*\*Primary Election Due: March 1st, 2017 \*\*\***

**\*\*\*General Election Due: February 16th, 2017 \*\*\***

**\*\*\*Turn in to ASUU (Union Rm. 234) before 5pm\*\*\***

**NOTE: Candidates are not required to change parties even in the event of a primary election. All candidates may keep their original party affiliation for the general election.**

### **Please complete the following:**

Candidate Name: \_\_\_\_\_

Office: \_\_\_\_\_ College: \_\_\_\_\_

Name to Appear on Ballot: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Former Party Affiliation: \_\_\_\_\_

New Party Affiliation: \_\_\_\_\_

### **Please read, sign and date the following:**

I hereby request a change of party affiliation as noted above. I understand that once the change is made, I will be listed under the new party affiliation for the next election.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby agree to allow the above signed to file with my party for the position that they have specified.

Presidential Candidate of New Party Affiliation Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

### **For Office Use Only**

\_\_\_\_ Payment of the \$5.00 non-refundable party change fee has been made. New party notified of the requested change

\_\_\_\_ Receipt(s) have been given to the candidate for verification of above transaction.

ASUU Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

## Official Grievance Form and Notice

Name of Person(s) Filing Greivance (Petitioner): \_\_\_\_\_

Party/Group Affiliation (if any): \_\_\_\_\_

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

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

Date of Filing (Today): \_\_\_\_\_

Approximate Date and Time of Alleged Violation: \_\_\_\_\_

Person(s) Grievance is Filed Against (Respondent): \_\_\_\_\_

Please ***type*** a concise and detailed description of the grievance. Include specific reference(s) to Redbook Article V – Election Policy and Procedure and the Elections Packet if applicable. Also include any attachments or additional information relevant to the filed grievance with this form.

It appears from the investigation that the respondent may have violated the following Redbook Article V or Elections Packet procedures:  
(list specific violations)

The specific allegations that resulted from an investigation are as follows: (list specific allegations)

The petitioner and respondent may bring any evidence, witnesses, or persons as appropriate, keeping in mind that all admitted evidence must be approved by the Elections Committee Chair and that strict time constraints will be kept to.

\*\*\*\*\*

### **For Office Use Only**

Grievance \_\_\_\_\_ received:

Scheduled \_\_\_\_\_ Hearing:

Elections \_\_\_\_\_ Committee \_\_\_\_\_ Ruling:

Description \_\_\_\_\_ of \_\_\_\_\_ Ruling:

Fine(s) \_\_\_\_\_ Collected:

Other: \_\_\_\_\_

\*\*\*\*\*

## **Election Contributions**

\*\*\*Due January 17<sup>th</sup>, 2017\*\*\*

\*\*\*Turn in to ASUU (Union Rm. 234) by 10am\*\*\*

**(Party)(Pres./Vice Pres.) (Senate) (Assembly) (Attorney General)**

Party/Group affiliation (if any): \_\_\_\_\_

Student Candidate: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Today's date: \_\_\_\_\_

Campaign Accountant (if applicable)/Presidential Candidate: \_\_\_\_\_

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

**The total amount of money a candidate or party receives in contributions may not exceed the amount that is allotted to them in each of their respective proscribed budgets. As such, *total* contributions and expenditures for primary and final campaigns (including fines) cannot exceed the following guidelines:**

- A. Party expenditures are limited to \$1200.
- B. Attorney General candidate expenditures are limited to \$500.
- C. Legislative candidate expenditures are limited to \$100

**Additionally, no individual or group may donate more than \$200 to any candidate, group of candidates, or party in a single election year.**

**Contributions – On the back of this sheet, please list all individuals or groups, including yourself, who have contributed to your campaign. Attach additional sheets if necessary.**

***Total campaign contributions:*** \$ \_\_\_\_\_

**We, the undersigned, as a candidate for ASUU office certify under penalty of fine, disqualification, or other sanctions levied by the Elections Committee, that the statements given above or attached are, to the best of our knowledge, true, accurate and in full compliance with the 2016 ASUU Elections Regulations and Guidelines including the ASUU Constitution Article V of Redbook and the ASUU Elections Policy and Procedures.**

Student Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Campaign Accountant (if applicable)/Presidential Candidate:

\_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**For Office Use Only**

Received in office: \_\_\_\_\_ ASUU

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved      Incomplete      Not approved/Grievance Recommended      Reason: \_\_\_\_\_

Description of Ruling: \_\_\_\_\_

Election Auditor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

## **Financial Disclosure**

\*\*\*Due February 9<sup>th</sup>, 2017\*\*\*

\*\*\*Turn in to ASUU (Union Rm. 234) by 5pm\*\*\*

**Circle one:**

**(Party) (Pres./Vice Pres.) (Senate) (Assembly) (Attorney General)**

Party/Group affiliation (if any): \_\_\_\_\_

Student Candidate: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Today's date: \_\_\_\_\_

Campaign Accountant (if applicable)/Presidential Candidate: \_\_\_\_\_

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

**Total expenditures for primary and final campaigns (including fines and fees) cannot exceed the following Redbook guidelines (Article V):**

- A. Party expenditures are limited to \$1200.
- B. Attorney General candidate expenditures are limited to \$500.
- C. Legislative candidate expenditures are limited to \$100

**Please Note:**

- 1. Receipts must accompany financial disclosure forms.
- 2. Include a complete and typed record of expenses, donations, etc. in spreadsheet format.
- 3. Items that were received for no cost or at a discount must be accompanied by a form stating the fair market value of the item and a signature from the individual or entity providing the item.
- 4. Candidates should be prepared to justify their financial disclosure.
- 5. The Elections Auditor will review all financial disclosures, after which all disclosures will be available for public review.
- 6. If, for any reason, the Elections Auditor cannot approve this disclosure, election results will be frozen until the matter is resolved.

***Please list all expenditures on the back of this sheet, including any and all fees and fines. Filing fees and deposits should be listed but not included in the total. Use additional sheets if needed.***

- 1. Total expenses reported on primary financial disclosure: \$\_\_\_\_\_.**
- 2. Expenses for final elections: \$\_\_\_\_\_.**
- 3. Total expenses for primary and final elections: \$\_\_\_\_\_.**

**We, the undersigned, as a candidate for ASUU office certify under penalty of fine, disqualification, or other sanctions levied by the Elections Committee, that the statements given above or attached are, to the best of our knowledge, true, accurate and in full compliance with the 2016 ASUU Elections Regulations and Guidelines including the ASUU Constitution Article V of Redbook and the ASUU Elections Policy and Procedures.**

Student Candidate: \_\_\_\_\_  
\_\_\_\_\_

Date:

Campaign Accountant (if applicable)/Presidential Candidate:

\_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**For Office Use Only**

Received in office:

\_\_\_\_\_ ASUU

Representative Signature:

Date:

\_\_\_\_\_ Approved      Incomplete      Not approved/Grievance

Recommended Reason: \_\_\_\_\_ Description of Ruling:

\_\_\_\_\_ Election Auditor

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

\*\*\*\*\*

**List all Expenditures for the Party/candidate/ticket, including the filing fees and deposits**

According to Redbook Article V Section 10(2) and 10(3), Each candidate and/or party must submit to the Chief Financial Auditor of Elections a complete and accurate credit and debit listing of all campaign related expenditures, purchases, fines and/or services acquired during the campaign...For the purposes of disclosure, any and all campaign items, materials (including food), and/or professional services that a candidate or party purchases or receives in -kind must be listed in that candidate's or party's expenditure disclosure.

[illegible]

Election Auditor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **ASUU On Boarding Checklist**

(Application Process/Recruitment)

**ASUU Filing Cycle Begins Late October, Early November**

**ASUU Admin Verification of Required GPA**

**Verify Student Enrollment in College (Senate/Assembly)**

**Front Desk Receives Application (puts in appropriate folder)**

Front Desk Receives Required Payment & Issues Receipt

(Elected/Hiring Process)

**ASUU Admin Verification of Required GPA**

**Verify Student Enrollment in College (Senate/Assembly)**

**Application Handed Off to Chief Of Staff Application Pool**

**Interview and Acceptance Process**

Directors Interview and Choose Application

Official Application Chosen

Directors Notify the Chief Of Staff

**On Boarding Packet Given To Selected Applicant**

Orientation Packet

Oath of Office

Letter of Intent → ASUU Admin Send Copy to Senate Chair

Tuition Form

Meeting With HR Discussing ASUU Participation (Must Get Copy Of All HR Paperwork)

Confirmation Documentation (Once Confirmed By Senate)

Alias Creation ASUU Admin (Once Confirmed By Senate)

ASUU Card Access ASUU Admin (Once Confirmed By Senate)

**Applicant Confirmed By Senate**

\*Laura Make A Form That Senate Can Use Showing This Has Happened

**ASUU Admin Confirm That On Boarding Packet Is Complete**

Add to Official UBox List

Add to Appropriate Lists in Sympa



# **ASUU Off Boarding Checklist**

## **ASUU Student Notifies of Staff Resignation or Impeachment**

Senate/Assembly Member Notify Legislative Advisor

All Other ASUU Members Notify Chief of Staff

## **Student Submits Supportive Document for Resignation or Impeachment To Legislative Advisor or C.O.S.**

### **ASUU Admin Revokes ASUU Privileges**

ASUU Alias

ASUU Card Access

Sympa Lists

ASUU UBox List

Email Carol Bergstrom Re: Financial Aid Deduction

Move Information to Archive Section in ASUU

Updated: October 2016

# DESIGN BRIEF / REQUEST FORM

INSTRUCTIONS: Please fill out this form completely as possible. Save as: Design Brief\_(project name), attach to your e-mail along with any other files or images that may apply and send to Christian Pugsley at cpugsley@asuu.utah.edu. After receiving it Christian will set up a meeting with you to further discuss the project. If any changes need to be made please let us know as soon as possible.

// BOARD:

// PROJECT NAME:

// DEADLINES (Office use only)

COPY: \_\_\_\_\_

PRESS READY FILE: \_\_\_\_\_

1ST PROOF: \_\_\_\_\_

PRINT: \_\_\_\_\_

2ND PROOF: \_\_\_\_\_

DISTRIBUTION: \_\_\_\_\_

// MEDIA TYPE:

PRINT MEDIA:

- ☐ 11X17 POSTER
- ☐ A-FRAME
- ☐ VINYL BANNER
- ☐ FLOOR STICKER
- ☐ WALL CLING

SOCIAL MEDIA:

- ☐ FACEBOOK BANNER
- ☐ ASUU HOMEPAGE BANNER
- ☐ U OF U HOMEPAGE BANNER

OTHER:

- ☐ EMAIL IMAGE
- ☐ TEXT MESSAGE
- ☐ SWAG \_\_\_\_\_
- ☐ T-SHIRT
- ☐ \_\_\_\_\_

// SPONSORS (What logos need to be included on the poster?)

// AESTHETICS (Look and feel. Are there concepts, images, or designs that you want us to consider?)

I COPY |(Project information content- word for word text)

// EVENT TITLE:

// DATE(S):

// TIME(S):

// LOCATION(S):

// DESCRIPTION OF EVENT(S) / PROJECT(S):

// NOTES(Additional information not included in project content)