



# Executive 2018-2019 Candidate Packet

As approved by the following ASUU officials:

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

Dear 2018-2019 ASUU Candidates,

Congratulations on considering a bid for an elected position in ASUU. Choosing to run for a position is a major decision, and you should be proud for even considering such a commitment.

As I've debated throughout the summer about what to include in this letter, I've decided to do more than just congratulate you. I've decided to say what I adamantly believe needs to be said to anyone thinking about running for a position in ASUU.

The first few months of my presidency have been among the best months of my life—serving as president is the opportunity of a lifetime. I've learned more about myself and about how to lead than I had learned in all my preceding college career, and I've loved the friends, colleagues, and mentors I've made along the way. But, the day-to-day responsibilities of being president aren't always so glamorous. Many parts of the job, frankly, aren't so fun—from having to discipline friends for not doing their jobs, to working in the office for most waking hours, to not getting nearly enough sleep, being president (and, more broadly, being in ASUU) can be tough.

So, run in this election because you truly want to serve. Run because you want to make a difference on campus, because you love the University of Utah and its students, and because you feel a profound obligation to give back to the institution that has given you so much. Run because you're willing to be the temporary trustee of an organization that is much bigger than you are. Run because you look forward to the frequent and constantly evolving challenges of the job and the sacrifices they require, interspersed with the astoundingly incredible moments that make your daily efforts more than worth it. If you're running because you think that being in ASUU is all fun and games, because you think that having a cool title will boost your ego, because you think that being a student government leader will look good on your resume, because you think that you're so popular that the election will be easy for you to win, or because you just really want an X Pass, then you're in the wrong place. Be honest with yourself—it's better to realize these things now, rather than in the heart of the election.

As you make this decision to pursue a bid for an ASUU office, I wish you the best of luck. Being in ASUU is a privilege and an honor, and I ask that you always remember that fact throughout the elections process. I ask that you respect those who currently serve in ASUU, the Elections Director and her board, the ASUU Supreme Court, your fellow candidates, and the students we're all working to represent. Strive to win based not on your ability to find loopholes in the rules but on your ideas, your integrity, and your drive to serve the Associated Students of the University of Utah.

I'm looking forward to working with you.

Best,

Connor Morgan  
2018-2019 Student Body President

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

Dear Candidates:

My name is Caroline Ranger and I am the Elections Registrar for the 2018-2019 academic year. It is my duty to coordinate and oversee executive elections during my time in this position. Thus, I will be working closely with each of you throughout this elections cycle. I am committed to being accessible and transparent throughout this year to ensure a smooth elections process, and I look forward to being a dependable resource to you.

The purpose of this Elections Packet is to provide rules and expectations regarding the legislative election process. I recommend that you read it in its entirety and become familiar with its contents. This will serve you well during the elections season. These rules are also found in Article V of the ASUU Constitution, which includes all elections rules and regulations. I strongly encourage each and every one of you to become closely acquainted with Redbook, as you will be held responsible for the rules and regulations listed therein.

I will work to create an election process that is fair, transparent, and enjoyable for all candidates involved. Therefore, I will be frequent in my communications during the elections cycle, with an increase in frequency during the campaigning season. Please feel comfortable in reaching out to me for whatever reason, and I will commit to promptly responding to your questions to the best of my ability.

As a candidate, I expect that you will run a fair and ethical campaign, treat your fellow candidates and current members of ASUU with respect, follow the rules detailed in the elections packet and Redbook, commit to other common sense expectations, and most importantly, keep the best interests of our University of Utah and ASUU in mind throughout the entire campaigning process.

By choosing to run as a candidate for student government, you are committing yourself into an election process that may be tiring, stressful, frustrating, etc. Nonetheless, it will also be exhilarating, fun, and full of pleasant surprises. The relationships that you may develop, the lessons that you may learn, and the discoveries that you may make about yourself and others throughout this process will be worth every effort spent, despite the official outcome.

I wish each of you the best in this journey—welcome to this year's executive race.

Caroline Ranger  
Elections Registrar, 2018-2019  
[cranger@asuu.utah.edu](mailto:cranger@asuu.utah.edu)  
602-332-7166

## **A Letter from ASUU's 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 brave 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. This, however, is not just a commitment that the Diversity Board upholds. Striving towards inclusion, awareness, and advocacy must be considered by all ASUU representatives to destigmatize our office and promote open dialogues with students in all our student government branches.

Diversity is the presence of difference, whether it is based on race, gender, religion, spirituality, age, sexuality, socioeconomic status and other identities and concepts. As a diverse campus, we must celebrate, embrace, and value these differences. To do so, it is critical that we all 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. Being cognizant requires a commitment to self-growth, mindfulness, and a continual education on your own individual level. This is done through an understanding of different student experiences and the significance of validation, ethical witnessing, and ethical response. This is what we hope you will aspire and work towards along with us during your time in student government and as an advocate for our students.

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. Good luck and best wishes.

Sincerely,

ASUU 2018-2019 Diversity Board

# Spring 2019 Elections Campaigning Guidelines

*NOTE: The binding language that the Supreme Court considers when issuing rulings are in the governing documents: namely Redbook, Article V (<http://asuu.utah.edu/documents>). What follows are merely useful summaries and interpretations:*

## **Before the Election Period:**

- \$5.00 filing fee for all candidates and their respective deposits **MUST** be paid by the filing deadline, January 25<sup>th</sup>, 2019 at 5:00 pm
- Attend the orientation for all Legislative candidates on January 26<sup>th</sup>, 2019 at 11:15 am
- Attend the group meeting with the Deputy Elections Registrar, the Director of Marketing, and the Marketing Advisor on January 26<sup>th</sup> (same time as orientation)
- Attend mandatory Diversity Education on either February 6<sup>th</sup> from 7:00-9:00 pm or February 9<sup>th</sup> from 10:00 am – 12:00 pm

## **During the Voting Period:**

- Campaigning may not take place within 75 feet of a voting station.
- Candidates are prohibited from approaching potential voters with a web-enabled electronic device on which voting software is open.
- Elections will be held online; polling will occur from February 25<sup>th</sup> at 7:00 am to March 1<sup>st</sup> at 5:00 pm

## **After the Election:**

- Posters and other campaign materials should be removed from campus within 1 week of the polls closing (Sunday, March 8<sup>th</sup> at 5:00 pm)
- Grievances will be assessed by the Supreme Court according to Redbook and ASUU precedent.

## **Grievances**

- Grievances are the method through which campaign violations or infractions against student candidates and/or tickets are filed and adjudicated. Any violations of the rules contained in Redbook, 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 Supreme Court.

- The Supreme Court is an independent judicial body. The Elections Registrar and the Deputy Elections Registrar are not members of the Supreme Court and therefore have no vote on the decisions rendered by the Supreme Court. The Elections Registrar will, however, enforce the rulings of the Court.
- Grievance meeting dates will be set by the Supreme Court. Dates and times will be posted to the ASUU Elections website as the meetings are needed. The grievance process will be loosely modeled after the US judicial system and will be structured to guarantee due process for all individuals. This process includes the following:
  - Candidates will be notified of a grievance filed against them at least 24 hours prior to the grievance hearing.
  - Right to be heard (grievance hearing and possibility for appeal)
  - A fair judge (Supreme Court appointed by the ASUU President and confirmed by the Senate)
- All grievance hearings will be administered by the Supreme Court Chief Justice. Once a grievance is filed, the Elections Registrar will notify all individuals involved in the grievance at least 24 hours before the hearing. Hearings are open and public meetings. Everyone must act appropriately and arrive promptly.
- All grievance rulings will be released to the Elections Registrar who will then post them on the Elections website. All rulings will be announced within 24 hours of the conclusion of the grievance hearing, unless the Supreme Court votes to extend deliberation time.

### **How to File a Grievance**

- When preparing a grievance, use the form found online at <https://asuu.utah.edu/elections>. 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 additional evidence will be admitted solely at the discretion of the Elections Registrar.
- Grievances may be filed by any matriculated student at the University of Utah. It is recommended that individuals coordinate the filing of grievances to ensure that the same grievance is not filed twice. Additionally, the same grievance will not be considered by the Supreme Court twice.
- Grievances must be submitted by 5:00 pm 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 5:00 pm Monday). During the last week of the campaign, this may be subject to change.

- Respondents may provide a copy of their defense or other written materials to the Elections Registrar to be distributed to the Court. Witnesses may attend and testify if a ticket chooses to share their allotted defense time with the witness. The ticket and witness may also be available to answer questions during the question period.

### **If a Grievance is Filed Against You**

- During each grievance hearing, each ticket will be given three (3) minutes to present their opening statements and evidence to the Supreme Court.
- The complainant (party who has filed the grievance) will open and summate before the respondent (the ticket against whom the grievance has been filed). Between the opening statement and the summation, the Supreme Court will have an open-ended period in which to ask questions of either side for a three (3) minute period.
- Individuals will only be allowed to respond if the question is directed to them. The Court will then hold a ten (10) minute discussion period in which the candidates are not present. The Court has the authority to extend any time period and may do so by majority vote.

### **Marketing**

- ASUU will provide numerous marketing services for candidates to utilize, such as poster printing, headshots, etc.
  - Additional details on marketing options and services will be explained during the initial marketing meeting.
- Jessica Ashcraft, [jashcraft@asu.utah.edu](mailto:jashcraft@asu.utah.edu), Interim Director of Student Leadership and Involvement, and Chloe Wilcox, [cwilcox@asu.utah.edu](mailto:cwilcox@asu.utah.edu), ASUU Director of Marketing, will serve as your contacts regarding marketing design and ordering of materials.
- All marketing is first and foremost the responsibility of candidates. As such, it is up to the ticket or candidate to ensure that all marketing conforms to Redbook and is in the correct, file-ready format. Chloe and Jessica can help provide advice and review marketing for technical assistance and order information, as well as provide a template for poster marketing.
- By ordering marketing materials for campaigning through ASUU, goods purchased will receive a tax-exempt status.

- It is up to the ticket to be aware of marketing deadlines if ordering materials through ASUU. If a deadline is not met, ASUU cannot guarantee that a candidate will receive marketing before the campaign period. Violations of deadlines are cause for grievances to be filed against a candidate.
- The Elections Registrar will notify you when your order has arrived and will allow you to pick it up.
- No campaign apparel may be worn before Posting Day.
- Each ticket will request a primary color during filing. These colors may not be: white, black, or red. All candidates may use black and white as secondary colors. Red will not be a permitted color in any marketing.
- The use of University of Utah apparel or insignia, including the Block U and the Drum and Feather **WILL NOT** be allowed in your campaign marketing.
  - The hand symbol of the U is permissible in any marketing. The verbal phrase “Go Utah” is permissible in marketing. The use of the term “ASUU” or “the Associated Students of the University of Utah” is also permissible. 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. Building regulations and rules for posters will be published on the Elections website or distributed to candidates via email 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 serve as an administrator 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 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 your ticket 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 30<sup>th</sup> at 5:00 pm. The Elections Registrar will organize and assign tabling locations.

## **Finance**

- In addition, all individuals are responsible for keeping track of their own budget. Expenditures must be disclosed to the financial auditor for ASUU. If all expenditures are not disclosed, this will be grounds for a grievance.
- 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.

## **Inquiries**

- Questions about election rules and proceedings should be directed to the Elections Registrar, who will respond to questions within 36 hours (discounting weekends and extenuating circumstances)
- Inquiries can become investigations at the discretion of the Elections Registrar.

## **Interactions with the Elections Registrar, Deputy Elections Registrar, and Advisors**

- By participating in the 2019 ASUU Elections, you agree to behave in a civil, respectful manner toward the members of the Supreme Court, the Elections Registrar, and the Deputy Elections Registrar, and to abide by their judgment.
- Personal attacks and other obstructions of the elections process will not be tolerated and **may result in punitive action including disqualification from the election.**

# **Role and Responsibility of the Executive Cabinet**

## **Student Body President**

- Serves as the chief executive officer of ASUU, and will act in the interest of the University's Student Body
- Nominates Supreme Court Justices
- Appoints Executive Board Directors from the student body, and administrative staff, as needed
- Approves or vetoes any legislation presented by the Assembly or the Senate, using procedure outlined in the ASUU Bylaws
- Forms Ad Hoc Committees
- Serves as a voting member of the Board of Trustees, the Academic Senate and Academic Senate Executive Committee, and various other university committees
- Makes nominations or appointments to University Committees
- Represents the University of Utah's student body at University functions
- Represents the University of Utah at the Utah Student Association, a body comprised of the student body presidents from higher education institutions across the state of Utah
- Performs additional duties as deemed necessary by the Assembly, Senate, or Board of Trustees

## **Vice President of Student Relations**

- Serves as a member of the Executive Cabinet
- Responsible for calling and chairing the Campus of Student Leaders Meetings
- Serves as an ex-officio member of the Assembly, and provides monthly executive reports to the Assembly
- Serves as the co-chair of Student Commission meetings
- Serves on the University Commencement Committee
- Serves on the Union Board Committee
- Responsible for the University Gift, a project or program that shall improve the campus and university experience for future students
- Responsible for creating and gifting the Senior Class Link, a metal link representing the senior class of that academic year, to the Alumni Association
- Serves as a representative and voting member of various committees
- Performs additional duties as deemed necessary by Assembly, Senate, or Board of Trustees

## **Vice President of University Relations**

- Functions as the President in the President's absence
- Responsible for the management of the ASUU offices, facilities, and employed personnel in conjunction with the Office of the Vice President of Student Affairs
- Chairs the ASUU Scholarship Board
- Serves as a voting member of the Violence Prevention Advisory Committee
- Serves as the ASUU officer responsible for providing monthly executive reports to the Senate
- Coordinates and is responsible for activities with the Alumni Association and the Student Alumni Association
- Serves as a representative and voting member of various committees
- Performs additional duties as deemed necessary by the Assembly, Senate, or Board of Trustees

## Candidate Expectations

*All candidates are expected to read, understand, and abide by the Elections Packet, Redbook, and the Elections website. By signing the candidate filing forms, all candidates agree to be held to the rules and regulations articulated in these ways.*

- All candidates will file online at <https://asuu.utah.edu/elections>.
- 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 including rule-breaking that occurs before filing deadlines or the publication of this Elections Packet.
- Campaigning to any executive cabinet members of ASUU during the 2018-2019 year is prohibited. Any paid member of ASUU should remain nonpartisan towards any ticket or candidate while holding their position in ASUU. This rule will be strictly enforced, and any questions should be directed to the Elections Registrar before contacting current members of ASUU.
- All important dates, reminders, and updates pertinent to the elections process will be emailed to all candidates using the email provided at the time of filing.
- All filing for candidacy, paying fines or deposits, filing grievances and all other elections materials, unless otherwise specified, must be done via the ASUU elections page <https://asuu.utah.edu/elections>.
- If candidates have any questions, ideas, or concerns, they must contact the Elections Registrar. Anyone may approach the Registrar with any question, but a written record will be requested. The Registrar will keep a record of all correspondence.
- Campaigning in the Union is allowed as long as it does not occur in the Student Involvement wing. The Student Involvement wing is the hallway on the second floor of the union where the ASUU office is located.

# Calendar

*All dates on this calendar are final, and the only edits made to the published dates will be the removal of events. There may be additional dates provided, but these will not be mandatory if published following the filing deadline.*

- **September 10<sup>th</sup>:** Elections Packet published
- **September 10<sup>th</sup>:** Filing opens for all positions
- **October 5<sup>th</sup>:** Elections information session (1pm) in ASUU
- **December 7<sup>th</sup>:** Filing closes for executive candidates
- **Week of December 10<sup>th</sup>:** Meeting with Elections Registrar during this week
- **Week of January 7<sup>th</sup>:** Meeting with Marketing Director
- **January 28<sup>th</sup>:** Marketing Materials due
- **January 30<sup>th</sup>:** Tabling Requests Due at 5:00 pm
- **February 6<sup>th</sup>:** 1<sup>st</sup> Diversity Education (7pm-8pm in ASUU)
- **February 9<sup>th</sup>:** 2<sup>nd</sup> Diversity Education (11am-12pm in ASUU)
- **February 11<sup>th</sup>:** Campaigning Begins/Posting Day
- **February 25<sup>th</sup>:** General Election Voting opens at 7:00 am and ends on February 28<sup>th</sup> at 5:00 pm
- **March 1<sup>st</sup>:** Elections results announced (1pm in ASUU)
- **March 8<sup>th</sup>:** All campaign materials must be taken down
- **April 24<sup>th</sup>:** Inauguration (12:45pm)

**\*If at any point you have any questions, comments, or concerns, please reach out to the Elections Registrar**

**In the event of a primary, the following dates will take effect instead of the dates listed above:**

*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 two weeks prior to the scheduled beginning of campaigning for the general election, on February 4<sup>th</sup>. In case of a primary election, see the primary dates below. All primary date changes will be communicated via the elections website, if needed.*

- **February 4<sup>th</sup>:** Posting Day/Primary Campaigning Begins
- **February 11<sup>th</sup>:** Primary Voting opens at 7:00 am and ends on February 14<sup>th</sup> at 5:00 pm
- **February 15<sup>th</sup>:** Election Results posted to Elections Website by 5:00 pm
- **February 25<sup>th</sup>:** General Election Voting opens at 7:00 am and ends on February 28<sup>th</sup> at 5:00 pm
- **March 1<sup>st</sup>:** Elections results announced (1pm in ASUU)

**Mandatory events and expectations, if elected:**

- **Before March 10<sup>th</sup>:** Must reach out to schedule meetings with each current Executive Director, the Chief of Staff, the Attorney General, the two Vice Presidents, and the President

- **Before March 31<sup>st</sup>:** Must meet with each current Executive Director, the Chief of Staff, the Attorney General, the two Vice Presidents, and the President – new Executive Cabinet members **cannot be hired** until these transition meetings have taken place
- **April 24<sup>th</sup>:** Inauguration (12:45pm)
- **May 7<sup>th</sup> and 8<sup>th</sup>:** ASUU Training for ALL elected and appointed officers, all day, location TBD

A note on required post-election meetings: attendance at required post-election meetings is considered part of the duties of elected officers, and failure to attend these meetings may impact your ability to serve. If there are extenuating circumstances preventing you from attending these meetings, an explanation and appropriate documentation (i.e., doctor's note) must be provided to the Legislative Advisor at [afeenstra@sa.utah.edu](mailto:afeenstra@sa.utah.edu).