

The Associated Students of the University of Wyoming (ASUW) Elections Code for the 2022 ASUW Student Government Elections

Contact Information:

For questions concerning the Associated Students of the University of Wyoming (ASUW) Student Government elections process, guidelines, rules, policies, violations, sanctions, or any other aspect of the ASUW Student Government Elections please contact any of the following:

- Shelly Schaef, ASUW Accountant, sschaef@uwyo.edu
- Hunter Swilling, ASUW President, asuwpres@uwyo.edu
- The ASUW Office, asuwgov@uwyo.edu

Dates: (These dates are subject to change based on heretofore unforeseen events, but every effort will be taken to ensure consistency)

1. The 2022 ASUW Elections Code will be approved by the ASUW Senate on Tuesday, February 22nd, 2022.
2. Applications for President and Vice-President tickets and Senate Candidates will be made available Wednesday, February 23rd, 2022 at 12:00 PM.
3. Financial Expense Reports for President/Vice President and Senate candidates will be made available online Wednesday, February 23rd, 2022 at 12:00 PM.
4. Applications for President and Vice President tickets and Senate Candidates are due before 4:30 PM on Monday, March 21st, 2022.
5. The mandatory candidate workshop session will be held Monday, March 21st, 2022 at 6:00 PM in the Senate Chambers.
6. The ASUW Elections Ballot will be approved by the ASUW Senate on Tuesday, April 12th, 2022.
7. The first Candidate Meet and Greet will take place on March 23rd, 2022 from 11:00 AM to 1:00 PM in Simpson's Plaza.
8. The second Candidate Meet and Greet will take place on March 31st, 2022 from 11:00 AM to 1:00 PM in Simpson's Plaza.
9. The President and Vice President Debate will take place in the Union Ballroom and on Zoom/WyoCast on April 6th, 2022 from 6:00 PM to 7:30 PM.
10. Voting in the ASUW Elections will be held from 8:00 AM on Tuesday, April 12th, 2022, until 12:00 PM on Friday, April 15th, 2022.
11. The Elections results will be announced on Friday, April 15th, 2022 at 5:00 PM in the Union Gardens and over Zoom/WyoCast.
12. Financial Expense Reports are due for all candidates by 4:30 p.m. on Tuesday, April 19th, 2022.
13. The inauguration of the 110th Administration of the ASUW Student Government will be Monday, May 2nd, 2022 at a time to be decided in conjunction with the newly elected candidates.
14. The first Senate meeting of the 110th Administration of the ASUW Student Government will be Tuesday, May 3rd, 2022 at 7:00 PM in the Senate Chambers.

Applications:

1. Applications for all candidates will be available on the ASUW Elections website on February 23rd, 2022 at 12:00 PM (<http://www.uwyo.edu/asuw/how-to-get-involved/elections/index.html>). Applications will be filled out through the Google Form that is posted on the ASUW Elections Website.
2. Senate candidates will fill out an individual application and the candidate's application is expected to be submitted electronically before 4:30 PM on Monday, March 21st, 2022.
3. Each ticket for President and Vice President will fill out one application for their ticket. Each ticket will be responsible for submitting their application electronically before 4:30 PM on Monday, March 21st, 2022.
4. For candidates who do not have access to the technology required to apply, paper applications will be supplied in the ASUW Office.
5. For candidates with disabilities, the ASUW Office will work with the candidate and Disability Support Services (DSS) to make the appropriate accommodations.

Rules:

1. Mandatory Candidate Workshop Session

- a. In the mandatory candidate workshop session, the ASUW OPE Chair, President, and professional staff will go over the rules for the 2022 ASUW Election. The mandatory session will be held Monday, March 21st, 2022 at 6:00 PM in the Senate Chambers.
- b. Candidates are not able to begin campaigning until after they attend the candidate workshop session.
 - i. Candidates who are unable to attend the candidate workshop session will be required to schedule a makeup session after the mandatory session. The candidates will only be able to begin campaigning after their makeup session.
- c. In cases of President and Vice President tickets, both candidates need to have attended the mandatory workshop before they start campaigning.

2. Campaign Materials

- a. Rules for campaign materials are outlined in Section 5.05 Subsection 1 of the ASUW Elections Policy.
- b. All political advertisements, campaign materials, and promotional materials, must include a disclaimer identifying who purchased or sponsored the material or advertisement.
 - i. Political advertisements, campaign materials, and promotional materials includes, but is not limited to, banners, posters, buttons, stickers, and food.
 - ii. The disclaimer must state either "funded by," "paid for by," or "sponsored by" the individual or group who purchased or supported in the purchase of the materials or advertisement.
 - iii. For example, if a senate candidate purchases a banner for their campaign and they pay for half of the banner and their friend pays for the other half the disclaimer would need to say, "paid for by the candidate and friend" or "sponsored by the candidate and friend".
- c. Campaign materials in the residence halls must follow the rules and regulations set forth by the residence hall director. These rules will be collected by the ASUW Outreach, Programming, and Elections Committee and will be added to the 2022 Elections Code and distributed to all the candidates.

- d. If a candidate's campaign materials are in violation of the Campaign Materials Rules, their materials will be subject to removal following Judicial Council action.
- 3. Polling Places and Ballots**
- a. All voting will be conducted with electronic online ballots unless technical difficulties make an online election impossible.
 - i. For students who do not have access to the appropriate technology paper ballots will be made available in the ASUW Office during the election.
 - ii. For students with disabilities, the ASUW Office will work with the student and DSS to make the appropriate accommodations.
 - b. For the purposes of this election, polling places will be considered as any university-operated computer lab and any computer station set up by the ASUW Elections Committee for the purpose of voting.
 - c. Students will be able to cast votes from any device connected to the Internet with access. These will not be considered polling places for this election.
- 4. Spending Limits**
- a. President and Vice President tickets may spend up to \$1,000.00 throughout the duration of the elections period.
 - b. Senate candidates may spend up to \$100.00 throughout the duration of the elections period.
 - c. All spending must be tracked through the Financial Expense Reports.

Complaints and Sanctions:

1. Violations of the Elections Code or the Elections Policy will result in a complaint. Complaints can be filed by any member of the university community. This includes but is not limited to, staff, faculty, students, members of the ASUW Outreach, Programming, and Elections Committee and other candidates participating in the ASUW Elections.
2. All complaints must be submitted in writing to the ASUW Judicial Council via email (asuwc@uwyo.edu) using the Complaint/Referral Form. The complaint form can be found on the ASUW Judicial Council's website (<http://www.uwyo.edu/asuw/about-us/judicial-branch/index.html>) or on the ASUW Elections website. (<http://www.uwyo.edu/asuw/how-to-get-involved/elections/index.html>).
3. The ASUW Judicial Council will consider all complaints following the procedures outlined in Sections 4.01, 4.03 and 4.04 of the Judicial Council's Rules and Procedures. The Rules and Procedures for the Judicial Council can be found in full on the Judicial Council's website (<http://www.uwyo.edu/asuw/about-us/judicial-branch/index.html>) and Sections 4.01, 4.03 and 4.04 are attached to the end of this document.
4. Once the Judicial Council has completed the hearing process, the Judicial Council may impose sanctions for all officially written complaints and violations. In addition, the Judicial Council may also impose sanctions against the complainant should the Judicial Council feel that the complainant has intentionally filed an erroneous complaint.

Financial Expense Reports:

1. The Financial Expense Reports are an itemized statement of expenses incurred during a candidate's or ticket's campaign, and must include the following criteria:
 - a. All items purchased by a candidate or ticket must be included on the Financial Expense Report at retail value.

- b. All items or services that are donated to a candidate or ticket must be included on the Financial Expense Report at retail value.
 - i. For example, if a candidate gets the owner of stickers.com to donate stickers to them, the candidate would list the retail price of the stickers on their Financial Expense Report and the retail price of the stickers would be counted towards their spending limit.
 - c. Receipts for all expenses must be included in the Financial Expense Report. If, a receipt is unavailable, the candidate must note the lack of a receipt and list the exact amount of the expense. If the exact amount for an expense is unknown, the candidate or ticket are expected to accurately estimate the retail value of the expense. All efforts should be taken to ensure the financial expense report is accurate.
 2. If no expenses were incurred by a candidate or ticket, they are still required to submit a Financial Expense Report that shows that no expenses were incurred.
 3. Separate Financial Expense Reports must be submitted for each campaign a candidate is running.
 - a. If a candidate is running for both a Senate position, and on a President and Vice President ticket they are required to submit a separate Financial Expense Report for each campaign.
 4. President and Vice President tickets are required to submit one Financial Expense Report for their campaign.
 5. The Financial Expense Report form and an example Financial Expense Report are provided on the ASUW Elections Website (<http://www.uwyo.edu/asuw/how-to-get-involved/elections/index.html>).
 6. Financial Expense Reports must be submitted to the ASUW Accountant before 4:30 p.m. on Tuesday, April 19th, 2022.
 7. Financial Expense Reports filed after Tuesday, April 19th, 2022 are subject to review by the ASUW Accountant and the Judicial Council.

Endorsements:

1. For the purposes of the ASUW Elections there will be two classifications of endorsements: financial endorsements and public endorsements.
2. Financial endorsements are all items or services that are donated to a candidate or ticket.
 - a. Financial endorsements must be included in the Financial Expense Report as outlined above.
3. Public endorsements are statements of support for a candidate from a Student Organization or other campus entity.
 - a. As an example, if the Knitting Club would like to support a candidate, they can make a statement that says, "The Knitting Club supports this candidate for ASUW Senate."
4. No members of the ASUW Executive Branch, Elections Committee, or Business Office can endorse any candidate or ticket.
 - a. Members of these groups can be a candidate and can campaign for themselves or their ticket. However, their campaigning must not interfere with their official duties in ASUW.
5. Endorsements are outlined in Section 5.05 of the Elections Policy.

Candidate Printing Fund:

1. To help lower the financial barriers to run in the ASUW Elections, the ASUW Senate has created the Candidate Printing Fund to help candidates pay for printing expenses.
2. **Each candidate for Senate will be allowed to use \$55** to help cover printing expenses. **Each President/VP ticket shall be allowed to use \$100.** This can be used to print campaign posters, handouts, or other printed materials. Individuals who are candidates for both shall only be allowed to use the \$100 allocated for President/VP tickets.
3. All printed materials using the Candidate Printing Fund must be printed at the UW Copy and Print Center.
4. All materials funded by the Candidate Printing Fund must have the disclaimer “Funded by ASUW” on the material. No materials may say “sponsored” or “endorsed” by ASUW. ASUW does not support any candidate.
5. The printing cost must be reported on the candidate’s Financial Expense Reports and counts toward their spending limit.
6. Additional information on the Candidate Printing Fund will be supplied during the Mandatory Candidate Workshop Session.

ASUW Elections Policy

1. The ASUW Elections Policy includes additional rules and procedures that are important for all candidates to know and understand.
2. The ASUW Elections Policy is Article 5 of the ASUW Bylaws, the full ASUW Bylaws can be found on the ASUW Website with the ASUW working documents (http://www.uwyo.edu/asuw/about-us/legislative-branch/senate/_asuw-working-documents/index.html). The ASUW Elections Code in full can be seen below in Addendum B.

Additional Links:

[ASUW Elections Website](#)

[ASUW Judicial Council Website](#)

[ASUW Working Documents](#)

[University of Wyoming Academic Calendar](#)

Addendum A

Sections 4.01, 4.03 and 4.04 of the ASUW Judicial Councils Rules and Procedures are attached below:

Section 4.01 Initiation of Formal Proceedings

1. Complaint or Referral
 - A. A written referral or complaint to the Judicial Council shall include the following:
 - a. The name of the accusing and accused parties.
 - b. A recitation of the facts that lead to a rationale for referral or complaint.
 - c. Generally, the evidence that supports the rationale for referral or complaint.
 - d. The relief sought by the accusing party.
2. Appeal
 - A. A written appeal to the Judicial Council shall include the following:
 - a. The name of the appellant.
 - b. The name of the decision-making body being appealed from.
 - c. A recitation of the facts that lead to a rationale for the appeal.
 - d. Generally, the evidence that supports the rationale for the appeal.
 - e. The specific issue that is being appealed and the specific relief sought.
3. Request for Interpretation
 - A. A written request for interpretation is to include the following:
 - a. The name of the party requesting interpretation.
 - b. The specific document(s) and area(s) that are to be interpreted.
 - c. The context in which the request for interpretation arose.

Section 4.03 Complaint or Referral Hearing Procedure

1. A quorum of four (4) Judicial Council members, not including the Judicial Council Advisor, is required for the hearing and the deliberation.
2. The Clerk of the Council will announce for the record the date, time, and location of the hearing, the Justices present and those recused, the accused, and the accusing parties present.
 - A. Only the hearing is recorded
 - B. The private deliberations of the Council are not recorded.
 - C. Hearing recordings are to be maintained in the ASUW office for three (3) years after the date of the hearing.
 - a. Accidental loss or destruction of the recordings does not invalidate the findings of the Judicial Council.
 - b. The recordings are only open to members of the Judicial Council, the Judicial Council Advisor, and the relevant parties if the matter is appealed.
3. The hearing will be called to order by the Chief Justice.
4. Any relevant party who fails to appear before the Judicial Council or to submit a written statement in lieu of appearing before the Council shall result in the absent party being considered in Contempt of the Council.
 - A. Contempt of the Council cases shall be forwarded to the Dean of Students Office as a potential violation of the Student Code of Conduct.

5. All individuals in attendance will act in a courteous and respectful manner throughout the proceedings. Failure to do so may result in expulsion from the hearing.
6. The Chief Justice may exclude evidence admitted to the hearing on the grounds of relevancy, authenticity, reliability, or conflict with these or other ASUW governing documents.
7. Both the accusing and the accused parties shall have equal opportunity to present an opening argument.
8. The accusing party will first present their rationale for referral or complaint and the evidence and witnesses they have to support their claim.
9. The accused party will then have the opportunity to present their defense, and the evidence and witnesses they have to defend their case
10. The accusing party and the accused party shall have the opportunity to cross-examine the other side's witnesses and evidence.
 - A. Cross examination may continue to occur as long as the Chief Justice deems it necessary to ensure the fairness of the hearing.
11. Both the accusing and the accused parties shall have equal opportunity to present a closing argument.
12. The Judicial Council will then convene privately to discuss the disposition of the referral or the complaint.
 - A. Only members of the Judicial Council, including the Judicial Council Advisor, shall be in attendance for the deliberation.

Section 4.03 Elections Complaint

1. Procedure
 - A. A quorum of four (4) Judicial Council members, not including the Judicial Council Advisor, is required for all decisions made within this section.
 - B. All complaints must be submitted in writing to the Judicial Council.
 - C. Each complaint will only be reviewed once. If one complaint is submitted by multiple people, the Judicial Council can combine the complaints.
 - D. The Judicial Council will retain the right to convene to discuss the matter in private or hold a hearing. Either the party making the complaint or the party whom the complaint has been made will also retain the right to request a hearing. If either party requests a hearing, the Judicial Council reserves the right to accept or deny the request.
 - E. In the case of a hearing, the parties making the complaint and whom the complaint has been made against shall be required to attend a hearing.
 - F. The Judicial Council will notify all parties whom a complaint has been made against of the complaint within twenty-four (24) hours of submission of the complaint.
 - G. The party submitting the complaint must indicate their request for a hearing within the original submission of the complaint.
 - H. The party whom the complaint has been made against will have twenty-four (24) hours from notification of the complaint to indicate their request for a hearing.
 - I. Within twenty-four (24) hours of notification of the complaint to the party the complaint has been made against, the Judicial Council will decide to have a hearing or not.

- J. If a hearing is deemed necessary, the Judicial Council will select a time for the hearing and hold a hearing within three (3) academic days of the decision to hold a hearing. The Judicial Council will then release a decision within two (2) academic days of the hearing.
 - K. If no hearing is held, the Judicial Council will review, decide, and release a decision on complaints within three (3) academic days of the decision to not hold a hearing.
 - L. In the case of a hearing, the hearing will abide by the procedure outlined in Section 4.03 of these Rules and Procedures.
 - M. Parties with a vested interest may submit briefs on the topic under consideration as Friends of the Council.
 - N. The Council may request additional information from either party it deems it necessary to the discussion of the complaint.
2. Sanctions
- O. The Judicial Council may impose sanctions for all officially written complaints and violations.
 - P. The Judicial Council may also impose sanctions against the complainant should the Judicial Council feel that the complainant has intentionally filed erroneous complaints.
3. Appeals
- Q. All sanctions made by the Judicial Council may be appealed following the method prescribed in the ASUW By-Laws and the Rules and Procedures of the Judicial Council.

Addendum B

Associated Students of the University of Wyoming By-Laws

Article 5. Elections Policy

Section 5.01 ASUW Outreach, Programming, and Elections Committee

1. Responsibilities and Authorities

- A. The Elections Committee shall annually prescribe and disseminate to all official candidates in an ASUW General Elections the Elections Code. The Elections Code will include but is not limited to:
 - a. All election and associated dates will be determined by the Committee to fit the current academic calendar following the guidelines set forth in this article. Every effort shall be made to swear in the newly elected candidates on the first Monday in May, unless this date is not a business day, or in such cases where this date falls after the end of the Academic Year, or during finals week, in which case the Elections Committee shall modify the date to conform as closely as possible to this ideal.
 - b. Campaigning and publicity rules which shall be established by the Outreach, Programming, and Elections Committee.
 - c. The Outreach, Programming, and Elections committee will be allowed to determine the amount of quantity of funds included in the candidate printing fund and they will determine the amount of money each candidate will be eligible for.
 - d. Any other information deemed relevant to elections by the same Committee.
- B. Application, financial expense report forms, and the Elections Code shall be provided by the Elections Committee and be made available to all ASUW Members by 9:00 a.m. on a school day selected by the Committee before the fourth (4th) week of the spring semester.
- C. The Committee shall host a minimum of two (2) general information sessions between the date's applications are available and the time applications are due for ASUW Student Representative Elections. These sessions must be open to the campus' style and programming will be at the discretion of the Committee.
- D. The results of the voting in each election, including the number of votes received by each candidate, shall be released by the Committee after they have been announced by the ASUW Advisor.
- E. The Committee along with the ASUW Advisors are authorized to determine the software needed to conduct voting and to count all ballots of the elections according to the principles of Instant-Runoff Voting for the ASUW President and Vice President election and Approval Voting for the ASUW Senatorial Election.
- F. The Committee will work in collaboration with the ASUW Advisor to ensure that all candidates adhere to all rules outlines in both this Article and the Elections Code.
- G. The Chair of the Committee will be responsible for communicating all official elections information through the ASUW elections email.

- H. Other responsibilities and authorities of the Elections Committee are outlined throughout this article.

2. Composition

- A. The Chair of the Outreach, Programming, and Elections Committee cannot run for any position in a General Election they are overseeing.
 - a. Should the Chair of the Committee decide to run for a Senate position they can remain Chair with the approval of the ASUW Senate before the filing deadline. This approval will require a 4/5 vote of confidence by the Senate.
- B. No member of the Committee can run for President or Vice President in the ASUW Student Representative Elections.
- C. If a member of the Committee wishes to declare their candidacy for President or Vice-President, they must resign as a member of the Committee in order to officially declare their candidacy before filing closes.

Section 5.02 ASUW Advisor

1. Responsibility and Authority

- A. The ASUW Advisor can delegate any of their responsibilities within this Article to the Chair of the Outreach, Programming, and Elections Committee or to any members of the ASUW Business Office who are not running in the ASUW Election. If the ASUW Advisor position is vacant, the members of the ASUW Business Office will assume the responsibilities outlined for the ASUW Advisor.
- B. The ASUW Advisor along with the Outreach, Programming, and Elections Committee is authorized to determine the software needed to count all ballots of the elections according to the principles of Approval and Instant-Runoff Voting.
- C. The ASUW Advisor will be responsible for compiling the list of eligible voters prior to the opening of voting.
- D. The ASUW Advisor shall ensure that no speech, advertisement, or any other related activity pertaining to the current election and its respective races occurs inside the ASUW Office or at official ASUW functions, other than those sponsored and conducted by the Elections Committee.
- E. The ASUW Advisor will work in collaboration with the Elections Committee to ensure that all candidates adhere to the Elections Code.
- F. All votes will be counted, tabulated, and announced by the ASUW Advisor following the procedures outlined in Section 5.03 of this Article .
- G. The ASUW Advisor will be responsible for hosting the candidate workshop to explain the elections rules on the date applications are due at a time and place to be announced by the ASUW Outreach, Programming, and Elections Committee.
- H. The ASUW Advisor will be responsible for enforcing any sanctions put on candidates by the Judicial Council.

- I. Other responsibilities and authorities of the ASUW Advisor are outlined throughout this Article.

Section 5.03 Criteria for General Elections

1. Definition:

- A. An ASUW Election shall be considered a General Election if it conforms to all of the following criteria: A general election must be initiated by the ASUW Senate with a two-thirds (2/3) vote in affirmation. Matters to be considered in a general election can be brought before the ASUW Senate by any student. Whereupon a general election is initiated, the Elections Committee shall be vested with both the power to determine when the election will be held and the responsibility of coordinating the election.
 - B. All University of Wyoming fee-paying students shall be able to vote.
 - C. Voting shall be open for a minimum of 72 hours, and the election shall be advertised for no less than 10 business days prior to taking place.
 - D. Pre-approval by the ASUW Advisor or, if vacant, a designee determined by the Dean of Students Office, after the Senate has initiated.
2. While there may be multiple general elections per academic year, if, for example, it is necessary to receive approval to amend the ASUW Constitution, an election in which candidate for the ASUW Senate, the ASUW President, and the ASUW Vice President shall be held only once per academic year. This shall be called the ASUW Student Representative Election. This is the only election in which these candidates may be elected.

Section 5.04 Process for ASUW Student Representative Elections

1. An ASUW Student Representative Election shall be defined as the election in which ASUW Senators, the ASUW President, and the ASUW Vice President are elected. An ASUW Student Representative Election is a type of general election, and thus ballot initiatives may also be voted on.
2. The remainder of this section outlines the process solely for a Student Representative Election, and shall not be construed so as to be binding on other elections that may take place.
3. Applications:
 - a. Applications will be created by the Elections Committee and monitored by the ASUW Advisor.
 - b. Applications will be made available to all ASUW Members no sooner than the start date of the spring semester as outlined by the Office of Academic Affairs
 - c. The filing deadline for all applications will be no later than 4:30 p.m. on a date that is no less than three (3) weeks following the release of the applications.
 - d. All candidates who submit applications after the filing deadline will be

considered write-in candidates.

- e. All dates related to the applications will be decided by the Elections Committee and must be included in the Elections Code.

4. Candidate Workshop

- a. The candidate workshop will be scheduled planned and hosted by the ASUW Advisor and will be used to explain the elections, process, rules, and dates to all candidates.
- b. All candidates will be required to attend the candidate workshop. Candidates who are unable to attend the workshop must inform the ASUW Advisor prior to the workshop and will be required to attend a makeup session.
- c. The candidate workshop will be held after the filing deadline on the same day.

5. Ballots

- a. The names listed on the ballot will include all qualified President and Vice President tickets and all qualified Senate candidates. The names of write-in candidates will not be included on the ballot.
- b. The ballot will include an appropriate photo and statement submitted by each candidate. The length of the candidate statements will be set by the Elections Committee and must be included in the Elections Code. Photos will be deemed appropriate at the discretion of the Elections Committee and the ASUW Advisor.
- c. The order of candidates on the ballots will be determined by a random drawing conducted by the ASUW Advisor as soon as possible.
- d. All voting will be conducted using electronic online ballots.
 - i. The use of alternative voting methods is permitted and will be development by the ASUW Advisor and the Elections Committee and use of such methods will be at the discretion of the ASUW Advisor.
- e. Should an initiative be included on the ballot it must follow the procedures outlined in Section 5.07.

6. Elections

- a. The elections will be held no less than four (4) weeks after the filing deadline and the elections end date must allow for at least one (1) regular senate meeting to be held before the spring semester finish date as outlined by the Office of the Registrar.
- b. The Elections Committee shall make an effort to provide a two (2) week transition period between administrations.
- c. Twenty-one (21) total Senators will be elected. These seats will all be at-large, and will not represent any particular college or school, but instead all students at the University of Wyoming.

7. Voting Methods

- a. Subsection 7.01 President and Vice President

- i. Any ASUW Member will be permitted to vote at any polling place or by voting online.
 - ii. Voting must be open between seventy-two (72) and ninety (90) hours.
 - iii. Voting for President and Vice President candidates will be conducted according to the principles of Instant- Runoff Voting and thus voters will rank their preferences of candidates from first to last.
 - 1. The procedures for Instant-Runoff Voting, also known as the Alternative Vote or Preferential Voting, is described in Robert's Rules of Order Newly Revised in Chapter XIII §45. 11th edition, 2011, p. 425-28.
 - iv. The candidates for ASUW President and Vice President who are not eliminated after the instant- runoff shall be declared the winners of those positions.
 - v. Polling places will be considered as any computer station set up by the ASUW Elections Committee for the purpose of voting, and any other locations determined as polling areas by the Elections Committee.
 - vi. Other polling stations will be clearly identified, and all candidates will be informed of what constitutes such polling areas.
 - vii. Personal internet connected devices such as, phones, tablets, calculators, computers are not typically considered as a polling place unless they are being used within a predefined polling area.
- b. Subsection 7.02 Senatorial Candidates
 - i. Any ASUW Member will be permitted to vote at any polling place or by voting online.
 - ii. Voting must be open between seventy-two (72) and ninety (90) hours.
 - iii. Voting for Senatorial candidates will be conducted according to the principles of Approval Voting and thus voters will be allowed to indicate whether or not they "approve" of every single candidate running in the election.
 - iv. Those who receive the highest number of approval votes shall be elected, until at such point either all candidates have been elected or all the seats are filled.
 - v. Write-in candidates may be elected, if they receive sufficient support.
 - vi. Polling places will be considered as any computer station set up by the ASUW Elections Committee for the purpose of voting, and any other locations determined as polling areas by the Elections Committee.
 - vii. Other polling stations will be clearly identified, and all candidates will be informed of what constitutes such as polling areas.
 - viii. Personal internet connected devices such as phones, tablets, calculators, and computers are not typically considered as a polling place unless they are being used within a predefined polling area.

8. Results

- a. Voting results shall be tabulated by the ASUW Advisor using the method they deem most efficient and effective.

- b. No voting information shall be available until the ASUW Advisor has finished tabulating all ballots. With the approval of the ASUW Advisor the Elections Committee can publish current vote tallies up to twenty-four (24) hours before voting closes.
 - c. The results of voting in each election shall be announced by the ASUW Advisor at a location chosen by the Election Committee within (24) hours of when the elections results are available.
 - d. Any write-in candidate or ticket who wins an election must fulfil the write-in candidate requirements outlined in Section 5.04 Subsection 3 and must abide by the campaign rules outline in Section 5.05.
 - e. The order of replacement seats in the case of a resignation in the Senate shall be determined by reverse order of elimination from the election.
9. Financial Expense Reports:
- a. The Financial Expense Report Form will be provided by Elections Committee on the same date applications are made available.
 - b. The Financial Expense Reports are an itemized statement of expenses incurred during a candidate's or ticket's campaign, and must include the following criteria:
 - i. Items or services that are donated to the candidate must be included in the expense statement at retail value. All copying and printing costs (including those made in University labs or on personal printers) must be included.
 - ii. Receipts for all expenditures must be attached to the expense statement. If for any reason a receipt is unavailable, the candidate must note the lack of receipt on the expense statement. If the exact amount for expenditures is not known, candidates are expected to accurately estimate the cost involved.
 - c. The submission deadline for Financial Expense Reports shall be determined by the Elections Committee on a date that is at least three (3) days prior to the inauguration of the incoming administration.

Section 5.05 Candidate Requirements

1. Senator Candidates

- A. A candidate for Senator must meet the following requirements:
 - a. They must be an ASUW fee paying student and maintain this status.
 - b. They must have and maintain a minimum 2.0 cumulative grade point average as an undergraduate and a minimum 3.0 cumulative grade point average as a graduate or professional student or a 2.0 if the program does not require it.
 - c. They must have completed no less than twenty-four (24) hours of university credit at the beginning of the academic year of their term of office as an undergraduate student, or eighteen (18) hours as a graduate or professional student.

- d. They must have completed no less than twelve (12) of those hours at the University of Wyoming as an undergraduate student, or nine (9) hours as a graduate or professional student at the University of Wyoming.
 - e. They must submit an application by the required deadline (as outlined in Article 5, Section 5.01, Subsection 1, Clause A of these By-Laws) provided by the Elections Committee.
 - f. They cannot be a currently serving member of the ASUW Judicial Council. In the event that an individual who wishes to declare their candidacy for Senator and is currently serving as the ASUW Chief Justice or a Justice, they must resign as a member of the ASUW Judicial Council in order to officially declare their candidacy when filing closes.
- B. The ASUW Advisor will automatically verify that all candidates are not on Conduct Probation as assigned by the Assistant Dean of Students for Judicial Affairs or designee in the Dean of Students Office. If a candidate is on Conduct Probation, they will be ineligible for the election. All candidates for Senator will run individually.
2. President and Vice President Candidates
- A. Both candidates on a ticket for ASUW President and Vice President must meet the following requirements:
- a. They must be a full-time ASUW fee paying student and maintain this status.
 - b. They must have and maintain a minimum 2.0 cumulative grade point average as an undergraduate and a minimum 3.0 cumulative grade point average as a graduate or professional student or a 2.0 if the program does not require it.
 - c. They must submit an application by the required deadline (as outlined in Article 5, Section 5.01, Subsection 1, Clause A of these By-Laws) provided by the Elections Committee.
 - d. They must have completed no less than sixty (60) hours of university credit by June 10 of the calendar year in which they were elected as an undergraduate student, or, as a graduate or professional student, they must have completed no less than eighteen (18) hours of university credit by June 10 of the calendar year in which they were elected.
 - e. They must have completed no less than twenty-four (24) of those hours as an undergraduate student, or eighteen (18) hours as a graduate or professional student at the University of Wyoming.
 - f. They cannot be a currently serving member of the ASUW Judicial Council or the ASUW Outreach, Programming, and Elections Committee. In the event that an individual who wishes to declare their candidacy or is currently serving in one of these capacities, they must resign as a member of the ASUW Judicial Council or the ASUW Elections Committee in order to officially declare their candidacy when filing closes.
 - g. The ASUW Advisor will automatically verify that all candidates are

not on Conduct Probation as assigned by the Assistant Dean of Students for Judicial Affairs or designee in the Dean of Students Office. If a candidate is on Conduct Probation, they will be ineligible for the election.

- B. Candidates for President and Vice President will run jointly on a combined ticket. Students will not be able to vote for a President and Vice President individually but must instead vote for a ticket. All election rules will apply jointly to candidates for President and Vice President running on the same ticket.
 - C. Candidates for President and Vice President who wish to be eligible as candidates for Senator must submit a separate application (by the required deadline as outlined in Article 5, Section 5.01, Subsection 1, Clause A of these By-Laws) to run for Senate.
3. Write-in Candidates
- A. Write-in Candidates must fulfill the same candidate requirements as all other Senate and President and Vice President candidates.
 - B. All candidates who submit applications after the filing deadline will be considered write-in candidates.
 - C. If a write-in candidate would like to be eligible to campaign after they have submitted their application, they must notify the ASUW Elections Committee and the ASUW Advisor and must abide by all the rules outline in Section 5.05 Subsection 6 of this Article.
 - D. After being notified of winning an election write-in candidates will be given seven (7) days to submit an application and financial expense report.
4. Candidate Responsibility Statement:
- A. In addition, to the requirements listed above candidates must agree to the Candidate Responsibility Statement which is as follows:
 - a. “I verify, that I am, to the best of my knowledge, qualified to run in the ASUW Elections. I have read all the rules governing the ASUW Elections, and understand I am responsible for abiding by these rules. I will conduct myself in a fair, democratic fashion, representative of the ASUW Student Government consistent with the ASUW Code of Ethics.”
 - B. The Candidate Responsibility Statement should be included in the Elections Applications outlined in Section 5.03, Subsection 1 of this Article and all candidates must agree to the Candidate Responsibility Statement before the conclusion of the candidate workshop.

Section 5.06 Campaign Rules

- 1. General Campaign Rules
 - A. All candidates are responsible for abiding by understanding all the rules outlined by both the Elections Code and this Article.
 - B. Candidates who submit applications after that date will not have their names

placed on the ballot. Candidates will be required to attend a workshop to explain the elections rules on the date applications are due at a time and place to be announced

by the ASUW Elections Committee. Reasons constituting legitimate excuses for missing the workshop will be determined in advance by the Committee.

Candidates with valid excuses must submit them to the Committee prior to the workshop and will be required to attend an alternate session with the ASUW Advisor.

- C. No candidate will be eligible to begin campaigning until the Elections Committee has received the candidate's application and the filing deadline has passed. Additional requirements can be added so long as they are included in the in the Elections Code and the Elections Application.
- D. All campaign materials worth \$5 or more must include a disclaimer identifying the sponsor. The disclaimer must state either "paid for by" or "sponsored by." Materials not bearing this statement are prohibited and subject to removal at the discretion of the Elections Committee and sanctions may be imposed by the Judicial Council.
- E. The use of the ASUW logo on campaign materials is prohibited. Exceptions to this rule can be defined by the Elections Committee and must be included in the Elections Code.
- F. No ASUW Merchandise can be used while campaigning including, but not limited to, name tags, padfolios, jackets, and polos.
- G. No campaign material shall be displayed or stored in the ASUW Office.
- H. There shall also be no active campaigning within 30 feet of these polling places on the dates of the elections. This includes, but is not limited to previously hung posters, spoken word campaigning and possession of campaign materials such as buttons, flyers, clothing, posters etc.
- I. Candidates must account for any costs incurred by the use of or acquisition of all campaign materials.
- J. It will be at the discretion of the Elections Committee to determine the definition of campaign materials should the issue arise.
- K. Rules for campaigning at meetings of the ASUW programs listed under Article 8, Section 8.01 of these By-Laws will be decided on and outlined in the Election Code.
- L. There shall be no disruptive campaigning in class, and this will be at the discretion of the presiding instructor.
- M. Candidates will be held responsible for making their associated supporters aware of all election rules.
- N. If any person is elected to more than one position in the election, that person must resign from all but one position before the inauguration per Article 4 Section 2 of the ASUW Constitution. Candidates running in multiple elections will be given the opportunity to designate their preferred position.

2. Physical Campaign Materials

- A. Physical campaign materials are, posters, banners, fliers, handouts and all

other tangible materials used for a candidate's campaign.

- B. All materials displayed must conform to the restrictions placed on them by the administrator of that area.
- C. Campaigns may use the services of Associated Students Technical Services (ASTEC); however, these fees must be reported on their campaign expense reports.
- D. There shall be no defacing or removal of another candidate's campaign materials by a candidate or a candidate's campaign staff.
- E. All candidates are responsible for removing all election materials by 10 a.m. on the Monday following the election.

3. Virtual Campaign Materials

- A. Virtual campaign materials will include, but are not limited to, social media, websites, and email. The Elections Committee will be allowed to define virtual campaigning should the issue arise.
- B. All candidates are responsible for abiding by the Terms of Service for any social media site they are campaigning on.
- C. All costs associated with the virtual campaigning must be included in the candidate's financial expense report and must comply with 5.04 Section 1 Clause D.
- D. Candidates are allowed to share virtual posts from student organizations but must include a disclaimer clarifying their involvement with the Student Organization or event. This disclaimer could be as follows, "This event is not hosted or funded by the candidate".
- E. Candidates are not allowed to share any posts that include the ASUW Logo except for post directly related to ASUW Elections in compliance with Subsection 1 Clause D of this Section.
- F. No candidate may send campaign e-mails to more than fifty (50) UW e-mail accounts within a 24-hour period. Each email within a University list serves shall be counted, and third-party list serves are prohibited.

4. Financial Expense Reports

- A. All candidates must submit a completed and signed financial expense report using the financial expense report form provided by the Elections Committee even if no costs were incurred.
- B. Candidates must submit their financial expense report to the ASUW Advisor by the submission deadline outlined in Section 5.03 Subsection 7 of this Article and any financial expense report submitted after the dead will be subject to review by the ASUW Judicial Council.
- C. All candidates must submit a signed financial expense report.
 - a. President and Vice President tickets are required to submit one financial expense report for their campaign.
- D. Separate signed expense statements must be submitted for each campaign if a candidate is running for a senate position, as well as on President and Vice President ticket.
- E. Expense statements filed after the aforementioned deadline are

subject to discretionary review and sanctions by the Judicial Council.

5. Endorsements

- A. For the purposes of the ASUW Elections there will be two classifications of endorsements, financial endorsements, and public endorsements.
- B. Financial endorsements are all items or services that are donated to a candidate or ticket and All financial endorsements must be included in a candidate's or tickets financial expense report.
- C. Should a Student Organization (SO) endorse a candidate or ticket which results in the waiver of ASTEC fees, this must be noted as a donation or financial endorsement in the financial expense report.
- D. Public endorsements are statements of support for a candidate or ticket by any individual, or group.
- E. All Ex-Officio Members of the ASUW Senate will be allowed to endorse any candidate with the exception of ASUW Programs and Strategic Partners who will not be allowed to financially endorse any candidates.
- F. Members of the ASUW Outreach, Programming, and Elections Committee will not endorse any candidate.
 - a. Current Members of the ASUW Elections Committee allowed to be a candidate and are allowed to campaign for themselves or their ticket. However, their campaigning must not interfere with their official duties.
- G. Members of the ASUW Executive Branch will not endorse any candidate.
 - a. Current ASUW Executives are allowed to be a candidate and are allowed to campaign for themselves or their ticket. However, their campaigning must not interfere with their official duties in ASUW.

6. Violations

- A. Any campaign material in violation of any of the above rules will be subject to removal by the Elections Committee. Candidates in violation will be subject to sanctions by the Judicial Council.

7. Write-in Candidates

- A. Write-in candidates are defined by Section 4, Subsection 3, Clause B of this Article.
- B. Write in-candidates must follow all rules previously outlined in the Sections 1 through 6 of this Article and will be required to follow the additional rules outlined in this Section.
- C. The names and information of specific write-in candidates will not be included on the Elections ballot or in any ASUW Elections marketing be between the filing deadline and the closure of voting.
- D. Write-in candidates will not be eligible to participate in any ASUW Elections events as a candidate between the filing deadline and the closure of voting.
- E. Write-in candidates will not be given access to funds or resources provided to candidates by the Elections Committee.

Section 5.07 Complaints and Sanctions

1. Complaints

- A. All complaints must be submitted in writing to the Judicial Council. Verbal complaints will not be considered.
- B. Each complaint will only be reviewed once. If one complaint is submitted by multiple people, the Judicial Council can combine the complaints.
- C. The Judicial Council will review and decide on all complaints within ten (10) academic days of the submission of the complaint.
- D. The Judicial Council may impose sanctions for all officially written complaints and violations.
- E. The Judicial Council may also impose sanctions against the complainant should the Judicial Council feel that the complainant has intentionally filed erroneous complaints.
- F. All appeals to the Judicial Council will follow the method prescribed in the ASUW By-Laws and the Rules and Procedures of the Judicial Council.

2. Sanctions

- A. Any candidate who fails to abide by the verdict and sanctions of the Judicial Council may be disqualified from the election or from the position won in the election.
- B. No candidate shall be disqualified from a currently elected position or appointed office for a campaign violation for the most recent election, nor shall a candidate be disqualified from running for or serving in another ASUW position.
- C. If sanctions were imposed by the Judicial Council, appeals may be made following the method prescribed in the ASUW By-Laws and the Rules and Procedures of the Judicial Council.
- D. Sanctions may include, but are not limited to, reduction of the spending limit for that candidate, removal from the ballot, or disqualification from office.
- E. The ASUW Advisor will be responsible for enforcing all sanctions imposed by the Judicial Council.

Section 5.08 Ballot Initiatives and Referendum Votes

1. Student Initiatives

- A. Any ASUW member may propose a referendum vote of the student body during an ASUW Election through a student initiative.
 - a. For a student initiative to be considered it must be submitted to the ASUW Elections Committee at least forty (40) days prior to the ASUW General Election accompanied by student signatures representing at least ten percent (10%) of ASUW members.
 - b. The format for student initiatives will be published and updated by the Elections Committee every two (2) years.

- c. The student initiative shall be presented to the Senate by the author(s) of the initiative, during the next regularly scheduled meeting following submission to the Elections Committee as “New Business.”
 - d. At least fifty percent (50%) of the accompanying signatures shall be verified by the ASUW Elections Committee with the assistance of the ASUW Advisor. The verification process shall extend no more than thirty (30) days beyond the date the initiative has been presented to the Senate. At the end of the verification process or at the end of thirty (30) days, the ASUW Elections Committee shall report the results of the verification process to the Senate.
 - B. A referendum vote proposed through a student initiative will be added to the ballot of the next ASUW General Election when the Elections Committee has verified the required signatures.
- 2. Senate Initiatives
 - A. The ASUW Senate may propose a referendum vote of the student body during an ASUW Election through a senate initiative.
 - a. Any proposed senate initiative shall come to Senate in the form of legislation four (4) weeks prior to the ASUW Election.
 - b. The exact language and format of the proposed referendum vote shall be included as a part of the legislation, in the form of an addendum.
 - c. Legislation to place a senate initiative upon the ballot shall require a two-thirds (2/3) vote of the Senate.
 - B. A referendum vote proposed through a senate initiative will be added to the ballot of the next ASUW General Election when it is passed by the ASUW Senate.
- 3. Referendum Votes
 - A. All referendum votes included on any ASUW Elections Ballot will use the St. Marie Referendum Format which includes the following components, Referendum Number and Title, Description, Ballot Question and Full Text. These components are described in Clauses B through E of this Subsection.
 - B. The ASUW Senate may initiate a General Election, by a two-thirds (2/3) vote, to accompany any approved Senate initiative.
 - C. Referendum Number and Title
 - a. The format for the referendum number and title on the ballot will be “Referendum #XXX.X: Title”.
 - b. All referendum votes will be given a referendum number when the initiative is added to the ballot.
 - c. The referendum number will be the ASUW Election Number followed by a period (.) and the order the referendum was added to the ballot. For example, if the ninth (9th) referendum vote added to the ballot of the 108th ASUW Election the referendum number on the ballot would

be,

“Referendum #108.9”. The ASUW Election Number is defined in Section

5.03 Subsection 4 Clause A of this Article.

D. Initiative Description

- a. The initiative description is a concise, two (2) sentence, explanation of the initiative and the changes that would occur upon approval of the referendum.

E. Ballot Question

- a. The ballot question for all referendums will be: “Do you support the proposed initiative? Yes [] No []”

F. Full Text

- a. A link to the full text of the proposed initiative will be supplied after the ballot question and the link must be accessible to all ASUW Members.

4. Elections for a Ballot Initiative

- A. All ballot initiatives shall only be voted on in an ASUW General Election.
- B. The ASUW Student Government shall work to enact any such measure passed by a majority of the voting student body, so long as the measure is under the direct control of the ASUW Student Government. Any measure passed that is not under the direct control of the ASUW Student Government shall be the subject of a report by the ASUW President to the University of Wyoming Board of Trustees at their next meeting. In the case that such a question relates to off campus entities, the ASUW President shall inform the appropriate body of the vote of the students.

Section 5.09 Amendments and Suspension

1. Amendments

- A. No amendments or changes will be made to this Article two (2) weeks before the ASUW General Election.
- B. If any changes are made to this Article after the applications open for the ASUW General Election, the Elections Committee will be responsible for informing all the candidates of these changes.