

ELECTIONS POLICY
ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING

Section 1. In order to preserve an unbiased election, there shall be appointed an ASUW Elections Commissioner.

- A. Selection, Compensation, and Removal of the ASUW Elections Commissioner:
- i. The ASUW President shall appoint the Elections Commissioner, to be approved by the ASUW Senate no later than the last regular ASUW Senate meeting of the fall semester.
 - a. Individuals to be considered for the position of Elections Commissioner may not currently hold a position within ASUW, or be running for a position within ASUW in the next spring election.
 - ii. The Elections Commissioner will begin regular work with ASUW during the first week of the spring semester.
 - iii. The Elections Commissioner will report to the ASUW President, and may be removed from office, with cause, by the ASUW President.
 - a. The Elections Commissioner shall function as a semi-autonomous member within the Executive Branch. The Commissioner shall report directly to the President, as well as to the Senate upon request.
 - iv. The Elections Commissioner shall be provided with a stipend commensurate with the duties of their office, to be set annually in the budgeting cycle, and paid half of the stipend before the Election, and half of the stipend following the completion of the Elections.
 - v. In the event of the resignation or removal of the Elections Commissioner, a replacement shall be selected following the procedures outlined in Article IV, Section I, subsection A, clause I of these By-Laws.
- B. Specific duties of the Elections Commissioner include:
- i. In conjunction with the ASUW Elections Commission meet weekly to discuss issues pertaining to the ASUW Elections.
 - ii. Work with the Elections Commission to prepare the annual Elections Code, to be approved by the ASUW Senate.
 - iii. Work with the Elections Commission to create all marketing for the ASUW Elections, with a goal of ensuring the largest voter turnout as reasonably possible.
 - iv. The Commissioner shall act as a liaison and primary point of contact between all campaigns and the Elections Commission.
 - v. The Commissioner shall hold no fewer than two (2) information sessions for all candidates and possible candidates seeking office within ASUW between the date applications are available and the time applications are due, in conjunction with the Elections Commission.
 - vi. The Commissioner shall be in charge of counting all ballots of the elections in conjunction with the ASUW Advisor or designee.
 - a. The Commissioner is authorized to determine and use software needed to count all ballots of the elections according to Instant-Runoff Voting.
 - vii. The Commissioner 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 Suite or at official ASUW functions, other than those sponsored and conducted by the ASUW Elections Commission.

- viii. The Commissioner will ensure that all candidates adhere to the Elections Code.
- ix. The Commissioner shall preside over all hearings and inquiries regarding the violations of the ASUW Elections Code.
- x. The Commissioner is authorized to spend funds appropriated for the election, with the approval of the Elections Commission.
- xi. The commissioner will run any elections for any ASUW Program. Request for such must be made in writing to the ASUW Elections Commission. Dates for these elections must be constructed in consultation with the Elections Commissioner.

Section 2. Specific responsibilities and authorities of the ASUW Elections Commission throughout the duration of the election process include the following:

- A. There shall be an Election not inconsistent with the provisions of this Article.
- B. The Elections Commission will set all election and associated dates to fit the current academic calendar following the guidelines set forth in this article, with the approval of the ASUW Senate.
- C. Applications, financial statements, and election rules shall be provided by the Elections Commission, and be made available in the ASUW Office by 9:00 a.m. on a school day selected by the Commission during the second week of February.
- D. All candidates must submit applications to the ASUW Office by 4:30 p.m. on the date selected by the Elections Commission, no less than three (3) and no more than four (4) weeks following the release of the applications to be considered. 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 Commission. Reasons constituting legitimate excuses for missing the workshop will be determined in advance by the Commission. Candidates with valid excuses must submit them to the Commission prior to the workshop and will be required to attend an alternate session with members of the Commission.
 - i. It will be the responsibility of the ASUW Elections Commissioner to host a minimum of two (2) general information sessions between the dates applications are available and the time applications are due. These sessions must be open to the campus; style and programming will be at the discretion of the ASUW Elections Commission.
- E. It will be at the discretion of the Elections Commission each year to set the maximum amount of money that may be spent by the candidates for President, Vice President, and Senator for the Elections, with the approval of the ASUW Senate.
- F. Campaigning and publicity rules shall be established by the Elections Commission with the approval of the ASUW Senate.
- G. The results of the voting in each election, including the number of votes received by each candidate, shall be released by the Commission as soon as possible after the polls close.
- H. The Elections Commission shall annually proscribe and disseminate to all official candidates for ASUW elective office the Election Code, which shall summarize the manner in which student elections shall be administered, the consequences for the failure of candidates to abide by such rules, and all other rules and regulations seen as prudent and necessary by the Elections Commission in accordance with Article II, Section 10, Subsection A, Clause 3 and Article IV of the ASUW By-Laws and with the consent of two-thirds of the ASUW Senate.

Section 3. Voting

- A. Voting shall be conducted using the voting method outlined below:
 - i. In the Election, students will rank their preferences of candidates in both their college election and the Presidential and Vice-Presidential election from first to last according to the principles of the Alternative Vote/Instant-Runoff Voting.
 - a. The procedures of the Alternative Vote, also known as Instant-Runoff Voting or Preferential Voting, is described in Robert's Rules of Order Newly Revised in Chapter XIII §45. 11th edition, 2011, p. 425-28.
- B. Any ASUW fee-paying student will be permitted to vote at the polling places or by voting online. The vote of the students will determine the winners of the election.
- C. Students will only be allowed to vote for candidates in their college, excluding presidential and vice presidential candidates. Undeclared students will vote for candidates in the College of Arts & Sciences. Fee-paying students with more than one major will only be allowed to vote in their primary college, as documented by the Registrar.
- D. Write-in votes will be permitted.
- E. Thirty total senators will be elected. These seats will be divided among the seven colleges as stipulated by the Article II, Section 6 of these By-Laws and the ASUW Constitution.
- F. Polling places will be considered as any university-operated computer lab, any computer station set up by the ASUW Elections Commission for the purpose of voting, and any other locations determined polling areas by the Elections Commission.
- G. Such stations will be clearly identified and all candidates will be informed of what constitutes such polling areas. Students will be able to cast votes from any computer connected to the Internet with access to the University of Wyoming website.
- H. All voting will be conducted with electronic online ballots unless technical difficulties make an online election impossible. Students with disabilities and who have been certified by University Disability Support Services (UDSS), will be afforded the opportunity to use paper ballots. These ballots will be available on the dates of the Primary Election (if needed) and/or General Election in the Union from 8:00 a.m. to 4:00 p.m.

Section 4. Ballots and Elections:

- A. Election
 - i. The names to be listed on the ballot will include all qualified President and Vice President tickets and all qualified senate candidates.
- B. Paper Ballots
 - i. In the case that the use of paper ballots is necessary (because of technical difficulties or to meet the needs of disabled students) the order of candidates on the primary and general ballots will be determined by a random drawing to be conducted by the Elections Commission as soon as the previously mentioned circumstances become apparent.
- C. Senate candidates shall not be allowed to change the college for which they wish to run after the final filing date of their application. If senate candidates wish to change

colleges after the submission of their application, they shall be required to run as a write-in candidate for their respective new college.

Section 5. Election:

- A. The candidates for ASUW Office who are not eliminated after the instant-runoff shall be declared the winners of those positions. An instant-runoff will be run until the number of candidates matches the number of apportioned seats of a college, and the number of winning candidates shall not exceed the number of apportioned seats of any college.
 - i. In the event that there were no candidates for a given Office, the individual with the greatest number of legitimate write-in votes shall be declared the winner. Otherwise the Elections Commission will distribute applications for the specific office.
- B. The Elections will be held no less than four (4) and no more than five (5) weeks after the filing deadline (as outlined in Section 1(D) of this Article). Polling options must be open for no less than 65 hours and no more than 90 hours.
 - i. The Elections end date must allow for Senate Meetings to be held before the end of that semester, not including finals week.
- C. Each student may rank up to, but not exceeding, the number of senate seats allotted to their college (as outlined in Section 2 and 10 of this Article).
- D. Write-in voting shall be permitted; any write-in candidate or ticket must submit an application and expense statement at noon the Tuesday following their notification of winning an election. Write-in candidates must have met the requirements for nomination and abided by election and campaigning rules to be considered eligible for office up to the discretion of the Elections Commission.

Section 6. Candidate Requirements:

- A. A candidate for Senator must meet the following requirements:
 - i. They must be student enrolled at the University of Wyoming and an ASUW fee paying student, and maintain this status.
 - ii. 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.
 - iii. They must have completed no less than twenty-four (24) hours of university credit at the beginning of the academic year of his term of office as an undergraduate student, or, as a graduate or professional student eighteen (18) hours.
 - iv. They must have completed no less than twelve (12) of those hours at the University of Wyoming as an undergraduate student, or, as a graduate or professional student nine (9) hours at the University of Wyoming.
 - v. They must submit an application by the required deadline (as outlined in Section 1, Subsection C of this Article) provided by the Elections Commission.
 - vi. 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.
 - vii. All candidates for Senator will run individually.

- B. Both candidates on a ticket for ASUW President and Vice President must meet the following requirements:
- i. They must be a full-time ASUW fee paying student.
 - ii. 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.
 - iii. They must submit an application by the required deadline (as outlined in Section 1, Subsection C of this Article) provided by the Elections Commission.
 - iv. They must have completed no less than sixty (60) hours of university credit by June 10 of the calendar year in which they was 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 was elected.
 - v. They must have completed no less than twenty-four (24) of those hours as an undergraduate student, or, as a graduate or professional student, eighteen (18) hours, at the University of Wyoming.
 - vi. 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.
 - vii. They cannot be a currently serving member of the ASUW Judicial Council or the ASUW Elections Commission. 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 Commission in order to officially declare their candidacy when filing closes.
- 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 Section 1, Subsection C of this Article) to run for Senate.

Section 7. Rules for campaign materials shall be as follows:

- A. Campaign materials regulated by these rules shall not include non-broadcast spoken words, with the following exceptions: non-broadcast spoken words shall be considered campaign materials in the event they are used within an identified polling place during an election.
- B. Campaign materials may not be posted until after the ASUW Elections Commissioner has received the candidate's application and the filing deadline has passed. Posted campaign material will include: e-mails, internet websites, posters, fliers, hand-outs, and all other formal campaign materials. No candidate may send campaign e-mails to more than fifty (50) UW e-mail accounts within a 24-hour period (list serves shall count only as one account; third-party list serves are prohibited). Candidates must account for any costs incurred by the use of these campaign materials. All materials displayed must conform to the restrictions placed on them by the administrator of that area. It will be at the discretion of the Elections Commissioner to determine the definition of campaign materials, should the issue arise.
- C. Campaigns may use the services of Associated Students Technical Services (ASTECS); however these fees must be reported on their campaign expense reports.

- D. Signs hung on the outside of the Union or on the fences surrounding it must be approved by the Wyoming Union.
- E. Campaign materials in the residence halls must follow the rules and regulations set forth by the residence hall director. These rules will be obtained by the Elections Commissioner and included on the Elections Code for all candidates.
- F. According to the ASUW-recommended addition to UNIREG 178 (4) (b) (vii): “An internal user may not attach posters to or write on with any substance, the exterior or interior of any building or structure except at designated locations. Outside signs may be displayed on the kiosks provided at various locations on the campus for that purpose. Trees, sidewalks and signposts or lamp posts shall not be used for the display of signs, posters, or any writings.” If signs, posters, or other writings are found in any of the prohibited areas, the candidate will be subject to University fines.
- G. All political advertisements, campaign materials, and promotional materials, including, but not limited to, banners, posters, and Branding Iron ads, must include a disclaimer identifying the sponsor. The disclaimer must state either “paid for by” or “sponsored by.” Materials not bearing this statement including materials ordered by candidates prior to the Candidate Orientation may be prohibited and subject to removal at the discretion of the Elections Commissioner.
- H. There shall be no defacing or removal of another candidate’s campaign materials by a candidate or a candidate’s campaign staff.
- I. The use of the ASUW logo on campaign materials is prohibited.
- J. All candidates are responsible for removing all election materials by 10 a.m. on the Monday following the election.
- K. Any campaign material in violation of any of the above rules will be subject to removal by the Elections Commission. Candidates in violation will be subject to sanctions by the Elections Commissioner or the Judicial Council.
- L. An itemized statement of expenses incurred during the election must be submitted to the ASUW Office by 4:30 p.m. the Tuesday following the Election for all candidates (President and Vice President tickets and Senate candidates). All expenditures and expense statements must conform to 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. Attached to the expense statement must be receipts for all expenditures. 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.
 - iii. All candidates must submit a signed expense statement, even if no costs were incurred. Separate signed expense statements must be submitted for each campaign if a candidate is running for a senate position, as well as a president/vice president position.
- M. Expense statements filed after the aforementioned deadline are subject to discretionary review by the Elections Commission and discretionary sanctions by the Elections Commissioner.
- N. No campaign material shall be displayed or stored in the ASUW Office.
- O. Use of the University radio station for campaigning shall be limited by the policy of the station.
- P. Meetings of the ASUW programs listed under Article II, Section 10, Subsection A, Paragraph viii, Subparagraph c, Clause a, shall have specific campaign rules that will be decided on and outlined in the Election Code.

- Q. There shall be no posters hanging within 30 feet of any polling places on the dates of the elections. There shall also be no active campaigning within 30 feet of these polling places on the dates of the elections; campaigning includes, but is not limited to possession of campaign materials such as buttons, flyers, clothing, etc.
- R. There shall be no disruptive campaigning in class. This will be at the discretion of the presiding instructor and the Elections Committee.
- S. Candidates wishing to sponsor parties or barbeques on campus must complete an Activities Notification Form, obtain a noise and/or a food permit if necessary, and include the cost incurred by or donations given to these events on the aforementioned itemized statement of expenses. A copy of the Activities Notification Form must be filed with the Elections Committee in the ASUW Office at least two weeks prior to the event.
- T. Candidates will be held responsible for making their associated supporters aware of all election rules.

Section 8. Campaign Endorsements

- A. Candidates will report all financial endorsements on their campaign expense reports.
- B. Should a Registered Student Organization (RSO) endorse a campaign ticket which results in the waiver of ASTEC fees, this must be noted as a donation in the campaign expense reports.
- C. Members of the ASUW Executive Branch will not publicly endorse any Candidate.
 - i. 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.

Section 9. Complaints and Violations

- A. All complaints must be submitted in writing to the ASUW Secretary. Verbal complaints will not be considered.
- B. The Elections Commissioner will review and decide on all complaints within 72 hours of the submission of the complaint.
- C. The Commissioner may impose sanctions for all officially written complaints and violations.
- D. The Commissioner may also impose sanctions against the complainant should the Commissioner feel that the complainant has intentionally filed erroneous complaints.
- E. The decision of the Elections Commissioner can be appealed by either party to the Judicial Council within 72 hours of the decision of the Commissioner.
- 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.

Section 10. Sanctions

- A. No sanctions reached by the Judicial Council or the Commissioner will be final unless approved by the University of Wyoming Vice President for Student Affairs (as stipulated in the ASUW By-Laws).
- B. Any candidate who fails to abide by the verdict and sanctions of the Commissioner or the Judicial Council may be disqualified from the election or from the position won in the election.

- C. 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.
- D. If sanctions were imposed by the Elections Commissioner, appeals may be made to the Judicial Council in accordance with the ASUW By-Laws.
- E. Sanctions may include, but are not limited to, placing that candidate's/ticket's name at the bottom of the ballot, removal from the ballot, or disqualification from office.

Section 11. Results

- A. Results shall be tabulated using the method proscribed in Section 2 of this article.
- B. No information shall be available until the Elections Commission has finished tabulating all ballots.
- C. The results of voting in each election shall be announced at a location chosen by the Election Commission and posted in the ASUW Office window as soon as they are available.
- D. If any person is elected to more than one position in the election, that person must resign from all but one position.
- 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.

Section 12. Student Initiatives

- A. Any ASUW member may put an item to a referendum vote of the student body through during either an election or special election.
 - i. The exact language of the question to be placed upon the ballot, framed in a "yes or no" format, may be eligible.
 - ii. The question to be considered shall be accompanied by student signatures representing at least 10% of the currently enrolled, fee paying students of the University of Wyoming.
 - iii. The Question to be considered shall be presented to the Senate during a regularly scheduled meeting as "New Business"
 - iv. At least fifty percent (50%) of the accompanying signatures shall be verified by the ASUW Elections Commission with the assistance of the ASUW Student Outreach and Policy Committee, using whatever method the committees jointly decide will most efficiently reach the goal of verifying the signatures. The verification process shall extend no more than thirty (30) days beyond the date the question to be considered has been presented to the Senate. At the end of the verification process or at the end of thirty days, the ASUW Elections Commissioner shall report the results of the verification process to the Senate.
 - v. The preferred forum of any such ballot measure shall be a regularly scheduled Election of ASUW. In the instance that the feasibility of waiting until the next Election does not exist, a special election may be called by a two-thirds (2/3) vote of the ASUW Senate, at the time of presentation of the question to the Senate. Failure to acquire the necessary votes will result in the measure automatically being relegated to the ballot of the next Election.
 - a. Any special election shall be publicized by the ASUW Executive Staff by advertising the special election for at least two (2) weeks prior to the

special election utilizing the executive advertising budget. The venues for such publication shall include the Branding Iron and the Student List serve. Any additional means of publicity shall be at the discretion of the Executive Branch. All such notifications must include the exact wording of the question as it will appear on the ballot.

- vi. The ASUW Executive Branch 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 Executive Branch shall inform the appropriate body of the vote of the students.

Section 13. Senate Initiatives

The ASUW Senate may place any item of concern upon the ballot of a Special Election or Election.

- A. Any such request shall come to Senate in the form of legislation.
- B. The exact language of the question to be considered shall be included as a part of the legislation, in the form of an addendum. All such questions shall be framed in a “yes or no” format.
- C. Legislation to place a question upon a ballot shall require a two-thirds (2/3) vote of the Senate.
- D. The preferred forum of any such ballot measure shall be a regularly scheduled Election of ASUW. In the instance that the feasibility of waiting until the next Election does not exist, a special election may be called by a two-thirds (2/3) vote of the ASUW Senate. If a special election is being called for, the legislation presenting the question to be considered shall reflect it. Failure to acquire the necessary votes will result in the measure automatically being relegated to the ballot of the next Election.
 - i. Any special election shall be publicized by the ASUW Executive Staff by advertising the special election for at least two (2) weeks prior to the special election utilizing the executive advertising budget. The venues for such publication shall include the Branding Iron and the Student List serve. Any additional means of publicity shall be at the discretion of the Executive Branch. All such notifications must include the exact wording of the question as it will appear on the ballot.
- E. The ASUW Executive Branch 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, but is relevant to the UW campus community, 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 Executive Branch shall inform the appropriate body of the vote of the students.

Section 14. Changes to Election Rules

- A. No changes will be made less than two weeks before the Election and candidates will be given written notice of the changes. Candidates are responsible to make

themselves aware of any other university regulations or policies that might affect their campaign.

Section 15. Disclosures

- A. Any person who is a candidate or official for ASUW shall have to file a disclosure form granting the ASUW Advisor permission to verify that a candidate or student government officer is not on Conduct Probation as assigned by the Assistant Dean of Students for Judicial Affairs or designee in the Dean of Students Office while running for office or while serving in office.
- B. No person shall be required to submit this form for any reason. However, if a candidate fails to submit the required disclosure form then such individual shall be barred from candidacy.

Section 16. Amendments

- A. All revisions and amendments to these Elections Policies shall facilitate the requirements of the Constitution and not be in conflict with the Constitution.
- B. Approval for any revisions of these Elections Policies requires a two-thirds (2/3) vote of the current ASUW Senate membership.
- C. No portion of these Elections Policies may be suspended.