**The Associated Students of the University of Wyoming (ASUW)**

**Elections Code for the 2021 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 the any of the following:

* + Jake St. Marie, Chair of the ASUW Elections Committee, [jstmarie@uwyo.edu](mailto:jstmarie@uwyo.edu)
  + James Wheeler, ASUW Advisor, [jwheele9@uwyo.edu](mailto:jwheele9@uwyo.edu)
  + ASUW Office, [asuwgov@uwyo.edu](mailto:asuwgov@uwyo.edu)

Dates: (These dates are subject to change based the University of Wyoming Academic Calendar <http://www.uwyo.edu/acadaffairs/_files/docs/academic-calendar.pdf>)

1. The 2021 ASUW Elections Code will be approved by the ASUW Senate on Tuesday, November 17th, 2020.
2. Applications for President and Vice-President tickets and Senate Candidates will be made available Monday, February 1st, 2021 at 8:00 a.m.
3. Financial Expense Reports for President and Vice-President tickets and Senate Candidates will be made available online Monday, February 1st, 2021 at 8:00 a.m.
4. Applications for President and Vice-President tickets and Senate Candidates are due before 8:00 a.m. on Friday, March 12th, 2021.
5. The mandatory candidate workshop session will be held Friday, March 12th, 2021 at 4:00 p.m.
6. The ASUW Elections Ballot will be approved by the ASUW Senate on Tuesday, March 30th, 2021.
7. The Candidate Meet and Greet will take place on March 17th, 2021 from 11:00 AM to 1:00 PM in Simpson’s Plaza.
8. The Presidential and Vice-Presidential Debate will take place in the Union Ballroom and on Zoom/WyoCast on March 25th, 2021 from 6:00 PM to 7:00 PM.
9. The ASUW Elections will be held from 12:01 a.m. on Monday, April 12th, 2021 until 5:00 p.m. on Wednesday, April 14th, 2021.
10. The Elections results will be announced on Thursday, April 15th, 2021 at 12:00 PM in the Union and over Zoom/WyoCast.
11. Financial Expense Reports are due for all candidates by 4:30 p.m. on Monday, April 19th, 2021.
12. The inauguration of the 109th Administration of the ASUW Student Government will be Monday May 3rd, 2021 at 12:00 p.m.
13. The first meeting of the 109th Administration of the ASUW Student Government will be Tuesday, May 4th, 2021 at 7:00 p.m.

Applications:

1. Applications for all candidates will be available on the ASUW Elections website on February 1st, 2021 at 8:00 a.m. (<http://www.uwyo.edu/asuw/how-to-get-involved/elections/index.html>). Applications will be filled out through the Microsoft 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 8:00 a.m. on Wednesday, March 12th, 2021.
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 8:00 a.m. on Wednesday, March 12th, 2021.
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
   1. In the mandatory candidate workshop session, the ASUW Advisor will go over the rules for the 2021 ASUW Election, the mandatory session will be held Friday, March 12th, 2021 at 4:00 p.m.
   2. Candidates are not able to begin campaigning until after they attend the candidate workshop session.
      1. Candidates who are unable to attend the candidate workshop session will be required to schedule a makeup session with the ASUW Advisor after the mandatory session. The candidates would be able to begin campaign after their makeup session.
2. Campaign Materials
   1. Rules for campaign materials are outlined in Section 5.05 Subsection 1 of the ASUW Elections Policy.
   2. All political advertisements, campaign materials, and promotional materials, must include a disclaimer identifying who purchased or sponsored the material or advertisement.
      1. Political advertisements, campaign materials, and promotional materials includes, but is not limited to, banners, posters, buttons, stickers, and food.
      2. 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.
      3. 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”.
   3. 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 Elections Committee and will be added to the 2021 Elections Code and distributed to all the candidates.
   4. If a candidate’s campaign materials are in violation of the Campaign Materials Rules, their materials will be subject to removal by the ASUW Elections Committee.
      1. An appeal of an Elections Committee decision to remove a candidate’s campaign materials can be made to the ASUW Judicial Council following the method prescribed in the ASUW By-Laws and the Rules and Procedures of the Judicial Council.
3. Polling Places and Ballots
   1. All voting will be conducted with electronic online ballots unless technical difficulties make an online election impossible.
      1. For students who do not have access to the appropriate technology paper ballots will be made available in the ASUW Office during the election.
      2. For students with disabilities, the ASUW Office will work with the student and DSS to make the appropriate accommodations.
   2. 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.
   3. 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
   1. President and Vice President tickets may spend up to $1,000.00 throughout the duration of the elections period.
   2. Senate candidates may spend up to $100.00 throughout the duration of the elections period.
   3. All spending must be tracked though 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 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 ([asuwjc@uwyo.edu](mailto:asuwjc@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:
   1. All Items purchased by a candidate or ticket must be included on the Financial Expense Report at retail value.
      1. Your cousin Throckmorton aka Throcky is running in the ASUW Elections. Throcky works for buttons.com, an online campaign button manufacturer. Buttons.com lists the purchase price for 1000 buttons as $300.00. But Throcky can purchase 1000 campaign buttons for $50.00 because of his connection to buttons.com. Throcky needs to list the retail price of the buttons on his Financial Expense Report.
      2. For example, if a candidate would like to purchase 1000 campaign stickers from stickers.com and stickers.com lists the price of 1000 stickers at $150. But that candidate knows the owner of stickers.com and can purchase 1000 stickers for $32 the candidate would need to list the retail price on their Financial Expense Report and the retail price is what is counted towards the candidates spending limit.
   2. All items or services that are donated to a candidate or ticket must be included on the Financial Expense Report at retail value.
      1. For example, if the same candidate from the previous example gets the owner of stickers.com to donate the 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.
   3. 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.
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.
   1. If a candidate is running for 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 Monday, April 19th, 2021.
7. Financial Expense Reports filed after Monday, April 19th, 2021 are subject to review by the ASUW 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.

1. Financial endorsements must be included in the Financial Expense Report as outlined above.
   * + 1. Public endorsements are statements of support for a candidate from a Student Organization or other campus entity.
2. 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.”
   * + 1. No members of the ASUW Executive Branch, Elections Committee, or Business Office can endorse any candidate or ticket.
3. 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.
   * + 1. 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 or ticket will be allowed to use $31.25 to help cover printing expenses, this can be used to print campaign posters, handouts, or other printed materials.
   1. If more funds become available for the Printing Fund, the Elections Code will be updated to reflect this new amount per candidate.
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.
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 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 Policy as of October 28th, 2020 is outlined below and is attached to the end of this document:

Section 5.01 The ASUW Elections Committee

Section 5.02 ASUW Advisor

Section 5.03 Elections

1. Voting
2. Ballots
3. Elections
4. Results

Section 5.04 Candidate Requirements

1. Senator Candidates
2. President and Vice President Candidates

Section 5.05 Campaign Rules

1. Materials
2. Expenses
3. Endorsements
4. Changes

Section 5.06 Complaints and Sanctions

1. Complaints
2. Sanctions

Section 5.07 Initiatives for Ballots

Section 5.08 Amendments and Suspension

1. All candidates are expected to familiarize themselves with the ASUW Elections Policy and to fully understand the rules and procedures outlined in Sections 5.03 through 5.06 of the Elections Policy.

Candidate Responsibility:

1. All candidates for positions within the ASUW Student Government are responsible for making themselves aware of, and abiding by, the ASUW Elections Policy and any other rules stipulated in the approved, 2021 Elections Code.
2. All candidates are responsible for conducting themselves in a fair, democratic fashion, representative of the ASUW Student Government.
3. All candidates will refrain from campaigning until after the mandatory candidate workshop session. After the workshop session, candidates are welcome to begin campaigning.

Additional Links:

[ASUW Elections Website](http://www.uwyo.edu/asuw/how-to-get-involved/elections/index.html)

[ASUW Judicial Council Website](http://www.uwyo.edu/asuw/about-us/judicial-branch/index.html)

[ASUW Working Documents](http://www.uwyo.edu/asuw/about-us/legislative-branch/senate/_asuw-working-documents/index.html)

[University of Wyoming Academic Calendar](http://www.uwyo.edu/acadaffairs/_files/docs/academic-calendar.pdf)

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
       1. A written referral or complaint to the Judicial Council shall include the following:
          1. The name of the accusing and accused parties.
          2. A recitation of the facts that lead to a rationale for referral or complaint.
          3. Generally, the evidence that supports the rationale for referral or complaint.
          4. The relief sought by the accusing party.
    2. Appeal
       1. A written appeal to the Judicial Council shall include the following:
          1. The name of the appellant.
          2. The name of the decision-making body being appealed from.
          3. A recitation of the facts that lead to a rationale for the appeal.
          4. Generally, the evidence that supports the rationale for the appeal.
          5. The specific issue that is being appealed and the specific relief sought.
    3. Request for Interpretation
       1. A written request for interpretation is to include the following:
          1. The name of the party requesting interpretation.
          2. The specific document(s) and area(s) that are to be interpreted.
          3. 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.
       1. Only the hearing is recorded
       2. The private deliberations of the Council are not recorded.
       3. Hearing recordings are to be maintained in the ASUW office for three (3) years after the date of the hearing.
          1. Accidental loss or destruction of the recordings does not invalidate the findings of the Judicial Council.
          2. 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.
       1. 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.
        1. 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.
        1. 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
       1. A quorum of four (4) Judicial Council members, not including the Judicial Council Advisor, is required for all decisions made within this section.
       2. All complaints must be submitted in writing to the Judicial Council.
       3. Each complaint will only be reviewed once. If one complaint is submitted by multiple people, the Judicial Council can combine the complaints.
       4. 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.
       5. 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.
       6. 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.
       7. The party submitting the complaint must indicate their request for a hearing within the original submission of the complaint.
       8. 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.
       9. 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.
       10. 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.
       11. 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.
       12. In the case of a hearing, the hearing will abide by the procedure outlined in Section 4.03 of these Rules and Procedures.
       13. Parties with a vested interest may submit briefs on the topic under consideration as Friends of the Council.
       14. The Council may request additional information from either party it deems it necessary to the discussion of the complaint.
    2. Sanctions
       1. The Judicial Council may impose sanctions for all officially written complaints and violations.
       2. 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
       1. 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.

The Elections Policy, Article 5 of the ASUW bylaws is attached below:

**Article 5.** **Elections Policy**

Section 5.01 ASUW Elections Committee

1. Responsibilities and Authorities
   1. The Elections Committee shall set all election and associated dates to fit the current academic calendar following the guidelines set forth in this article, as part of the Elections Code.
   2. Applications, financial statements, and the Election Code shall be provided by the Elections Committee and be made available in the ASUW Office by 9:00 a.m. on a school day selected by the Committee before the 4th week of the spring semester.
   3. All candidates must submit applications to the ASUW Office by 4:30 p.m. on the date selected by the Elections Committee, no less than three (3) 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 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.
      1. The Committee shall, 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 Committee.
   4. It will be at the discretion of the Elections Committee 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, as part of the Elections Code.
   5. Campaigning and publicity rules shall be established by the Elections Committee in the Elections Code.
   6. The results of the voting in each election, including the number of votes received by each candidate, shall be released by the Committee as soon as possible after the polls close.
   7. The Elections Committee shall annually proscribe and disseminate to all official candidates for ASUW elective office the Elections 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 Committee. The Elections Code must be approved by the ASUW Senate before the conclusion of the fall semester
   8. The Elections Committee along with the ASUW Advisors are authorized to determine the software needed to count all ballots of the elections according to Instant-Runoff Voting.
   9. The Elections Committee will work in collaboration with the ASUW Advisor to ensure that all candidates adhere to the Elections Code

1. Composition
   1. The chair of the Elections Committee cannot run for any position in the ASUW Election they are overseeing.
      1. Should the chair of the Elections Committee decide to run for a Senate position they can remain the chair with the approval of the ASUW Senate before the filing deadline. The approval will require a 2/3 vote of the Senate.
   2. No member of the Committee can run for President or Vice President.
   3. In the event that an individual who wishes to declare their candidacy for President or Vice-President is currently serving as on the Elections Committee they must resign as a member of the Elections Committee in order to officially declare their candidacy before filing closes.

Section 5.02 ASUW Advisor

1. Responsibility and Authority
   1. The ASUW Advisor can delegate any of their responsibilities within this Article 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.
   2. The ASUW Advisor along with the Elections Committee is authorized to determine the software needed to count all ballots of the elections according to Instant-Runoff Voting.
   3. 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.
   4. The ASUW Advisor will work in collaboration with the Elections Committee to ensure that all candidates adhere to the Elections Code.
   5. Votes will be counted by the ASUW Advisor and if need be, the ASUW Advisor can appoint a designee who is not running in the election to assist in the counting of the votes.
   6. 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 Elections Committee. The chair of the Elections Committee is allowed to assist in the planning and hosting of this workshop.
   7. The ASUW Advisor will be responsible for enforcing any sanctions put on candidates by the Judicial Council.

Section 5.03 Elections

1. Ballots
   1. The names to be listed on the ballot will include all qualified President and Vice President tickets and all qualified Senate candidates.
   2. The order of candidates on the primary and general ballots will be determined by a random drawing to be conducted by the Elections Committee and the ASUW Advisor as soon as possible.
   3. 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 ASUW Office from 8:00 a.m. to 5:00 p.m. The order of candidates on these ballots will be the same as on the electronic online ballots.
2. Voting
   1. Voting shall be conducted using the method outlined below:
      1. 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.
         1. 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.

* + 1. 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.
    2. 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.
    3. Write-in votes will be permitted.
    4. Thirty-two (32) total Senators will be elected. These seats will be divided among the colleges as stipulated by Article 2, Section 2.02, Subsection 6 of these By-Laws and Article VI, Section 1 of the Constitution.
    5. Polling places will be considered as any university-operated computer lab, any computer station set up by the ASUW Elections Committee for the purpose of voting, and any other locations determined polling areas by the Elections Committee.
    6. 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

1. Elections
   1. The elections will be held no less than four (4) weeks after the filing deadline. Polling options must be open for no less than 65 hours and no more than 90 hours.
      1. The elections end date must allow for Senate Meetings to be held before the end of that semester, not including finals week.
   2. Each student may rank up to, but not exceeding, the number of Senate seats allotted to their college (as outlined Article 2, Section 2.02, Subsection 6 of these By-Laws and Article VI, Section 1 of the Constitution).
   3. Write-in voting shall be permitted; any write-in candidate or ticket must submit an application and expense statement by 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 Committee and ASUW Advisor.
   4. The candidates for ASUW elective 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.
      1. In the event that there were no candidates for a given elective office, the individual with the greatest number of legitimate write-in votes shall be declared the winner. Otherwise, the vacancy procedure outlined in Article 4, Section 4.02 of these By-Laws will be used.
2. Results
   1. Results shall be tabulated using the method proscribed in Article 5, Section 5.03, Subsection 2 of these By-Laws.
   2. No information shall be available until the ASUW Advisor has finished tabulating all ballots.
   3. The results of voting in each election shall be announced at a location chosen by the Election Committee and posted on the ASUW website as soon as they are available.
   4. If any person is elected to more than one position in the election, that person must resign from all but one position.
   5. 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 5.04 Candidate Requirements

1. Senator Candidates

A. A candidate for Senator must meet the following requirements:

a. They must be a full-time ASUW fee paying student and maintain this status.

* + 1. 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.
    2. 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.
    3. 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.
    4. 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.
    5. 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.
  1. 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. 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.

1. President and Vice President Candidates
   1. Both candidates on a ticket for ASUW President and Vice President must meet the following requirements:
      1. They must be a full-time ASUW fee paying student and maintain this status.
      2. 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.
      3. 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.
      4. 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.

* 1. 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.
  2. They cannot be a currently serving member of the ASUW Judicial Council or the ASUW 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.
  3. 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.

1. 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.
2. 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.

Section 5.05 Campaign Rules

1. Materials

A. Rules for campaign materials shall be as follows:

* + 1. Campaign materials regulated by these rules shall not include non-broadcast spoken words, with the following exception: non-broadcast spoken words shall be considered campaign materials in the event they are used within an identified polling place during an election.
    2. Campaign materials may not be posted until after the ASUW Elections

Committee 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 Committee to determine the definition of campaign materials should the issue arise.

1. Campaigns may use the services of Associated Students Technical Services (ASTEC); however, these fees must be reported on their campaign expense reports.
2. 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 Committee and included on the Elections Code for all candidates.
3. 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.
4. 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 Committee.

1. There shall be no defacing or removal of another candidate’s campaign materials by a candidate or a candidate’s campaign staff.
2. The use of the ASUW logo on campaign materials is prohibited.
3. All candidates are responsible for removing all election materials by 10 a.m. on the Monday following the election.
4. No campaign material shall be displayed or stored in the ASUW Office.
5. Use of the University radio station for campaigning shall be limited by the policy of the station.
6. 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.
7. 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.
8. There shall be no disruptive campaigning in class. This will be at the discretion of the presiding instructor and the Elections Committee.
9. 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.
   * 1. Candidates will be held responsible for making their associated supporters aware of all election rules.
     2. 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.
10. Expenses
    1. 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:
       1. 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.
       2. 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.
       3. 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.
    2. Expense statements filed after the aforementioned deadline are subject to discretionary review and sanctions by the Judicial Council.
11. Endorsements
    1. Candidates will report all financial endorsements on their campaign expense reports.
    2. 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.
    3. Members of the ASUW Executive Branch will not publicly endorse any candidate.
       1. 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.
12. Changes
    1. 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 5.06 Complaints and Sanctions

1. Complaints
   1. All complaints must be submitted in writing to the Judicial Council. Verbal complaints will not be considered.
   2. Each complaint will only be reviewed once. If one complaint is submitted by multiple people, the Judicial Council can combine the complaints.
   3. The Judicial Council will review and decide on all complaints within ten (10) academic days of the submission of the complaint.
   4. The Judicial Council may impose sanctions for all officially written complaints and violations.
   5. The Judicial Council may also impose sanctions against the complainant should the Judicial Council feel that the complainant has intentionally filed erroneous complaints.
   6. 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
   1. 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.
   2. 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.
   3. 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.
   4. 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.
   5. The ASUW Advisor will be responsible for enforcing all sanctions imposed by the Judicial Council.

Section 5.07 Initiatives for Ballots

1. Student Initiatives
   1. Any ASUW member may put an item to a referendum vote of the student body through during either an election or special election.
      1. The exact language of the question to be place upon the ballot must be framed in a “yes or no” format to be eligible.
      2. 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.

* + 1. The question to be considered shall be presented to the Senate during a regularly scheduled meeting as “New Business”
    2. At least fifty percent (50%) of the accompanying signatures shall be verified by the ASUW Elections Committee with the assistance of the ASUW Student Outreach and Programming 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 Committee shall report the results of the verification process to the Senate.
    3. 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.
       1. 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 legislative contingency 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.
    4. 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.

1. Senate Initiatives
   1. The ASUW Senate may place any item of concern upon the ballot of a special election or election.
      1. Any such request shall come to Senate in the form of legislation.
      2. 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.
      3. Legislation to place a question upon a ballot shall require a two-thirds (2/3) vote of the Senate.
      4. 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.

* 1. 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 legislative contingency 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.

1. 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 5.08 Amendments and Suspension

1. Suspension
   1. No portion of this Article may be suspended.