



2013
ELECTIONS
POLICIES AND
PROCEDURES

2013 Elections Policies and Procedures

ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON 2013 ELECTIONS POLICIES AND PROCEDURES

The following shall be the Elections Policies and Procedures to be used in the 2013 ASUW General Election as approved by the ASUW Board of Directors. It is the responsibility of the candidates, the proponents or opponents of ballot measures, their affiliates, and any other students involved in the ASUW Elections to follow these procedures; otherwise, penalties shall be assessed in accordance with these policies and the ASUW Bylaws. The provisions of this document apply both on-campus and off-campus.

Title I: Definitions

The following terms are defined to make the Elections Policies and Procedures of the Associated Students of the University of Washington free of ambiguity.

1. "Affiliate" shall be defined as any individual or group that intentionally coordinates with a ticket, candidate, or ballot measure for the act of campaigning.
2. "Campaign Manager" shall be defined as the individual a candidate lists on their Candidate Filing Form and is therefore authorized to represent said candidate in the event of their absence from an Elections Administration Committee-mandated events.
3. "Campaign materials" shall be defined as any good or electronic media used to promote or degrade a ticket, candidate, or ballot measure.
4. "Campaigning" shall be defined as an action taken by a ticket, candidate, or ballot measure, or their affiliates as outlined in Title V.
5. "Candidate" shall be defined as any individual seeking to run for the ASUW Board of Directors who is in compliance with Article XIV, Section 3b of the ASUW Bylaws.
6. "Complaint" shall be defined as an official form, submitted to the Student Activities Office, describing an alleged violation of the Elections Policies and Procedures.
7. "Disqualification" shall be defined as an ticket, candidate or ballot measure that has committed a violation which renders them ineligible for the position, shall be treated as having received no votes, as outlined in Article XIV, Section 3d of the ASUW Bylaws.
8. "Donated goods/services" shall be defined as any item discounted or donated that a candidate, ticket, or ballot measure is using explicitly and solely for campaigning and would normally have to pay for, as outlined in Title IX.
9. "Electronic media" shall be defined as any distribution of information using electrical devices.
10. "Endorsement" shall be defined as any action by an affiliate that supports the campaign of a ticket, candidate, or ballot measure as outlined in Title VI.
11. "Financial disclosure" shall be defined as an up-to-date and accurate statement of all campaign expenditures, donations, and sources of campaign income, including donated goods and services.
12. "Independent" shall be defined as any individual campaigning for office that has not filed under a ticket name or brand.

13. "Instant Runoff Voting" shall be defined as a system that guarantees that the winning candidate has a majority of the votes instead of a plurality, by allowing voters to rank the candidates by preference on a single ballot.
14. "Ticket" shall be defined as individuals that share marketing materials, strategies, branding, as well as inclusion on the candidacy Filing Form.
15. "Violation" shall be defined as any act, intentional or otherwise, that disobeys the stated rules of the Elections Policies and Procedures.
16. "Volunteer" shall be defined as any individual that actively supports a specific ticket, candidate, or ballot measure.
17. "Willful intent" shall be defined as a conscious decision to perform a particular act or to act in a particular manner that is not in accordance with the Elections Policies and Procedures.
18. "Write-in candidate" shall be defined as any individual who engages in campaigning prior to submitting an official Filing Form with the Student Activities Office.

Title II: Fair Campaign Statement

The Fair Campaign Statement is a non-binding set of ideals designed to promote goodwill among campaigners. The First Amendment prevents the ASUW from restricting the content of candidates' campaign messages; however, the ASUW encourages all campaigners to follow the Fair Campaign Statement. Because the Fair Campaign Statement is non-binding, the ASUW will not consider complaints that allege violations of the Fair Campaign Statement and will not issue penalties to those who violate the Fair Campaign Statement. This statement is to be included before the candidates' pictures in the ASUW Voter's Guide published in *The Daily*.

1. I shall conduct my campaign and insist that my affiliates discuss the issues and present the record and policies with sincerity and candor.
2. I shall not appeal to, and shall condemn appeals to prejudices based on race, creed, sex, national origin, sexual orientation, age, veteran status, or disability status.
3. I shall uphold the right of every qualified voter to free and equal participation in the election process. I shall not take part in, and will condemn those practices that tend to corrupt or undermine the system of free election or prevent the free expression of the will of the voters. This includes any manipulation of electronic technology that undermines the voter's ability to practice free and equal participation.
4. I shall promptly and publicly repudiate the support of any individual or group, which resorts, on behalf of my candidacy or ballot measure or in opposition thereof, to methods in violation of the letter and spirit of this code.
5. I shall not participate in, and I shall condemn, personal vilification, defamation, and other attacks on any opposing candidate, ticket or party.
6. I shall not use or authorize, and I shall condemn material relating to my campaign which falsifies, misrepresents, or distorts the facts, including but not limited to malicious or unfounded accusations creating or exploiting doubts as to the morality, patriotism, or motivations of any candidate, ticket, or party.
7. I shall not use a leadership position in a Registered Student Organization in which I am involved to unfairly seek an endorsement or volunteers.
8. I shall respect the privacy of the voting process, and will not in any way interfere with the neutrality of balloting when another individual is voting.

9. I shall refrain from any misuse of the ASUW Constitution and ASUW Bylaws to gain political advantage for myself or any other candidate.

Title III: Candidacy Filing Requirements

1. No candidate may file for more than one office or file on more than one ticket in any one election.
2. To file, the candidate must submit the following by **5:00 p.m. April 26, 2013** in the Student Activities Office, Husky Union Building 232;
 - a. An official filing form, provided by the Elections Administration Committee and signed by the candidate, which indicates they intend to seek election to a specific office and believe themselves to be eligible for that office in accordance with the ASUW Bylaws, Article XIV, Section 3a This Eligibility must be maintained throughout their candidacy.
 - b. For any group of students wishing to run as a ticket, each candidate should indicate that they are running as a ticket on the official filing form. Running as a ticket is defined as a group of candidates, or the authorized agents thereof, that;
 - i. Act in concert or cooperation for the purpose of electioneering; or
 - ii. Identify with a common or substantially common word, term, name, symbol, or device, or any combination thereof; or
 - iii. Are voluntarily and clearly identified together in any single and discreet electioneering communication.
 - c. A preliminary financial disclosure form.
 - d. A copy of the candidate's most recent unofficial transcript with a cumulative Grade Point Average indicated (these shall not be released to the public).
 - e. A copy of the candidate's current Spring Quarter class schedule.
3. As it is the responsibility of the candidates to ensure that all materials are submitted on time, the candidate is strongly encouraged to apply as far in advance of the deadline as possible. Failure to submit the materials outlined in this section on time shall result in the removal of the candidate from the ballot.
4. Candidates' eligibility for election shall be checked by the Elections Administration Committee and reviewed by the Student Activities Office advisor for elections. If eligible, candidates' candidacy shall be certified by the Elections Administration Committee Chair, by no later than **5:00 p.m. Friday, May 3, 2013**.
5. At the end of the filing period, the candidate's name and the position that they are seeking shall be placed on a public roster.
6. At the time of the certification, the Elections Administration Committee Chair shall sign the list of all eligible candidates and the office each is seeking and shall immediately post this list on the bulletin board provided for official notices in Husky Union Building 232.

Title IV: Write-In Candidates

1. Candidates campaigning before they have filed shall be treated as write-in candidates.
 - a. Any candidate still campaigning after the filing deadline shall continue to be treated as a write-in candidate.

2. Any campaign on behalf of a write-in candidate is subject to the rules set forth in these Policies and Procedures.
3. Additional space shall be provided on the ballot for each office in which any voter may write the name of a candidate other than those printed on the ballot. In the event such a candidate receives the necessary number of votes to be elected, their eligibility, in accordance with the requirements set forth in Title II of these Policies and Procedures, shall be determined by the Elections Administration Committee.
4. If a write-in candidate receiving over fifty percent of the vote is declared ineligible, the Instant Runoff Voting counting software will be run again, excluding the ineligible candidate.
5. A write-in candidate shall not appear in the ASUW Voter's Guide, published in *The Daily*, nor shall be allowed to participate in the Elections Administration Committee Candidate Forum. If a write-in candidate is elected, they will have until **12:01 p.m. Friday, May 17, 2013** to file for candidacy and submit all necessary paperwork to the Student Activities Office. A write-in candidate shall be otherwise exempt of violations listed in Title X.

Title V: Campaigning

1. Campaigning may not begin before **12:01 a.m. Friday, April 12, 2013**.
2. Campaigning shall be defined as to include, but not be limited to, the following activities:
 - a. Distributing flyers or other printed materials to promote or degrade a ticket, candidate, or ballot measure .
 - b. Addressing crowds to promote or degrade a ticket, candidate, or ballot measure.
 - c. Promoting or degrading a ticket, candidate or ballot measure with the intent of obtaining an endorsement.
 - d. Placing signs, sandwich boards, and lawn signs with the intent to promote or degrade a ticket, candidate, or ballot measure.
 - e. Use of electronic media to publicly promote or degrade a ticket, candidate, or ballot measure.
 - f. Any other public activity intended to promote or degrade a ticket, candidate or ballot measure.
3. Restrictions on campaigning shall include:
 - a. Campaigning in the ASUW and GPSS offices, and HUB Services. Campaigning is prohibited on bulletin boards maintained by HUB Management.
 - b. All candidates must adhere to ASUW campaign spending limits. The limits before sales tax are: \$420 for candidates for at-large Board of Directors positions, \$525 for Vice-Presidential candidates, \$630 for Presidential Candidates, and \$420 for ballot measures. The fair market value of donated goods and services counts towards the total value of expenditures. Receipts for donated goods must be attached to the final disclosure form. The Elections Administration Committee shall publish guidelines for the submission of all receipts.
 - c. No ticket, candidate, ballot measure, volunteer, or affiliate may distribute food or drink in coordination with a campaign for campaigning.
 - d. Campaigning is not permitted at ASUW-sponsored events, events that receive ASUW funding, or ASUW meetings, with the exception of elections forums sponsored by ASUW entities. No announcement promoting or degrading any ticket, candidate, or ballot measure may be made at such meetings or events.

- e. If a campaign wishes to raise money for an ASUW entity, they may only raise money for the Husky Pride Fund. The campaign then must submit proof of the deposit to the Elections Administration Committee and Student Activities Office by **12:01 p.m. Thursday, May 16 2013**.
 - f. All tickets, candidates, ballot measures, volunteers, and affiliates must abide by all federal and state solicitation policies when campaigning by phone.
 - g. All tickets, candidates, ballot measures, volunteers, and affiliates must adhere to the Facility Services Policy, the Residence Hall Solicitation Policy, and the UW IT Policy as found in the Candidate's Packet.
 - h. Lawn signs and sandwich boards shall not be posted before **6:00 a.m. Tuesday, May 7, 2013**. The size of the lawn signs displayed shall be limited to 16 square feet (i.e. 4' X 4').
 - i. All candidates are responsible for removing their campaign materials by **8:00 a.m. Friday, May 17, 2013** as specified by the ASUW Bylaws.
4. Exemptions from campaigning shall include, but are not limited to:
- a. Individuals wearing personal campaign apparel (T-shirts, buttons, etc.). This will not be considered campaigning unless they are actively engaging in the promotion or degradation of ticket, candidate, or ballot measure.
 - b. Candidates may begin organizing their campaign efforts prior to the campaigning date. Organization efforts are to be defined as:
 - i. Choosing Campaign Managers and other campaign personnel
 - ii. Setting campaign strategies
 - iii. The printing and creation of campaign materials
 - c. Any other action relating to a candidate's campaign, other than efforts to organize a campaign as defined previously, prior to **12:01 a.m. Friday, April 12, 2013** shall be considered early campaigning and in violation of Title VII, Section I of the Elections Policies and Procedures.
5. A candidate's use of electronic media may not interfere with the neutrality of the ballot. A link to the ballot must appear in a new browser window, full width and height of the screen.
6. The Elections Administration Committee shall sponsor one candidate forum at the ASUW Student Senate, and as many open, public forums as the Elections Administration Committee sees fit. Registered Student Organizations seeking Elections Administration Committee co-sponsorship shall meet the following criteria:
- a. Active Registered Student Organization participation in encouragement of attendance
 - b. Broad base of appeal among the campus community
 - c. Registered Student Organization commitment to treating candidates equitably
 - d. Deferral to the Elections Administration Committee in formatting
 - e. The Elections Administration Committee is solely responsible for creating specific criteria for co-sponsorship.

Title VI: Endorsements

- I. An endorsement shall be defined as any action by a group or individual that supports the campaign of a candidate, or ballot measure. This includes:
- a. Displaying and distributing campaign materials.
 - b. Speaking publicly in support of the candidate or ballot measure.

- c. Signing an official endorsement form.
- 2. Endorsements may be sought beginning at **12:01 a.m. Friday April 12, 2013.**
- 3. Candidates may not use the name of an individual or Registered Student Organization (RSO) without the consent of the endorser(s).
 - a. Endorsements must include the signatures of at least 3/5 of the current officers registered with the Student Activities Office at the time the document is submitted. It is the responsibility of the Registered Student Organization to keep their list of registered officers up-to-date with the Student Activities Office.
 - b. If a complaint concerning the endorsement process is submitted, candidates must be able to provide documentation of consent upon request of the Judicial Committee at the election complaint hearings.
- 4. The Elections Administration Committee shall encourage at least one representative from every Registered Student Organization considering an endorsement to attend an event, held before the endorsement deadline, which includes all candidates.
- 5. Official endorsements shall be defined as the names of University of Washington students or Registered Student Organizations listed in support of a candidate or ballot measure and featured in ASUW Publications. Official endorsements must be filed using the form provided by the Elections Administration Committee.
- 6. No ASUW entity or committee may make official endorsements, and all candidates must identify with an asterisk their endorsements from officials or appointees of the ASUW, which denotes a personal endorsement. A footnote must appear on the advertisement which explains the meaning of the symbol.
- 7. All endorsements that shall appear in the official Voter's Guide must be received by the Student Activities Office by **5:00 p.m. Monday, April 29, 2013.** The Voter's Guide will provide space for no more than fifteen and no fewer than five endorsements per candidate. Space availability will be determined by the Elections Administration Committee. Candidates shall rank their endorsements in order of preference, or elect to have endorsements chosen randomly for publication in the Voter's Guide by draw of name by the Elections Administration Committee. Endorsements chosen by the Elections Administration Committee shall be listed alphabetically. All endorsements shall be listed on the vote.asuw.org website.

Title VII: Polls

- 1. The Elections Administration Committee shall host an online polling location at a web address of their designation. The polls will be open from **12:01 a.m. Monday, May 13 2013 to 11:45 p.m. Wednesday May 15, 2013.**
- 2. The Elections Administration Committee shall select information booth locations based upon the following criteria:
 - a. Accessibility to large numbers of students.
 - b. Location relative to other information booths.
- 3. The Elections Administration Committee shall establish polling places at the same locations as the information booths, provided the available means exist.
- 4. All information booths shall be equipped with measuring tape.
- 5. The online voting system and information booth's times and locations shall be well-advertised on campus prior to and on the days of elections. The Elections Administration Committee shall define "well-advertised" as including at least three ads in a section of *The Daily* other

than the classified section, with these ads to be at least quarter-page size and appearing on separate days within one week of the election.

6. In the event of a technical issue with the online voting system during the elections, or during the time when elections are scheduled to occur, it is within the Board of Directors' discretion to postpone the election until such a time that either the online voting system is operational, or physical voting may be administered.

Title VIII: Instant Runoff Voting

1. ASUW elections for President, Vice President, and the at-large members of the Board of Directors will be conducted through a system of Instant Runoff Voting (IRV) in accordance with the ASUW Bylaws, Article XIV, Section 6.
2. The first candidate for a position to receive over fifty percent of the vote will be elected to the position.
3. Voters may write-in the name of at least one candidate for each position ranked in the order of their choice.
4. Voters may rank as many or as few candidates as they choose.

Title IX: Financial Disclosure

1. Each candidate must file an up-to-date and accurate statement of all campaign expenditures, donations, and sources of campaign income, including donated goods and services, on or before the date due. Candidates running as tickets may file joint preliminary and financial disclosure forms for campaign expenditures. Candidates choosing to file joint financial disclosure forms shall all be responsible for the content, and shall individually sign the disclosure form.
 - a. Candidates and proponents or opponents of ballot measures must submit a preliminary financial disclosure form to the Student Activities Office by **5:00 p.m. Friday April 26, 2013**. This document must include all expenditures related to the campaign or ballot measure made prior to this deadline.
 - b. Candidates and proponents or opponents of ballot measures must submit final disclosure forms to the Student Activities Office by **12:01 p.m. Thursday, May 16, 2013**. This document must include all expenditures related to the campaign or ballot measure made prior to this deadline.
 - c. If the financial disclosure forms are not submitted by the deadline, candidates and/or ballot measures may be disqualified by the Judicial Committee. These forms will be posted outside the Student Activities Office no later than twenty-four hours after the submission deadline.
2. The fair market value of donated goods and services counts towards the total value of expenditures. Receipts for donated goods must be attached to the final disclosure form. The Elections Administration Committee shall publish guidelines for the submission of all receipts. The term "donated goods and services" shall be defined as anything donated or discounted that a candidate is using explicitly, or solely for campaigning and would normally have to pay for, including but not limited to, anything bearing the candidates' or tickets' branding or logo, signs, wood stakes, printing, paper, shirts, and stickers. Items that are not actively used in campaigning including, but not limited to, chairs, tables, and canopies do not need to be

accounted for on the financial disclosure form. At the conclusion of elections, the Judicial Committee has final discretion on what constitutes as an item or service that must be included on the financial disclosure forms.

Title X: Listing and Classifying of Violations

- I. Minor violations of the Elections Policies and Procedures shall consist of one entire act, which must be corrected within the twenty-four hour time period from the time of written notification by the Elections Administration Committee of such violation. These minor violations may include, but not be limited to:
 - a. Campaigning within 100 feet of any Elections Administration Committee balloting area including information booths and polling locations on any election day.
 - b. Violating the policies established for Electronic Media.
 - c. Failure to remove all campaign materials from the campus by **8:00 a.m. Friday, May 17, 2013**.
 - d. Improperly posted signs as delineated in the Facility Services Policy, except as mentioned in Title X, Article 2e.
2. Major violations of the campaign rules may include but are not limited to:
 - a. Intentionally committing one minor violation and/or unintentionally committing four minor violations.
 - b. Intentionally deceiving any voter in recording their vote by providing incorrect or misleading information or by providing faulty election equipment.
 - c. Use of menace, force, threat or any unlawful means towards any voter to hinder or deter such voter from voting, or directly or indirectly offering any bribe, reward, or anything of value to a voter in exchange for the voter's vote for or against any candidate.
 - d. Tampering or alternation of any official election material or ballot without authorization.
 - e. Failure to attend or send a campaign manager to the Elections Administration Committee Ethics Seminar or to the Elections Administration Committee candidate forums as scheduled by the Elections Administration Committee in violation of the ASUW Bylaws, Article XIV, Section 4e.
 - f. Running for a Board of Directors position and simultaneously serving as a campaign manager for another candidate in violation of ASUW Bylaws, Article XIV, Section 4d.
 - g. Failure to adhere to ASUW campaign spending limits.
 - h. Submitting a false financial disclosure form. This includes submitting a financial disclosure form that does not include all expenditures up to the specified date as specified in the ASUW Bylaws, Article XIV Section 4d.
 - i. Non-compliance in submission of financial disclosure forms on time with receipts attached.
 - j. Distribution of any food or drink in coordination with a campaign.
 - k. Campaigning or putting up lawn signs or sandwich boards before the dates specified in the elections calendar.
 - l. Removal or defacement of lawfully placed political advertising without authorization.
 - m. Use of ASUW equipment or supplies for campaign purposes, including phones, office machines, office space, and email accounts.
 - n. Violating the UW IT Policy, Residence Hall Policy, or the Facility Services Policy as defined in the Candidate's Packet.

- o. Interference with the academic instruction of University classes.
 - p. Campaigning in University buildings without the written permission of the building supervisor, or, if done in a classroom, the written permission of the instructor.
 - q. Non-compliance in submission of any ballot measure or candidate platforms for publication in *The Daily*.
 - r. Unauthorized additions or deletions to *The Daily* or any other University of Washington publication.
 - s. Violating state or federal phone solicitation laws.
 - t. Other gross or intentional misconduct as perceived by the Elections Administration Committee of such violation.
3. In all instances, the actions of a candidate's authorized agents shall be constructed as the action of the authorizing candidate.
 4. The Judicial Committee has the final decision on what constitutes a minor and major violation.

Title XI: Election Complaints

1. Complaints may be filed against any of the following:
 - a. Candidates named on the ballot or write-in candidates.
 - b. Any person or persons campaigning on behalf of or against a ticket, candidate or ballot measure.
 - c. The Elections Administration Committee.
 - d. Any individual or group whose activity is alleged to be in violation of election rules or policies or which appears to violate an individual's rights during the process of campaigning.
2. Complaints are to be filed with the appropriate staff person of the Student Activities Office.
3. Upon receipt of a complaint, the recipient shall record the day and time of receipt of the complaint form.
 - a. Complaints are to be made on the forms provided by the Student Activities Office and shall include:
 - i. Date, time, and place of the alleged violation.
 - ii. Name(s) or other identifying characteristics of the person(s) involved in the alleged violation.
 - iii. Complete description of alleged violation, including where applicable:
 1. Names, addresses, phone numbers and email addresses of witnesses.
 2. Citation of the rule, policy, or right allegedly violated.
 3. Signature of the complainant and any witnesses to the alleged violation.
4. Complaints in which the writing is illegible may be discarded at the discretion of the Judicial Committee.
5. It is strongly recommended that in regard to sign violations complaints, the student submit a copy of the flyer or photograph showing the violation.
6. Complaints only listing a ticket name are not valid. Complaints against an entire ticket must list the names of all individuals on the ticket. Complaints may be made against a group of people regardless if they are on the same ticket.
7. All complaints must be submitted by no later than **5:00 p.m. on Friday, May 17 2013**. No late complaints will be accepted.

8. All dates herein shall be included in the Candidate's Packet.

Title XII: Complaint Procedure

I. Notification.

- a. All complaints shall be posted on the designated Student Activities Office bulletin board by no later than the third business day after the polls close.
- b. Candidates and proponents or opponents of ballot measures are solely responsible for checking the bulletin board for complaints against the candidate, ballot measure, or persons campaigning on their behalf.
- c. If a complaint is filed against a candidate or sponsor of a ballot measure, they may request a packet with the following information from the Student Activities Office:
 - i. A copy of the filed complaint.
 - ii. The time, date, and scheduled agenda for the public hearing.
 - iii. The rules and regulations by which the hearing will be governed.
 - iv. Statement that a failure to appear or submit a written response will result in the Judicial Committee weighing the case on the evidence provided.
 - v. The complainant and the accused both have the right to request that the designated Judicial Committee Chairperson postpone the hearing of the violation if pertinent witnesses cannot appear as outlined in this document.

2. Time of hearing.

- a. Hearings will begin **Wednesday, May 22, 2013**.
- b. Hearings may be postponed by a majority vote of the Judicial Committee until a specified date.
- c. Parties affected by the postponement are responsible for checking the Student Activities Office bulletin board for the new time and date.
- d. Public hearings shall begin within five business days after the election. All decisions shall be made in executive session.

3. Guidelines.

- a. A roll-call shall be taken at the beginning of the hearing.
- b. If the complainant fails to appear before the conclusion of the roll call, the complaint shall be dismissed and the Secretary of Judgments shall announce the dismissal of all such complaints.
- c. The burden of proof shall fall upon the complainant.
 - i. Elections Administration Committee members shall be responsible for either completely filling out the violation form, attending the complaint hearing prepared to speak on behalf of the violation, or submitting a one-paragraph supplementary description of the violation that the Chair will read. Failure to fulfill this may result in the dismissal of the complaint.
- d. Failure of the Judicial Committee to substantively adhere to the complaint procedures as outlined within this document shall result in a dismissal of all affected cases. The following procedure will be used for procedural complaints:
 - i. Procedural complaints must be submitted in writing to the ASUW President within two business days after the Board of Directors has voted on the Judicial Committee Election Complaint Judgments.

- ii. The complaint will be reviewed by the Board of Directors at its next meeting. If the Board finds that the Judicial Committee failed to substantively adhere to the complaint procedures, it may dismiss all affected cases by a majority vote.
 - e. Witnesses who testify at the hearings are limited to the Elections Administration Committee Chair, individuals listed on the elections complaint form or individuals approved by a majority vote of the Judicial Committee.
- 4. Judicial Committee procedures for review of election complaints must be in accordance with Judicial Committee Bylaws.
- 5. Procedure for Public Hearings by the Judicial Committee.
 - a. The designated Judicial Committee Chairperson shall introduce the members of the Judicial Committee.
 - b. The designated Judicial Committee Chairperson shall bring the violation before the Committee and read it aloud.
 - c. The complainant and the accused shall be introduced to the Committee.
 - d. The designated Judicial Committee Chairperson shall ask both parties if there are any questions regarding the policies and procedures of the hearing.
 - e. The complainant and their witnesses shall testify first, followed by questioning by the accused if so chosen.
 - f. The accused and their witnesses shall testify, followed by questioning by the complainant if so chosen.
 - g. Members of the Committee will be allowed to ask questions that are in the scope of previous testimony. That is, only on subjects which have been brought up during the hearings.
 - h. The accused and the complainant shall have the right to question any member of the opposing party.
- 6. Complaint Judgments.
 - a. Judgments from the Judicial Committee must be submitted to the Board of Directors for consideration within one week of the public hearings. The Judicial Committee may request an extension should the number or complexity of the complaints require additional deliberation.
 - b. The judgments shall be solely dependent upon the facts presented at the public hearing.
 - c. The judgments will be presented to the Board of Directors by the designated Judicial Committee Chairperson on a case-by-case basis.
 - d. The accused has the right to respond only to the facts of the final Judicial Committee Judgments for a time of no more than five minutes.
- 7. Hearing process and report to the Board of Directors.
 - i. Upon receiving complaints from the Elections Administration Committee, candidates and students at-large, the following shall be the rules regarding the hearings and the final presentation of the Judicial Committee findings to the Board of Directors.
 - a. Action must be taken by the Board of Directors during the meeting that it is presented to them. Failure to veto the Judicial Committee report shall result in the automatic approval of the report as a whole and all punitive measures shall go into effect.
 - b. When considering election violations presented by the Judicial Committee, Board of Directors members that were candidates or campaign managers in the election must abstain.

- c. The Board of Directors may reject a judgment of the Judicial Committee with a three-fourths majority of the voting membership of the Board of Directors as specified in the ASUW Constitution, Article X, Section 2d.
- d. The Board of Directors may amend the recommended penalties of the Judicial Committee with a three-fourths majority of the voting membership of the Board of Directors as specified in the ASUW Bylaws, Article XIV, Section 5e.
- e. If the report is rejected, all punitive actions listed in the report are null and void.
- f. If the report is approved, the recommendations of the report are effective immediately.
- g. At least fourteen days before the deadline for payment of fines, the Judicial Committee shall compose and distribute letters to all parties receiving fines indicating the amount of the fine, the date by which the fine must be paid, and the manner in which they may pay said fine.
- h. It is the responsibility of the Chair of the Judicial Committee to work with the appropriate Student Activities Office advisor to transmit all unpaid fines to UW Student Accounts for collection. Until such a fine is paid, the holder of the fine may be unable to register for their classes for the following quarter.
- i. Upon completion of action on the report by the Board of Directors, and following the collection of all fines administered, all responsibilities and authority given to the Judicial Committee are rescinded.

Title XIII: Penalties

1. Penalties for minor violations.

After review of a complaint or alleged campaign rule violation, and upon determination by the Judicial Committee that a minor violation has occurred, the following penalties may be imposed:

- a. Monetary fine.
- b. Community service within the Husky Union Building and ASUW offices (the type of community service shall be determined by the Judicial Committee). Any community service hours administered as penalties by the Judicial Committee that are not completed by **Friday, June 7, 2013** shall be converted to monetary fines.

2. Penalties for major violations.

After review of a complaint or alleged campaign rule violation, and upon determination by the Judicial Committee and the Board of Directors that a major violation has occurred, a mandatory fine of the following penalties will be imposed.

- a. Monetary fine of no less than \$50.00.
- b. Community service of at least 5 hours. Any community service hours administered as penalties by the Judicial Committee that are not completed by **Friday, June 7, 2013** shall be converted to monetary fines. One community service hour is equal to \$10.
- c. Restriction from participating for a period of up to one school year in ASUW paid or volunteer positions.

3. Penalties for intentional violations.

Any violation which is found by the Judicial Committee to have been a result of a willful intent to disobey the stated rules shall be deemed intentional.

- a. A major violation which is proven to be intentional may constitute grounds for an elected candidate to be removed from office and his or her vacant position shall be appointed to the runner-up.
 - b. There shall be a fee for each piece of campaign material posted before the designated time as specified in the elections calendar. There shall be a clean-up fee for each piece of campaign material found on campus after **8:00 a.m. Friday, May 17, 2013**. The amount of the fee will be determined at the discretion of the Judicial Committee.
4. Penalties for not submitting a financial disclosure form.
Candidates and ballot measure proponents and opponents who do not submit their final financial disclosure forms by the deadline may be disqualified by the Judicial Committee.
 5. The Judicial Committee will take into consideration extreme circumstances when deliberating penalties.
 6. Payment of fines.
All fines must be paid by **Wednesday, June 12, 2013** to the HUB Cashier. A receipt verifying payment of fines must be submitted to the chair of the Judicial Committee or the Student Activities Office advisor of the Judicial Committee by **Wednesday, June 12, 2013**. The ASUW reserves the right to send all outstanding fines (including both monetary and community service) to the UW Student Accounts for collection. Elected candidates or ballot measure sponsors who do not pay fines by **Wednesday, June 12, 2013** may be disqualified by the Judicial Committee.

Title XIV: Requirements for Withdrawal From Candidacy

1. Candidates must submit a signed, notarized statement indicating their withdrawal from candidacy.
2. This signed, notarized statement must be submitted to the Elections Administration Committee Chair no later than two business days prior to the first day of voting.
3. The Elections Administration Committee Chair shall notify the Student Activities Officer advisor so that the name is removed from the ballot.
4. Candidates who withdraw shall be taken off the online ballot and their names shall be posted visibly at the information booths or polling places stating that they have withdrawn from the election.

Title XV: Special Elections

1. The Board of Directors may call for a Special Election by two-thirds vote to present ballot measures to the Association as outlined in the ASUW Bylaws, Article XII, Section 2b.
2. A Special Election shall be called by the Board of Directors upon receipt of a certified petition requesting a Special Election, as provided for in Article VI, Section 7a of the ASUW Constitution.
3. If a Special Election is called, the Board of Directors will provide funding in order to fulfill the requirements outlined in this title.
4. A Special Election must run for the duration of two days. Voting must begin at 12:01 a.m. of day one, and end at 11:45 p.m. of day two.

5. A ballot measure will be considered passed if it receives a majority vote of the students participating in the Special Election.
6. A Special Election must be well-advertised. "Well-advertised" will be defined as beginning at least 20 days in advance of voting days, and a minimum of two ads in *The Daily* in a section other than the classifieds. A notification of the Special Election also must be included in at least two all-campus emails.
7. A Special Election may occur in Autumn or Winter Quarter. Only one Special Election may occur per quarter throughout the duration of the academic year.
8. All measures for consideration of a Special Election must first be submitted for review to the ASUW Judicial Committee.
9. The Student Activities Office, in coordination with the Elections Administration Committee will have full authority over the appearance and structure of the ballot.
10. The Elections Administration Committee must operate a minimum of two information booths on campus for each day of the Special Elections. Information booths must be staffed for a minimum of four hours per day for the two days of elections. Requirement for polling locations are outlined in Title VII, Section 2.
11. The Elections Administration Committee must hold a minimum of one public forum at least one week in advance of the first day of voting.
12. If the Special Election occurs before the current year's Elections Policies and Procedures has been approved by the Board of Directors, the policies of the Elections Policies and Procedures from the previous year will apply.

Title XVI: Miscellaneous

1. The ASUW shall maintain regular hours of operation during open campaigning.
2. The Elections Administration Committee, in cooperation with the Student Activities Office, shall;
 - a. Keep the ballots secured.
 - b. Not release the number of votes cast at each poll.
 - c. Prohibit poll workers from releasing such information until after the election.
 - d. Publicly announce results no later than twenty-four hours after polls close.
 - e. Not place any question or content on the ballot that compromises the neutrality of the ballot.
 - f. Include the following document in the Candidate's Packet:
 - i. Complete Elections Calendar, which includes mandatory meetings and deadlines
 - ii. Residence Hall Solicitation Policy
 - iii. University of Washington Facility Services Policy
 - iv. Platform Information materials
 - v. Information Booth Locations
 - vi. Official Filing Form
 - vii. Financial Disclosure Forms (Preliminary and Final)
 - viii. Financial Disclosure Deadlines
 - ix. Explanations of Computing & Communications' policies on email use
 - x. Explanations of state and federal phone solicitation policies

3. By the fourth meeting of the subsequent year, the Secretary of Judgments of the Judicial Committee shall meet with a Student Activities Office advisor to ensure that the penalties assessed from the previous election were paid.
4. All policies of the ASUW Bylaws apply in the Elections Policies and Procedures. In the case of a discrepancy, the ASUW Bylaws take precedence.

NOTE: For clarity, the Judicial Committee facilitates the elections complaint hearing process. The Board of Directors-appointed Chair and the President's Proxy do not serve on the committee during the election complaint process [ASUW Constitution, Article XI Section 2d]