2015 Special Election Packet

Associated Students of Oregon State University

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Dear Candidate,

This is the ASOSU Elections Packet for the fall 2015 Special Election cycle. I appreciate your interest in our election and all the information you will need should be contained within the pages of this packet. This election is very different than any other election in past years and I want to assure you that you have the support from the Elections Committee should any problems or questions arise.

Elections can be a trying time for all, especially considering the timeline, and so I will do what I can to make this a positive experience for everyone involved. That being said, students want and deserve fair elections. We have worked to ensure that the rules are as clear and concise as possible, so ignorance or confusion will not be acceptable excuses for the violation of rules. If at any point you are unsure about something regarding the election I urge you to contact me as soon as possible.

These elections will be responsible for the selection of 15 new members of the Student Incidental Fee Committee who will hold their seat for one year. This packet will contain all dates, deadlines, and regulations that will be relevant to your election experience. Given the short time frame of campaigning and voting, I highly encourage you to engage with your peers to the best of your abilities. The student fee setting process is relevant to every single OSU student and it is up to you to involve the student body throughout the course of this brief, yet important election.

Best of luck to all the candidates and I look forward to the commitment and collaborations that will help guide the SIFC in the best possible direction for the students of Oregon State University.

Sincerely,

Lyndi Petty
Associated Students of Oregon State University
Vice-President
Elections Committee Chair and Chief Elections Officer
asosuvp@oregonstate.edu
541.737.6345
2015 Elections Committee Roster

Chief Elections Officer:
Lyndi Petty, ASOSU Vice President

Committee Members:
Rachel Grisham, Vice Chair, ASOSU Executive Director of Operations
William Miller, ASOSU President Pro-Tempore of the Senate
April Hergert, ASOSU Senator
Christian Schuster, ASOSU Senator
Jeff Baxter, ASOSU Director of Graduate Affairs
Bailey McCaslin, ASOSU Director of Engagement Affairs

Support Members:
James Knudsen, ASOSU Judicial Council Chair

Faculty Support Members:
Drew Desilet, Student Advocate
### Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>10/28/2015</td>
<td>11:00am</td>
<td>Candidate Meeting in MU 211</td>
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<tr>
<td>10/28/2015</td>
<td>5:00pm</td>
<td>Candidate Meeting in SEC 354</td>
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<tr>
<td>10/29/2015</td>
<td>1:00pm</td>
<td>Candidate Meeting in MU 222</td>
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<tr>
<td>10/29/2015</td>
<td>5:00pm</td>
<td>Candidate Meeting in SEC 254</td>
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<tr>
<td>10/30/2015</td>
<td>11:59pm</td>
<td>Candidate Filing Deadline - ASOSU Website</td>
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<tr>
<td>11/3/2015</td>
<td>11:59pm</td>
<td>Certification of Candidates</td>
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<tr>
<td>11/4/2015</td>
<td>12:00am</td>
<td>Campaigning Begins</td>
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<tr>
<td>11/8/2015</td>
<td>9:00pm</td>
<td>Voting Opens</td>
</tr>
<tr>
<td>11/12/2015</td>
<td>9:00pm</td>
<td>Voting Closes</td>
</tr>
</tbody>
</table>

IN ORDER TO BECOME A CANDIDATE, YOU MUST ATTEND ONE OF THE FOUR INFORMATIONAL SESSIONS OR ARRANGE FOR A MAKE-UP SESSION.

### Job Descriptions

*More information on jobs and positions available at ASOSU can be found at [http://asosu.oregonstate.edu](http://asosu.oregonstate.edu)*

**Student Incidental Fee Committee Member**

It shall be the duty of the SIFC members to

A. Attend weekly meetings of the committee.
B. Be familiar with the OSU Student Incidental Fee Committee guidelines.
C. Review all budgets and fee requests from all the Budgeting Boards.
D. Conduct a public hearing on Budget and Fee Recommendations.
E. Establish Guidelines and a Calendar for Budget development of all the Budgeting Boards.
F. All Student Incidental Fee Committee members will hold office until June 1, 2016.

### Elections Guidelines

**ARTICLE VI: ELECTIONS AND HOLDING OFFICE**

A. An Elections Committee shall be established no later than Friday of the tenth week of fall term.
B. The Elections Committee of the ASOSU shall consist of at-large members of the ASOSU, as well as representation from student groups who will be utilizing the ASOSU Ballot in the General Election.
C. The Vice President of the ASOSU shall supervise the creation of the Elections Committee.

D. It shall be the duty of the Elections Committee of the ASOSU to:
   a. Set election dates, filing deadlines, the inauguration date and propose election rules to the House of Representatives and publicize these to the ASOSU.
   b. Arrange the election process and provide opportunities for the candidates to express their views to the ASOSU.

E. Election Procedures and Regulations of the ASOSU Elections Committee
   a. Elections shall be held for the following positions
      i. Members of the Senate
      ii. Members of the House of Representatives
      iii. Speaker of the House
      iv. President
      v. Vice President
      vi. Student Incidental Fees Committee Members
   b. Elections shall also be available to other recognized student organizations wishing to hold a campus-wide election. Each organization will determine the position(s) they want elected, the procedure for placing nominations on the ballot, and eligibility for each position. The information shall be due during the beginning of the term prior to the elections for inclusion in the elections packet.
   c. The election procedures shall be printed by the first day a candidate may file for election.
   d. The Senate may make changes in procedures and regulations in the term prior to that printing. Changes shall not be made after printing without the consent of every candidate.
   e. No member of the elections committee shall run for an elected office while serving on the elections committee.
   f. Elections shall be by secret ballot

F. Requirements for Candidacy or Appointed Positions
   a. Candidates for any elected or appointed office must meet University requirements to hold office.
   b. Undergraduate students shall have earned at least six hours of credit in their most recently completed term, be currently registered for at least six hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 2.00.
   c. Graduate students shall have earned at least five hours of credit in their most recently completed term, be currently registered for at least five hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 3.00.
   d. Failure to enroll during summer term shall not disqualify an otherwise qualified candidate for elections or appointment.

G. Holding Office
   a. In accordance with University regulations, Undergraduate students with a grade point average (GPA) of less than 2.00 during any one academic term
while holding office shall be automatically removed for the remainder of his/her term in the office; unless his/her cumulative GPA on hours earned at Oregon State University is above 2.00. Undergraduate students earning less than a 2.00 GPA for two consecutive academic terms while holding office shall be removed permanently from office. Full time status shall be defined as six credit hours per term.

b. In accordance with University regulations, Graduate students with a grade point average (GPA) of less than 3.00 during any one academic term while holding office shall be automatically removed for the remainder of his/her term in the office; unless his/her cumulative GPA on hours earned at Oregon State University is above 3.00. Graduate students earning less than a 3.00 GPA for two consecutive academic terms while holding office shall be removed permanently from office. Full time status shall be defined as five credit hours per term.

H. Filing for Candidacy must include:
   a. Candidate Registration/Eligibility Form

Title XI: Elections Guidelines[^5]

Section 1: Definitions.
As used in this chapter:
A. “Ballot” means any material on which votes may be cast for candidates or measures.
B. “Chief Elections Officer” means the Chair of the Elections Committee.
C. “Party” means a student political organization for the purpose of pursuing a shared agenda by exercising their shared political power.
D. “Elector” means any student eligible to vote under the Constitution of ASOSU. These shall be Corvallis campus students paying the student incidental fee during the academic term in which an election occurs.
E. “Measure” includes any Initiative or Referendum submitted to the students for their approval or rejection during an election.
F. “Vote Tally System” means the electronic system, which collects and automatically counts ballots.
G. “Continuing ballot” means a ballot that is not an exhaustive ballot.
H. “Exhausted ballot” means a ballot on which there are no choices marked other than choices for eliminated candidate.

Section 2: Elections conducted under these guidelines.
Any general election or special election held at Oregon State University shall be conducted under the provisions of these guidelines and shall be under the authority of the ASOSU Elections Committee. The Elections Committee shall have authority to make temporary revisions to these guidelines during the period of the election to be institutionalized through statutory amendment afterward. The Elections Committee shall set all specific dates of events. The Elections Committee will only make decisions when a quorum is present, defined as 50%+1 of student committee members, excluding the Chair. A majority shall be decided by 50%+1 of the present members. In the event of a tie, the Chair will cast the tie-breaker vote.
Section 3: Date of special election.
   A. The Special election shall be held during the seventh week of Fall term.
   B. The Special election shall be four (4) days long.

Section 4: Information regarding ballot format and method of voting ballot.
Prior to each election, the Elections Committee shall make every reasonable effort to acquaint electors with the ballot process to be used in the election and the method to cast a vote.

Section 5: Register of candidates.
The Chief Elections Officer shall keep a register of candidates engaged in campaigning. The register, if applicable, shall contain the following:
   A. The title/position for which each candidate has filed.
   B. The name and contact information of each candidate for nomination.
   C. The date of filing for nomination of the candidate.
   D. Such other information that may aid the Chief Elections Officer in arranging the official ballot for elections.

Section 6: Elections Committee’s statement of offices, candidates and measures.
   A. The Elections Committee shall publish and make available to the general public.
   B. This Election packet shall contain the following information:
      a. This Election Guidelines.
      b. Descriptions of all elected office including assigned duties.
      c. Calendar of all deadlines and other important dates.
      d. Copies of all needed forms necessary to conduct campaigning, nomination, petition violations, and appeals.

Section 7: Official special election ballots.
   A. The official special election ballot shall be styled “Official Ballot” and shall state:
      a. The date of the special election.
      b. The names of all candidates at the special election.
      c. Each elector is permitted a single vote for any candidate for the Student Incidental Fees Committee, respectively, but shall only be permitted to vote for a maximum number of candidates equal to the number of positions currently available for students for which to campaign in the Student Incidental Fee Committee, respectively.
      d. Available space for write-in votes shall immediately follow the last candidate’s name for every elected office on the ballot.

Section 8: Order of Candidate Names and Initiatives on ballot.
Ballots shall be ordered as follows:
   A. Ballot Initiatives/Amendments
   B. Computer randomized for the seats of the Student Incidental Fees Committee.

Section 9: Ballot specifications.
   A. Official ballots shall be made available through the ASOSU Website.
Section 10: Personnel for receiving ballot results.
The Chief Elections Officer shall act as the primary counter of ballots and may solicit volunteers to aid in this task.

Section 11: Contingency for Failure of Electronic Voting System.
In the event of a failure of the electronic voting system, which shall be defined as failure to record ballots, compiling of accurate election results, or loss of system availability for students to cast votes, the Chief Elections Officer shall declare a new election date which shall occur no later than ten days following a failure of the electronic voting system.

Section 12: Procedures after 9 p.m. on Election Day.
A. Ballots may be tallied by a vote tally system following the closure of the polls at 9 p.m. on Election Day.
B. The Chief Elections Officer shall announce the winners of the election no later than 3 a.m. the day following Election Day. No less than three members of the elections committee shall be on site to confirm the results of the election.

Section 13: Individual Elected by Write-In votes; Form Rules.
A. An individual elected to an elected office by write-in votes shall sign and file a form indicating that the individual accepts the office before the chief elections officer may issue a certificate of election. The elections committee by rule shall prescribe the form to be used under this section.
B. Write-in candidates need to have garnered 1% of the total votes cast to be considered an eligible candidate.

Section 14: Chief Elections Officer’s Duties After Election.
A. The Chief Elections Officer, regarding offices for which the elections committee receives filings for nomination, shall:
   a. Prepare, sign, and deliver a certificate of election to each candidate or ticket having the most votes for election to the office.
   b. Issue a proclamation declaring the election of candidates to the offices which shall be sent to the Daily Barometer.

Section 15: Certificate of Election Required Before Taking Oath of Office.
When a candidate elected to public office is required by law to take an oath of office before entering upon the duties of the office, the candidate shall not take the oath until the candidate has been granted a certificate of election.

Section 16: Procedure When There is a Tie Vote.
When two or more candidates for the same office have an equal number of votes and cannot otherwise both fulfill offices in the case of seats of the SIFC.
A. The Chief Elections Officer shall implement the procedures outlined for a tie vote.
Section 17: Oregon State University Requirements For All Elected Positions.

A. Undergraduates shall have earned at least six (6) hours of credit in their most recently completed term, be currently registered for at least six (6) hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 2.00.

B. Graduates shall have earned at least five (5) hours of credit in their most recently completed term, be currently registered for at least five (5) hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 3.00.

Section 18: Elections committee requirements for all elected positions.

A. Candidates must intend to be enrolled for the entire academic year at the Corvallis campus of Oregon State University.

B. To appear on the ballot candidates must officially declare for candidacy through the ASOSU website by 11:59 PM on Friday, October 30th.

C. Eligibility will be confirmed of all candidates by the end of day on Tuesday, November 3rd. Candidates will be notified if they do NOT meet requirements.

D. Candidates who have filed for candidacy by the required deadline may change the position for which they are running no later than 5 p.m. on the specified date.

E. Write-in candidates are subject to all rules and eligibility requirements in this packet and those of the University. Reasonable exceptions may be made for write-in candidates (for example, the information session; see below) at the discretion of the Elections Committee.

F. Candidates for all elected offices are required to attend an information session the dates of which shall be provided on the calendar of deadlines.

Section 19: Organizing.

A. Organizing is considered privately planning or preparing for the campaign process. Organizing includes, but is not limited to the following activities:
   a. Asking individuals to be part of your campaign team
   b. Strategizing for the campaign
   c. Designing and producing campaign materials.

Section 20: Campaigning.

A. Campaigning is considered any public printed, electronic or verbal communication advocating a particular candidate. Campaigning is also considered any organized talk, speech or informational meeting advocating a particular candidate.

B. Campaigning shall not begin until 12:01 a.m. of the specified date.

Section 21: Campaign Materials.

A. Campaign material (including, but not limited to posters, websites, Facebook, Twitter and/or other social-media groups, etc.) is subject to approval by the
ASOSU Elections Committee and/or Chair and must abide by the rules listed herein and in rulings of the Committee.

B. Campaign materials may be submitted for pre-approval to the Chief Elections Officer at asosu.elections@oregonstate.edu. The elections committee shall have the authority to deny any material that is not pre-approved.

C. No campaign materials may be placed on building exteriors, light poles, trees or automobiles. Refer to the Schedule of Classes’ Student Life Policy.

D. All campaign materials, unless otherwise approved, must have the ASOSU Elections website address on them: asosu.oregonstate.edu/elections
   a. These shall include, but not be limited to:
      i. Campaign posters
      ii. Social networking sites
      iii. Websites

E. No chalking shall be permitted

F. No candidate or affiliate shall remove or deface the campaign materials of another candidate.

G. Only the members of the Elections Committee shall remove illegal campaign materials. Illegal campaign materials include, but are not limited to, materials that have been previously denied approval, etc.

H. Candidates sending emails over listservs must first obtain permission from that list’s administrator.

I. Campaigning may not include the use of Benny the Beaver, Oregon State University logos, copyrighted colors, symbols, or any pictures or models that may be perceived as an endorsement by the University.

J. Candidates or tickets are not responsible for violations of campaign materials or campaign location violations by students or other individuals in possession of/or displaying non-stationary campaign materials such as posters or social networking sites.

K. All candidates will be permitted the use of up to fifty (50) black and white copies of a poster, printed and paid for under the ASOSU and will be printed by the ASOSU Special Elections committee.

L. All candidates and campaigns shall comply with libel and slander laws under the provisions of ORS-260.532.

Section 22: Campaign Locations

A. Campaigning in University living establishments is at the discretion of that organization. Candidates are expected to abide by all regulations of the organization as well as University regulations. University recognized housing includes residence halls, co-ops, fraternities, sororities, etc.

B. Campaigning in classes and lectures is left to the discretion of the instructor.

Section 23: General Regulations.

A. All candidates must follow every deadline. Requests for extension of deadlines must be submitted to the ASOSU Elections Chair one day prior to the original deadlines.
B. Candidates and campaign organizers may not provide the means for any student to vote at any time.
C. Candidates that violate any rules, regulations, or standing procedure administered by an OSU organization may be considered in violation of ASOSU Election Policies subject to the discretion of the ASOSU Elections Committee.

Section 24: Violations; process to appeal violations.
A. Major Offenses shall include the following violations:
   a. Providing students with the means to vote.
   b. Submitting votes for other students.
   c. Tampering with the electronic election system.
   d. Harassment, intimidation, bribery or fraud with the intent of affecting the outcome of the election.
   e. Tampering with another campaign’s materials.
   f. Failing to file required documents on time unless granted an extension prior to due date.
   g. Intentional actions to mislead or obstruct the duties of the Elections Committee.
   h. Failing to comply with the rulings of the Elections Committee.
   i. Exceeding the campaign finance limit by more than one percent on any Financial Statements.
   j. Promising to hire any student, or making overtures to hire or appoint students to positions prior to the final election, particularly in order to gain support for a campaign. Candidates may openly recruit individual students and students at-large to apply for positions, and are encouraged to do so. Candidates may also describe their desire in having individual students or students at-large take interest in specific positions, but candidates are prohibited from “earmarking” students for positions and vice-versa.
   k. Hiring paid employees of the campaign.
   l. Committing three or more Minor Offenses.
   m. Any action that a majority of the Elections Committee deems to be of a severe enough nature as to warrant a major violation.
   n. Spending any funds on the candidate’s campaign or using donations to further the campaign.
B. Minor Offenses are any violations of the Elections rules and regulations not specifically stated as a Major Offense. Election rules can be found in Article VI of the ASOSU Constitution and Title XI of the ASOSU Statutes. The ASOSU Constitution and Statutes can be found online.
C. Any alleged violation of campaign rules must be recorded via the Elections Violation Submission Form, included in this packet, and submitted to the SLI Desk in the Student Experience Center (SEC) Lobby within two business days after the offense has been observed. Any party who witnessed the offense may report the violation and may include documented proof of the incident when applicable. Alleged violation reports must include the candidate committing the offense, date, place and time of offense and any other pertinent information.
D. Once a complaint has been filed, the Elections Committee will review the violation at the next scheduled meeting. The candidate will be notified immediately of the charges against them.

E. Candidates accused of committing a major offense will receive a hearing by the Elections Committee. Candidates will receive a 24 hour notice of their hearing time, unless the violation is filed within the last two days of voting.

F. Candidates and/or campaigns to whom a violation is issued may appeal to the Elections Committee within two working days of receiving the violation notice. The Elections Committee will review the appeal and must make their decision within two working days of receiving the appeal form.

G. The Election Committee may disqualify a candidate for any Major Offense, gross violations of the University Policies, or actions that cause damages to the student body.

Section 25: Campaign Spending Limits; sources of funding.
A. All campaigns are limited to $0 for each individual regardless of the office. No person that campaigns for multiple offices shall commingle any funding from individual campaigns, or combine the spending limits of any other campaigns.

B. The maximum any individual or entity (not to include the candidate themselves) can donate to any given campaign or ticket is a $0 cash value.

C. Campaigns shall be encouraged to use social media to promote their candidacy.

Section 26: Parties
A. The formation and running as/of a party is strictly prohibited at all times.

B. Parties shall be defined as: A student political organization for the purpose of pursuing a shared agenda by exercising their shared political power, effort or money
   a. This is not to be confused with any recognized or customary organization in existence prior to the start of the elections.
   b. The commingling of campaign finances and materials shall be strictly prohibited.
   c. This is not to limit free speech, or any spoken statements, but instead to limited printed or co-organized materials.
   d. Campaign resources may only be used to support the respective candidate’s ticket.

Section 27: Ethics
A. At all times candidates shall conduct themselves with the highest degree of moral fortitude, and shall act in accordance with the ASOSU code of conduct.

B. Candidates shall follow all federal, state, local and university laws at all times
   a. Candidates shall never act in a manner that can be deemed:
      i. Disparaging
      ii. Prejudice
      iii. Discriminatory
      iv. Any other action deemed equally disturbing or damaging to the student body
ELECTION PLATFORM GUIDELINES

Please submit a platform statement/letter of intent of no more than 300 words via online application form provided on the ASOSU website by October 30th at 11:59 pm.

This paragraph will be posted on the ASOSU website, could go in The Daily Barometer, and could also be on the ballot.

Some ideas for things to include in your platform statement are as follows:

· Official Title of the Position for which you are campaigning
· Justification: why are you campaigning for this position?
· Experience: what experiences qualify you for this position?
· Issues: what issues do you intend to address on behalf of students, if elected?
· Strategies: how do you intend to address the needs of students, if elected?
Elections Violation Submission Form
This form must be submitted to the Student Leadership and Involvement Desk in the SEC Lobby **within two business days** of the proposed violation incident.

Name of Person Submitting Violation: ____________________________________________
Contact Phone: ________________________________________________________________
Contact Email: ________________________________________________________________
Candidate Name and Position Being Reported: __________________________________
Date of Proposed Violation: ____________________________
Time of Proposed Violation: ________________________________________________
Location of Proposed Violation: ______________________________________________
Description of Proposed Violation Incident: _____________________________________
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Other Witnesses to Proposed Violation:
Violation:____________________________________________________________________

Other Witnesses Contacts
(if available):________________________________________________________________

Signature of Person Submitting Violation: ________________________________________
(attach additional information if necessary)
Violation Appeal Form

This form must be submitted to the Student Leadership and Involvement Desk in the SEC Lobby within two business days of the proposed violation incident.

Name of Candidate Submitting Appeal: ________________________________
Contact Phone: __________________________________________
Contact Email: __________________________________________
Date of Violation: ________________________________
Time of Violation: ________________________________
Location of Violation: ________________________________
Description of Violation Incident:
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Other Witnesses to Violation:
Other Witnesses Name: ______________________________________________
Other Witnesses Contact Phone: _________________________________________
Reason For Submitting Appeal:
1. ___________________________________________________________________
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2. ___________________________________________________________________
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3. ___________________________________________________________________
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_________________________________________________________________
Signature of Person Submitting Appeal: ________________________________

FOR COMMITTEE USE ONLY: _____ For _____ Against
(attach additional information if necessary)