



2020-2021 Elections Packet

Associated Students of Oregon State University

Contents:

2020-2021 Letter to Candidates	2
2020-2021 Elections Committee Roster	3
2020 Important Dates	4
Requirements for Candidacy or Appointed Positions	5
Job Descriptions of Available Positions	6
Campaign Rules and Violations	10
Registering for Candidacy	15
Where Can I Post My Campaign Materials?	17
Glossary	21

2020-2021 Letter to Candidates

Dear Candidate,

Herein contains the Elections Packet for the 2020-2021 Associated Students of Oregon State University Elections Cycle. To start, I would like to commend you on your early interest in serving OSU's student body through an elected position. This packet should contain all of the information necessary for you to conduct a successful campaign. If you have any questions or concerns about the election process, please reach out to the Elections Committee. We are here to help clarify guidelines and ensure that this is both an accessible and equitable election season for all candidates.

We cannot stress enough the importance of understanding ASOSU election cycle rules and guidelines as remote elections are a new concept and as violations are a serious concern and will not be taken lightly by the committee. If at any point you are unsure about something regarding elections, please contact any member of the elections committee as soon as possible.

These elections will be responsible for the selection of the new ASOSU President & Vice President, Speaker of the House, Senators, members of the House of Representatives, Student Fee Committee Chair, and Student Fee Committee members. This packet contains dates, deadlines, and regulations that outline the election experience. Again, ask questions if you need clarification. The sooner, the better.

Finally, begin engaging with various organizations and students on campus to gain an understanding of issues that impact folks and communities at OSU. As a potential representative for student voice, it is essential that you are well informed. Please remember that there is a difference between *engaging* and *campaigning*. While we encourage you to familiarize yourself with various campus departments, organizations, and entities, we ask that you abstain from official campaigning until February 1st. I wish you the best of luck, and look forward to seeing what all you will accomplish.

Best,

Metzin Rodriguez

ASOSU Vice President & Chief Elections Officer

E: asosuvp@oregonstate.edu P: (541)-290-7813

2020-2021 Elections Committee Roster

For the most updated 2020-2021 Elections Committee Roster, please refer to asosu.oregonstate.edu/elections.

To get in contact with the Elections Committee swiftly, please email: asosu.elections@oregonstate.edu

Student Members

Name	Position	Email
Metzin Rodriguez	Vice President	asosu.vp@oregonstate.edu
Michaela Canete	Senator	asosu.senator1@oregonstate.edu
Zachary Garrow	Veteran Affairs Coordinator	asosu.veterans@oregonstate.edu
Dari Edwards	Public Affairs & Marketing Communications Director	asosu.pamc@oregonstate.edu
Julia Cleric	Congressional Clerk	asosu.legislative@oregonstate.edu
Chase Pettibone	Speaker of the House	asosu.house@oregonstate.edu

Faculty Members

Name	Position	Email
Sharanda Norman	Faculty Advisor	sharanda.norman@oregonstate.edu

2020 Important Dates

For Information Session dates, please refer to asosu.oregonstate.edu/elections.

Pertinent campaigning and voting dates:

Date	Event
January 28th, 2021 @ 11:59 p.m.	Deadline to register for candidacy
February 1st, 2021 @ 12:01 a.m.	Campaigning begins
February 11th, 2021 @ 5:00 p.m.	Midterm Financial Statements for Pres/VP ticket only due at 5:00 p.m.
February 15th, 2021 @ 12:01 a.m.	Voting begins
February 19th, 2021 @ 5:00 p.m.	Voting and campaigning ends, final financial statements for all candidates due at 4:59 p.m.

Requirements for Candidacy or Appointed Positions

Candidates for any elected or appointed office must meet University requirements to hold office (*See ASOSU Constitution, Article VI, Section E: Requirements for Candidacy or Appointed Position*).

- a. 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.
- b. 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.

Job Descriptions of Available Positions

Roles and duties are further outlined in the ASOSU [Constitution](#) and [Statutes](#), and are subject to change by the ASOSU Congress. More information can be found at asosu.oregonstate.edu or send an email to asosu.vp@oregonstate.edu.

ASOSU President (1 Position, all students are welcome to run, Graduate and Undergraduate)

Time Commitment: F/W/S up to 20 hours per week | Summer: up to 40 hours per week

The President of the ASOSU shall be responsible for conducting all administrative affairs of the ASOSU, to include, but not be limited to:

1. Overseeing and administering the ASOSU Student Government budget.
2. With the ASOSU Vice President and advisors, create a staffing structure with position descriptions, and conduct hiring for staff positions in accordance with the ASOSU Constitution and Statutes and OSU policies.
3. Performing policy oversight of, and providing assistance to, the executive committees, task forces and services, and staff of the Executive Branch.
4. Representing the ASOSU to increase the visibility and influence of the ASOSU both on and off-campus.
5. Conduct the administrative business and correspondence of the Executive Branch.

The President shall represent the ASOSU on the following Independent Committees:

1. Athletics Intermediary Committee
2. Campus Planning and Construction Committee
3. Student Fees Committee
4. OSU Faculty Senate
5. OSU Bookstores, Inc. Board of Directors
6. OSU President's Cabinet

The President shall ensure that the ASOSU has representation before the Congress of the United States, the Oregon Legislature, the Higher Education Coordinating Commission, and in University decision processes. The President shall represent ASOSU at official and social functions. The President shall be required to hold twenty office hours a week excluding Finals Week.

ASOSU Vice President (1 Position, all students are welcome to run, Graduate and Undergraduate)

Time Commitment: F/W/S up to 20 hours per week | Summer: up to 40 hours per week

The Vice President shall serve as President of the Senate as outlined in Title I. of the ASOSU Statutes. The Vice President shall assist, as directed, with the committee work of the President. The Vice President shall serve as the ASOSU Elections Committee Chair, except in the event that they are seeking office the following year in which case the committee will select its own chair.

The Vice President shall represent the Associated Students on:

1. OSU Provost's Council
2. Recreational Sports Committee
3. University's Architectural Naming Committee

The Vice President shall succeed to the office of the ASOSU President should a vacancy occur. The Vice President shall be required to hold twenty office hours a week excluding Finals Week.

ASOSU Speaker of the House (1 Position, all students are welcome to run, Graduate and Undergraduate)

Time Commitment: F/W/S up to 20 hours per week | Summer: May work up to 30 hours per week

The Speaker of the House shall preside over all regular and special meetings, coordinate activities and orientations, and oversee all operations of the House of Representatives. The Speaker shall appoint the Congressional Clerk and other Officers, excluding the Speaker Pro Tempore. The Speaker shall appoint

chairpersons to all House Standing Committees. The Speaker of the House shall be required to hold twenty office hours a week excluding Finals Week.

ASOSU Senator (12 seats, all students are welcome to run, Graduate and Undergraduate):

Time Commitment: F/W/S 3 hours per week | Summer: 1-2 hours per week

Senators shall represent the interests of the student body to the best of their abilities and shall stand ready to assist students in matters relating to the ASOSU. Senators shall be seated on up to two Committees in the Senate. Conference Committees and Independent Committees shall not be counted towards a Senator's two committees. Each Senator shall be required to hold one office hour a week excluding Finals Week. Office hours are flexible, but are typically used as a time to connect with students, develop legislation, and plan initiatives. Senators are also required to attend one Oregon State, or Corvallis community event per term on behalf of the ASOSU.

ASOSU Representatives (20 Undergraduate Seats, 5 Graduate Seats)

Time Commitment: F/W/S 3 hours per week

Representatives shall represent the interests of the student body to the best of their abilities and shall stand ready to assist students in matters relating to the ASOSU. Representatives shall be seated on up to two Committees in the House of Representatives. Conference Committees and Independent Committees shall not be counted towards a Representative's two committees. Each Representative shall be required to hold one office hour a week excluding Finals Week. Office hours are flexible, but are typically used as a time to connect with students, develop legislation, and plan initiatives. Representatives are also required to attend one Oregon State, or Corvallis community event per term on behalf of the ASOSU.

Student Fee Committee At-Large Member (4 Seats, all students are welcome to run, Graduate and Undergraduate)

Time Commitment: F/W/S 3 hours per week

The Student Fee Committee herein referred to as the SFC, shall be an independent

budgeting and fee advisory committee. The SFC shall provide recommendations to the House of Representatives and the Senate on fees and one-time fee packages. The SFC shall advise Congress (House and Senate) in the event a Conference Committee is necessary for Congress to address the mediation of a rejected fee recommendation. They vote as members of the Student Fee Committee for the 8 fee-funded units on campus.

Student Fee Committee Chair (1 Position, all students are welcome to run, Graduate and Undergraduate)

Time Commitment: F/W/S 20 hours per week | Summer: Up to 20 hours per week

The Student Fees Committee (SFC) is a committee of elected students and unit liaisons who oversee the budgeting process for the entirety of student fees. Each year, the SFC revises budgetary guidelines for the student fee-funded units, reviews executive reports, strategic plans, and final budget submissions for the upcoming fiscal year. The student fee-funded budgets are the Associated Students of Oregon State University (ASOSU), Intercollegiate Athletics, Family Resource Center (FRC), Human Services Resource Center (HSRC), Memorial Union (MU), Performing Arts, Recreational Sports, Student Experiences & Engagement (SEE), Facility Improvements, Bad Debt Expense, and the Student Fees Contingency Fund.

The SFC recommends fee levels for each department and then forwards these recommendations to the ASOSU Congress at joint session. After approval from ASOSU Congress, the recommendations are sent to the OSU Board of Trustees for final approval. The SFC is also responsible for conducting annual reviews of operations of the student fee departments. One of the most recent contributions students on SFC have made was the effective evaluation of the Student Experience Center Fee Impact alongside the Auxiliaries and Activities Business Center (AABC).

Campaign Rules and Violations

1	Campaigning may not begin before February 1st, at 12:01 am. Early campaigning can lead to an unfair advantage. This violation is worthy of disqualification.
2	At all times candidates shall conduct themselves with the highest degree of moral fortitude as determined by the judgement of the elections committee, and shall act in accordance with the OSU Code of Conduct.
3	Candidates must run independently of each other. Presidential and Vice Presidential tickets are considered one candidate.
4	Each candidate has a \$300.00 limit. Presidential tickets also have a \$300.00 limit. Don't spend over your \$300.00 limit. Spending over \$300.00 will disqualify your candidacy.
5	Don't combine funds with another candidate.
6	Don't place marketing materials on building exteriors, light poles, trees, or automobiles, canvas, oregon state university managed websites.
7	Money shall not come from public sources or organizations (either internal or external to OSU), but may come from private sources such as friends and family members.
8	No chalking.
9	No defacing or removing campaign materials of another candidate.
10	Don't slander other candidates.
11	Don't campaign in classrooms (including zoom lectures).
12	Don't provide a 'means of voting' to students. (Don't directly send voting link to individuals). You should, however, include the voting link on all marketing materials.
13	Don't campaign within 100ft of an official ASOSU Elections event (including remote).
14	Don't campaign in the ASOSU Office. No campaign buttons, shirts, etc.

15	Don't submit a vote for another student.
16	Don't tamper with the electronic voting system.
17	Don't promote another campaign through your materials/social media.
18	Don't pay members of your own campaigning committee.
19	Don't solicit or receive endorsement for your candidacy from any department or office within Oregon State University, or any organization who may receive funding from Oregon State University (i.e. Student Fee Funded department/organization/club, etc.)
20	All marketing material must be approved by the elections committee (send all marketing materials to asosu.elections@oregonstate.edu). We will get back to you within 48 hours.
21	Don't use any official Oregon State University or ASOSU logos, as this may be interpreted as an endorsement by the university or ASOSU.

Ethics

1. Candidates shall follow all federal, state, local, and university laws at all times.
2. Candidates shall never act in a manner that can be deemed:
 1. Disparaging
 2. Prejudiced
 3. Discriminatory
 4. Any other action deemed equally disturbing or damaging to another candidate, the student body, or the ASOSU

Major Campaign Violations

Include but are not limited to:

1	Providing students the means to vote. Members of a candidate's campaign team also may not provide students the means to vote (think bringing an iPad to campus and making students vote directly).
2	Submitting votes for other students.

3	Tampering with the electronic election system.
4	Harassment, intimidation, bribery, or fraud with the intent of affecting the outcome of the election.
5	Tampering with another campaign's materials.
6	Failing to file required documents on time, unless granted an extension prior to the due date.
7	Intentional actions to mislead or obstruct the duties of the Elections Committee.
8	Failing to comply with the rulings of the Elections Committee.
9	Exceeding the campaign finance limit by more than 1% on the financial statement.
10	Promising to hire any student during campaigning, 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 encourage students to apply for positions within ASOSU. Candidates cannot 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.
11	Candidates cannot be sponsored by an affiliate of Oregon State University (ex: Student Fee Funded Departments/Organizations) <ul style="list-style-type: none"> 1. Sponsorship is defined as donations, access to buildings, exclusive information, and endorsement, etc.
12	Promoting another campaign through your materials/social media.
13	Campaigning before the official campaigning start date.
14	Any action that a majority of the Elections Committee deems to be of a severe enough nature as to warrant a major violation.
15	Committing three or more Minor Offenses (any violations of the Elections rules and regulations not specifically stated as a Major Offense).

Some minor offenses include but are not limited to:

1	Failure to put proper URL on marketing materials (asosu.oregonstate.edu/elections).
2	Marketing materials are posted in non-University designated locations or websites.
3	Sharing misinformation during campaign materials (ie. marketing, Barometer interviews, others) regarding academic class standing (both years at OSU and credit standing)

Candidates that violate any rules, regulations, or standing procedures administered by an OSU organization may be considered in violation of ASOSU election policies subject to the discretion of the ASOSU Elections Committee.

1. Any alleged violation of campaign rules must be recorded via the Elections Violation Submission Form, found at: asosu.oregonstate.edu/elections or directly at this [form](#). This form must be submitted within two 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 the offense, and any other pertinent information.
2. 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 during any day of open voting. ASOSU Faculty advisor shall be present at every hearing.
3. Candidates and/or campaigns to whom a violation is issued may appeal to the Elections Committee during their hearing. The Elections Committee will review the appeal following their hearing and must make their decision within two working days of receiving the appeal form.
4. Decisions of the Elections Committee may be appealed to the ASOSU Judicial Council, but will be subject to their timelines as well.

5. The Elections Committee may disqualify a candidate for any Major Offense, gross violations of the University Policies, or actions that cause damages to the student body.
6. If a violation is reported at the end of the campaigning period, but before the Elections Committee has certified the results, certification of results for the position of the candidate in question may be placed on hold until a decision on the violation may be made.

Please Remember To:

1	Submit a copy of all marketing materials to the Elections Committee before posting. We will get back to you within 48 hours.
2	The elections website address must be included on ALL fliers, posters, websites, and social networking sites (asosu.oregonstate.edu/elections).
3	Before sending an email via listserv, the email must be approved by the listserv's owner.
4	Respect all candidates.
5	Itemize all donations in your financial statement.

Registering for Candidacy

The deadline to register for candidacy is January 15th, 2020 at 11:59 pm.

Steps to register

1. Attend or watch an ASOSU Elections Information Session.
2. Go to ASOSU.oregonstate.edu
3. Select “Student Government”
4. Select “Elections”
5. Fill out the qualtrics form and submit! Be sure to include your platform statement, biographical statement and campaign photo

Elections Platform Guidelines:

This paragraph will be posted on the ASOSU website, could go in The Daily Barometer, and will also be on the ballot. If this paragraph and photo is not submitted by the deadline, you will not be eligible for candidacy.

Vice President/President requirements:

1. Platform statement (no more than 500 words)
2. Photo of candidates
3. Personal bio (no more than 200 words)

Speaker of the House requirements:

1. Platform statement (no more than 500 words)
2. Photo of candidates
3. Personal bio (no more than 200 words)

All other candidate requirements:

1. Platform Statement (no more than 300 words)
2. Photo of candidate
3. Personal bio (no more than 200 words)

Ideas for Platform Statement Writing:

- 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?

Next Steps:

- ❑ **Attend an information session or watch an informational video (take Qualtrics survey)**
- ❑ **Ensure Good Standing with the University**
 - ❑ **2.0 GPA**
 - ❑ **Earned six (6) credits in most recently completed term for undergrad, five (5) credits for graduate students**
 - ❑ **Be currently registered for at least six (6) credits for undergrads, and five (5) credits for graduate students**
 - ❑ **Not on conduct probation**
- ❑ **Register for candidacy by January 18th at 11:59 pm (ASOSU webpage)**
- ❑ **Campaigning begins on February 1st at 12:01 am**
- ❑ **Submit midterm campaign financial statement for President/VicePresident ticket only before February 11th at 4:59 pm and final financial statement all candidates before February 19th at 4:59 pm**
- ❑
Note value of all items used during campaigning (value of posters, flyers, buttons, etc.). Please send in receipts for all expenses.
- ❑ **Voting ends on February 19th at 5:00 p.m.**

Where Can I Post My Campaign Materials?

Note: This year amidst the COVID-19 Pandemic, this election cycle will be heavily active on social media, and other campus partners digital platforms (at the discretion of the Elections Chief Officer, for more information, please email asosu.vp@oregonstate.edu). We are working every day to have a fair and equitable chance for all our candidates for the student body to get to know them. We are currently working to collaborate with the Memorial Union, Dixon Recreation, University Housing and Dining Services, and others to increase our marketing and public affairs efforts. Each candidate will receive an official email from the Chief Elections Officer and Elections Committee about any updates before the end of the fall term or beginning of winter term - to be timely prepared before official campaign dates.

Building Name	Where to post?	Pre-approved needed?	Applicable for the 2020-2021 elections?
Campus Halls			
Adams Hall	Break Room	Yes. Take poster to office.	No
Aero Engineering Lab	N/A	Yes. Take poster to office.	No
Austin Building	First-floor bulletin board	No	No
Batcheller Hall	Inside front door	Yes, Convell 101	No
Bates Hall	Bulletin board on all floors. Do NOT post on paint or glass.	No	No
Bexell Hall	General Bulletin Board	No	No
Cascade Hall	N/A	No	No
Community Hall	3 Bulletin Board on first floor and student lounge	No	No
Cordley Hall	Board on each floor	Go to each department office (Biology, Botany, Entomology, Environmental Sciences, and Zoology)	No
Covell Hall	Ask in 101 office	Yes. Office in room 101	No

Dryden Hall	Bulletin on first floor	No	No
Fairbanks Hall	Two boards right inside the door on the first floor and stair landings	No. Both OSU events and non-OSU appropriate events allowed.	No
Furman Hall	Bulletin Board on first floor	No	No

Building Name	Where to post?	Pre-approved needed?	Applicable for the 2020-2021 elections?
Gilkey Hall	Bulletin Board on the first floor	Yes. OSU sponsored events only.	No
Gleeson Hall	Lobby	Yes. Receive stamp in office room 153.	No
Graf Hall	Board in foyer and in stairwell	No	No
Hallie E. Ford Center	First floor near elevator	No	No
Hovland Hall	Bulletin Board on both floors	No	No
Kearney Hall	Bulletin Boards on all floors	No	No
Kerr Administration Building	Main floor- 2 boards.	Check with visitor center, University Business Affairs B100	No
Langton Hall	Long board in Hallway	Check in Room 103	No
Magruder Hall	Bulletin board in the main lobby	Check in Room 105	No
Memorial Union (MU)***	Mezzanine level / Jefferson Street entrance	Yes. MU Info Desk- MU 112	Please email or wait to hear any updates from asosu.vp@oregonstate.edu or asosu.elections@oregonstate.edu
Milam Hall	First floor bulletin	Yes. Room 201	No
Milne Computer	Bulletin Board on first	No	No

Center	floor		
Moreland Hall	N/A	Yes. Office 238	No
Owen Hall	Bulletin boards on first floor	No	No
Pharmacy Building	Room 305	Check in room 203.	No
Richardson Hall	Bulletin Board	Yes. Room 321 (OSU events only)	No
Snell Hall	First and Second floors	Yes. See individual office.	No

Building Name	Where to post?	Pre-approved needed?	Applicable for the 2020-2021 elections?
Strand Agriculture Hall	Boards on all floors	Yes. go to the office closest for approval.	No
Valley Library	Arond Java II	Check with the Circulation Desk	No
Waldo Hall	4th floor in front of Waldo 400	Yes. Check with Waldo 401 or 437	No
Withycombe Hall	Student lounge and outside room 114	No	No
Wiegand Hall	Main floor	Yes. Room 100 for approval (OSU events only)	No
Women's Building	Bulletin board in the basement. North side stairs in lobby	No	No
Residence Halls			
Bloss	N/A	Yes, first fill out this qualtrics survey: https://oregonstate.edu/qualtrics.com/jfe/form/SV_7UTw0sJBZU5r1VX?Q_JFE=qdg Once you have done that, take your	No
Buxton			
Callahan			
Cauthorn			
Dixon Lodge			
Finley			

Halsell		materials to the UHDS office in Oxford Hall. From there, you won't have to worry about putting any up as the RA's will take care of it.	
Hawley			
ILCC			
McNary			
Poling			
Sackett			
Tebeau			

Building Name	Where to post?	Pre-approved needed?	Applicable for the 2020-2021 elections?
Weatherford	N/A	Refer to previous page	No
West			
Wilson			
Cultural Centers			
Asian & Pacific Cultural Center	Candidates can give their materials to Cultural Resource Center staff to hang on bulletin boards.	Pre-approval is not needed as long as your campaign and campaign materials abide by the OSU advertising guidelines	No
Lonnie B. Harris Black Cultural Center			
Centro Cultural César Chávez			
Ettihad Cultural Center			
Native American Longhouse Eena Haws			
Pride Center			
Women & Gender Center			

For further questions regarding where to post in remote settings please email asosu.vp@oregonstate.edu for more information.

ASOSU Elections Packet Glossary:

Affiliate: To officially attach or connect (a subsidiary group or a person) to an organization.

Alleged: Something that has been stated but not necessarily confirmed.

Appeal: To make a serious or urgent request, typically to the public.

Appointed: To name or assign to a position, an office, or the like; designate.

ASOSU: Associated Students of Oregon State University.

Bylaws: A set of laws made by a local organization or government that only relates to its particular region and/or members.

Campaign: A series of coordinated activities, such as public speaking and demonstrating, designed to achieve a social, political, or commercial goal.

Candidate / Candidacy: A person who applies for a job or is nominated for election.

Committee(s): A group of people appointed for a specific function, typically consisting of members of a larger group.

- **Conference Committee:** A conference committee is a joint committee of the ASOSU Congress appointed by the House of Representatives and Senate to resolve disagreements on a particular piece of legislation.
- **Independent Committee:** An Independent Committee is a special committee enacted from a passed piece of legislation in the ASOSU Congress that exists outside of the constitutionally required committees of either chamber.

Congress: The legislative body of the ASOSU. The ASOSU Congress is split into two chambers; The House of Representatives, and the Senate

Constitution: A body of fundamental principles or established precedents according to which a state or other organization is acknowledged to be governed.

The Daily Barometer: Oregon State's student-run newspaper of record and digital news source.

Discriminate: To make an unjust or prejudicial distinction in the treatment of different categories of people or things, especially on the grounds of race, sex, or age.

Disparage: To belittle or degrade a person or idea.

Disqualify: To pronounce (someone) ineligible for office, activity, or competition because of an offense or infringement.

Elect / Elected: To choose (someone) to hold public office or some other position by means of voting.

Eligible / Eligibility: Having the right to do or obtain something; satisfying the appropriate conditions.

Endorsement: An act of giving one's public approval or support to someone or something.

Executive Branch (ASOSU): The Executive Branch of ASOSU is led by the President and Vice President. Within it, there are 14 hired positions in the Cabinet and Subcabinet that represent different areas important to a healthy campus.

Fee Package: An option created by each Student Fee funded unit that would allow for their fee to be increased by a set amount in order to accomplish a specific departmental goal or task.

Higher Education Coordinating Commission (HECC): Is the primary state entity responsible for ensuring pathways to postsecondary education success for Oregonians statewide, and serves as a convener of institutions and partners working across the public and private higher education arena.

House of Representatives (ASOSU): One of the two legislative bodies for the ASOSU. The House of Representatives exists primarily as the fiscal arm of the ASOSU and is tasked with handling all major budgetary allocations.

Itemize: Present as a list of individual items.

Joint Session: When two normally separate decision-making groups meet together, often in a special session or other extraordinary meetings, for a specific purpose. Most often it refers to when both houses of a bicameral legislature sit together.

Judicial Council: The Judicial Council (JC) represents the Judicial Branch, which is the third branch of the student government at Oregon State University. The primary duty of the Judicial Council is to interpret the Associated Students of Oregon State University Constitution and Statutes.

Legislative Branch (ASOSU): The Legislative Branch of the ASOSU represents the collective opinion of the student body. It consists of elected members who serve in the ASOSU Congress, and is split into two branches: The House of Representatives, and Senate.

Listserv: An application that distributes messages to subscribers on an electronic mailing list.

Mediation: Mediation is a procedure in which the parties discuss their disputes about a certain topic with the assistance of a trained impartial third person(s) who assists them in reaching a settlement.

Office Hour(s) (ASOSU): Office hours are flexible, and look different per position within the ASOSU, but are typically used as a time to connect with students, develop legislation, and plan initiatives.

Pertinent: Having a clear decisive relevance to the matter at hand.

Platform Statement: The stance you take on a subject, or a declaration of your principles. For example, some platform statements need to include a history of your experience and evidence of your skills to prove that you are qualified to make the statement.

Policy / Policies: Principles, rules, and guidelines formulated or adopted by an organization to reach its long-term goals and typically published in a booklet or other form that is widely accessible.

Prejudice: A preconceived opinion that is not based on reason or actual experience.

Qualtrics: Qualtrics is an experience management platform, designed to allow you to gather, analyze, and act on your core organizational data.

Senate: One of the two legislative bodies for the ASOSU. The Senate is tasked primarily with maintaining the ASOSU Statutes and is the primary law-making body of the ASOSU.

Slander: The action or crime of making a false spoken statement damaging to a person's reputation.

Statutes: A written law passed by a legislative body.

Student Advisory Board (SAB): A group of students, staff, and community members who provide important input to each of the student fee-funded units on everything from budgets, program priorities to advocacy goals. One of the most important functions of the Student Advisory Board is the presentation of each student fee-funded unit's annual budget request to the ASOSU Student Fee Committee.

Student Fee Committee (SFC): Located in the ASOSU executive branch. The SFC is a committee of elected students and unit liaisons who oversee the budgeting process for the entirety of student fees. Each year, the SFC revises budgetary guidelines for the student fee-funded units, reviews executive reports, strategic plans, and final budget submissions for the upcoming fiscal year.

Ticket(s): Refers to a single election choice that fills more than one political office or seat. For example, in the ASOSU, the candidates for President and Vice President run on the same "ticket", because they are elected together on a single ballot question

Title: The word title refers to the broad subject heading under which a law, statute, or bylaw is classified

Unit Liaison: Liaisons are elected by the Student Advisory Board of their Student Fee funded unit and are expected to represent the interests of their unit; they abstain in voting for the budget pertaining to their represented unit.

Vacancy: Not held, filled, or occupied, as a position or office. Having no occupant in a seat.

Violation: An action that breaks or acts against something, especially a law, agreement, principle, or something that should be treated with respect.

Warrant: Justification or authority for an action, belief, or feeling.