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# 2020 ELECTIONS CANDIDATE'S PACKET

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*The Associated Students of the University of Washington Tacoma is your student government, the voice of students at our University, in the community, and in our state and local governments. Our job is to represent UW Tacoma's diverse student body by promoting students' interests, needs, and welfare at every level of power.*

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Dear ASUWT Candidates,

Welcome to the ASUWT Elections process, and congratulations on making the decision to get involved in student government! Each year elected ASUWT students work diligently to transform the campus for the benefit of fellow students; and many of these elected officials have found themselves transformed in the process. The journey that you are about to embark on will be a challenging yet immensely rewarding experience. You will be challenged mentally, physically, and at times emotionally. Throughout the elections process, I would like to encourage you never to lose sight of your passion to improve the university experience for your peers.

I would like to introduce you to the Elections Administration Committee (EAC). The EAC has been hard at work to implement new ideas to get more students involved in the elections process. We are aiming to increase awareness of student government, to encourage a full ballot of qualified and competitive candidates, and to disseminate pertinent information to educate voters and further increase voter turnout. Throughout the campaign and elections process, the EAC will serve as a resource to all candidates, volunteers, and to the student body at large. I encourage you to get to know our committee as we will be working closely together throughout this adventure.

Please also remember that EAC is a nonpartisan ASUWT entity. Our primary goal is to facilitate and regulate a fair elections process, and therefore it is essential that the EAC remain completely neutral. We are charged with the duty of enforcing the Elections Code and are committed to do so with impartiality. That said, **please ensure that you read the entirety of this document, as you will be regulated by the EAC on its content and provisions.** We expect that all candidates will make every effort to avoid violating the Elections Code, and we also hope you are as enthused about the upcoming election season as we are

The election process is truly an incredible experience. As you campaign and connect with the student body, take time to immerse yourself in the process. As a candidate, you will grow in proportion the effort you give. During the elections process, you can develop interpersonal, organizational, and leadership skills that will benefit you throughout your academic and professional career. On behalf of the EAC, I want to wish you the best of luck throughout the campaigning process. As members of ASUWT and fellow UWT students, together we can inspire and provide meaningful change that will benefit our campus for years to come.

Best of Luck!

*Ruby Kaur Sandhu*  
*Election Administration Chair*  
*Associated Students of the University of Washington Tacoma*  
[asuwteac@uw.edu](mailto:asuwteac@uw.edu)



**Associated Students of the University of Washington Tacoma**



## Associated Students of University of Washington Tacoma

### General Election Calendar 2020

*Note: Calendar is subject to change under extenuating circumstances*

- Monday, April 20<sup>th</sup>** – Candidate Election Packets and Ballot Measure Election Packets available online from the ASUWT website: [www.tacoma.uw.edu/asuwt](http://www.tacoma.uw.edu/asuwt)
- Friday, May 8<sup>th</sup>** – Candidate Election Packets and Ballot Measure Election Packets must be submitted by 5:00 PM.
- Tuesday, May 12<sup>th</sup>** – Mandatory Candidate Meeting at 10:00 AM, 12:30 PM, or 4:00 PM on Zoom.  
**All candidates must attend one of these sessions.**
- Thursday, May 14<sup>th</sup>** – Open campaigning begins.
- Tuesday, May 19<sup>th</sup>** – Candidates’ Public Election Forum at 12:30 PM, moderated over Zoom.  
(All candidates are encouraged to attend.)
- Friday, May 22<sup>nd</sup>** – Last day to withdraw from the Elections. Candidates must submit in writing a *signed and dated* withdrawal statement to the Elections Administrator over email at [asuwteac@uw.edu](mailto:asuwteac@uw.edu), by 5:00 PM.
- Monday, May 25<sup>th</sup>** – The Election Voting Period begins at 12:01 AM.
- Friday, May 29<sup>th</sup>** – The Election Voting Period ends at 11:59 PM.
- Tuesday, June 2<sup>nd</sup>** – All campaign materials must be removed by 5:00 PM. Expense Declaration Forms due by 5:00 PM.
- Tuesday, June 2<sup>nd</sup>** – Any and all Election Code Complaints submissions due by 5:00 PM
- Friday, June 5<sup>th</sup>** – Vote verification will be held over Zoom at 12:30pm.
- Wednesday, June 10<sup>th</sup>** – Any and all appeals to Election Code Complaint determinations are due to the Senate by 5:00 PM.
- Wednesday – Friday, June 17<sup>th</sup> – 19<sup>th</sup>** – Mandatory Training for elected officials, 9:00AM to 4:00PM, location TBD.

## Notes for Spring 2020 Elections

- On April 17, ASUWT Senate voted to postpone Senate elections until Fall 2020. This will allow for more time to recruit Senate candidates and put a focus on Executive Board elections. Information about Fall 2020 Senate Elections will be made available at a later date.
- Please note additional information has been added to the EPP for an online quarter; this includes mentions of how campaigning may/may not be conducted virtually.
- All elections forms have been moved online. Links for each can be found on the ASUWT website. Please refer to the EPP for more information on each form:
  - Candidate Filing Form
  - Endorsement Filing Form
  - Final Financial Disclosure Form
  - Complaint Form

# 2020 ELECTIONS CODE: POLICIES AND PROCEDURES

## ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON TACOMA

The following is the Elections Code: Policies and Procedures, hereinafter referred to as “EPP,” to be used in the 2020 ASUWT General Election and in future elections until a new EPP is disseminated. It is the responsibility of candidates and their affiliates and ballot measure advocates and their affiliates, to comply with this document. Failure to comply may result in penalties assessed in accordance with these policies. The provisions of this document apply both on-campus, off-campus and online. This EPP is adopted pursuant to the ASUWT Bylaws, and such Bylaws supersede in the case of any discrepancy.

### Section I: Definitions and Dates

1. Except as otherwise provided in this document, the following terms and their variant forms mean the following when used in this document:
  - i. “EPP” means this Elections Code: Policies and Procedures document.
  - ii. “Candidate” means any person who has filed for candidacy in accordance with Section III of this EPP, and applies to such person retroactively.
  - iii. “Ballot measure advocate” means a person who advocates for or against the passage of a ballot measure and agrees to comply with this EPP.
  - iv. “Affiliate” means any individual or group, when such individual or group acts in concert or cooperation with, or at the request or suggestion of, a candidate, a candidate’s agents, a candidate’s other affiliates, a ballot measure advocate’s agents, or a ballot measure advocate’s other affiliates. Campaign volunteers are an example of affiliates.
  - v. “Board” means the ASUWT Board of Directors.
  - vi. “Senate” means the ASUWT Senate.
  - vii. “EAC” means the Election Administration Committee created by the ASUWT Constitution.
  - viii. “UWY” means the University Y Student Center, room 107.
  
2. The following dates and deadlines apply where explicitly referenced in this document in addition to the dates referenced above in the 2020 General Election Calendar:
  - i. Endorsement Filing Deadline: May 20, 2020 at 5:00 p.m. (see Section V - endorsements must be submitted by this deadline to be included in Voter’s Guide)
  - ii. Certification Deadline: May 11, 2020 at 5:00 p.m. (confirmation that candidate is eligible to run for office)
  - iii. Publication Deadline: May 22, 2020 at 5:00 p.m. (when Voter’s Guide will be available)
  - iv. Final Financial Disclosure Form Deadline: Tuesday, June 2, 2020 at 5:00 p.m.
  - v. Write-In Filing Deadline: Wednesday, June 9, 2020 at 5:00 p.m.

## Section II: Fair Campaign Statement

The Fair Campaign Statement is a non-binding set of ideals designed to promote goodwill among campaigners. (Please note that Section II is the only section of the EPP that is

non-binding.) The First Amendment prevents the ASUWT from restricting the content of the content of the candidates' campaign; however, the ASUWT encourages all campaigners to follow the Fair Campaign Statement. Because the Fair Campaign Statement is non-binding, the EAC of the ASUWT will not consider complaints that allege violations of the Fair Campaign Statement.

1. I will conduct my campaign, discuss the issues, and present the record with sincerity and candor.
2. I will not appeal to, and will condemn appeals to, prejudices based on race, creed, sex, national origin, sexual orientation, age, veteran status, or disability.
3. I will uphold the right of every qualified voter to free and equal participation in the election process. I will not take part in and will condemn those practices which tend to corrupt or undermine the system of free election or prevent the expression of the voters. This includes any manipulation of electronic technology that undermines voters' free and equal participation.
4. I will uphold the right of every qualified candidate to free and equal participation in the election process. I will conduct my campaigning in a way that does not impact the accessibility and fairness of the election process.
5. I will promptly and publicly repudiate the support of any individual or group which resorts, on behalf of my candidacy or in opposition thereof, to methods in violation of the letter and spirit of this Statement.
6. I will not participate in, and I will condemn, personal vilification, defamation, and other attacks on any opposing candidate, ticket, party, or ballot measure advocate.
7. I will not use or authorize, and I will condemn, materials relating to my campaign which falsify, misrepresent, or distort the facts, including, but not limited to, malicious or unfounded accusations tending to create or exploit doubts as to the morality or motivations of any candidate, ticket, party, or ballot measure advocate.
8. I will not use a position in a Registered Student Organization (RSO) in which I am involved to unfairly seek votes, endorsements, or affiliates.
9. I will respect the privacy of the voting process, and will not in any way interfere with the neutrality of balloting when another individual is voting.
10. I will refrain from any misuse of the ASUWT Constitution and ASUWT Bylaws to gain political advantage for myself or any other candidate.
11. I will not exploit or cause the intoxication of any individual to gain political advantage.
12. I will insist that my affiliates adhere to the Fair Campaign Statement when campaigning on my behalf.

## Section III: Candidacy

1. To file, the candidate must submit the following to the UWY by the Candidacy Filing Deadline:

- a. An official filing form provided by the EAC and signed by the candidate without amendment. The form provided must contain the following essential elements:
  - i. An indication that the candidate intends to seek election to a specific office.
  - ii. A declaration by the candidate indicating that they believe they are eligible for election to the indicated office in accordance with the ASUWT Bylaws, and believe this eligibility will be maintained throughout the election cycle.
  - iii. For any candidate wishing to associate with a ticket, an indication of such desire and identification of the ticket name or brand.
  - iv. Optionally, the name of a current UWT student who will serve as campaign manager for the candidate.
  - v. An agreement to comply with this EPP and pay any penalties duly assessed to the candidate under the provisions of this EPP.
  - vi. A completed preliminary financial disclosure form.
  - vii. Affirmation that you give permission to allow a check confirming you are a student in good standing, are currently enrolled, and meet the minimum GPA requirement.
  - viii. Optionally, any Endorsement Forms (see Section V for more information).
2. The EAC, in cooperation with the ASUWT Advisor, shall verify the eligibility of candidates. If eligible, each candidate shall be certified by the EAC no later than the Certification Deadline.
3. At the time of the certification, the EAC Chair shall sign the list of all eligible candidates and the office each is seeking and shall immediately post this list on the ASUWT website.
4. All candidates and their attend one of the mandatory candidate meetings. Campaigns managers are strongly encouraged to attend. and duly scheduled EAC candidate forums.
5. Candidates are expected to attend scheduled EAC candidate forums. In the event that they cannot, their registered campaign manager may stand in for them.
6. No candidate may file for more than one office in any one election, nor may any candidate simultaneously serve as a campaign manager for another candidate.
7. Additional space must be provided on the ballot for each office in which any voter may write-in a name not printed on the ballot. If a write-in candidate prevails in the election, the candidate has until the Write-In Filing Deadline to retroactively file for candidacy in the manner described by this Section. Upon filing, the write-in candidate becomes subject to this EPP as though a candidate filing normally. The EAC shall proceed to verify the write-in candidate's eligibility. Write-in candidates who fail to file for candidacy or are determined to be ineligible are disqualified from prevailing in the election.

#### Section IV: Tickets

1. A "ticket" allows candidates to run in a group. Tickets consist of individuals that

share marketing materials, strategies, branding, or funds; or identify together on the candidacy filing form. A ticket is presumed to exist when two or more candidates, or their affiliates:

- a. Act in concert or cooperation for the purpose of campaigning; or
  - b. Identify with a common or substantially common word, term, name, symbol, or device, or any combination thereof; or
  - c. Are voluntarily and clearly identified together in any single and discreet campaigning communication.
2. Candidates may choose to associate on up to one ticket, but are not required to.
  3. Unless otherwise provided in specific provisions of this EPP, candidates choosing to associate on a ticket will be treated as though a candidate not associated with a ticket for the purposes of this EPP.
  4. Tickets consist only of candidates and candidates' affiliates, and do not include ballot measure advocates or ballot measure advocates' affiliates.

#### Section V: Endorsements

1. "Endorsement" means an action or statement by an individual or group that publicly supports a candidate or ballot measure, including signing an official endorsement form. (pg. 29)
2. Candidates and ballot measure advocates must submit their Endorsement Forms by the Endorsement Filing Deadline in order to be included in the Voter's Guide.
3. Endorsements may not be solicited until campaigning begins.
4. Endorsements may not go public until after endorsement forms have been filed, no later than the Endorsement Filing Deadline.
5. Candidates and ballot measure advocates must not imply endorsement by a person or group without the consent of that person or group. In any complaint alleging a violation of this subsection, it is assumed that consent did not exist, unless an official endorsement form was filed.
6. Endorsements by Registered Student Organizations (RSOs) must be certified by at least three of the current officers registered with the Center for Student Involvement at the time the document is submitted.
7. No endorsement may be listed in ASUWT publications unless it has been officially filed with the EAC in the form prescribed by the EAC.
8. No ASUWT employee, volunteer, appointee, entity, or committee may make endorsements in official capacity; and no ASUWT equipment or supplies, including employment time or office hours, phones, office machines, office space, and email accounts, may be used for campaign purposes, except as authorized by the EAC. Any candidate or ballot measure advocate receiving an endorsement from an ASUWT employee, volunteer, or appointee in personal capacity must, when campaigning with such endorsement, clearly state that such endorsement is in the individual's personal capacity only.
9. All endorsements that appear in the official Voter's Guide must be received by EAC by the Endorsement Filing Deadline. The Voter's Guide must provide space for no more than five endorsements per candidate or ballot measure, as determined by the EAC. Those endorsements selected by the candidate, or randomly chosen by the

EAC if no selections are made, will be printed, and will be printed in alphabetical order unless otherwise directed by the candidate or ballot measure advocate. All endorsements will be listed on the ASUWT Elections website.

10. Proposed statements in favor of and against ballot measures, no more than 150 words in length, may be emailed to the EAC Chair by the Endorsement Filing Deadline, together with an agreement by the submitter to comply with this EPP when acting as a ballot measure advocate. The EAC shall choose no more than two statements in favor of and two statements against each ballot measure, which will be printed in the Voter's Guide.

## Section VI: Campaigning

1. Campaigning must not begin before the date that open campaigning begins.
2. Campaigning, as referred to in these codes, shall be defined as the use of any written or verbal presentation in the name of any candidate or ballot issue.
3. Campaigning includes, but is not limited to, the following activities, when such activities are undertaken by a candidate, a candidate's affiliates, a ballot measure advocate, or a ballot measure advocate's affiliates:
  - a. Distributing flyers or other printed materials to promote or degrade a ballot measure, ticket, or candidate.
  - b. Addressing crowds to promote or degrade a ballot measure, ticket or candidate.
  - c. Promoting or degrading a ballot measure, ticket, or candidate with the intent of obtaining an endorsement.
  - d. Placing signs, sandwich boards, and/or lawn signs with the intent to promote or degrade a ballot measure, ticket, or candidate.
  - e. Using electronic media to publicly promote or degrade a ballot measure, ticket, or candidate.
  - f. Any other public activity intended to promote or degrade a ballot measure, ticket, or candidate.
4. Campaigning does not include:
  - a. The act of wearing personal campaign apparel, such as t-shirts, buttons, or pins; or
  - b. The private organization, planning, and development of a campaign, including the recruitment of affiliates, planning of strategies, and production of campaign materials.
5. Regarding campaign materials:
  - a. Any social media materials, graphics, campaign posts, or content relevant to the Election must follow the standards of this Election packet.
  - b. Handbills may be distributed, provided those doing so take the responsibility of cleaning up loose leaflets or other material due to their soliciting;
  - c. Handbills that are distributed shall be considered posters if posted, regardless of whether it was the candidate's intent;
  - d. Posters must be approved and stamped by the Center for Student Involvement;
  - e. Gummed hand bills or bumper stickers are not to be used including permanent adhesive material of any kind.

- f. Posting policies shall be consistent with the campus wide Use of University Facilities (UUF) posting guidelines;
  - g. Candidates are responsible for reading and abiding by the UW Tacoma Posting and Solicitation Procedures.
  - h. All candidates or sponsors of ballot issues, including affiliates or each, are responsible for any and all damage or litter caused by forms of campaigning which they used.
6. No candidate, candidate's affiliate, ballot measure advocate, or ballot measure advocate's affiliate may, in the course of campaigning:
- a. Campaign in the ASUWT Offices or on bulletin boards, office space, etc. maintained by the ASUWT;
  - b. Campaign at any event or meeting that is conducted, funded, or sponsored by the ASUWT, with the exception of election forums;
  - c. Collect donations for ASUWT, unless such donations are collected with the approval of the EAC at which funds will benefit a scholarship on campus;
  - d. Campaign in the library or residential housing;
  - e. Violate the Facility Services Policy (p. 18) or any UW IT policies (p.17), including the improper posting of campaign signage;
  - f. Post lawn signs or sandwich boards on the University campus before the Open Campaign Start Date; fail to remove such signs by the designated Removal Deadline; or post a lawn sign exceeding 9 square feet;
  - g. Use electronic media to interfere with the neutrality of the ballot, such as by failing to cause links to the ballot to appear in a new browser window with the full width and height of the screen;
  - h. Remove or deface any lawfully placed political advertising without authorization;
  - i. Interfere with the academic instruction and mission of the University; including, campaigning in University buildings without the permission of the building supervisor, or campaigning in a classroom without the permission of the instructor. This includes any online classes, Canvas pages, or any other media used to conduct virtual classes. (It is assumed that instructors will maintain a neutral position in ASUWT elections. A candidate who knowingly engages with a biased instructor shall be subject to the review of the EAC);
  - j. Create any social media page or group which automatically adds students into a group associated with a candidate or ballot measure. Students may be invited or opt into such groups; or
  - k. Violate any applicable law, whether federal, state, or local. Such action shall constitute a severe violation.
7. The EAC shall sponsor, at minimum, one candidate/ballot measure forum. The EAC may co-sponsor events and forums held by a Registered Student Organization (RSO), provided:
- a. The RSO actively encourages attendance at the event;
  - b. The event has a broad base of appeal to the campus community;
  - c. The RSO commits to treat all candidates and ballot measures equally;
  - d. The RSO defers to the EAC with regard to the formatting of the event; and

- e. The event complies with any other criteria which the EAC determines are necessary.

## Section VII: Polls

1. Polling will be conducted by online voting. The EAC shall host an online poll at a web address of their designation pursuant to ASUWT Bylaws. Polls will be open from the date and time the Election Voting Period begins until the date and time that the Election Voting Period ends.
2. Elections for positions within ASUWT are conducted via an instant run-off system in which the candidate for a particular position who receives the most votes will be elected to that position, as provided in the ASUWT Bylaws.
  - a. A tie will warrant a Special Election to determine the results of the position(s) in question, pursuant to the ASUWT Bylaws.
3. For Spring 2020, in lieu of information booths and polling locations, the EAC shall operate drop-in Q&A sessions via Zoom during the week of voting to answer any questions.
4. The online voting system and information booth operating hours and locations must be well-advertised by the EAC on-campus prior to and on the days of voting. At a minimum, well-advertised means at least two ads, at least quarter-page size, in a section of The Ledger.
5. In the event of a technical issue with the online voting system, the Board may postpone the election until such a time that the online voting system is operational, or may provide for voting by paper ballot.
6. No candidate, candidate's affiliate, ballot measure advocate, or ballot measure advocate's affiliate may:
  - a. Campaign within the EAC sponsored Q&A sessions during the week of voting;
  - b. Provide or operate any voting station, computer, or other device with intent that such device be used to mark or submit ballots, with exception of the personal ballot of the device provider or operator;
  - c. Intentionally deceive any voter in recording that voter's vote by providing incorrect or misleading information or by providing faulty election equipment. These actions constitute severe violations;
  - d. Intentionally view any voter's marked ballot or make any mark on a voter's ballot, unless authorized by that voter;
  - e. Tamper or alter any official election material or ballot without authorization. These actions constitute severe violations;
  - f. Make unauthorized additions or deletions to The Ledger or any other University of Washington Tacoma publication with the intent of promoting or degrading any candidate;
  - g. Use any menace, force, threat or unlawful means to hinder or deter any voter from voting, or to obtain a vote for or against any candidate or ballot measure. These actions constitute severe violations; or
  - h. Directly or indirectly offer any bribe, reward, or anything of value to a voter in exchange for the voter not voting, or in exchange for the voter casting their ballot in favor of or against any candidate or ballot

measure. These actions constitute severe violations.

## Section VIII: Campaign Finance

1. Each candidate and ballot measure advocate must file an up-to-date and accurate statement of all campaign expenditures and gifts in kind on or before the date due.
2. Candidates associated with a ticket may file joint financial disclosure forms for campaign expenditures and gifts in kind, but each candidate must personally sign the disclosure and be jointly and severally liable for the content.
3. Gifts in kind are defined as a product or service provided by a sponsor in lieu of cash, not including cash contributions to a ballot measure advocate or candidate.
4. Gifts in kind do not constitute a campaign expenditure as though purchased by a candidate or ballot measure advocate, but must be accounted for by attaching receipts to the final financial disclosure form pursuant to such standards as the EAC may develop. However, the following neither constitute gifts in kind nor campaign expenditures:
  - a. The value of services provided without compensation by any individual who volunteers on behalf of a candidate or ballot measure advocate.
  - b. Donations or discounts given equally to every candidate and ballot measure advocate.
  - c. Items used only passively in campaigning, such as chairs, tables, and canopies.
5. Campaign expenditures are defined as goods or services paid for by candidates or candidate's affiliates, including cash contributions to a ballot measure advocate or candidate by a sponsor.
6. For ballot measure advocates, candidates associated with a ticket, and candidates not associated with a ticket, campaign expenditures and gifts in kind encompass the total amount expended in the course of campaigning by the ballot measure advocate, candidate or ticket and their affiliates. Campaigning consists of the activities enumerated in Section VI, including any expenses incurred subsection 4.
7. Candidates may promote or degrade ballot measures as part of their campaign, but any expenditure for such purpose is a campaign expenditure of the candidate.
8. Candidates and ballot measure advocates must submit a preliminary financial disclosure form to the UWY by the Candidacy Filing Deadline, and a final financial disclosure form to the UWY by the Final Disclosure Deadline. Submitted forms will be maintained for 3 years.
9. No ballot measure advocate may have campaign expenditures in excess of \$230.
10. No ballot measure advocate may have gifts in kind donated in excess of \$230.
11. No candidate may have campaign expenditures in excess of the limits established by this subsection.
  - a. For candidates not associated with a ticket, campaign expenditures may not exceed \$350.
  - b. For candidates associated with a ticket, campaign expenditures may not exceed the sum of \$300.
12. No candidate may have gifts in kind donated in excess of the limits established by

this subsection.

- a. For candidates not associated with a ticket, donated gifts in kind may not exceed \$250.
- b. For candidates associated with a ticket, donated gifts in kind may not exceed \$200.

## Section IX: Violations

1. It is at the discretion of the EAC to determine if a single offense that continues to occur constitutes multiple offenses.
2. Any campaign material left up after the voting period or other specified time in the elections calendar will be considered an Elections Code violation, per the ASUWT Bylaws.
3. Violations are punished by a monetary fine, disqualification, or by other means as determined to be appropriate by the EAC. Disqualification includes both disqualification from ballot placement and disqualification from prevailing in the election. No disqualification may extend beyond the election cycle with respect to which the violation occurred. In the case of ballot measures, the ballot measure itself may be disqualified from ballot placement and disqualified from passing as punishment for violations by a ballot measure advocate.
4. Classification of Violations
  - a. Each violation deemed “minor” may have a penalty of a monetary fine not exceeding \$50. In order to be minor the violation must have been unintentional and corrected within twenty-four hours of receiving written notice from the EAC, and the provision violated must have been violated two times or less.
  - b. Each violation deemed “major” may have a penalty of a monetary fine not less than \$50. Major violations may also result in disqualification, at the discretion of the EAC.
  - c. Each violation of a provision marked as “severe” in this EPP may have a penalty of a monetary fine no less than \$75 and default disqualification, unless the EAC determines that extenuating or mitigating circumstances reduce the actual severity of the violation.
5. Severe violations include but are not limited to the following actions:
  - a. Violating of any applicable law, whether federal, state, or local.
  - b. Intentionally deceiving any voter by providing incorrect or misleading information and by providing faulty election equipment;
  - c. Tampering or altering any official election material or ballot without authorization;
  - d. Using any menace, force, threat, or unlawful means to hinder or deter any voter from voting, or obtain a vote for or against any candidate or ballot measure;
  - e. Directly or indirectly offering any bribe, reward, or anything of value to a voter in exchange for the voter not voting, or in exchange for exchange for the voter casting their ballot in favor of or against any candidate or ballot measure.

6. If a winning candidate is disqualified from the election, a new candidate will be selected by running IRV (Instant Runoff Voting), excluding the disqualified candidate.
7. If a putative candidate fails to file for candidacy or submit financial disclosure forms by the deadlines provided in this EPP, the EAC may disqualify that candidate.
8. Liability exists for even unintentional or unknowing violations, unless intent or knowledge is an essential element of the provision violated.
9. An attempt, conspiracy, or solicitation to commit a violation constitutes a violation.
10. In all instances, the actions of a candidate's affiliates constitute action of the candidate and the actions of a ballot measure advocate's affiliates constitutes action of the ballot measure advocate.

#### Section X: Complaints

1. The filer of a complaint is designated the "complainant."
2. Complaints may allege a violation by one or more of: (1) the EAC, (2) an entity of the ASUWT, (3) any candidate or group of candidates, or (4) any ballot measure advocate. Complaints against tickets must name each candidate individually.
3. The alleged violator is the "respondent."
4. Complaints must be submitted in-writing with the EAC before the Complaint Deadline. Upon such confirmation, the complaint is considered filed, and the date and time of such will be recorded by the EAC. If the complaint is filed against the EAC, the EAC has the responsibility to immediately inform the Senate to investigate such complaint.
5. All complaints must be submitted electronically to the EA (asuwteac@uw.edu). Any such complaint must include:
  - a. The identity of the complainant and respondents.
  - b. A citation to the specific rule alleged to be violated.
  - c. The alleged facts which constitute a violation of the cited rule, including the date, time, and place of the alleged violation, if applicable.
  - d. Contact information for any known witnesses of the facts alleged.
  - e. Electronic communication must come from the complainant's personal UW email.
  - f. Optionally, written or photographic evidence appended to the form or given by URL.
6. Complaints which fail to comply with the procedures of this Section may be dismissed by the EAC at the time of the complaint's hearing, even if such dismissal is not requested by either party.
7. Complaints naming affiliates of a candidate, group of candidates, or ballot measure advocate may be submitted, but must be amended to name specific candidates or ballot measure advocates before being considered officially filed. The EAC may make such amendments with consent of the complainant.

#### Section XI: Complaint Procedure

1. The EAC Chair will submit a warning via email to any candidate that commits an Election Code violation that can be easily corrected by the candidate within twenty-

four (24) hours. (i.e. posting issues that simply require the candidate to repost material in the proper place, use the correct tape, remove signs as mandated by the EAC, and soon.)

2. In the event that a candidate commits what is deemed to be a more serious violation or repeated violations, the EAC may enact sanctions.
3. In any instance where sanctions are placed on the candidate, the EAC must notify the candidate and Senate Chair via Email.
4. The EAC Chair shall represent ASUWT and shall present the case against alleged violators to the Senate.
5. In the event that the EAC does or does not enact sanctions on an individual candidate, the candidate in question or the petitioner has the right to appeal to the Senate.
6. The candidate will be responsible to contact the Senate Chair via email. The Senate Chair will then provide the candidate with any documentation that they will be required to complete as part of the appeals process.
7. At the following Senate Meeting, the candidate shall be given time to speak as well as provide any documentation or evidence related to the case in question. The ASUWT representative (EAC) and the alleged violator (candidate in question) will both be provided equal time to speak in front of the Senate
8. The Senate will decide a course of action.
9. The Senate will act on each appeal within forty-eight (48) hours to ensure each violation is resolved in a timely manner at an open hearing.
10. Ignorance of the rules shall not be considered a valid defense. Candidates shall be responsible for any violations that occur on behalf of his or her candidacy.

#### Section XII: Withdrawal from Candidacy

1. In order to withdraw from candidacy, candidates must submit a written and signed statement in-person by the withdrawal deadline.
2. Candidates who withdraw must be taken off the online ballot, and have their names posted visibly at EAC information booths and polling places with an indication that they have withdrawn from the election.

#### Section XIII: Special Elections: See ASUWT Bylaws Sections 910 to 913

1. The ASUWT Bylaws provides for various mechanisms by which a Special Election may be ordered. This Section applies with respect to such elections when ordered.
2. Voting for special elections lasts three days. Voting will begin at 12:01 a.m. of day one, and end at 11:59 p.m. of day three.
3. In general, the EAC has authority to establish the appearance and structure of special election ballots, and to prescribe the manner of voting.
4. Special elections are regulated by the ASUWT Bylaws and EPP, to the extent that its provisions are applicable in the context of the Special Election.
5. In the case of Special Elections for filling vacancies or ballot measures:
  - a. Special elections must be well-advertised. At a minimum, this requires at least two all-campus emails and two ads in The Ledger.

- b. EAC must operate a minimum of two information booths, staffed for a minimum of four hours per day, on campus for each day of voting in the special election.
- c. The EAC must hold a minimum of one public forum at least one week in advance of the first day of voting.

#### Section XIV: Duties of the Election Administration Committee

1. The general administration, canvassing, and certification of each election is vested in the EAC. The EAC shall discharge these duties fairly and impartially, without attempt to benefit or harm any candidate or ballot measure.
2. The EAC shall keep all cast ballots, election results, and voter counts secured and secret until such time that the results of the election are certified, and shall require all poll workers to do the same.
3. The EAC shall certify and publicly announce the outcome on the Vote Verification date as indicated on the Elections Calendar, not to exceed four business days.
4. The EAC shall develop the ballot, but shall not place any question or content on the ballot that compromises the neutrality of the ballot or tends to give systematic benefit to any candidate or ballot question.
5. The EAC shall provide each potential candidate and ballot measure advocate with a Candidate's Packet, containing the following:
  - a. The Elections Calendar;
  - b. This Elections Code;
  - c. Instructions on how to access all the filing forms.
6. The EAC may issue candidates or ballot measure advocates orders to cease and desist in any action which gives rise to a violation of this EPP, and failure to comply with such orders may be used as evidence of intent in any subsequent complaint under this EPP.

# UW INFORMATION TECHNOLOGY POLICY

## Ethics in Computer and Network Use

All holders of a University of Washington Net ID are responsible for using computing and networking resources in an ethical and legal manner. University policy prohibits account theft, file theft, violation of informational privacy, and penetration or harm to operating systems. If abuse of computer systems occurs, those responsible for such abuse will be held legally accountable.

When you use UW computing resources, you agree to the following conditions:

- To follow the rules and regulations governing the use of UW facilities and equipment.
- To respect the privacy of others by not sending them unwanted email messages, misrepresenting them when sending email, or tampering with their accounts, files, or data.
- To use only your own user identification, to use it for its intended purposes, and not to share it with others.
- Not to attempt to break a computing system or harass other people, either by developing programs for those specific purposes or by using already existing programs to do so.
- Not to use university-owned computers for illegal purposes, such as unauthorized copying of licensed or copyrighted software, images, or files.

## Email Guidelines

Your use of UW email should respect others and must not interfere with the operation of the computers and networks. Therefore, you are prohibited from the following:

- Sending email to someone who has requested that you not do so
- Creating, sending, or forwarding chain letters (messages that are forwarded many times to people who have not solicited the information)
- Flooding another system, network, or user account with email
- Obscuring the true identity of the sender of email or forging email messages

It is your responsibility to determine the purpose of an electronic mail list or news group before subscribing or sending messages to the list or group. Persons subscribing to an email list will be viewed as having solicited any material delivered by the list, as long as that material is consistent with the purpose of the list.

The following practices relating to email lists are prohibited

- Sending to an email list any materials that are not consistent with the purpose of the list. If you send messages not relevant to the purpose of the list, you will be viewed as having sent unsolicited email.
- Continuing to send email to a list if the list owner has requested that you stop sending to the list because you are not following the guidelines or topic established for the list.
- Harvesting email addresses from another email list in order to establish your own list. If a list is closely related to a subject you would like to initiate, it is permissible to post a message to the existing group, inviting people to sub-scribe to your list.
- Harvesting email addresses from an institution's directory or password file.
- Subscribing anyone to an email list without the individual's permission.

## Telephone Solicitation Policies

In accordance with the Telephone Consumer Act of 1991, the Federal Communications Commission (FCC) issued a cold-calling rule. The rule establishing procedures to eliminate unwanted telephone solicitations to residents and regulates the use of automatic telephone dialing systems, pre-recorded or artificial voice messages and telephone facsimile machines.

1. Time-of-day restrictions – No cold calls may be made before 8 a.m. or after 9 p.m. at the called party's location.
2. Identification requirements – Persons making cold calls must provide the calling party with the name of the caller, the person or organization on whose behalf the call is being made, and a telephone number and address at which the caller may be contacted.

For more explicit and detailed information, please visit: [www.washington.edu/itconnect/policy/](http://www.washington.edu/itconnect/policy/).

In the case of any discrepancies, policies on this website supersede this EPP.

# UW FACILITIES SERVICES POLICY

UW Facilities Services policy on campaign posters outlines that if any material hinders students or University activities, damages University property, or becomes an eyesore, that material will be removed at the discretion of the Facilities Services staff and at the expense of the candidate, if an expense is incurred. The following examples may clarify this policy:

1. Banners strung between buildings, streetlights, or trees can easily damage them. No campaign material may be posted on any buildings, flower beds, tree, shrub, litter container, light, etc. Furthermore, no hand bills, leaflets, or other campaign material(s) shall be allowed to be dropped onto campus from the air.
2. Lawn signs are prohibited on campus lawns. Campaign materials in the middle of other lawn or planting beds may interfere with planned grounds maintenance activities. Campaign material will only be allowed to be posted along pathways on campus and must be within three feet of the pathways. **DO NOT DAMAGE SPRINKLER HEADS OR DISTURB LANDSCAPING!**
3. A photocopied sheet posted on a stick is going to disintegrate in a matter of days in rainy weather. Signs proven to be an eyesore will be removed.
4. Chalk campaign signs will be allowed only on campus sidewalks during the elections.
5. Any signs that hinder pedestrian, bicycle or vehicle traffic or driver visibility will be removed.
6. All campaign materials must be removed by 5:00 PM on Tuesday, May 26, 2020. Facilities Services will charge for any campaign debris picked up after this date.
7. Please refer to UWT Posting and Solicitation Guidelines at [www.tacoma.uw.edu/uuf/posting\\_guidelines](http://www.tacoma.uw.edu/uuf/posting_guidelines) for a more complete list of guidelines for posting campaign materials.
8. Postings (of any kind) are **not** permitted on:
  - internal and external building surfaces
  - wood trim
  - entry and exit doors of buildings
  - classroom windows
  - painted or acoustical surfaces
  - elevators, both inside and outside
  - wood columns, except for those on the first floor in the MAT building (blue tape required)
  - campus lawns, gardens, shrubs or trees
  - concrete walkways
  - stair risers
  - bathroom stalls

**Please note per Section VI.2.c. of the EPP, all campaign posters must be approved and stamped by the Center for Student Involvement.**

For more explicit and detailed information, please visit: [www.tacoma.uw.edu/uuf/posting\\_guidelines](http://www.tacoma.uw.edu/uuf/posting_guidelines).  
In the case of any discrepancies, policies on this website supersede this EPP.

**JOB TITLE:** ASUWT President

**HOURS:** 25 hours per week (15 hours per week during Summer)

**PAY:** Stipend of \$17,400

**START DATE:** June 16, 2020

**END DATE:** June 14, 2021

### **Summary**

Serve as a member of the board to represent students. Manage and oversee ASUWT and serve as the student body president.

### **Major Duties and Responsibilities**

*A full list of duties for this position can be found in the ASUWT Constitution, Sections 5 and 6A, and the ASUWT Bylaws, Sections 401.00 and 402.00*

1. Call and chair meetings of the Executive Board
2. Nominate students to University committees for approval by the Executive Board
3. Serve as the official representative of ASUWT and the students of the University of Washington Tacoma to University administration, at official functions, before the media, and to the community
4. Communicate with the student governments of UW Bothell and UW Seattle to ensure that the efforts of the Tri-Campus Committee continue. This may require travel.
5. Communicate the needs and concerns of the undergraduate and graduate students to the University Administration
6. Assign and distribute projects and tasks to the ASUWT Board as applicable in accordance with the Constitution and respecting the powers of the Board as a whole.

### **Knowledge, Skills, and Ability Required**

- Knowledge of ASUWT Constitution and Bylaws
- Knowledge of Roberts Rules of Order will be required after appointment
- Ability to communicate well
- Leadership and interpersonal skills
- Word processing skills
- Conflict resolution skills
- Ability to maintain calendars and schedule appointments
- Time management skills
- Minimum GPA of 2.5
- Full year commitment

**JOB TITLE:** ASUWT Director of University Affairs

**HOURS:** 19.5 hours per week (10 hours per week during Summer)

**PAY:** Stipend of \$12,344

**START DATE:** June 16, 2020

**END DATE:** June 14, 2021

### **Summary**

Serve as a member of the board to represent students.

### **Major Duties and Responsibilities**

*A full list of duties for this position can be found in the ASUWT Constitution, Sections 5 and 6B, and the ASUWT Bylaws, Sections 401.00 and 403.00*

1. Serve as Acting President, with the powers and responsibilities of ASUWT President, if the ASUWT President is unable to serve, or if the position becomes vacant
2. Develop projects, events, and programs relating to student involvement in administrative and staff affairs, academic affairs, and shared governance
3. Carry out responsibilities assigned under the Executive Bylaws
4. Carry out assignments given by the ASUWT President relating to university affairs, academic affairs, and shared governance
5. Chair the Council for Campus Engagement and meet regularly with student organizations to gather feedback from diverse student communities.

### **Knowledge, Skills, and Ability Required**

- Knowledge of ASUWT Constitution and Bylaws
- Knowledge of Roberts Rules of Order will be required after appointment
- Ability to communicate well
- Leadership and interpersonal skills
- Word processing skills
- Conflict resolution skills
- Ability to maintain calendars and schedule appointments
- Time management skills
- Minimum GPA of 2.5
- Full year commitment

**JOB TITLE:** ASUWT Director of Finance

**HOURS:** 13 hours per week (5 hours per week during Summer)

**PAY:** Stipend of \$7,896

**START DATE:** June 16, 2020

**END DATE:** June 14, 2021

### **Summary**

Serve as a member of the board to represent students. Manage and oversee financial planning and record keeping for ASUWT.

### **Major Duties and Responsibilities**

*A full list of duties for this position can be found in the ASUWT Constitution, Sections 5 and 6D, and the ASUWT Bylaws, Sections 401.00 and 405.00*

1. Establish budgets and budget proposals for ASUWT, for approval by the Executive Board
2. Track expenditures and accounts held by ASUWT, and ensure that the organization remains financially solvent
3. Propose action to the Executive Board relating to the responsible acquisition, maintenance, and disposal of property held by ASUWT
4. Report on the finances of ASUWT to the Executive Board
5. Carry out responsibilities assigned under the Executive Bylaws
6. Carry out assignments given by the ASUWT President relating to the finances of the association

### **Knowledge, Skills, and Ability Required**

- Knowledge and experience with Microsoft Excel
- Budget development and allocation skills
- Understanding of internal control measures and the ability to develop related procedures
- Ability to maintain, track, and reconcile records and documentation
- Ability to understand and follow specific instructions and procedures
- Knowledge of ASUWT Constitution and Bylaws
- Knowledge of Roberts Rules of Order will be required after appointment
- Ability to communicate well
- Leadership and interpersonal skills
- Word processing skills
- Conflict resolution skills
- Ability to maintain calendars and schedule appointments
- Time management skills
- Minimum GPA of 2.5
- Full year commitment

**JOB TITLE:** ASUWT Director of Internal Communications and Affairs

**HOURS:** 18 hours per week (10 hours per week during Summer)

**PAY:** Stipend of \$11,536

**START DATE:** June 16, 2020

**END DATE:** June 14, 2021

### **Summary**

Serve as a member of the board to represent students.

### **Major Duties and Responsibilities**

*A full list of duties for this position can be found in the ASUWT Constitution, Sections 5 and 6G, and the ASUWT Bylaws, Sections 401.00 and 408.00*

1. Chair senate meetings as a non-voting member
2. Act as primary liaison between the ASUWT Executive Board and Senate
3. Maintain an official, accurate, and up-to-date copy of the ASUWT Constitution, Executive and Senate Bylaws, and all policy documents
4. Maintain accurate records of all historical and current documents and legislation passed by the Senate and Executive Board
5. Send all notices required by the Open Public Meetings Act and similar legislation
6. Evaluate the Executive Board and Senate for compliance with governing documents, and provide reports and suggested resolutions for compliance issues
7. Carry out responsibilities assigned under the Executive Bylaws
8. Carry out assignments given by the ASUWT President relating to Internal Communications and Affairs

### **Knowledge, Skills, and Ability Required**

- Knowledge of ASUWT Constitution and Bylaws
- Knowledge of Roberts Rules of Order will be required after appointment
- Ability to communicate well
- Leadership and interpersonal skills
- Word processing skills
- Conflict resolution skills
- Ability to maintain calendars and schedule appointments
- Time management skills
- Minimum GPA of 2.5
- Full year commitment

**JOB TITLE:** ASUWT Director of Legislative Affairs

**HOURS:** 15 hours per week (10 hours per week during Summer)

**PAY:** Stipend of \$9,590

**START DATE:** June 16, 2020

**END DATE:** June 14, 2021

### **Summary**

Serve as a member of the board to represent students.

### **Major Duties and Responsibilities**

*A full list of duties for this position can be found in the ASUWT Constitution, Sections 5 and 6F, and the ASUWT Bylaws, Sections 401.00 and 407.00*

1. Direct efforts to build students' legislative power and influence
2. Submit a legislative agenda, developed with the assistance of the Legislative Liaison and City Legislative Liaison, for senate approval
3. Connect with students from other public institutions of higher education to influence the legislature on issues of mutual concern
4. Carry out responsibilities assigned under the Executive Bylaws
5. Work regularly with the Legislative and City Legislative Liaisons
6. Carry out assignments given by the ASUWT President relating to legislative affairs
7. Review actions of the state government with regard to student concern and formulate appropriate responses to be forwarded to the ASUWT Executive Board for action

### **Knowledge, Skills, and Ability Required**

- Knowledge of ASUWT Constitution and Bylaws
- Knowledge of Roberts Rules of Order will be required after appointment
- Ability to communicate well
- Leadership and interpersonal skills
- Word processing skills
- Conflict resolution skills
- Ability to maintain calendars and schedule appointments
- Time management skills
- Minimum GPA of 2.5
- Full year commitment

**JOB TITLE:** ASUWT Director of Student Technology

**HOURS:** 13 hours per week (5 hours per week during Summer)

**PAY:** Stipend of \$7,896

**START DATE:** June 16, 2020

**END DATE:** June 14, 2021

### **Summary**

Serve as a member of the board to represent students.

### **Major Duties and Responsibilities**

*A full list of duties for this position can be found in the ASUWT Constitution, Sections 5 and 6E, and the ASUWT Bylaws, Sections 401.00 and 406.00*

1. Chair the student committee responsible for allocating student technology fees
2. Present the student technology fee committee's proposal for the allocation of student technology fees to the Executive Board
3. Serve as ASUWT's representative on the Campus Technology Committee or its equivalent
4. Carry out responsibilities assigned under the Executive Bylaws
5. Carry out assignments given by the ASUWT President relating to the student technology fee committee and allocation of student technology fees

### **Summary, Knowledge, Skills, and Ability Required**

- Knowledge of ASUWT Constitution and Bylaws
- Knowledge of Roberts Rules of Order will be required after appointment
- Ability to communicate well
- Leadership and interpersonal skills
- Word processing skills
- Conflict resolution skills
- Ability to maintain calendars and schedule appointments
- Time management skills
- Minimum GPA of 2.5
- Full year commitment

**JOB TITLE:** ASUWT Director of Outreach

**HOURS:** 13 hours per week (5 hours per week during Summer)

**PAY:** Stipend of \$7,896

**START DATE:** June 16, 2020

**END DATE:** June 14, 2021

### **Summary**

Serve as a member of the board to represent students.

### **Major Duties and Responsibilities**

*A full list of duties for this position can be found in the ASUWT Constitution, Sections 5 and 6C, and the ASUWT Bylaws, Sections 401.00 and 406.00*

1. Be responsible for all outreach efforts on behalf of ASUWT.
2. Develop projects, events, and programs relating to student and community outreach
3. Coordinate opportunities for collaboration between ASUWT and other organizations both inside and outside the University
4. Conduct at least one (1) student forum per quarter; create other opportunities for students to express campus-wide concerns
5. Manage and delegate responsibilities as necessary to the Multimedia Specialist.
6. Maintain and review all the public relations/outreach of ASUWT
7. Website and directory development and management
8. Carry out responsibilities assigned under the Executive Bylaws
9. Carry out assignments given by the ASUWT President relating to student and community outreach

### **Knowledge, Skills, and Ability Required**

- Knowledge of ASUWT Constitution and Bylaws
- Knowledge of Roberts Rules of Order will be required after appointment
- Ability to communicate well
- Leadership and interpersonal skills
- Word processing skills
- Conflict resolution skills
- Ability to maintain calendars and schedule appointments
- Time management skills
- Minimum GPA of 2.5
- Full year commitment