

GUIDELINES FOR THE 2008 ASNMHU ELECTION

THE MATERIAL IN THIS PACKET MUST BE READ COMPLETELY AND CAREFULLY BY ALL CANDIDATES.

CANDIDATES ARE RESPONSIBLE FOR ABIDING BY THE STIPULATIONS PRESENTED IN THESE GUIDELINES.

IN ORDER TO BE ELIGIBLE FOR APPROVAL OF CANDIDACY, YOU MUST RETURN:

- PETITION WITH 25 SIGNATURES
- 1 COMPLETED INFORMATION WAIVER FORM
- 1 COMPLETED CANDIDATE RESPONSE FORM

FOR FURTHER INFORMATION OR CLARIFICATION, PLEASE CONTACT MARGARET GONZALES AT 454-3495.

THANK YOU,
THE '08 ELECTION COMMISSION

FROM THE ASNMHU CONSTITUTION

ARTICLE VI. - ELECTION PROCEDURES

Section 4. – Election Commission

- A. The Election Commission shall be empowered to preside over all election procedures, hear grievances, enforce regulations, tabulate results, and appoint any additional aides deemed necessary by the Commission to perform its duties.
- B. The Election Commission shall consist of five to seven members (who are not ASNMHU Government members). A staff or faculty member appointed by the Dean of Students shall act as chair of the Commission. The chair will be responsible for recruiting members who shall not be candidates in that election. The chair shall have no vote except in the event of a tie.

Section 5. – Election Process

All elections shall be run with the procedures outlined in the Election Commission Policy and Procedure Manual.

March 2008

Dear Prospective Candidate:

Thank you for your interest in becoming an ASNMHU member. The position you are considering is a responsible one. For that reason, we trust you will manage a responsible campaign. Important dates and deadlines are outlined below.

DATES AND DEADLINES

Monday, April 7

Petitions available in The Office of Campus Life (204/206 Student Center) after 10:00 a.m. Candidates must sign for Election Packet and position of choice.

Friday, April 11

APPLICATION DEADLINE. Completed applications are due by 5:00 pm in the Office of Campus Life (204/206 Student Center).

Wednesday, April 16

Notification by the Election Commission of any rejections of individual petitions. Notification will take place by 5:00 p.m. with eligible candidate list being posted outside Student Senate Office, Dean of Students Office, and the Office of Campus Life.

Friday, April 18

Campaigning begins at 8 a.m.

Tuesday, April 22

Candidate Debate - TBA

Wednesday, April 23

Campaign materials must be taken down and windows cleaned by 5 p.m. **All sidewalk chalk cleaned. FAILURE TO DO SO WILL RESULT IN A \$25 FINE AND/OR DISQUALIFICATION OF CANDIDATE(S).**

ELECTIONS

Thursday, April 24

Place

Student Senate Chambers

Time

9:00 am – 4:00 pm

Friday, April 25

Student Senate Chambers

9:00 am – 12:00 pm

Inauguration will take place in May.

Attached to this letter you will find a copy of "Guidelines for ASNMHU Elections". If you choose to run for the positions of Senator or Executive you must read and understand this document. Failure to do so may result in your disqualification as a candidate.

Also attached are the following documents: Petition Form, Response Form, and Waiver Form.

Please contact Margaret Gonzales at 454-3495/3590 with any questions you may have. Thank you for your attention and cooperation. Best wishes for a successful campaign.

Sincerely,

The '08 Election Commission

GUIDELINES FOR ASNMHU ELECTIONS

Outlined by the NMHU Election Commission

I. ELECTED OFFICES

- A. All candidates for Executive Office and Senator positions must be in good academic and disciplinary standing, with the Housing Office.
**Article 1 Section 1 defines good standing as “any student registered for classes, not on academic or disciplinary probation or suspension, and having at least a 2.0 cumulative grade point average from any college or university. The only exception to having a 2.0 cumulative grade point average is if the student is a first semester freshman,” at which time a high school transcript must be provided.*
- B. An individual may petition for candidacy for only one seat and must declare the position at the time of signing up.

II. AVAILABILITY AND DEADLINE

- A. Petitioners shall have at least three (3) class days to accumulate needed signatures prior to the elections.

III. NUMBERS OF SIGNATURES REQUIRED

- A. All candidates shall obtain no less than 25 legible signatures.
- B. The following regulations shall govern individual student’s signatures on petitions:
 - 1. Signers must be currently enrolled as students at NMHU. Other signatures shall not be counted.
 - 2. A signer may support as many candidates as that signer desires by signing candidate petitions.
 - 3. Only **completely filled, spelled out, legible signatures** and ID numbers shall be counted.
 - 4. Petition signatures will be certified by the Elections Commission.

IV. VERIFICATION OF SIGNATURES ON PETITIONS

- A. Petition must be submitted to the Office of Campus Life (204/206 Student Center).
- B. The Election Commission shall inform those candidates submitting improperly completed or invalid petitions no less than 24 hours prior to the beginning of campaigning. Candidates who are not contacted can assume their petitions have been approved.
- C. If a petition does not meet the required number of signatures, candidates shall not be allotted an extension to collect additional signatures.
- D. A memorandum will be sent to ASNMHU and the Dean of Students listing candidates who actually qualified for candidacy based on requirements set forth in the ASNMHU Constitution. This will be done by **5:00 pm on April 16th**.

BALLOTS

I. DIRECTIONS

Voting directions shall precede all voting sections on the ballot.
For the purpose of definition, A VOTING SECTION shall consist of a single item or items (i.e. amendments, referendums, positions, etc.)

II. ORDER OF VOTING SECTIONS

The order of Voting Section shall be the following:

1. Executives
2. Senators
3. Amendments
4. Referenda

III. INCOMPLETE BALLOTS

- A. Votes shall be counted for completed voting sections only.
- B. No ballots shall be discarded.

IV. IMPROPERLY COMPLETED BALLOTS

For the purpose of definition, IMPROPERLY COMPLETED BALLOTS are those ballots submitted by voters who did not follow the directions given on the ballot.

- A. If it is determined by the Election Commission that any portion of the ballot is improperly completed, no votes shall be recorded for the entire ballot.
- B. No ballot shall be discarded.
- C. A ballot will be voided if a voter writes in the same student's name more than once or for more than one position.
- D. A petitioned candidate whose name appears on the ballot will not be counted in another position/capacity as a write-in candidate. In this situation the ballot will be considered improperly completed and therefore the entire ballot will be made void.
- E. Votes for write-in candidates will be counted only if full names – both first and last – are written with the correct spelling on the ballot.

V. CHALLENGING ELECTION RESULTS

After the Election results are posted, challenges to election results must be directed to the Office of Campus Life (204/206 Student Center) within five (5) days.

VI. NUMBER SEQUENCE

For the purpose of counting of paper ballots, each ballot shall be labeled by the Election Commission using number sequence. This will apply to absentee ballot voting.

VII. STORAGE OF BALLOTS

All ballots shall be stored for a minimum of 30 days after the announcement of election results. These ballots must be stored in the Dean of Students Office.

VIII. VERBAL VOTING DIRECTIONS

- A. The Election Commission and other persons manning the polls must give complete verbal instruction to voters.
- B. The Election Commission and other persons manning the polls must not provide the names or descriptions of candidates.

- C. Persons manning the polls must not indicate persons who are seeking write-in support.
- D. There shall be no loitering or campaigning by either candidates or non-candidates on the second floor of the Student Center.

IX. ABSENTEE BALLOTS

- A. Students must present a valid HU ID in order to cast a ballot.
- B. Students may cast their absentee ballot during campaigning week, but **prior** to the first day of elections. Absentee ballots will be available through the Office of Campus Life from **April 21 – 23, 2008.**

ELECTION RESULTS

I. COUNTING BALLOTS

- A. Both petitioned and write-in candidates must have a minimum of 25 votes to be elected to ASNMHU.
- B. Ballots shall be counted immediately after the close of the election period.
- C. Ballots shall be computer counted or counted by no less than three (3) Election Commission members or persons designated to count ballots.
- D. In the case of paper ballots, ballots will be counted no less than twice.

II. REPORTING RESULTS

- A. A written report of election results shall be submitted to the Dean of Students immediately upon completion of counting votes.
- B. Results shall be posted within 24 hours outside the ASNMHU office, outside the Dean of Students Office, and outside the Office of Campus Life.

ELECTION GUIDELINES

I. ELECTION RESULTS

The Election Period shall last no less than one (1) day and no more than three (3) consecutive class days. Signs shall be posted announcing election times, dates and locations.

II. VOTING SCHEDULE

The voting schedule shall be determined by the Election Commission prior to the issuance of petitions.

III. LOCATION OF VOTING POLLS

At least one voting place must be designated by the Election Commission prior to the issuance of petitions.

IV. VOTING POLL REGULATIONS

For the purpose of clarification, voting areas will be designated by signs stating "VOTING AREA - NO CAMPAIGNING OR LOITERING."

- A. Ballots must be completed within the confines of the designated voting areas.

- B. Ballots are to be locked up in an NMHU administrative office each evening during the election period.
- C. Signs stating “VOTING AREA – NO CAMPAIGNING OR LOITERING” will be posted at all boundaries outlining the voting areas.
- D. Individual ballots must not be taken out of the voting area.
- E. The Election Commission reserves the right to make void any ballot signed out by one individual and given to another to cast a vote. In this situation any ballot that is made void for this reason by an Election Commission member or appointee must be done so in the presence of one of the parties involved in the infraction.
- F. Once a ballot has been given to a voter or the voter closes the curtain on the voting machine, the voter will not be permitted to approach candidates within the voting area limits to clarify information about candidates (i.e. names, positions, etc.).
- G. No discussion of candidates or proposals shall take place within the voting area.
- H. There is to be no campaigning by candidates or non-candidates on the second floor of the Student Center during voting times. Any signs, clothing, etc. printed with candidate’s name or slogans will not be allowed in the voting areas.
- I. Violations of Campaign Regulations may result in; (a) the removal of campaign materials, (b) a penalty, and/or (c) the candidate’s disqualification.

WITHDRAWAL OF CANDIDACY

Petitioned candidates that decide not to run must complete a Withdrawal of Candidacy Form and submit it to the Office of Campus Life (204/206 Student Center).

WRITE-IN CANDIDATES

I. **DEFINITION**

For the purpose of definition, WRITE-IN candidates are those candidates whose names are not printed on the ballots. A write-in candidate may be presented by the electorate/student body on election days.

II. **CAMPAIGNING**

Write-in candidates must follow all campaign guidelines (See section on campaigning.)

III. **INFORMATION WAIVER FORM**

- A. All write-in candidates must sign the Information Waiver Form which allows the Election Commission to review records.
- B. Failure to do so when requested by the Election Commission shall result in disqualification.

IV. **RESULTS**

- A. No write-in candidates shall be awarded an Executive/Senator position unless that candidate’s qualifications have been verified by the Election Commission.
- B. Write-in candidates shall not be awarded a Senator position unless that candidate has at least 25 votes and qualifications have been verified by the Election Commission.

- C. Winning write-in candidate results shall not be posted until all winning write-in candidates' qualifications have been verified by the Election Commission.

CAMPAIGNING RULES AND REGULATIONS

I. CAMPAIGNING

- A. Campaigning shall take place during the days and times outlined by the Election Commission.
- B. Candidates who disseminate campaign materials prior to the date and time outlined by the Election Commission shall be subject to penalty and/or disqualification.
- C. Campaign materials displayed prior to the beginning of the campaigning time outlined by the Election Commission may be grounds for penalty and/or disqualification.
- D. Candidates and non-candidates shall not campaign within designated VOTING AREAS when the polls are open. (This includes both verbal and written campaigning.)
- E. Candidates must remain outside the voting area (downstairs Student Center), on election days except when casting their votes.

II. CAMPAIGN RESTRICTIONS

- A. Posting in University buildings shall be restricted to designated posting areas.
- B. There shall be no posting or advertising in classrooms or individual offices.
- C. Any candidate or supporter may be penalized, fined or disqualified for defacing, removing, etc. another candidate's campaign materials.
- D. There shall be no campaign materials on walls, floors, or entrance doors.
- E. Violations of CAMPAIGN RESTRICTIONS may result in removal of campaign materials by the Election Commission or Facilities. Severe violations may result in penalty, fine, and/or disqualification at the discretion of the Election Commission.
- F. Campaign materials may not be posted using nails.
- G. If banners are to be hung, please obtain permission to do so from individual building supervisors.

GRIEVANCES

- A. Students submitting a grievance must complete a grievance form prior to start of the last day of elections. Grievance forms are available in the Office of Campus Life (204/206 Student Center).
- B. Those filing a grievance must sign a waiver giving the Election Commission authority to share the grievance.
- C. The Election Commission will schedule a time each day from the first day of campaigning to the last day of the election to review and handle grievances.

SPONSORSHIP AND ENDORSEMENTS

- A. Candidates are not permitted to obtain financial sponsorship from individual ASNMHU members, campus offices, campus departments, campus organizations, faculty, staff, or administration.
- B. Candidates are not permitted to obtain endorsement from ASNMHU members, campus offices, campus departments, chartered campus organizations (as an entire group), faculty, staff, or administration. Candidates are not permitted to display an endorsement from any ASNMHU member(s), campus offices, campus departments, campus organizations, faculty, staff, or administration .

PETITION FOR ASNMHU OFFICE

We, the undersigned eligible and currently registered students of New Mexico Highlands University,

hereby respectively petition for _____

(Candidate's Name)

for the position of _____.

(Position Candidate is Seeking)

Whoever knowingly signs this petition more than once, signs a name other than his/her own, signs when not eligible or is not a currently registered student at New Mexico Highlands University, or signs opposite his/her signature on a petition a date other than the date such signature was affixed, is in violation of the provisions of the New Mexico Highlands University Election Commission.

Name	ID #	Date	Name	ID #	Date
1. _____			16. _____		
2. _____			17. _____		
3. _____			18. _____		
4. _____			19. _____		
5. _____			20. _____		
6. _____			21. _____		
7. _____			22. _____		
8. _____			23. _____		
9. _____			24. _____		
10. _____			25. _____		
11. _____			26. _____		
12. _____			27. _____		
13. _____			28. _____		
14. _____			29. _____		
15. _____			30. _____		

_____ Approval Granted

_____ Approval Denied

Election Commission Chairperson and Date

ASNMHU CANDIDATE INFORMATION FORM

Name: _____

Campus Address: _____

Home Address: _____

Major(s): _____

Minor(s): _____

Class Standing (Classification): _____

Campus Involvement: _____

Honors, Awards, Scholarships: _____

Parent's Names: _____

Hometown: _____

INFORMATION WAIVER FORM

I _____ hereby give my permission to the Election Commission to review my files with the Registrar's Office and the Housing & Student Conduct Office in order to certify that I am eligible for the ASNMHU office for which I am seeking. I understand that this information will be kept confidential.

Signature

Date

NMHU Student ID # (TO VERIFY GPA)

E-MAIL ADDRESS

PHONE NUMBER