



GRADUATE & PROFESSIONAL STUDENT SENATE

ELECTIONS GUIDE

FOR

**2009-2010
OFFICER ELECTIONS**

DISTRIBUTED BY THE GPSS ELECTIONS COMMITTEE

BECOME A GPSS OFFICER!

The GPSS elects its four officers during the spring quarter. These officers work 19.5 hours a week for a full year starting in June and earn a wage equivalent to the salary of a TA or RA plus a tuition waiver and graduate appointment health insurance. Officers may not hold a TA/RA appointment while holding a GPSS officer position. We mention money first because GPSS is a serious job. Graduate and professional students have a lot invested in their education, and they expect competent representation.

Any graduate or professional student is eligible to run; the only requirement is that he or she attends three GPSS Senate or committee meetings before the election. Only GPSS senators vote in the election, so there is no public campaigning—just a speech and a posting of your candidate information.

The GPSS officers provide a critical link between students, administrators, faculty, the community, and the legislature. In the past, GPSS officers have advocated for improved family housing and better childcare on campus. At the state level, officers have fought to defeat tuition increases, increase state funding for childcare and mental health services on campus, reduce textbook costs and provide educational debt forgiveness to public interest lawyers.

GPSS Officers set the organization's goals and implement Senate directives, communicate goals and actions to the University and students, report on progress toward achieving these directives, and account for 19.5 hours per week.

GPSS officers select graduate student representatives to serve on over 150 University committees. These committees deal with such diverse issues as the quality of academic programs, sexual harassment, campus recycling and ownership of research, to name a few.

GPSS Officers also oversee the running of the Senate and its budget of over \$250,000. They attend orientations for new graduate students, fund speakers and departmental programs, and publish a website to keep graduate and professional students informed of issues and events. Most importantly, they hold regular meetings of the Senate, a forum for graduate and professional students to air their concerns and give direction to the officers.

Each officer has specific duties associated with his or her position, listed later in this document

GPSS encourages all graduate and professional students to run for officer positions. The job will be challenging and unforgettable, and your efforts will forever affect the future of graduate education at this university.

INTRODUCTION

Thank you for considering running for a GPSS officer position. Serving fellow students can be extremely rewarding, and will give you the opportunity to impact the decision making process and many other functions at the University of Washington.

This packet, prepared by the Elections Committee, serves to assist you in developing your campaign. Running for an officer position of the GPSS is remarkably easy and not nearly as time consuming or costly as you may think. Most candidates limit their campaigns to their candidate materials posted on the GPSS website and a speech at the elections meeting, although candidates are free to do more.

The GPSS Elections Committee is charged with creating, implementing, and monitoring the election procedure to ensure fairness in the process. These GPSS Elections Rules derive from the GPSS Constitution and Bylaws. If anything in this packet conflicts with the GPSS Constitution or Bylaws, the Constitution and Bylaws are controlling. They ensure that every candidate is treated fairly.

ABOUT GPSS

The Senate is primarily an advocacy organization concerned with improving graduate and professional student life. The Senate works to maintain academic freedom for graduate and professional students, improve the quality of graduate instruction, develop and strengthen the University's diversity programs, maintain graduate and professional student representation through appointments to University committees, and ensure that quality student services are maintained at the UW.

The Senate comprises up to two senators from each academic area as well as senators representing minority groups. Currently, there are approximately 130 registered senators. The Senate is responsible for setting graduate student goals and policy, often expressed through resolutions. Officers and GPSS committees implement the goals set by the Senate.

GENERAL RECOMMENDATIONS

- Read the entire elections packet, paying particular attention to the GPSS Election Rules.
- Familiarize yourself with the GPSS website (www.gpss.washington.edu), past minutes, and the GPSS Constitution and Bylaws. All of these materials are available in the “documents” section of the GPSS website or at the GPSS Office (HUB 300).
- Attend at least three GPSS meetings during the 2008-2009 academic year. Remaining meetings are as follows:
 - Senate Meetings: 3/4, 4/8, 4/29; 4:30 pm, HUB 310
 - Executive Committee Meetings: 3/11, 4/1, 4/22; 5/6 5:30 pm HUB 300
 - GPSS Finance & Budget Meetings: contact gpsstres@u.washington.edu for meeting dates

- Talk with the current officers about the position you are interested in. Consider spending a few hours with them in order to see first-hand what the job duties entail and better understand the commitment and responsibilities of the position. The current officers are:
 - President: Jake Faleschini, gpsspres@u.washington.edu
 - Vice President: Dave Iseminger, gpssvp@u.washington.edu
 - Treasurer: Timothy Hulet, gpssres@u.washington.edu
 - Secretary: Yutaka Jono, gpsssec@u.washington.edu

DUTIES OF THE OFFICERS

The Senate annually elects four officers: President, Vice President, Treasurer, and Secretary. The GPSS Bylaws, Article V, Section B, outline the general duties of all officers. All the officers are responsible for setting GPSS goals and implementing specific actions based on the directives of the GPSS and the Executive Committee. Officers communicate these directives, goals and actions to the graduate and professional student body, University administrators, University faculty, and the community at large. Officers make reports to the Executive Committee and the Senate on progress made toward achieving these directives. A year-end summary report is presented to the Senate. Officers meet with each other on a weekly basis to keep current on the status of GPSS projects. All officers are paid to work 19.5 hours per week with a minimum of 10 hours (4 hours for the President) held between the standard business hours of 7:00 a.m. and 7:00 p.m., Monday through Friday. The remaining hours may be spent attending meetings and holding appointments outside of the office. The office-hours requirement does not apply to the Vice President during the months in which the State Legislature is in session. Officers may not hold any other Graduate Student Service Appointment, hereinafter referred to as a GSSA, while in office. The GPSS officers serve a 12-month term, which begins June 15, 2009 and continues until the end of the 2010 spring quarter. While being available to work during the summer is strongly recommended, exceptions have been granted (see Officers for details). It is strongly encouraged that newly elected officers are available the week before they officially begin to meet with the existing officers and ensure a smooth transfer of responsibilities. There is no limit on the number of terms a registered graduate or professional student may serve. All the GPSS officers attend an orientation by the GPSS advisors, held during the first month of their term.

Additionally, the GPSS Bylaws outlines the specific duties of each officer. Here is a snapshot of these responsibilities:

PRESIDENT:

- Serves as the official spokesperson for the GPSS
- Presides at the GPSS and Executive Committee, voting only in the event of a tie
- Appoints, nominates, or removes GPSS representatives to committees, councils, and other groups
- Serves as a non-voting, ex-officio member of all GPSS committees, unless otherwise stated in the Constitution and Bylaws
- Serves on several committees such as the GPSS Executive Committee, Board of Regents, University Budget Committee, Graduate School Council, Graduate School Executive

Committee, Faculty Senate, Faculty Senate Executive Committee, Faculty Senate Planning and Budget Committee, President's Council, President's Student Forum

- Maintains final authority on issues until they can be brought to the attention of the Executive Committee or the GPSS. When immediate action is necessary, the President should solicit assistance from the other officers
- Ensures that action on resolutions of the GPSS is taken within four weeks after the date the resolution has been passed. The President shall report on the status of the resolution's implementation to the GPSS
- Supervises the graduate review survey, including TA, RA, and general graduate and professional student surveys of students in departments up for their regularly-scheduled review by the Graduate School, and present the results to the Graduate School Council
- Maintains a good relationship with UAW Local 4121 to coordinate efforts to improve Graduate Student Employee labor conditions
- Supervises the President's Executive Assistant and President's Special Assistant

VICE PRESIDENT:

- Assumes the duties of the President in the President's absence, and assumes the duties of the President in the event that the President vacates office
- Oversees graduate student representation on University committees
- Represents the GPSS to the Washington State Legislature, including but not limited to:
 - Spending 2-5 days a week in Olympia during the legislative session during the Winter quarter and as other duties and time allow during the Spring quarter (it is highly recommended that the Vice President attend school part time during winter quarter), attending pertinent committee hearings and preparing and giving testimony when relevant, meeting with legislators and staff regarding the GPSS Legislative Agenda, the Washington Student Lobby (WSL) Agenda and other relevant higher education issues
 - Working collaboratively with other WSL designated school liaisons on top WSL priorities
 - Researching and writing briefs on legislative and/or other issues as specified by the President, GPSS Executive Committee, and/or the GPSS
 - Keeping the GPSS, the Executive Committee, the GPSS officers, and individual graduate and professional students informed of issues before the Legislature and other bodies
- Initiates the process of enacting a GPSS Legislative Agenda including but not limited to:
 - Seeking input and bringing forth an initial draft Legislative Agenda (the VP has the discretion on whether or not to call a legislative steering advisory committee)
 - Bringing forth a draft Legislative Agenda to the GPSS Executive Committee in order to seek input
 - Presenting a draft Legislative Agenda to the Senate and shepherd the passing of a GPSS Legislative Agenda

- Serves on several committees such as GPSS Executive Committee, ASUW Legislative Steering Committee, Washington Student Lobby (WSL) State Board, and GSSA Committee
- Serves as the GPSS representative to the National Association of Graduate-Professional Students (NAGPS) and other groups addressing legislative issues
- Makes every effort to obtain official positions from the GPSS and/or the Executive Committee on issues being considered by other groups. If no position is available, the Vice President should use discretion in either putting forth his or her own opinion, or not commenting until a position is obtained. In these cases, consultation with other GPSS officers is desirable
- Recommends GPSS representatives to external committees, councils, and other groups
- Informs GPSS external committee representatives of GPSS resolutions, positions, and policies and maintain files of GPSS representatives' reports
- Directly supervises the Legislative Assistant and Policy Analyst

TREASURER

- Administers the GPSS budget
- Oversees GPSS expenditures and keeps accurate financial records
- Reports to the GPSS financial status to the Executive Committee on a quarterly basis
- Handles fund requests beyond those approved by the GPSS, and transfers funds as described in the Bylaws
- Ensures that a professional audit of the GPSS budget is conducted each biennium and that audit information is available to senators upon request
- Assists senators and other graduate students in their application for special, departmental and travel funds
- Serves on several committees such as the GPSS Executive Committee, GPSS Finance and Budget Committee, the Services and Activities Fee (SAF) Committee; and other committees as needed
- Serves as chair of the GPSS Finance and Budget Committee
- Drafts an officers' proposed budget for the next fiscal year and facilitates the approval process
- Plans and promotes the Fall and Spring GPSS Social
- Manages the administrative details of the office including the computers and filing system
- Supervises and evaluates administrative staff
- Oversees GPSS personnel-related issues
- Presents the current budget to the GPSS at the first meeting of the academic year
- Supervises the Office Manager and Resources Assistant

SECRETARY

- Represents and reports graduate and professional student issues to the ASUW Board of Directors (as well as the ASUW Senate and the ASUW Senate Steering Committee if no other GPSS representative is present) on a weekly basis
- Develops GPSS publications (such as *The Guide to Life* and *The Senator Handbook*) with the Publications Assistant and the GPSS website with the webmaster
- Maintains current GPSS membership and mailing lists
- Distributes announcements and information to Senators
- Ensures the proper functioning of any GPSS ad hoc committees
- Serves on the following committees: the Executive Committee, ASUW Board of Directors, Judicial Committee (without a vote), Graduate Opportunities and Minority Achievement Program (GO-MAP) Student Advisory Board
- Serves as the official parliamentarian of the GPSS in accordance with procedure set forth in the most recent edition of *Sturgis Standard Code of Parliamentary Procedure* by Alice Sturgis
- Coordinates and enhances the diversity efforts of the GPSS
- Works together with GO-MAP/OMA, the ASUW Commissions (including Joint Commissions Committee), FIUTS (Foundation for International Understanding Through Students), registered student organizations and other diversity groups to communicate and address diversity needs
- Funds diversity enhancing programs using the Diversity Fund
- Coordinates the MLK Jr. Day of Service, working with the United Way of King County and The Carlson Center
- Plans and programmes Graduate and Professional Education Week, working with the Graduate School
- Coordinates recognitions and awards from the GPSS, including the Gold Star Award and working with the Graduate School for the Graduate Program Assistant of the Year Award
- Supervises the Publications Assistant and the Webmaster
- Creates a yearly report for records purposes

KEY DATES & DEADLINES

- **Monday, May 4, 2009, 5:00 p.m.**
 - Last day to file your nomination and have your materials published on the GPSS website. Candidates must declare which office they are running for at this time and certify they meet the qualifications to run. Late nominations are accepted up to and including the day of the election, but materials will not be posted to the website if received later than this day.
- **Thursday, May 7, 2009**
 - Officer candidate information posted to GPSS website and emailed to Senators.
- **Monday, May 11, 2009, 4:30pm**
 - Last opportunity to challenge the impartiality of election witnesses. See below.
- **Wednesday, May 13, 2009, 4:30 p.m., HUB 310**
 - GPSS 2009-2010 Officer Elections. All candidates must attend this meeting. Candidates will be allotted a time slot in which to speak. There will be from 3-5 minutes available for each candidate, depending on the number of candidates. You will be informed of the exact length approximately a week before the election meeting.
- **Friday, May 15, 2009, approximately 5:30pm**
 - Challenges to the Election must occur within 48 hours of the Election being complete. All challenges must be in writing and submitted to the Elections Committee Chair. Complaints will be initially adjudicated by the Election Committee, and further by the Judicial Committee as per the GPSS bylaws (V.G.4.o).

INDEPENDENT WITNESSES

For the 2009 Elections for the 2009-2010 Officers, the independent witnesses will be:

- Rene Singleton, SAUF
- Phil Hunt, SAUF
- Sean Ferris, SAUF

Challenges to the impartiality of the witnesses must be submitted in writing to the Judicial Committee at least 48 hours ahead of the Elections Meeting.

CAMPAIGNING

Traditionally, candidates have campaigned only by posting their materials to the GPSS website and by making speeches at the elections meeting. You are welcome to do more. An equal amount of time will be allotted to each candidate for a speech and questions and answers. Speaking time will be limited by the number of candidates who are running.

Although the Elections Committee cannot legally limit your speech in any way, we strongly urge candidates and their supporters to stick to the issues and not personally attack or disparage their opponents. Such tactics and the associated publicity, reflect poorly on the GPSS as a whole, and have serious post-election repercussions.

FURTHER QUESTIONS

If you have any further questions about the elections process, please send an email to the Chair who will reply after consulting the Elections Committee when appropriate.

- **Chair:** Trond Nilsen, Industrial Engineering, xorgnz@u.washington.edu
- Alva Robinson, Near Eastern Languages & Civilizations, abr0723@u.washington.edu

Please do not contact the GPSS Office regarding election procedures, as you will be referred to the Elections Committee.

GPSS ELECTION RULES FOR 2009-2010 OFFICER CANDIDATES

The election is governed by the GPSS bylaws. Election regulations are covered in Article V, Section G. A brief summary of these regulations is provided here for your convenience. In the event of any conflict between the rules as published here, and the rules published in the bylaws, those published in the bylaws take precedence.

TIME & PLACE

GPSS officer elections will be held May 13, 2009 at 4:30 p.m. in HUB 310.

ELIGIBILITY FOR CANDIDACY

A candidate need not be a Senator, cannot be a member of the Elections Committee and must:

- Be a full-time graduate or professional student (the Vice President is allowed to take a reduced course load during Winter Quarter).
- Be registered at the time of the election
- Intend to retain their status as a graduate or professional student and be on campus through the 2009-2010 academic year (Fall, Winter, & Spring Quarters)
- Have attended at least three (3) GPSS Senate or standing committee meetings prior to the Elections Meeting during the 2008-2009 academic year. These include Senate, Executive Committee, Finance & Budget Committee, Judicial Committee, or Legislative Steering Committee Meetings. Refer to page 4 of this document for a list of remaining meeting dates and times.
- Be able to work for GPSS 19.5 hours per week during the 2009-2010 academic year, including 10 hours per week (4 for President) in the office between the standard business hours of 7:00 a.m. to 7:00 p.m., Monday through Friday
- Be available to attend Senate meetings and other required meetings. Senate meetings are generally once a month on Wednesdays at 4:30 p.m. throughout the school year.
- Incoming students in a one year graduate or professional program are also eligible to run for office, but they must provide either proof of registration or proof of enrollment in the upcoming summer or autumn term to the Elections Committee Chair.

FILING FOR CANDIDACY

A candidate may announce their intention to run for GPSS officer position at any time, up to and including the day of the Elections Meeting through self-nominations from the floor or write-in votes.

Candidates are encouraged to communicate their intentions to seek office to the Elections Committee as early as possible. Candidates are urged to provide the Elections Committee with the following materials, which shall not exceed three letter-sized pages:

- Their resume
- Their statement of objectives
- The Officer Candidate Nomination Form contained in this packet including:
 - A statement that includes any academic, employment or personal responsibilities that might prevent the candidate from fulfilling their responsibilities as an officer
 - Affirmative statement that they meet the eligibility requirements outlined above.

Materials are to be emailed to the Elections Committee Chair, Trond Nilsen, at xorgnz@u.washington.edu. If the materials are received by **May 4, 2009 at 5 p.m.**, the chair of the Elections Committee will notify each candidate of the receipt of his or her materials and distribute each candidate's resume and statement of objectives to the full senate body via email and posting to the GPSS website on **May 7, 2009**.

THE BALLOT AND REQUIRED VOTES

The Elections Committee will prepare a paper ballot with the officer positions, the names of those who have announced their candidacy, and room for write-in votes. The ballot will allow for ranking of the candidates so that an instant run-off can be made until the person with a simple majority of the GPSS senators who vote in person or by absentee ballot has been reached. Exact details of this process are given in the bylaws (V.G.4.m)

ELIGIBLE VOTERS

Senators who have registered with the GPSS Secretary by **May 4, 2009** will be allowed to vote in the officer election. Voters include those voting by absentee ballot or in person at the Elections Meeting.

ABSENTEE VOTING

Senators who are unable to attend the Elections Meeting may cast their vote through an absentee ballot. Absentee ballots may be emailed as an attachment to the Elections Committee Chair (xorgnz@u.washington.edu) anytime between **May 7, 2009** (when they are emailed to the senators) and **May 13, 2009 at 2 p.m.** Alternatively, paper ballots will be available at the HUB Administration Office 204L (the suite behind the mural) beginning **May 7, 2009 at 2:00 p.m.**

The Elections Chair will keep the identity of the voter confidential and will only be used to verify that the voter was an eligible voter.

No proxies are allowed at the Elections Meeting.

THE ELECTIONS MEETING

The Elections Meeting shall convene **May 13, 2009 at 4:30 p.m. in HUB 310**. The Elections Committee Chair will announce each position and the candidates who have shared their intentions to run for that position. Candidates will be given the floor in alphabetical order according to officer position. Each candidate will be given a set and equal time to give their campaign speech and equal time to hear and answer questions.

Once all candidates for each position have been given an opportunity to give their speech, the Elections Committee Chair will allow floor nominations for any of the positions again. If there is a nomination, that person will give a speech. After all speeches are done, senators will be asked to cast their votes. Only senators are allowed to vote, and as such, only senators will be given a ballot. Senators must rank their preferences for candidates. The Elections Committee will distribute and collect the ballots.

Once the Elections Committee has collected the ballots, they will immediately count the votes. The officers are elected by a simple majority of the GPSS senators who vote in person or by absentee ballot. In the event that no candidate for a particular office receives the required majority vote in a race with three or more candidates, Instant Run-Off Vote Counting procedures will be used, as outlined in the Bylaws. In the event of a tie, re-balloting shall occur until the tie is broken.

ELECTIONS RESULTS

Once the Elections Committee has counted all votes and verified the winner, they will announce the results in person, via email to the Senators, and post it on the GPSS website.

ELECTIONS CHALLENGES

Any challenge of the election procedures or results must be received by the Elections Committee Chair in writing within 48 hours of the adjournment of the Elections Meeting; this is May 15, 2008. Challenges are to be emailed to the Chair at xorgnz@u.washington.edu for consideration by the Elections Committee. The Elections Committee will respond to the complaint within 1 week and release a decision to all involved parties as well as the Senate. Further challenges to the election process must be addressed to the GPSS Judicial Committee within 48 hours following the Election Committee's decision.

THANK YOU AGAIN FOR CONSIDERING RUNNING FOR A GPSS
OFFICER POSITION. WE LOOK FORWARD TO A FAIR AND
ORGANIZED ELECTION AND WISH YOU THE BEST OF LUCK.

OFFICER CANDIDATE NOMINATION FORM 2009-2010

This form is to be completed by the candidate and submitted to the Elections Committee Chair, Trond Nilsen, at xorgnz@u.washington.edu by **May 4, 2009**.

1. Full Name: _____
2. Graduate or professional program of study: _____
3. Are you currently a registered student (Yes or No): _____
4. Do you expect to continue to be a graduate or professional student during the 2009-2010 academic year (Fall, Winter & Spring Quarters) (Yes or No): _____
5. My expected date of graduation is: _____
6. I am running for the following position (you may only run for one):
 - President
 - Vice President
 - Treasurer
 - Secretary
7. I have attended at least three (3) GPSS Senate or standing committee meetings prior to the Elections Meeting during the 2008-2009 academic year. These include Senate, Executive Committee, Finance & Budget Committee, Judicial Committee, or Legislative Steering Committee. Three meetings I have attended are:
 - _____
 - _____
 - _____
8. I am able to work for GPSS 19.5 hours per week during the 2009-2010 academic year including 10 hours per week (4 for President) in the office between the standard business hours of 7:00 a.m. to 7:00 p.m., Monday through Friday (Yes or No): _____
9. If 'No' to question 8, please explain:

Signature