



**GRADUATE & PROFESSIONAL
STUDENT SENATE**

**ELECTIONS
GUIDE**

**FOR 2018-2019
OFFICER ELECTIONS**

DISTRIBUTED BY THE 2017-2018 GPSS ELECTIONS COMMITTEE

BECOME A GPSS OFFICER!

Thank you for your interest in a GPSS officer position. Serving fellow students is a significant responsibility, and working to represent the needs and demands of graduate and professional programs at the University of Washington is an extremely rewarding endeavor.

THE ELECTIONS GUIDE

This guide was prepared by the Elections Committee and serves to assist you in developing your campaign. Running for an officer position in the GPSS is designed to be as efficient as possible and should require very little of your time and money. Most candidates limit their campaigns to the candidate materials posted on the GPSS website and a speech at the election meeting, although candidates are free to do more within the limits outlined below.

The GPSS Elections Committee is charged with creating, implementing, and monitoring the election procedures to ensure that this process is fair for all participants. These GPSS Elections Rules are derived from the GPSS Constitution and Bylaws. If any material in this packet conflicts with the GPSS Constitution or Bylaws, the Constitution and Bylaws prevail.

Complaints or challenges regarding the Officer Elections process or results must be submitted in writing to the Elections Committee Chair within 48 hours of the adjournment of the Elections Meeting on May 2, 2018.

OVERVIEW

The GPSS, comprised of approximately 130 registered Senators from a vast array of programs, is an advocacy organization dedicated to improving graduate and professional student life at the University of Washington. 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 GPSS officers set the organization's goals, implement Senate directives, communicate goals and actions to the University and students, and report on progress toward achieving these directives. To that end, the GPSS Officers hold regular meetings of the Senate, a forum for graduate and professional students to voice their concerns and give direction to the GPSS. GPSS officers are accountable for managing a budget of nearly half a million dollars and ensuring GPSS representation on over 70 University committees. GPSS officers also provide a critical link connecting students, administrators, faculty, community, the state legislature, Congress, and state and national associations such as WSA and SAGE.

To ensure that all officers have the capacity to complete these responsibilities, each position is compensated for working 19.5 hours a week for the entire year, starting in June. Officers earn a wage equivalent to the salary of a TA or RA, receive graduate appointment health insurance, and their tuition is paid by the GPSS. Due to the significant obligations of the positions, officers may not concurrently hold a TA/RA appointment.

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§ 1.1: ELECTIONS COMMITTEE

The Elections Committee plans and orchestrates the annual GPSS Officer Elections. The Elections Committee consists of the following current Senators:

Elliott Okantey (Law) eokantey@uw.edu (Chair)
Cory Campbell (Learning Sciences and Human Development) cjcampbe@uw.edu
Morgan Conley (Applied International Studies) mconley1@uw.edu
Michael Diamond (Atmospheric Sciences) diamond2@uw.edu
Elizabeth Oestreich (Public Health Genetics) o2@uw.edu (Executive Senator)
Caitlin Parke (Chemical Engineering) parkec3@uw.edu
Vanna Song (International Studies) vannas@uw.edu
Laura Taylor (Molecular and Cellular Biology) ltaylor1@uw.edu (Executive Senator)

The purpose of the Elections Committee is to ensure a fair process for all participants. Please submit all questions or concerns about the elections process to the Elections Committee Chair. Please do NOT contact the GPSS Office regarding elections procedures; you will be referred to the Elections Committee.

The 2017-2018 Elections Committee developed these Elections rules based on the rules and experiences of past Elections, the Bylaws and Constitution of GPSS, and a set of values and principles developed by the committee. The rules and processes in this Elections Guide are intended to:

- Facilitate legitimacy and transparency for the election itself and for GPSS;
- Be fair for candidates and GPSS as an institution;
- Be clear and simple to understand, follow, and enforce;
- Be realistic considering GPSS's resources and institutional capacity;
- Integrate lessons learned from previous elections to improve upon the Elections process;
- Be generally permissive, prohibiting or limiting conduct only to the extent necessary to serve the Constitution, Bylaws, and these values and principles.

§ 1.2: INDEPENDENT WITNESSES

To ensure complete fairness for all candidates participating in the elections process, the GPSS enlists independent witnesses. For the 2018-2019 GPSS Officer Elections, the independent witnesses will be:

- Rene Singleton, SAO advisor
- Christina Coop, SAO advisor

Challenges to the impartiality of the witnesses must be submitted in writing to the Judicial Committee at least 48 hours before the Elections Meeting on May 2nd, 2018. To contact the Judicial Committee, communicate with GPSS Secretary, Giuliana Conti, at gpssec@uw.edu.

§ 2.1: GENERAL RECOMMENDATIONS

Read the entire Elections Guide, paying particular attention to the GPSS Elections Rules.

Familiarize yourself with the agendas and minutes of past GPSS meetings, as well as the GPSS Constitution, Bylaws, Memoranda, and Resolutions. All of these materials are available on the GPSS website (<http://depts.washington.edu/gpss/>) under the *About GPSS* section.

Attend at least *three* GPSS meetings during the 2017-2018 academic year. At least *one* of the three meetings attended must have governed by rules of parliamentary procedure. The requirement to attend at least *one* meeting governed by rules of parliamentary procedure can be satisfied by attending Senate meetings, Executive Committee meetings, and Finance & Budget Committee Meetings. Upcoming meetings are scheduled as follows:

- **Senate Meetings:** March 7, April 4, April 18; 5:30 p.m., HUB 334.
- **Executive Committee:** March 29, April 12, April 25; 5:30 p.m., HUB 303.
- **Finance and Budget Committee:** Friday, April 20, 10:30 a.m., HUB 314; contact gpsstres@uw.edu.

In addition to attending at least *one* of the previously mentioned meetings conducted under parliamentary rules of procedure, candidates can attend the meetings of the following committees to fulfill the rest of the requirement to attend at least three total meetings:

- **Judicial Committee:** Monday, April 16, 5:30 p.m., HUB 314; contact sspenc2@uw.edu.
- **Science & Policy Committee:** Monday, April 23, 1:00 p.m., HUB 314; contact gpssec@uw.edu.
- **State/Federal Legislative Advisory Board:** Friday April 20, 11:30 a.m., HUB 314; contact gpssvpex@uw.edu.
- **Diversity Committee:** Friday, April 20, 3:00 p.m., HUB 314; contact gpssec@uw.edu.
- **Student Experience Committee:** There will be 1-2 meetings before April 23, 2018; contact gpssvpin@uw.edu.

Talk with the current officers about the position you are interested in. The current officers are:

- **President:** Soh Yeun (Elloise) Kim; gpsspres@uw.edu
- **Vice President of Internal Affairs:** Tori Hernandez; gpssvpin@uw.edu
- **Vice President of External Affairs:** Matt Munoz; gpssvpex@uw.edu
- **Treasurer:** Brad Copenhaver; gpsstres@uw.edu
- **Secretary:** Giuliana Conti; gpssec@uw.edu

§ 2.2: KEY DATES & DEADLINES

Monday, April 23, 2018, 5:30 p.m.

Last day to file a nomination to the Elections Committee Chair and have a candidate's

information published on the GPSS website.

In order for candidates to have their information published on the website, candidates must declare which office they are running for and certify that they meet the qualifications to run at this time.

Late nominations are accepted up to and including the day of the election, but candidate materials will not be posted to the website if received later than April 23.

Tuesday, April 24, 2018, 5:30 p.m.

Officer candidates' information will be posted to GPSS website and emailed to Senators.

Wednesday, April 25, 2018

Absentee ballot will be made available online by the GPSS Elections Committee.

Monday, April 30, 2018, 5:30 p.m.

Last day to file challenges to the impartiality of the independent witnesses.

Wednesday, May 2, 2018, 2:30 p.m. in HUB 334

Electronic absentee ballots due and paper absentee ballots become available in GPSS office.

**Wednesday, May 2, 2018, 5:30 p.m. in HUB 334
GPSS 2018-2019 Officer Elections**

Paper absentee ballots due to the GPSS office.

All candidates must attend this meeting. Candidates will be given 3 minutes to speak and may present up to one PowerPoint slide detailing their positions and experience. If presenting a slide, it must be submitted to the GPSS Secretary by email no later than 2:30 PM on May 2, 2018. After all the candidates for a given position have presented, there will be a 10-minute period for Senators to ask questions of those candidates.

The election result will be announced before the meeting is adjourned.

Friday, May 4, 2018, 5:30 p.m.

Last day to file challenges to the election.

Challenges to the election must occur within *48 hours* of the election meeting. All challenges must be submitted to the Elections Committee Chair in a written form (preferably email). Complaints will initially be adjudicated by the Elections Committee, and if necessary, by the Judicial Committee as per the GPSS Bylaws.

§ 3.1: DUTIES OF THE OFFICERS

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 8 hours in the office (4 hours for the President) between the standard business hours of 8:00 a.m. and 8:00 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 of External Affairs during the months in which the State Legislature is in session.

Officers may not hold any other Graduate Student Service Appointment (herein referred to as a GSSA) while in office. **The GPSS Officers serve a 12-month term, which begins June 22, 2018 and continues until the end of the 2019 Spring Quarter.** While being available to work during the Summer Quarter is strongly recommended, exceptions have been granted (see existing officers for details). It is strongly encouraged that newly elected officers meet with the existing officers before the newly elected officers officially begin to ensure a smooth transfer of responsibilities.

There is no limit on the number of terms a registered graduate or professional student may serve. All GPSS officers must attend an orientation by the GPSS advisors, held during the first month of their term. Additionally, the GPSS Bylaws outline the specific duties of each officer.

§ 3.2: PRESIDENT

Overview of the Role within the Organization: The GPSS President is the Chief Executive Officer of the Graduate and Professional Student Senate (GPSS), in both internal and external affairs.

Responsibilities:

- The President serves as the key spokesperson of the organization and representative of the graduate and professional student body, representing GPSS at the highest level of administration in individual meetings, committees, and boards at the University of Washington, Seattle.
- Both internally and externally, the President 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 solicits assistance from the other officers, particularly those whose purview pertains most closely to the issue at hand.
- As a guiding principle, the President shall maintain constructive relationships with members of the UW Administration, leadership of the local union under which Academic Student Employees (ASEs) are contracted with

the university (UAW 4121), and other internal and external entities with the express purpose of representing all graduate and professional students at the University of Washington, and so long as those external ties do not conflict with the President's ability to carry out directives by the GPSS in the form of Senate resolutions.

- The President chairs Executive Committee and Senate meetings.
- The President coordinates and conducts regular meetings with other officers individually and all together.
- The President assists in developing the vision for Husky Sunrise and Husky Sunset in collaboration with the Vice President of Internal Affairs and participates in internal GPSS events and programming when appropriate.
- The President develops a legislative agenda in collaboration with the Vice President of External Affairs and participates in Huskies on the Hill.
- The President appoints graduate and professional students to GPSS Liaison positions on University committees, councils, boards, commissions, and task forces unless the authority is defined differently. Several of the university committees have a natural fit with certain GPSS officers; these positions are listed specifically under each officer's position description. The President works with GPSS officers to ensure that these positions are filled by either the officers themselves or a staff designee.
- The President speaks at UW Commencement Ceremony.

Staff: Executive Assistant to the President, Director of University Affairs

Internal Committees: All GPSS committees except for Judicial (ex-officio).

University Committees/Affiliations: Board of Regents (ex-officio), UWAA Board of Trustees (ex-officio), Faculty Senate (ex-officio), Faculty Senate Executive Committee (ex-officio), Faculty Senate Council on Planning and Budgeting (SCPB, ex-officio), Provost's Advisory Committee for Students (PACS), Graduate School Executive Staff Committee (GSES), University Facilities Committee, and any other campus entity that requests or whose bylaws specify direct involvement of the GPSS President or designee, at the President's discretion.

External Affiliations: Washington Student Association (WSA) Board of Directors (non-voting member), Student Advocates for Graduate Education (SAGE, voting member), and any other external entities whose efforts align with the advocacy initiatives of the GPSS in collaboration with the Vice President of External Affairs.

§ 3.3: VICE PRESIDENT OF INTERNAL AFFAIRS

Overview of the Role within the Organization: The primary roles of the Vice President of Internal Affairs are: 1) to serve as the deputy to the President on internal affairs; 2) to manage the internal operations of the GPSS; 3) to work directly with the Graduate School to support and develop campus partnerships; and 4) to manage all GPSS events.

Responsibilities:

- The Vice President of Internal Affairs assumes the internal duties of the President in the event when the President vacates office.
- The Vice President of Internal Affairs supports the President by responding to the President's requests for filling in as a GPSS representative on campus.
- The Vice President of Internal Affairs maintains oversight of planning and implementation of all GPSS events, socials, and summits (Including but not limited to Husky Sunrise, Husky Sunset, and quarterly socials).
- The Vice President of Internal Affairs coordinates and oversees staff hiring, training, promotion, and schedules, and conducts regular staff meetings, and maintain authority on matters pertaining to personnel and programs within the GPSS office.
- The Vice President of Internal Affairs shall manage professional and career development programming, facilitated or co-sponsored by GPSS.
- The Vice President of Internal Affairs helps coordinate student feedback surveys and facilitates graduate student representation to help programs coordinate focus group conversations for review committee site visits conducted by the Graduate School Council.
- The Vice President of Internal Affairs represents the GPSS on the Graduate School Council.
- The Vice President of Internal Affairs represents the GPSS on the ASUW Board of Directors and coordinates with the GPSS Executive Liaisons to the ASUW Senate to ensure that GPSS is well informed of issues taken up in the ASUW.
- The Vice President of Internal Affairs coordinates senate feedback surveys to improve effectiveness and efficiency of senate meetings.
- The Vice President of Internal Affairs coordinates transition meetings between all incumbent and newly elected officers.

Staff: Director of Events, Director of Graduate Student Relations

Internal Committees: Executive Committee, Graduate Student Experience Committee (Chair)

University Committees/Affiliations: ASUW Board of Directors, Graduate School Council (ex-officio), Universal Student U-PASS Advisory Board (voting member), University Transportation Committee, Graduate School Core Programs Student Advisory Board, ASUW Student Safety Advisory Board

External Affiliations: Student Advocates for Graduate Education (SAGE)

§ 3.4: VICE PRESIDENT OF EXTERNAL AFFAIRS

Overview of the Role within the Organization: The Vice President of External Affairs serves as 1) the deputy to the President on external affairs; and 2) the primary representative of GPSS to the state and federal governments.

Responsibilities:

- The Vice President of External Affairs advocates for graduate and professional students at the local, state, and federal government level, and makes effort to obtain official positions from the GPSS and/or the Executive Committee on issues being considered by other groups. If no official opinion can be reached, the Vice President consults with the President and either uses discretion in putting forth an opinion, or abstains from commenting until a position can be obtained.
- The Vice President of External Affairs outlines the issues taken up by the GPSS in an annual legislative agenda with advisement from the Federal and State Legislative Advisory Boards and approved by the GPSS each Fall Quarter; this legislative agenda serves as the principal guiding document for advocacy work of the Vice President of External Affairs.
- As the primary legislative advocate for graduate and professional students, the Vice President of External Affairs registers with the state of Washington as a lobbyist for higher education during the legislative session. Additionally, the Vice President of External Affairs works with both internal and external partners on issues in their purview, including representing GPSS on relevant university commissions, committees, and councils.
- The Vice President of External Affairs supports and collaborates with the President on external issues and advocacy efforts, and maintains a notable presence in Olympia during the legislative session. The Vice President of External Affairs conducts and attends hearings, meets with legislators, provides testimony when appropriate, and reports to and seeks input from the GPSS on legislative issues.
- The Vice President of External Affairs assumes the external duties of the President in the event when the President vacates office.

Staff: Policy Director

Internal Committees: Executive Committee, State Legislative Advisory Board/
Federal Legislative Advisory Board (SLAB/FLAB, Chair), Science and Policy
Committee (Chair).

University Committees/Affiliations: ASUW Office of Government Relations, ASUW
Legislative Steering Committee, Faculty Senate Legislative Representative, UW
Office of External Affairs (City, State, and Federal), UW Impact, and any other
entities or individuals whose work pertains to the external affairs of the GPSS

External Affiliations: Washington Student Association (WSA) Board of Directors
(voting member), Student Advocates for Graduate Education (SAGE, non-voting
member), Elected and Administrative Officials of the State of Washington,
Elected and Administrative Officials of the United States Government, National
Association of Graduate and Professional Students (NAGPS), National Science
Policy Group (NSPG), Washington State University (WSU) Graduate and
Professional Student Association (GPSA), and any other entities whose efforts
align with the advocacy initiatives of the GPSS

§ 3.5: TREASURER

Overview of the Role within the Organization: The primary role of the Treasurer is 1) to serve as the Chief Financial Officer for the organization; and 2) to administer all aspects of the GPSS budget.

Responsibilities:

- The Treasurer oversees all GPSS expenditures and keeps accurate financial records of spending for all officers and committees in collaboration with the Student Activities Office (SAO) to ensure that the GPSS records match what is reported in the administrative budget.
- The Treasurer administers all funding and transfer requests as described in the GPSS Bylaws. As a general guiding principle, all monetary transactions of the GPSS should be handled, tracked, and monitored through the Treasurer. The Treasurer shall be prepared to respond to any internal or external inquiries regarding the organization's financial status by maintaining accurate records at all times.
- By the second meeting of each academic year, the Treasurer shall present the current budget of the GPSS; quarterly, they shall report on the GPSS' financial status to the Senate and Executive Committee.
- The Treasurer ensures that a professional audit of the GPSS budget is conducted each biennium and that audit information is available to senators upon request.
- The Treasurer assists Senators and other graduate students in their application for special, departmental, and travel funds.
- The Treasurer drafts all officers' proposed budgets for each pending fiscal year and facilitates their approval.
- The Treasurer provides a fiscal perspective when needed on legislative/policy issues for the Vice President of External Affairs.
- The Treasurer provides a student voice when fiscal issues arise on campus.
- The Treasurer manages the endowment of the GPSS by ensuring that the organization receives dividends from the initial endowment investment.

Staff: Budget Specialist

Internal Committees: Executive Committee, Finance and Budget Committee (Chair), and Travel Grants (Chair).

University Committees/Affiliates: Services and Activities Fee Committee (SAF, voting member); Student Technology Fee (STF, voting member), and various financial and hiring committees as needed.

§3.6: SECRETARY

Overview of the Role within the Organization: The primary roles of the Secretary are: 1) to produce and oversee the GPSS records and publications; 2) to facilitate

communication among the GPSS, Senators, and their constituents; 3) to serve as Chief Officer of Diversity on behalf of the GPSS; and 4) to regulate the GPSS Senate membership.

Responsibilities:

- The Secretary regulates the GPSS Senate membership by overseeing the recruitment and application for a GPSS Senate seat, and maintaining the GPSS Senate mailing lists.
- The Secretary maintains all official records and documents associated with GPSS operations in compliance with the policy on archiving; these documents include but are not limited to: the GPSS Constitution and Bylaws, meeting minutes and agendas, records of resolutions, and main motions.
- The Secretary manages internal and external communications from the GPSS office. These forms of communication include but are not limited to: distributing minutes, agendas, and resolutions timely to Senators; sending updates and announcements from GPSS on events and activities; maintaining the GPSS website with regard to all official documents as well as GPSS events and other relevant information; and developing publications for internal and external audiences from the GPSS.
- As Chief Officer of Diversity, the Secretary promotes inclusivity and diversity in the GPSS, represents diverse perspectives, and collaborates with graduate and professional students, administration, faculty, staff, and others on diversity programming and events.
- As the Parliamentarian of the Senate, the Secretary ensures that GPSS meetings are run in accordance with the procedures set forth in the most recent edition of *Sturgis Standard Code of Parliamentary Procedure* by Alice Sturgis.
- The Secretary ensures the proper functioning of GPSS Judicial (ex-officio) and Diversity (chair) committee.

Staff: Office Manager, Creative Director, and Senate Clerk

Internal Committees: Executive Committee, Diversity Committee (Chair), and Judicial Committee (ex-officio)

University Committees/Affiliates: Office of Minority Affairs Student Advisory Board (OMAD SAB), Diversity Council, Faculty Council on Multicultural Affairs (or designee), Graduate School Diversity Pillar Leadership Committee, GO-MAP

§ 4.1: GPSS ELECTIONS RULES FOR 2018-2019 OFFICER CANDIDATES

The GPSS Elections are governed by the GPSS Bylaws. Elections regulations are covered in Article V, Section H. 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.

§ 4.2: TIME & PLACE

GPSS Officer Elections will be held on **May 2, 2018 at 5:30 p.m., HUB 334.**

§ 4.3: ELIGIBILITY FOR CANDIDACY

- A candidate need not be a current Senator to be eligible to run, but all candidates must have attended at least three (3) GPSS Senate, Executive, or qualifying committee meetings during the 2017-2018 academic year prior to the Elections Meeting. Refer to section 2.1 of this document for a list of remaining meeting dates and times.
- A candidate must intend to maintain their status as a graduate or professional student and be on campus throughout the 2018-19 academic year.
- The Vice President of External Affairs is allowed to take a reduced course load during Winter Quarter and is expected to be in Olympia at least three days a week during the legislative session.
- A candidate cannot be a member of the Judicial or Elections Committee.
- A candidate must be able to work for GPSS for 19.5 hours per week during the 2018-2019 academic year, including 8 hours per week in the office (4 hours for the President) between the standard business hours of 8:00 a.m. to 8:00 p.m., Monday through Friday.
- A candidate must be available to attend Senate and Executive meetings and other required meetings. Senate and Executive meetings are generally held on alternating Wednesdays at 5:30 p.m. throughout the school year.
- Incoming students in a 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 Fall term to the Elections Committee Chair.

§ 4.4: FILING FOR CANDIDACY

Candidates may announce their intention to run for a GPSS Officer position at any time, up to and including the day of the Elections Meeting. Candidates may file to run by submitting the required information to the Elections Committee Chair. Candidates can also self-nominate or receive and accept a nomination from the floor during the Elections Meeting. Any person eligible to run can also receive write-in votes. However, candidates are encouraged to communicate their intentions to seek office to the Elections Committee as early as possible.

Candidates are urged to file by providing the Elections Committee Chair with the following materials:

- **The Officer Candidate Nomination Form** contained in this guide including:
 - A statement that includes any academic, employment, or personal responsibilities that might prevent the candidate from fulfilling their responsibilities as an Officer.
 - An affirmative statement that they meet the eligibility requirements outlined above.

- **Resume** (1-2 page)
- **Statement of objectives** (1 page)

Materials are to be emailed to the Elections Committee Chair. If the materials are received by **Monday, April 23, 2018, 5:30 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 **Tuesday, April 24, 2018.**

§ 4.5: CAMPAIGNING

All campaigning from candidates will be conducted with respect for all candidates involved. We hold our officers and elected officials to the highest ethical standards and expect candidates to conduct themselves accordingly.

All candidates must run individual campaigns and may not associate with other candidates to form a campaign ticket. A “ticket” consists of individuals that officially affiliate together on the candidacy filing form.

Campaigning must not begin before the Campaign Start Date, **Tuesday, April 24, 2018.**

Campaigning may include, but is not limited to, the following activities, when such activities are undertaken by a candidate or a candidate’s affiliates:

- a. Distributing flyers or other printed materials to promote a candidate.
- b. Addressing groups of students to promote a candidate.
- c. Placing signs, sandwich boards, and/or lawn signs with the intent of promoting a candidate.
- d. Use of electronic or social media to publicly promote a candidate.
- e. Any other public activity intended to promote a candidate.

No candidate or candidate’s affiliate may, in the course of campaigning:

- f. Campaign in the ASUW or GPSS offices;
- g. Store campaign materials within ASUW or GPSS offices;
- h. Campaign at any event or meeting that is conducted, funded, or sponsored by the GPSS, with exception to election forums;
- i. Violate the Facility Services Policy, the Residence Hall Solicitation Policy, or any UW IT policies, including the improper posting of campaign signage;
- j. Use electronic media to interfere with the neutrality of the ballot;
- k. Remove or deface any lawfully placed political advertising without

authorization;

1. Interfere with the academic instruction and mission of the University; including campaign in University buildings without the permission of the building supervisor, or campaign in a classroom without the permission of the instructor; or violate any applicable federal, state, or local laws.

Candidates will not appeal to prejudices based on race, creed, sex, national origin, sexual orientation, age, veteran status, disability, or citizenship status. Candidates will not participate in personal vilification, defamation, and other attacks on any opposing candidate, party, or ballot measure advocate.

Candidates will not use their current position within GPSS (including but not limited to Senators, Executive Senators, GPSS Officers, GPSS office employees, and GPSS Committee Chairs) to solicit votes through bribery, threats, or any other form of improper inducement.

Candidates must not seek endorsements prior to the Campaign Start Date of **Tuesday, April 24th, 2018**. Candidates must **not** imply or refer to the endorsement of a person, group, or entity without the consent of that endorsing person, group, or entity.

GPSS Senators may endorse candidates in either their official or personal capacity.

Sitting GPSS Officers, Executive Senators, members of the Judicial Committee, and members of the Elections Committee may **not** endorse any candidates in an official capacity (as defined as the use of titles or GPSS email).

GPSS employees, volunteers, appointees, entities, and committees may **not** endorse a candidate in an official capacity.

No GPSS equipment or supplies, including employment time or office hours, phones, office machines, office space, and email accounts, may be used for campaign purposes.

§ 4.6: THE BALLOT AND REQUIRED VOTES

The Elections Committee will prepare a paper ballot with the officer positions and lines to rank candidates. Names of candidates running from the floor will be presented at the election meeting and available for voters. All names of candidates will be displayed for senators in alphabetical order by the position they are running for. 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 determined. Exact details of this process are

given in the Bylaws (Article V, Section H, Clause 4, Section m). In the event that there is still a tie after the instant run-off, the winner will be determined by a tiebreaker process detailed in the bylaws.

§ 4.7: ELIGIBLE VOTERS

Senators who have registered with the GPSS Secretary by Friday, April 27, 2018 will be allowed to vote in the Officer Elections. Voters eligible to vote in Officer Elections include sitting GPSS Officers and all registered Senators, including Executive Senators and all Senators sitting on the Judicial and Elections Committees. Voters can vote by absentee ballot or in person at the Elections Meeting.

Proxies may attend the Elections Meeting, but are **not** allowed to vote.

§ 4.8: ABSENTEE VOTE

Senators who are unable to attend the Elections Meeting may cast their vote through an absentee ballot. Completed absentee ballots may be emailed as an attachment to the Elections Committee Chair (eokantey@uw.edu) anytime between **April 25, 2018** (when they are emailed to the Senators) and **May 2, 2018 at 2:30 p.m.** Alternatively, paper ballots will be available in the GPSS office, HUB 314, beginning **May 2, 2018 at 2:30 p.m** and must to be submitted no later than **5:30pm**.

The Elections Committee will keep the identity of each voter confidential; it will only be used to verify that the voter was an eligible voter. Note that **in the event of a tie** and a subsequent revote pursuant to Article V, Section H, Clause 4, Section m(5) of the Bylaws, **absentee ballots are not counted**. The Senate may elect to change the process for determining a winner in the event of a tie by amending the Bylaws before the Elections Meeting.

§ 4.9: THE ELECTIONS MEETING

The Elections Meeting shall convene **May 2, 2018 at 5:30 p.m., HUB 334**. The Elections Chair shall preside over the Elections portion of the Elections Meeting. 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 by last name. Candidates will be grouped by officer position in the following order: 1. President, 2. Vice President of Internal Affairs, 3. Vice President of External Affairs, 4. Treasurer, 5. Secretary.

After the candidates who have already filed to run for a position have been announced, the Elections Committee Chair will allow candidates to be nominated from the floor. Nominees that accept a floor nomination will be ordered alphabetically with the pre-filed candidates for that position, and all candidates will have the same amount of time to deliver a campaign speech.

Each candidate will get 3 minutes to deliver a campaign speech. Candidates are permitted one PowerPoint slide to be displayed during their speech, to be submitted to the Secretary no later than 2:30 p.m. on May 2, 2018. At the end of the speeches for a given officer position there will be a 10 minute period for all candidates to take and answer questions from the floor.

The Elections Committee will distribute ballots to all eligible voters present and will collect completed ballots. After all the candidate speeches are finished, voters will be asked to fill out their ballots. Voters must rank their preferences for all candidates in each position. Any candidate(s) not listed on a particular ballot will be considered to be tied for last ranking on that ballot. 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.

The GPSS president will preside over the Senate Meeting while the Elections Committee counts the votes. During this time, the President may not entertain any motions that would interfere with the ability of the Elections Committee to count votes and report results to the Senate before the meeting adjourns. The Elections Committee Chair will continue presiding over the meeting when the Elections Committee is finished counting votes.

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 Article V, Section H, Clause 4, Section m of the Bylaws. In the event that a winner cannot be determined through Instant Run-Off Vote Counting, the tie shall be resolved by the process prescribed in the Bylaws. The Senate may elect to change that process by amending the Bylaws before the Elections Meeting.

Candidates will respect the privacy of individual voters while ballots are being completed and will not interfere with voters' ability to complete their ballot privately and in a timely manner.

Candidates will respect the neutrality of the vote counting process and the role of the Elections Committee to administer the elections process. Candidates will not in any way interfere with the ability of the Elections Committee to count the votes accurately, fairly, and according to the processes prescribed in this Elections Guide, or the Constitution and Bylaws of GPSS.

After the election results have been announced, candidates may challenge the election procedures or results in the process described in Section 4.11 of this Elections Guide.

§ 4.10: ELECTIONS RESULTS

Once the Elections Committee has counted all votes and verified the winner, they

will announce the results in person at the Elections Meeting, via email to all Senators, and on the GPSS website.

§ 4.11: ELECTIONS CHALLENGES

Any challenge of the elections procedures or results must be received by the Elections Committee Chair in a written form (including an email) *within 48 hours of the adjournment of the Elections Meeting*. Challenges are to be sent to the Elections Committee Chair for consideration by the Elections Committee. The Elections Committee will respond to the complaint within 1 week and release a written decision to all involved parties as well as the Senate. Further challenges to the elections process must be addressed to the GPSS Judicial Committee within 48 hours following the Elections Committee's decision.

THANK YOU FOR YOUR INTEREST IN A GPSS OFFICER POSITION. WE LOOK FORWARD TO FAIR AND ORGANIZED ELECTIONS AND WISH YOU THE BEST OF LUCK.

OFFICER CANDIDATE NOMINATION FORM 2018-2019

This form is to be completed by the candidate and submitted to the Elections Committee Chair, Elliott Okanty (eokantey@uw.edu), by **Monday, April 23, 2018, 5:30 p.m.** in order for candidate information to be posted on the GPSS website and distributed via email to Senators. Senators wishing to nominate themselves from the floor must also provide this information at time of nomination.

1. Full Name:
2. Graduate or professional program of study:
3. Are you currently a registered student? Yes () No ()
4. Do you expect to be a graduate or professional student during the 2018-2019 academic year (Fall, Winter & Spring Quarters)? Yes () No ()
5. The position you are running for is:
6. Indicate at least three GPSS Senate or committee meetings, including a meeting conducted under rules of parliamentary procedure rules, that you have attended during the 2017-2018 academic year prior to the election meeting. See Section 2.1 of the Elections Guide for a list of qualifying committee meetings.
7. Do you understand and acknowledge that you should be able to work for GPSS for 19.5 hours per week during the 2018-2019 academic year, including 8 hours per week in the office (4 for President) between the standard business hours of 8:00 a.m. and 8:00 p.m., Monday through Friday? Yes () No ()
8. If 'No' to question 7, please explain:

Affirmative Statements

I, _____, do not have any responsibilities (be them academic, employment, or personal) that might prevent me from fulfilling the responsibilities as a GPSS Officer.

I affirmatively declare that I meet the eligibility requirements outlined in the GPSS Election Guide. The requirements as stipulated are:

- I am enrolled as a graduate or professional student at the time of the election. Yes () No ()
- I am **not** a member of the Elections Committee. Yes () No ()
- I have attended at least 3 GPSS Senate or qualifying committee meetings, including one conducted under rules of parliamentary procedure, prior to the Elections meeting during the 2017-2018 academic year. Yes () No ()
- I will intend to maintain full time student status during the term, if elected (Vice President of External Affairs is allowed to take a reduced course load during Winter Quarter) and be on campus through the 2018-2019 academic year (Fall, Winter and Spring). Yes () No ()
- I will be able to work 19.5 hours per week during the 2018-2019 academic year, including 8 hours per week in the office (4 for President) between 8:00 a.m. – 8:00 p.m., Monday through Friday. Yes () No ()