ELECTIONS GUIDE
FOR 2020-2021 OFFICER ELECTIONS

DISTRIBUTED BY THE 2020-2021 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 accessible 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 April 15, 2020.

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 the Washington Student
Association (WSA) and Student Advocates for Graduate Education (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.
TABLE OF CONTENTS

§ 1.1: Elections Committee
§ 1.2: Independent Witnesses
§ 2.1: General Recommendations and Requirements
§ 2.2: Key Dates and Deadlines
§ 3.1: Duties of the Officers
§ 3.2: Responsibilities of the President
§ 3.3: Responsibilities of the Vice President of Internal Affairs
§ 3.4: Responsibilities of the Vice President of External Affairs
§ 3.5: Responsibilities of the Treasurer
§ 3.6: Responsibilities of the Secretary
§ 4.1: GPSS Elections Rules
§ 4.2: Time and Place
§ 4.3: Eligibility for Candidacy
§ 4.4: Filing for Candidacy
§ 4.5: Campaigning
§ 4.6: The Ballot
§ 4.7: Eligible Voters
§ 4.8: Absentee Voters
§ 4.9: Elections Meeting
§ 4.10: Elections Results
§ 4.11: Elections Challenges
§ 1.1: ELECTIONS COMMITTEE

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

Fiona Murray (Public Administration) fimurray@uw.edu (Chair)
Anthony English (Pharmacology) aengl97@uw.edu
Robert Levine (Oceanography) leviner@uw.edu
William Sampson (History) wasampso@uw.edu
Andrew Shumway (Earth & Space Science) shumway@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. All official elections related correspondence to any member of the elections committee will be archived. For access to this archive, email the chair of the Elections Committee at (insert elections committee email).
The 2020-2021 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 2020-2021 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 April 15, 2020. To contact the Judicial Committee, communicate with GPSS Secretary, Leslie Michaud, at gpsssec@uw.edu.

§ 2.1: GENERAL RECOMMENDATIONS AND REQUIREMENTS

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 2019-2020 academic year prior to the Elections Meeting. At least one of the three meetings attended must be 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/or Finance & Budget Committee Meetings. Upcoming meetings are scheduled as follows:
Senate Meetings: February 19, March 4, April 1, at 5:30 p.m. in HUB 334.
Executive Committee: February 26, March 11, April 8 at 5:30 p.m. in HUB 303.
Finance & Budget Committee: Fridays from 11:30am-12:30pm in 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 must attend the meetings of the following committees depending on which officer position they intend to run for.

President: Presidential candidates must attend at minimum one Senate meeting and one Executive Committee meeting (the meeting used to satisfy the parliamentary procedure requirement may also be counted here, if applicable).

Vice President of Internal Affairs: Candidates for the Vice President of Internal Affairs position must attend at minimum one Senate meeting and one Executive Committee meeting (the meeting used to satisfy the parliamentary procedure requirement may also be counted here, if applicable).

Vice President of External Affairs: Candidates for the Vice President of External Affairs must attend at least one meeting of the Legislative Advisory Board.

Treasurer: Candidates for Treasurer must attend at minimum one meeting of the Finance & Budget Committee (the meeting used to satisfy the parliamentary procedure requirement may also be counted here, if applicable).

Secretary: Candidates for Secretary must attend at minimum one meeting of the Equity and Accountability Committee.

The remainder of the requirement to attend at least three meetings may be satisfied by any of the GPSS meetings listed in this section.

The GPSS committees eligible to meet the requirements meet at the following times and locations:
- Equity and Accountability Committee: Thursdays at 5:00 p.m. in HUB 314; contact gpsssec@uw.edu.
- Judicial Committee: Contact gpsssec@uw.edu.
- Legislative Advisory Board: Fridays from 12:30pm-1:30pm in HUB 314; contact gpssvpeex@uw.edu.
- Science & Policy Committee: Contact gpssvpin@uw.edu.
- Graduate Arts Council: Meetings to be determined. Please contact gpsspres@uw.edu.

In the case of a scheduling conflict, the candidate may petition the Elections Committee for an exemption that may be granted by a majority vote of the Elections Committee.
It is highly encouraged that you talk with the current officers about the position you are interested in. The current officers are:

- **President:** Giuliana Conti; gpsspres@uw.edu
- **Vice President of Internal Affairs:** Matt McKeown; gpssvpin@uw.edu
- **Vice President of External Affairs:** Maggie Dunham Jordahl; gpssvpex@uw.edu
- **Treasurer:** Shane Schrader; gpsstres@uw.edu
- **Secretary:** Leslie Michaud; gpsssec@uw.edu

While being available to work an average of 20 hours per week during the Summer Quarter is strongly recommended, exceptions have been granted. As very important work occurs over the summer that sets the stage for the success of the rest of the year, candidates who cannot commit to working over the summer on at least a part time basis should consult the existing officer to make sure they could still be successful in the position. It is strongly encouraged that candidates meet with the existing officers and arrange a time to shadow them to learn more about the role, ideally before the election and definitely before newly elected officers officially begin to ensure a smooth transfer of responsibilities. Current officers have an obligation to answer all candidates’ questions fairly and honestly without bias toward anyone interested.

If a candidate is unable to commit to working an average of twenty hours per week during the summer, they are encouraged to petition the GPSS Executive Committee, in person (preferred) or in writing (email acceptable), for an exemption to the requirement. Petitions should be addressed to the current GPSS Secretary. The prospective officer must address their plan for ensuring they will be ready to assume all responsibilities of their office successfully at the start of Fall Quarter in their request. A majority vote of the Executive Committee is required to grant a full or partial (e.g., at least one month at ten hours per week, work may be done remotely, etc.) exemption. The Executive Committee should attempt to grant exemptions so long as the prospective Officer is deemed able to fulfill their responsibilities with the exemption in place. The status of each candidate’s summer availability will be made available to the senate.

§ 2.2: **KEY DATES & DEADLINES**

**Monday, April 6, 2020, 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 7, 2020, 5:30 p.m.**
Officer candidates’ information will be posted to the GPSS website and emailed to Senators.

**Wednesday, April 8, 2020**  
Absentee ballot will be made available online by the GPSS Elections Committee.

**Monday, April 13, 2020, 5:30 p.m.**  
Last day to file challenges to the impartiality of the independent witnesses.

**Wednesday, April 15, 2020, 2:30 p.m. in HUB 334**  
Electronic absentee ballots due and paper absentee ballots become available in the GPSS office.

**Wednesday, April 15 2020, 5:30 p.m. in HUB 334**  
**GPSS 2020-2021 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 (gpsssec@uw.edu) by email no later than **2:30 PM on April 15, 2020**. After all the candidates for a given position have presented, there will be an additional 10-minute period for Senators to ask questions of those candidates. This period will be extended by an additional 2 minutes for each number of candidates above 2.

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

**Friday, April 17, 2019, 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 5:00 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, 2019 and continues until the end of the 2020 Spring Quarter.

A graduate or professional student may only serve three (3) consecutive terms as an elected GPSS officer, of any officer position. 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 engages regularly with the External Affairs team in support of legislative initiatives, including attendance at national and state conferences on the matter.
• The President assists in developing the vision for and participates in internal GPSS events and programming where appropriate.
• 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), oversees the Graduate Arts Council.

**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), Graduate School Council (GSC), administrative search and hiring committees, 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 manage the internal operations of the GPSS; 2) to work directly with the Graduate School to support and develop campus partnerships; and 3) to manage all GPSS programming and communication.

**Responsibilities:**
• The Vice President of Internal Affairs assumes the duties of the President in the event of the President vacating office.
• The Vice President of Internal Affairs acts as a GPSS representative on campus committees and task forces.
• The Vice President of Internal Affairs maintains oversight of planning and implementation of all GPSS events, socials, and summits.
• The Vice President of Internal Affairs coordinates and oversees staff hiring, training, professional development, and schedules, and conducts regular staff
meetings, and maintains 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 represents the GPSS on the Graduate School Council.
- The Vice President of Internal Affairs coordinates transition meetings between all incumbent and newly elected officers.

Staff: Event Director, Communications Director, Creative Director

Internal Committees: Executive Committee, Science & Policy Committee (Chair)

University Committees/Affiliations: 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 advice from the Legislative Advisory Board 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. 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.

- **Staff:** Policy Director, Organizing Director

- **Internal Committees:** Executive Committee, Legislative Advisory Board (Chair)

- **University Committees/Affiliations:** ASUW Office of Government Relations, ASUW Legislative Steering Committee, 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, and WSA UW.

- **External Affiliations:** Washington Student Association (WSA) Board of Directors (voting member), Student Advocates for Graduate Education (SAGE), 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 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 serve as Chief Officer of Diversity on behalf of the GPSS; 2) to regulate the GPSS Senate membership 3) to facilitate communication among the GPSS, Senators, and their constituents; and 4) to produce and oversee the GPSS records and publications.

Responsibilities:
• As Chief Officer of Diversity, the Secretary oversees and facilitates the self-governance of the Equity and Accountability Committee, represents the graduate and professional students in race and equity committees across campus, and functions as a liaison between those committees and the Equity and Accountability Committee.
• 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; and developing publications for internal and external audiences from the GPSS.

• 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 Equity and Accountability Committee (chair).
Staff: Office Manager, and Senate Clerk

Internal Committees: Executive Committee, Equity and Accountability 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 2020-2021 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 April 15, 2020 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 2019-2020 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 2020-2021 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 2020-2021 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 5:00 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 evidence of registration or evidence 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 6, 2020, 5:30 p.m.** the Chair of the Elections Committee will notify each candidate of the receipt of their 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 7, 2020**.

§ 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 7, 2020**.

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 individuals and/or 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 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 of 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. Interfere with the neutrality of the ballot;
k. Remove or deface any lawfully placed political advertising without authorization;
l. 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;
m. Offer unfair advantages or privileges in exchange for support.

Candidates will not appeal to prejudices based on race, creed, sex, gender identity or expression, national origin, sexual orientation, age, veteran status, disability, citizenship status, or parental 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 7, 2020. 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, including communicating a preference, either positive or negative, of any candidates in an official capacity and are strongly discouraged from doing so in a private capacity. Their official capacity
includes:

- Using the title of their office
- At any GPSS function
- Using GPSS letterhead and emails
- Within the GPSS office
- During their office hours and meetings with other on-campus entities

GPSS employees, volunteers, appointees, entities, and committees may **not** endorse, including communicating a preference, either positive or negative, of any candidates, in an official capacity as defined above.

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 ballot with the officer positions and ability 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 10, 2020** 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 (**insert election committee email**) anytime between **April 8, 2020** (when they are emailed to the Senators) and **April 15, 2020 at 2:30 p.m.** Alternatively, paper ballots will be available in the GPSS office, HUB 314,
beginning April 15, 2020 at 2:30 p.m. and must be submitted no later than 5:30 p.m.

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. 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 April 15, 2020 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, grouped by officer position.

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 April 15, 2020. At the end of the speeches for a given officer position there will be time for all candidates to take and answer questions from the floor. This period will last for 10 minutes. An additional 2 minutes will be allotted for each number of candidates above 2. Each candidate is allotted 30 seconds to answer a question and may abstain from answering any question. Questions will be posed through a digital platform (e.g. PollEverywhere). The digital platform for questions will be open throughout the candidates presentations and the question period. Meeting attendees, with the exception of officers, will be able to pose and select the questions to be asked of the candidates. Current officers may pose questions to the candidates, but must pre-submit these questions to the Elections Committee chair via email by 2:30 PM April 15th. The questions will be screened by the Elections Committee to ensure compliance with this Elections Guide. The Election Committee will submit the approved pre-submitted officer questions to the digital platform. Questions will be asked of the candidates based on the level of support from meeting attendees. Senators voting absentee may also pre-submit questions to the Election Committee chair by 2:30 PM April 15th via email, who will submit these to the digital platform on their behalf.

Following candidate presentations and questions for all officer positions, a 10 minute candidate forum will occur. During this period, meeting attendees are welcome to openly discuss the candidates. Candidates are welcome to remain in the meeting during this period but cannot field questions from the meeting
attendees. The Elections Committee recommends using this time to discuss the strengths and weaknesses of the candidates’ ability to perform responsibilities of the position and to avoid discussions about whether a candidate meets the qualifications outlined in this guide.

The Elections Committee will distribute ballots to all eligible voters (as defined in Article IV Section B of the bylaws) 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 votes, either in person or by absentee ballot, if possible. If there is not a simple majority, the officers are elected through ranked choice mechanism.

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 2020-2021

This form is to be completed by the candidate and submitted to the Elections Committee Chair, Fiona Murray (fismurray@uw.edu), by **Monday, April 6, 2020, 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 the 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 2020-2021 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 at least one meeting conducted under rules of parliamentary procedure, that you have attended during the 2020-2021 academic year prior to the election meeting. See Section 2.1 of the Elections Guide for a list of qualifying committee meetings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   In the case that you did not attend the required meeting(s), please provide justification below. The Elections Committee will grant exemptions on a case-by-case basis. Valid justification includes conflicts between required meetings and pre-scheduled class or school, pre-scheduled dependent responsibilities, or other conflicts deemed valid on a case-by-case basis to be determined by a majority of the Elections Committee. Please explain below:

7. Do you understand and acknowledge that you should be able to work for GPSS for 19.5 hours per week during the 2020-2021 academic year, including 8 hours per week in the office (4 for President) between the standard business hours of 8:00 a.m. and 5:00 p.m., Monday through Friday?  
   Yes (  )  No (  )

8. If ‘No’ to question 7, please explain:

9. Are you able to work an average of 20 hours per week during the summer?  
   Yes (  )  No (  )

10. If ‘No’ to question 9, have you sought and received an exemption from the Elections Committee?  
    Yes (  )  No (  )

11. If ‘No’ to question 10, please provide a plan for ensuring you will be ready to assume all responsibilities of their office successfully at the start of Fall Quarter below:
**Affirmative Statements**

I, [Candidate's Name], 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, or will be enrolled as such in the Summer or Fall quarter of 2020.

  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 2020- 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 2020-2021 academic year (Fall, Winter and Spring).

  Yes (   ) No (   )

- I will be able to work 19.5 hours per week during the 2020-2021 academic year, including 8 hours per week in the office (4 for President) between 8:00 a.m. – 5:00 p.m., Monday through Friday.

  Yes (   ) No (   )