



**GRADUATE & PROFESSIONAL
STUDENT SENATE**

ELECTIONS GUIDE

FOR THE
2024-2025
OFFICER
ELECTIONS

DISTRIBUTED BY THE 2023-24 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 (gpsselect@uw.edu) within 72 hours of the adjournment of the Elections Meeting on **Wednesday, May 8, 2024**.

OVERVIEW

The GPSS, composed of approximately 70 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).

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 & Deadlines](#)
- § 3.1: [Duties of the Officers](#)
- § 3.2: [President](#)
- § 3.3: [Vice President of Internal Affairs](#)
- § 3.4: [Vice President of External Affairs](#)
- § 3.5: [Vice President of Finance](#)
- § 3.6: [Vice President of Equity & Inclusion](#)
- § 3.7: [Vice President of Administration](#)
- § 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:

- Alec Solemslie, **Elections Committee Chair**, School of Environmental and Forest Sciences, solema@uw.edu
- Maleen Kidiwela, **Executive Senator**, Oceanography, seismic@uw.edu
- Maeve Riley, **Student Senator**, Drama, mriley27@uw.edu
- Hannah Shipman, **Student Senator**, Aeronautics and Astronautics, hship2@uw.edu
- Melody Vahadi, **Student Senator**, Computational Linguistics, mvahadi@uw.edu

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, gpsselect@uw.edu. Please do NOT contact the GPSS Office regarding elections procedures; you will be referred to the Elections Committee.

The 2023-2024 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:

- I. Facilitate legitimacy and transparency for the election itself and for GPSS;
- II. Be fair for candidates and GPSS as an institution;
- III. Be clear and simple to understand, follow, and enforce;
- IV. Be realistic considering GPSS's resources and institutional capacity;
- V. Integrate lessons learned from previous elections to improve upon the Elections process;
- VI. 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 2024-2025 GPSS Officer Elections, the independent witnesses will be advisors designated by the Associate Director for Student Activities:

- **Brendan Chang**, 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 8, 2024**. To contact the Judicial Committee, communicate with VP of Equity and Inclusion, Matthew Moran, at gpssvpei@uw.edu or to the Judicial Committee Chair, Beth Fawcett, at gpssjudi@uw.edu.

§ 2.1: GENERAL RECOMMENDATIONS AND REQUIREMENTS

Read the entire Elections Guide, paying particular attention to the GPSS Election 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 2023-2024 academic year prior to the Elections Meeting. If a candidate is unable to attend three meetings prior to the Elections Meeting, please contact the Elections Committee to discuss the option of an exception (gpssselect@uw.edu). At least one of the meetings attended must have been 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: Monthly beginning **April 17, 2024 at 5:30 p.m.** in HUB 332/Zoom.
- Executive Committee: April 10th, May 1st (contact gpssselect@uw.edu for details) in HUB 238/Zoom.
- Finance & Budget Committee: **Fridays at 10:30-11:30 a.m.** in HUB 314/Zoom
 - Contact gpssvfb@uw.edu to confirm time and location

In addition to attending at least one of the previously mentioned meetings conducted under parliamentary rules of procedure, it is recommended that candidates attend the meetings of the following committees, depending on which Officer position they intend to run for.

President: It is recommended that presidential candidates attend 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: It is recommended that candidates for the Vice President of Internal Affairs position attend 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: It is recommended that candidates for the Vice President of External Affairs attend one meeting of the Legislative Advisory Board.

Vice President of Finance: It is recommended that candidates for Vice President of Finance attend one meeting at minimum of the Finance & Budget Committee (the meeting used to satisfy the parliamentary procedure requirement may also be counted here, if applicable).

Vice President of Equity and Inclusion: It is recommended that candidates for Vice President of Equity and Inclusion attend one meeting of the Diversity Committee.

Vice President of Administration: It is recommended that candidates for Vice President of Administration attend a Senate meeting and an Executive Committee meeting.

The remainder of the requirement to attend at least three meetings may be satisfied by any of the GPSS meetings listed in this section. It is strongly recommended that candidates attend at least one of the above meetings associated with their position of interest.

Contact the following GPSS committees for the current meeting times:

- Diversity Committee: gpssvpei@uw.edu
- Judicial Committee: gpssjudi@uw.edu
- Legislative Advisory Board: gpssvpex@uw.edu
- Arts Council: gpssvpadmin@uw.edu
- Science and Policy Committee: espurloc@uw.edu

In the case of a scheduling conflict, the candidate may petition the Elections Committee for an exception that may be granted by a majority vote of the Elections Committee.

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

- President: A.J. Balatico; gpsspres@uw.edu
- Vice President of Internal Affairs: Amanda Chin; gpssvpin@uw.edu
- Vice President of External Affairs: Nicholas Juno; gpssvpex@uw.edu
- Vice President of Finance: Jon Choi; gpssvplib@uw.edu
- Vice President of Equity & Inclusion: Matthew Moran; gpssvpei@uw.edu
- Vice President of Administration: Jack Flesher; gpssvpadmin@uw.edu

While being available to work at least part time during the summer quarter is strongly recommended, exceptions have been granted (see existing Officers for details). 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.

§ 2.2: KEY DATES & DEADLINES

- **Sunday, May 5, 2024, 5:30 p.m.** - Last day to file a nomination with 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 as outlined in the Bylaws, but candidate materials will not be guaranteed to be posted to the website if received later than **May 5, 2024**.

- **Wednesday, May 1, 2024, 5:30 p.m.** - Any initial Officer candidates' information will be emailed to Senators. Candidate information received after this date will be dispersed to the Senate before the election via email as long as it is received 72 hours (Sunday, May 5, 2024, 5:30 p.m.) before the Officer Election Meeting.
- **Monday, May 6, 2024, 5:30 p.m.** - All available Officer candidates' information will be emailed to Senators. Candidate information received after this deadline will not be dispersed.
- **Monday, May 6, 2024, 5:30 p.m.** - Last day to file challenges to the impartiality of the independent witnesses.
- **Wednesday, May 8, 2024, 5:30 p.m. in HUB 332/Zoom - GPSS 2024-2025 Officer Elections**
- **Wednesday, May 8, 2024** - Digital ballots will be made available online by the GPSS Elections Committee.

All candidates must attend the Officer Elections meeting in person or via online conference mechanisms. 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 Elections Committee (gpsselect@uw.edu) by email no later than **2:30 p.m. on May 6, 2024**. 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 results will be announced after the voting window has closed and after the Elections Committee and the two independent witnesses have analyzed the results (within seven (7) days of the Officer Elections Meeting). Any preliminary results will be announced at the end of the Officer Elections Meeting should any preliminary results be final.

- **Saturday, May 11, 2024** - Last day to file challenges to the election.

Challenges to the election must occur within **72 hours** of the election meeting. All challenges must be submitted to the Elections Committee in a written form (preferably via email to gpsselect@uw.edu). 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 17, 2024 and continues until the end of the 2025 spring quarter.

A graduate or professional student may only serve three (3) consecutive terms as an elected GPSS Officer, in 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 acts as the key spokesperson for the GPSS and the graduate and professional student body, representing the GPSS in both internal and external affairs, at the highest level of administration in individual meetings, committees, and boards at the University of Washington, Seattle.

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, 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 the 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 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.

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 Advisory Committee for Students (PACS), Tri-Campus Advisory Board (TABS), Graduate School Executive Staff Committee (GSES), Graduate School Council, 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 (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, 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 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 transition meetings between all incumbent and newly elected officers.

Internal Committees: Executive Committee, Science & Policy Committee (when needed)

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, Husky Union Building Board of Representatives.

§ 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 efforts 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 input from the Legislative Advisory Board and approved by the GPSS each fall quarter.
 - This legislative agenda serves as the principal guiding document for the 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 VP of External Affairs may take a reduced (i.e., part-time) course load during the Washington state legislative session. This is strongly suggested by the Washington Student Association, which helps coordinate the lobbying activities during session.
 - The approval of a part-time course load is neither automatic nor granted by GPSS. The VP of External Affairs must fill out a university petition for reduced enrollment and ensure that their academic department/program has approved their course load to ensure that their officer compensation is not affected. This process is facilitated by the Graduate School.
- 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.

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

External Affiliations: Washington Student Association (WSA), elected and administrative

officials of the State of Washington, elected and administrative officials of the United States government, and any other entities whose efforts align with the advocacy initiatives of the GPSS

§ 3.5: VICE PRESIDENT OF FINANCE

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

Responsibilities:

- The Vice President of Finance 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 Vice President of Finance 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 Vice President of Finance.
- The Vice President of Finance 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 Vice President of Finance shall present the current budget of the GPSS; quarterly, they shall report on the GPSS' financial status to the Senate and Executive Committee.
- The Vice President of Finance assists Senators and other graduate students in their applications for special, departmental, and travel funds.
- The Vice President of Finance drafts all officers' proposed budgets for each pending fiscal year and facilitates their approval.
- The Vice President of Finance provides a fiscal perspective when needed on legislative/policy issues for the Vice President of External Affairs.
- The Vice President of Finance provides a student voice when fiscal issues arise on campus.
- The Vice President of Finance manages the endowment of the GPSS by ensuring that the organization receives dividends from the initial endowment investment.

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

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

§ 3.6: VICE PRESIDENT OF EQUITY AND INCLUSION

Overview of the Role within the Organization: The primary roles of the Vice President of Equity and Inclusion are: 1) to serve as Chief Officer of Diversity on behalf of the GPSS, and;

2) champion diversity, equity, and inclusion within GPSS and the larger university, regularly practicing internal and external accountability.

Responsibilities:

- The Vice President of Equity and Inclusion integrates diversity, equity, and inclusion into GPSS goals and activities in collaboration with the other Officers and Executive Committee.
- The Vice President of Equity and Inclusion conducts internal reviews of GPSS on any issues relevant to diversity, equity, and inclusion.
- The Vice President of Equity and Inclusion collaborates broadly with graduate and professional students, administration, faculty, staff, and others on diversity programming and events.
- The Vice President of Equity and Inclusion maintains a publicly-available equity toolkit that graduate and professional students can apply in university settings.
- The Vice President of Equity and Inclusion promotes and ensures the delivery of GPSS Diversity Funds.
- The Vice President of Equity and Inclusion coordinates student feedback surveys and focus group conversations for all Graduate School program reviews (with the Graduate School) and produces the GPSS report on student feedback as an addition to the review committee's site visit report to the Graduate School Council.

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

University Committees/Affiliates: Diversity Council, Graduate Student Equity and Excellence Student Advisory Board, Office of Minority Affairs Student Advisory Board (OMAD SAB), International Student Advisory Committee

§ 3.7: VICE PRESIDENT OF ADMINISTRATION

Overview of the Role within the Organization: The primary roles of the Vice President of Administration are: 1) to produce and oversee the GPSS records and publications; 2) to facilitate communication among the GPSS, Senators, and their constituents, and; 3) to regulate GPSS Senate membership.

Responsibilities:

- The Vice President of Administration oversees the application for Senate representation as described in the Bylaws.
- The Vice President of Administration maintains the GPSS mailing list through a Senator registration process.
- As the Parliamentarian of the Senate, the Vice President of Administration ensures that GPSS meetings are run in accordance with the procedures set forth in the most recent edition of "The Standard Code of Parliamentary Procedure" by Alice Sturgis.
- The Vice President of Administration administers official records and documents associated with GPSS operations accurately with a uniform filing and archiving system.
- The Vice President of Administration assists Senators and other graduate students

in submitting resolutions, presenting resolutions for readings at Senate meetings, and forwarding passed resolutions to UW and external parties.

- The Vice President of Administration manages internal and external communications from the GPSS Office. These forms of communication include, but are not limited to: distributing minutes, agendas, and resolutions to Senators in a timely manner; sending updates and announcements on GPSS events and activities, and; developing publications for internal and external audiences from the GPSS.

Internal Committees: Executive Committee

University Committees/Affiliates: Board of Student Publications, Committee of Student Records

§ 4.1: GPSS ELECTIONS RULES FOR 2024-2025 OFFICER CANDIDATES

The GPSS Elections are governed by the GPSS Bylaws. Elections regulations are covered in Article V, Section I. A brief summary of these regulations is provided here for your convenience. In the event of any conflict between the rules 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 8, 2024 at 5:30 p.m., HUB 332/Zoom.**

§ 4.3: ELIGIBILITY FOR CANDIDACY

- A candidate must be in good academic standing, defined by the Graduate School as maintaining a cumulative 3.00 GPA.
- A candidate need not be a current Senator to be eligible to run, but all candidates must have attended at least three GPSS Senate, Executive, or qualifying committee meetings during the 2023-2024 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 2024-2025 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 2024-2025 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. The VP of External Affairs is exempt from this requirement during active legislative sessions.
- A candidate must be available to attend Senate and Executive meetings and other

required meetings.

- 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.

§ 4.4: FILING FOR CANDIDACY

Candidates may announce their intention to run for a GPSS Officer position at any time, up to 72 hours before the election meeting. Candidates may file to run by submitting the required information to the Elections Committee. Candidates can also self-nominate or receive and accept a nomination from the floor during the Elections Meeting per the GPSS Bylaws, only in the event that a position does not have any candidates by the Officer Election 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 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.
 - An affirmative statement that they have reviewed all elections-related materials and, if necessary, have sought clarification from the Elections Committee Chair.
- Statement of objectives (1-2 pages)
 - 11 pt font, double spaced
- Optional: Resume (1-2 pages)

Materials are to be submitted to the Elections Committee via Microsoft Forms using this link: <https://forms.office.com/r/N5iMfSzCj7>. If there are any questions or concerns regarding the form for submission, contact the Elections Committee Chair (gpsselect@uw.edu). If the materials are received by **Sunday, May 5, 2024 at 5:30 p.m.**, 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 on **Monday, May 6, 2024**.

§ 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.

GPSS, for purposes of publishing and managing elections, does not indicate affiliated relationships of candidates.

Campaigning must not begin before the campaign start date, **Wednesday, March 13, 2024**.

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:

- A. Campaign in the ASUW or GPSS offices;
- B. Campaign in the HUB;
- C. Store campaign materials within ASUW or GPSS offices;
- D. Campaign at any event or meeting that is conducted, funded, or sponsored by the GPSS, with exception of election forums;
- E. Violate the Facility Services Policy, the Residence Hall Solicitation Policy, or any UW IT policies, including the improper posting of campaign signage;
- F. Interfere with the neutrality of the ballot;
- G. Remove or deface any lawfully placed political advertising without authorization;
- H. Interfere with the academic instruction and mission of the University, including;
 - a. Campaigning in university buildings without the permission of the building supervisor;
 - b. Campaigning in a classroom without the permission of the instructor, or;
 - c. Violating any applicable federal, state, or local laws;
- I. Offer unfair advantages or privileges in exchange for support.

Candidates will not appeal to prejudices based on race, creed, sex, caste, national origin, sexual orientation, age, veteran status, disability, or citizenship status. Candidates will not participate in personal vilification, defamation, or 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 **Wednesday, March 13, 2024**. 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 (defined as the use of titles or GPSS email) and are strongly discouraged from doing so in a private capacity.

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 digital ballot listing the officer positions, with the ability to rank candidates. Names of candidates running from the floor will be presented at the Elections Meeting and available for voters. All names of candidates will be displayed for Senators in randomized 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 synchronously or asynchronously has been determined. Exact details of this process are given in the Bylaws (Article V, Section I, Clause 4). 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 Vice President of Administration (gpssvpadmin@uw.edu) by **Friday, May 3, 2024** and who are in good standing 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 synchronously or asynchronously.

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

§ 4.8: ABSENTEE VOTE

Any registered Senator who is unable to attend the Elections Meeting in real time may submit their vote through the digital ballot link that will be provided to them via their registered email.

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 **May 8, 2024 at 5:30 p.m., HUB 332/Zoom**. The Elections Chair shall preside over the Elections portion of the Elections Meeting. The Elections 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 randomized order, 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 as outlined in the Bylaws, i.e., only in the event that a position does not have any candidates at the Officer Election Meeting. Nominees that accept a floor nomination will be randomly ordered 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 Elections Committee (gpsselect@uw.edu) no later than **2:30 p.m. on May 6, 2024**. 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.

Following the question and answer session, all candidates will leave the room/Zoom while Senators cast their ballots if voting synchronously. Campaigning shall end at the end of the question and answer period. Candidates will be retrieved and returned to the Senate once voting is complete. If a candidate is an eligible voter, they will still receive a link to the voting platform. The Elections Committee will distribute ballots to all eligible voters present and collect complete ballots as outlined in the Bylaws. Once all candidates have left the room, eligible voters will be able to vote. All candidates who are eligible voters are allowed to participate in the vote to represent their constituency.

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 ranked-choice tabulation as outlined in the Bylaws, where, upon rounds of ranked-choice tabulation resulting in two candidates, a simple majority is needed to secure the position. 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 I, Clause 4 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 ballots 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 writing (such as via email) within 48 hours of the adjournment of the Elections Meeting. Challenges are to be sent to the Elections Committee for their consideration. The Elections Committee will respond to the complaint within seven (7) calendar days 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.

This form needs to be filled out in its entirety using the above provided Microsoft Forms link (<https://forms.office.com/r/N5iMfSzCj7>) (this form is for reference only).

OFFICER CANDIDATE NOMINATION FORM 2023-2024

This form is to be completed by the candidate and submitted to the Elections Committee (gpsselect@uw.edu), by **Sunday, May 5, 2024, 5:30 p.m.** in order for candidate information to be posted on the GPSS website and by **Monday, May 6, 2024** to be distributed via email to Senators. Nominations from the floor will only occur at the Officer Elections Meeting on May 8, 2024 in the event that a position does not have any candidates. Senators wishing to nominate themselves from the floor for a position with no candidates must 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 registered graduate or professional student during the 2024-2025 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 2023-2024 academic year prior to the election meeting.
(See Section 2.1 of the Elections Guide for a list of qualifying committee meetings.)

7. If elected, do you agree to work for GPSS for 19.5 hours per week during the 2024-2025 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:

Affirmative Statements

I, _____, do not have any responsibilities (be they 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 Elections Guide.

The requirements as stipulated are:

- I am enrolled part-time/full-time as a graduate or professional student at the time of the election or will be enrolled full-time during the fall, winter, and spring quarters of the 2024-2025 academic year.

Yes () No ()

- I am not a member of the GPSS Elections Committee.

Yes () No ()

- I have attended at least 3 GPSS Senate or qualifying committee meetings, including at least one conducted under rules of parliamentary procedure, prior to the Elections Meeting during the 2023-2024 academic year.

Yes () No ()

- I will intend to maintain full-time student status during the term if elected, and be on campus through the 2024-2025 academic year (fall, winter and spring). *The Vice President of External Affairs is permitted to take a reduced course load during winter quarter.* **Yes () No ()**

- I will be able to work 19.5 hours per week during the 2024-2025 academic year, including 8 hours per week in the office (4 hours per week for the President) between 8:00 a.m. - 5:00 p.m., Monday through Friday.

Yes () No ()

- I have reviewed all election related materials and have sought clarification from the Elections Committee if needed.

Yes () No ()

- I consent to allow the Student Activities Office to check my grade point average (GPA) to ensure that I am eligible to serve as a GPSS Officer.

Yes () No ()