

ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON
2021 ELECTIONS POLICIES AND PROCEDURES

The following is adopted as the Elections Policies and Procedures to be used in the 2021 ASUW General Election, and future elections until a new EPP is approved. It is the responsibility of candidates and their affiliates, ballot measure advocates and their affiliates, and agencies of the ASUW to comply with this document. Failure to comply may result in penalties assessed in accordance with these policies and the ASUW Bylaws. This EPP is adopted pursuant to the ASUW Bylaws, and such Bylaws supersede in the case of any discrepancy. In the event of a virtual election, or University restrictions on in-person events or gatherings, alternatives to any references in the EPP to in-person practices will instead be determined by the EAC co-chairs and SAO.

Section I: Definitions and Dates

1. Except as otherwise provided in this document, the following terms and their variant forms mean the following when used in this document:
 - a. “Affiliate” means any individual or group who is connected to and acts in support of a candidate or a ballot measure.
 - b. “Volunteer” means one who freely offers to take part in assisting candidates with their respective campaigns as discussed in Section VI.
 - c. “Ballot measure” means an initiative, referendum, survey question, or constitutional amendment to be approved or rejected by eligible voters in the ASUW Election.
 - d. “Ballot measure advocate” means a person who advocates for or against the passage of a ballot measure and agrees to comply with this EPP.
 - e. “Board” means the ASUW Board of Directors.
 - f. “Candidate” means any person who has filed for candidacy in accordance with Section III of this EPP.
 - g. “EAC” means the Election Administration Committee created by the ASUW Constitution.
 - h. “EPP” means this Elections Policies and Procedures document.
 - i. “Fair Market Value” means the cheapest publicly available price.
 - j. “GPSS” means the Graduate and Professional Student Senate.
 - k. “HUB” means the Husky Union Building.
 - l. “SAO” means the Student Activities Office within the University’s Division of Student Life.

m. “University recognized student group” means any university funded or advised student group.

- 2. The following dates and deadlines apply where explicitly referenced in this document: Additional dates for EAC: ballot constitutional referendum approved by BOD by 3/18/21 (per constitution); candidate packet available to public 2/1/21; ballot initiative ad by 2/1/21 (per bylaws); petition initiatives submitted to Judicial/SAO for certification to registrar by 3/29/21 (per bylaws)**

Candidate / Ballot Measure Filing Deadline	Fri March 5th , 2021 at 5:00 PM
Ethics Seminar; public campaign ethics ad, per bylaws (no date in bylaws, this is suggested date)	Fri March 5th , 2021 at 6:30 PM
Certification Deadline	Fri March 12th 2021 at 5:00 PM
Campaign Start Date	Fri April 2 2021 at 12:01 AM
Endorsement Filing Date	Mon April 12 2021 at 5:00 PM
Voter’s guide sent to printer	Thu April 15 2021
Poll Open Date	Mon April 19 , 2021 at 12:01 AM
Poll Close Date	Wed April 21 , 2021 at 11:45 PM
Lawn Sign Removal Deadline	Thu April 22 , 2021 at 12:00 PM
Election Results Public Announcement	Thu April 22 , 2021 at 5:00 PM
Final Financial Disclosure Deadline	Fri April 23 2021 at 5:00 PM
Write-In Filing Deadline	Fri April 23 , 2021 at 5:00 PM
Complaint Deadline	Mon April 26 2021 at 5:00 PM
Complaint Hearing Date	Wed April 28 2021 at 6 pm

Section II: Fair Campaign Practices Statement

The Fair Campaign Practices Statement is a set of ideals designed to promote goodwill among campaigners. The First Amendment prevents the ASUW from restricting the content of candidates’ campaign messages; however, the ASUW encourages all campaigners to follow the Fair Campaign Practices Statement. Because the Fair Campaign Practices Statement is non-binding, the ASUW will not consider complaints that allege violations of the Fair Campaign

Practices Statement and will not issue penalties to those who violate the Fair Campaign Practices Statement. This statement is to be included before the candidates' pictures in the ASUW Voter's Guide and it will be indicated which candidates have agreed to follow these values.

1. I will conduct my campaign, discuss the issues, and present the record with sincerity and honesty.
2. I will not appeal to, and will condemn appeals to prejudices based on age, ancestry, citizenship status, disability, ethnicity, gender expression or identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, and/or veteran status.
3. I will uphold the right of every qualified voter to free and equal participation in the election process. I will not take part in, and will condemn those practices that tend to corrupt or undermine the system of free election or prevent the expression of the voters.
4. I will uphold the right of every qualified candidate to free and equal participation in the election process. I will conduct my campaigning in a way that does not impact the accessibility and fairness of the election process.
5. I will promptly and publicly reject the support of any individual or group, which resorts, on behalf of my candidacy or in opposition thereof, to methods in violation of the letter and spirit of this Statement.
6. I will not participate in, and I will condemn, personal vilification, defamation, and other attacks on any opposing candidate, party, or ballot measure advocate.
7. I will not use or authorize, and I will condemn, materials relating to my campaign which falsify, misrepresent, or distort the facts, including, but not limited to, malicious or unfounded accusations tending to create or exploit doubts as to the morality or motivations of any candidate, party, or ballot measure advocate.
8. I will refrain from using my position as an officer in an RSO or University recognized student group in which I am involved to unfairly seek votes, official endorsements, or affiliates.
9. I will respect the privacy of the voting process, and will not in any way interfere with the neutrality of balloting when another individual is voting.
10. I will refrain from any misuse of the ASUW Constitution and the ASUW Bylaws to gain political advantage for myself or any other candidate.
11. I will not exploit, coerce or cause the intoxication of any individual to gain political advantage.
12. I will insist that my affiliates adhere to the Fair Campaign Practices Statement when campaigning on my behalf.

Section III: Candidacy and Filing

1. To file, the candidate must submit the following via the the filing page on vote.asuw.org/filing and then verify the following forms with the designated staff member in the SAO office by the Candidacy Filing Deadline:
 - a. An official filing form, provided by the EAC and signed by the candidate without amendment. The form provided must contain the following essential elements:
 - i. An indication that the candidate intends to seek election to a specific office.
 - ii. A declaration that the candidate believes themselves to be eligible for election to the indicated office in accordance with the ASUW Bylaws, and believes this eligibility will be maintained throughout the election cycle. Optionally, the name of another current UW student who will serve as campaign manager for the candidate.
 - iii. An agreement to comply with this EPP and pay any penalties duly assessed to the candidate under the provisions of this EPP.
 - b. A completed preliminary financial disclosure form.
 - c. Their completed platform and three qualifications that they wish to have listed in the ASUW Voter's Guide.
2. In order to verify eligibility, the candidate must give written permission to the SAO Office by the Candidacy Filing Deadline to verify the following forms from the registrar:
 - a. A copy of the candidate's current Spring Quarter class schedule.
 - b. A copy of the candidate's most recent unofficial transcript
 - c. Candidate transcripts submitted under this Numeral are prohibited from being released to the public.
3. In order to register as a Ballot Measure Advocate, the Advocate must submit the following via the the filing page on vote.asuw.org/filing and then verify the following forms, with the designated SAO advisor by the Ballot Measure Advocate Filing Deadline:
 - a. An official filing form, provided by the EAC and signed by the Advocate without amendment. The form provided must contain the following essential elements:
 1. An agreement to comply with this EPP and pay any penalties duly assessed to the candidate under the provisions of this EPP.
 2. A completed preliminary financial disclosure form.
 3. Indication of the Ballot measure they wish to oppose or support.
 4. Their completed 150 words or fewer statements of support or opposition.

4. The EAC, in cooperation with SAO, shall verify the eligibility of candidates. If eligible, each candidate shall be certified by the EAC no later than the Certification Deadline.
5. At the time of certification, the EAC Co-Chair shall sign the list of all eligible candidates and the office each is seeking, and shall immediately post this list in locations including but not limited to: vote.asuw.org and on any designated ASUW official social media platform.
6. All candidates must attend the EAC ethics seminar. An alternate seminar will be offered for those unable to attend the scheduled seminar.
7. Candidates are expected to attend scheduled EAC candidate forums. In the event that they cannot, their registered campaign manager may stand in for them.
8. No candidate may file for more than one office in any one election.
9. No member of the current Board of Directors may serve as a campaign manager for a candidate.
10. Nor may any candidate simultaneously serve as a campaign manager for another candidate.
11. Any member of the 2020-2021 EAC who intends to endorse or participate in any ASUW election campaigning must resign their position by the first day of Spring quarter. If the resignation does not take place, the Elections Administration Committee member will automatically forfeit their position on the committee. This provision does not apply to the Board of Directors Liaison. This liaison must be treated as though they are not a member of the EAC during the elections process.
12. Additional space must be provided on the ballot for each office in which any voter may write-in a name not printed on the ballot. If a write-in candidate prevails in the election, the candidate has until the Write-In Filing Deadline to retroactively file for candidacy in the manner described in Part 1 of this Section. Upon filing, the write-in candidate becomes subject to this EPP as though they are a candidate filing normally. The EAC shall proceed to verify the write-in candidate's eligibility. Write-in candidates who fail to file for candidacy or are determined to be ineligible are disqualified from prevailing in the election.
13. **Office hours for communication to the EAC via email are during posted business hours. The EAC will strive to reply by the end of office hours within the next two business days. Any other communication will not count as a public record and will not be addressed. The EAC will respond to phone calls, email inquiries, and in person meetings within posted office hours.**

Section IV: Tickets and Collaboration

1. **The EAC will not inhibit candidates from associating with one another, however, tickets are not officially recognized by the EAC or ASUW.** The ASUW and EAC will not put mentions, indications, and inferences of candidate affiliation in publications **or during ASUW sponsored events and forums.** It is at the discretion of the EAC to determine what constitutes mentions, inferences, and indications of candidate affiliation and to prevent their inclusion in ASUW publications.

Section V: Endorsements

1. "Endorsement" means an action or statement by an individual or group that publicly supports a candidate or ballot measure, including signing an official endorsement form.
2. Candidates and ballot measure advocates must not seek endorsements prior to the Campaign Start Date.
3. Candidates and ballot measure advocates must not imply endorsement by a person or group without the consent of that person or group. In any complaint alleging a violation of this subsection, it is assumed that consent did not exist, unless an official endorsement form was filed.
4. In order for endorsements by Registered Student Organizations (RSOs) and University recognized student groups to be published in official election materials and ASUW publications, the endorsement must be registered with the EAC using EAC provided endorsement forms or EAC designated online method. If from an RSO, these forms must include the signatures of at least three of the current officers registered with the SAO at the time the document is submitted. If from another student group, the endorsement form must bear the signatures of three of its current officers. Endorsements submitted online must be certified using UW Net ID to verify RSO or University recognized student group officer status. The EAC additionally requires at least one officer from every RSO or University recognized student group filing an official endorsement to attend an EAC co-sponsored forum held before the endorsement deadline. Failure of a representative officer to attend will disqualify that RSO or group's endorsement from being listed in official elections materials or ASUW publications. The EAC will have a check in and check out sheet at each of these events to keep track of attendance.
 - a. Candidates, Campaign Managers, and Ballot Measure Advocates cannot serve as the representative for the RSO or University recognized student group.
5. No endorsement may be listed in ASUW publications unless it has been officially filed with the EAC in the form prescribed by the EAC. Endorsements by individuals will not be listed in ASUW publications.

6. No ASUW employee, volunteer, appointee, entity, or committee may make endorsements in their official capacity such as using their title or position; and no ASUW equipment or supplies, including employment time or office hours, phones, office machines, office space, and email accounts, may be used for campaign purposes, except as authorized by the EAC. Any candidate or ballot measure advocate receiving an endorsement from an ASUW employee, volunteer, or appointee in personal capacity must, when campaigning with such endorsement, clearly state that such endorsement is in the individual's personal capacity only.
7. All endorsements that appear in the official EAC Voters Guide must be received by EAC by the Endorsement Filing Deadline. The EAC Voters Guide must provide space for no more than fifteen and no fewer than five endorsements per candidate or ballot measure, as determined by the EAC.
 - a. **If candidates receive more endorsements than are published in the EAC Voters Guide, endorsements selected by the candidate, then endorsements will be published in alphabetical order unless otherwise directed by the candidate or ballot measure advocate. All endorsements will be listed on the ASUW Elections website.**
8. Proposed statements in favor of and against ballot measures, no more than 150 words in length, may be emailed to an EAC Co-Chair before the Publication Filing Deadline, together with an agreement by the submitter to comply with this EPP if that person has not registered as a Ballot Measure Advocate. The Judicial Committee is responsible for ensuring that there is an author for both a Pro and a Con statement for each ballot measure. If more than two are submitted for each side of a ballot measure, the Judicial Committee shall choose no more than two statements in favor of and two statements against each ballot measure, which will be published in the Voter's Guide.

Section VI: Campaigning

1. Campaigning must not begin before the Campaign Start Date.
2. Campaigning includes, but is not limited to, the following activities, when such activities are undertaken by a candidate, a candidate's affiliates, a ballot measure advocate, or a ballot measure advocate's affiliates:
 - a. Distributing flyers or other printed materials to promote or oppose a ballot measure or candidate.
 - b. Addressing crowds to promote or oppose a ballot measure or candidate.
 - c. Promoting or opposing a ballot measure or candidate with the intent of obtaining an endorsement.
 - d. Placing signs, sandwich boards, and/or lawn signs with the intent to promote or oppose a ballot measure or candidate.

- e. Use of electronic or social media to publicly promote or oppose a ballot measure or candidate.
 - f. The distribution of campaign apparel, such as t-shirts, buttons, pins, or other paraphernalia prior to the Campaign Start Date, or in the ASUW or GPSS offices, or in the HUB.
 - g. Any other public activity intended to promote or to oppose a ballot measure or candidate.
- 3. Campaigning does not include:**
- a. The act of wearing personal campaign apparel, such as t-shirts, buttons, or pins.
 - b. The private organization, planning, and development of a campaign, including the recruitment of volunteers, planning of strategies, and production of campaign materials.
 - c. The process of recruiting volunteers in a private setting or individual basis for the purposes of assisting candidates after the campaign start date. Any event or gathering can not publically be advertised to students.**
4. Candidates, Affiliates, and Ballot Measure Advocates may not campaign while acting in an official capacity of the ASUW.
5. No candidate, candidate's affiliate, ballot measure advocate, or ballot measure advocate's affiliate may, in the course of campaigning:
- a. Campaign in the ASUW or GPSS offices, or in the HUB
 - b. Store campaign materials within ASUW or GPSS offices.
 - c. Campaign at any event or meeting that is conducted, funded, or sponsored by the ASUW, with the exception of election forums.
 - d. Collect donations for the ASUW, unless such donations are collected for the benefit of the Husky Pride Fund and sufficient proof of deposit is provided to the SAO by the Final Financial Disclosure Deadline.
 - e. Violate the Facility Services Policy, the Residence Hall Solicitation Policy, or any UW IT policies, including the improper posting of campaign signage.
 - f. Post lawn signs or sandwich boards on the University campus before the campaign start date; fail to remove such signs by the Lawn Sign Removal Deadline; or post a lawn sign exceeding 16 square feet.
 - g. Use electronic media to interfere with the neutrality of the ballot, including, but not limited to, failing to cause links to the ballot to appear in a new browser window with the full width and height of the screen.
 - h. Remove or deface any lawfully placed political advertising without authorization.
 - i. Interfere with the academic instruction and mission of the University; including, campaigning in University buildings without the permission of the building supervisor, or campaigning in a classroom without the permission of the instructor.

- j. Violating any applicable law, whether federal, state, or local is a severe violation.
- 6. The EAC shall sponsor one candidate and ballot measure forum at the ASUW Student Senate, and as many public forums as the EAC determines are necessary.
- 7. The EAC may elect to co-sponsor events and forums held by a Registered Student Organization (RSO) or University recognized student group , provided that:
 - a. The RSO or University recognized student group actively encourages attendance at the event. This is, at minimum, promotion on social media, email lists, and at least five print advertisements in academic buildings or centers of student life.
 - b. The event has a broad base of appeal to the campus community and is open to all students.
 - c. The RSO or University recognized student group commits to treat all candidates and ballot measures equally. This entails presenting candidates only as individuals regardless of any unofficial associations they may hold with other candidates.
 - d. The RSO or University recognized student group defers to the EAC guidelines with regard to the structure and management of the event. The guidelines are as follows:
 - i. Forum moderators must meet with an EAC Co-Chair or Vice-Chair between the Candidacy Filing Deadline and the Campaign Start Date.
 - ii. The date and time of all EAC co-sponsored forums must be scheduled prior to the Campaign Start Date and provided to candidates at the time of the Ethics Seminar.
 - iii. Forums may last no longer than 120 minutes without approval from an EAC Co-Chair.
 - iv. Forum structure must be approved by the EAC at least one week prior to the event.
 - v. Forum structure must be made public to candidates and/or ballot measure advocates at least 48 hours prior to the event.
 - e. The RSO or University recognized student group acknowledges the EAC's authority in sponsored forums.
 - f. The event complies with any other criteria which the EAC determines are necessary.

Section VII: Polls

1. Polling will be conducted by online voting. The EAC shall host an online poll that will be open from the Poll Open Date to the Poll Close Date and Time.
2. Elections for positions on the Board are conducted through a system of Instant Runoff Voting (IRV), as provided in the ASUW Bylaws. The first candidate for a position to

receive over fifty percent of the vote will be elected to the position. Voters may rank as many or as few candidates as they choose.

3. The EAC shall operate information booths, selecting locations based on the following factors:
 - a. Accessibility to large numbers of students; and
 - b. Location relative to other information booths.
4. The EAC shall establish polling places at the same locations as the information booths.
5. All information booths must be equipped with measuring tape and complaint process information clearly available.
6. The online voting system and information booth operating hours and locations must be well-advertised by the EAC on-campus prior to and on the days of voting. At a minimum, well-advertised is defined as:
 - a. Marketing that includes elements such as:
 - i. Promotion on social media ;
 - ii. Print and/or digital ads in living communities, academic buildings, and centers of student life.
 - iii. RSO presentations.
 - iv. Advisor, RSO, and entity email list servers.
 - v. At least one ad in a section of The Daily other than the classified section, appearing within one week of the election.
7. In the event of a technical issue with the online voting system, the Board may postpone the election until such a time that the online voting system is operational, or may provide for voting by paper ballot.
8. No candidate, candidate's affiliate, ballot measure advocate, or ballot measure advocates affiliate may:
 - a. Campaign within 100 feet of any EAC balloting area, including information booths and polling places, on any election day.
 - b. Provide or operate any voting station, computer, or other device with intent that such device be used to mark or submit ballots.
 - c. Intentionally view any voter's marked ballot or make any mark on a voter's ballot, unless authorized by that voter.
 - d. Tamper or alter any official election material or ballot without authorization.
 - e. Submit a campaign platform for publication in The Daily.
 - f. Make unauthorized additions or deletions to The Daily or any other University of Washington publication with the intent of promoting or opposing any candidate.
 - g. Use any force, threat or unlawful means to hinder or deter any voter from voting, or to obtain a vote for or against any candidate or ballot measure.

- h. Directly or indirectly offer any bribe, reward, or anything of a fair market value greater than 50 cents to a voter in an attempt to change or persuade any student's voting decision.
- i. Distribute food that does not comply with UW Environmental Health and Safety standards (i.e. anything other than commercially pre packaged items)

Section VIII: Campaign Finance

1. Each candidate and ballot measure advocate must file an up-to-date and accurate statement of all campaign expenditures on or before the date due.
2. Campaign expenditures include the total amount expended in the course of campaigning by the ballot measure advocate, candidate, and their affiliates. Previously owned, donated or discounted goods and services count as campaign expenditures at fair market value. These expenditures must be accounted for at fair market value in financial disclosures. Receipts must be attached to the final financial disclosure form in compliance to the standards the EAC may develop. However, the following are not considered donated or discounted goods or services:
 - a. The value of services provided without compensation by any individual who volunteers on behalf of a candidate or ballot measure advocate.
 - b. Donations or discounts provided equally to every candidate and ballot measure advocate, whether candidates or ballot measure advocates take advantage of the discounted products or not.
 - c. Items of utility used only temporarily in campaigning, such as chairs, tables, and canopies.
3. Candidates may promote or oppose ballot measures as part of their campaign, but any expenditure for such purpose is a campaign expenditure of the candidate.
4. Candidates and ballot measure advocates must submit the Preliminary Financial Disclosure form via email to the designated SAO advisor, or as designated by the EAC, and then verify, in-person, this form with the SAO by the Candidacy Filing Deadline. Candidates and ballot measure advocates must also submit a Final Financial Disclosure form via email to the designated SAO advisor, or as designated by the EAC and then verify, in-person, this form with the SAO office by the Final Disclosure Deadline. Submitted forms must be posted on the glass entryway to the ASUW 121 Suite in the HUB.
5. Campaign Spending Limits are as follows:
 - a. No ballot measure advocate may have campaign expenditures in excess of \$50.
 - b. Candidates are able to spend up to the following amounts:**

- i. \$200 for candidates for the office of President, \$155 for candidates for the office of Vice-President, and \$110 for candidates for any other position.
- ii. Candidates are responsible for disclosing any shared expenditures.

Section IX: Violations

1. It is at the discretion of the Judicial Committee to determine if a single offense that continues to occur constitutes multiple offenses.
2. Violations are punished by a community service or disqualification.
 - a. Disqualification includes both disqualification from ballot placement and disqualification from prevailing in the election.
 - i. No disqualification may extend beyond the election cycle with respect to which the violation occurred.
 - b. In the case of ballot measures, the ballot measure itself may be disqualified from ballot placement and disqualified from passing as punishment for violations by a ballot measure advocate or their affiliate.
3. Classification of Violations
 - a. Each violation deemed “minor” has a mandatory penalty of community service hours in the equivalent ratio of Seattle Minimum Wage in the year of the violation not exceeding \$50. In order to be minor the violation must have been unintentional and corrected within one business day of receiving written notice from the EAC, must not have impacted another candidate, the elections process, or the University as a whole, and the provision violated must have been violated less than two times.
 - b. Each violation deemed “major” has a mandatory penalty of community service hours in the equivalent ratio of Seattle Minimum Wage in the year of the violation not exceeding \$100. Major violations also constitute grounds for disqualification if the Judicial Committee deems the violation gave the respondent undue advantage. In order to be major the violation must have had a greater impact than a minor violation or must not have been corrected within one business day of receiving written notice from the EAC. Major violations can be uncorrected minor violations.
 - c. Each violation deemed “severe” in this EPP has a mandatory penalty of community service hours in the equivalent ratio of Seattle Minimum Wage in the year of the violation not less than \$75 and not exceeding \$150, as well as mandatory default disqualification, unless the Judicial Committee determines that extenuating or mitigating circumstances reduce the actual severity of the

violation. Severe violations include actions that result in substantial injustice to other candidates, the elections process, or the University as a whole.

- i. Examples of “severe” violations include, but are not limited to:
 1. Seeking endorsements prior to the Campaign Start Date
 2. Violating any applicable law
 3. Tampering or altering any official election material or ballot
 4. Using force, threat or unlawful means to hinder or deter any voter from voting, or to obtain a vote for or against any candidate or ballot measure
 5. Directly or indirectly offering any bribe, reward, or anything of a fair market value greater than 50 cents to a voter in an attempt to change or persuade any student’s voting decision.
 6. Provide or operate any voting station, computer, or other device with intent that such device be used to mark or submit ballots.
- d. Community service hours be fulfilled within six weeks of the final decision or by the end of Spring Quarter, whichever is longer.
 - i. Completion of community service hours will be overseen by Board members of the academic year in which the election takes place
 - ii. Community service hours may not exceed over 20 hours
4. If a prevailing candidate is disqualified from winning in the election, a new special election will be conducted among the other non-disqualified candidates for that position.
5. If a prevailing candidate fails to file for candidacy or submit financial disclosure forms by the deadlines provided in this EPP, the Judicial Committee may order that the candidate be disqualified.
6. Liability exists for even unintentional or unknowing violations, unless intent or knowledge is an essential element of the provision violated.
7. An attempt, conspiracy, or solicitation to commit a violation constitutes a violation.
8. In all instances, the actions of a candidate’s affiliates constitutes action of the candidate and the actions of a ballot measure advocate’s affiliates constitutes action of the ballot measure advocate.

Section X: Complaints

1. The filer of a complaint is designated the “complainant.”
2. The alleged violator is the “respondent.”
3. The ability, reason, and methods for filing a complaint must be advertised on the ballot.
4. Complaints may allege a violation by one or more of the following entities:
 - a. The EAC

- b. An entity of the ASUW
 - c. Any candidate or group of candidates
 - d. Any ballot measure advocate
5. Complaints must be submitted in-person to the designated SAO Advisor in the SAO office and confirmed in writing by the complainant with the appropriate SAO adviser before the Complaint Deadline. Upon such confirmation, the complaint is considered filed, and the date and time of such will be recorded by the SAO.
 6. All complaints must be made in legible writing on forms adopted by the EAC, which will be provided by SAO. Any such form must include:
 - a. The identity of the complainant and respondents.
 - b. A citation to the specific rule alleged to be violated.
 - c. The alleged facts which constitute a violation of the cited rule, including the date, time, and place of the alleged violation, if applicable.
 - d. Contact information for any known witnesses of the facts alleged.
 - e. The complainant's signature.
 - f. Optionally, written or photographic evidence attached to the form or given by URL.
 7. Complaints which fail to comply with the procedures of this Section may be dismissed by the Judicial Committee at the time of the complaints hearing, even if such dismissal is not requested by either party.
 8. Complaints naming affiliates of a candidate, group of candidates, or ballot measure advocate may be submitted, but must include specific names to be officially filed.

Section XI: Complaint Procedure

1. All parties to a complaint are entitled to due process in the resolution of the complaint.
2. By the third business day after polls close, the EAC shall post copies of all validly filed complaints on the glass entryway to the ASUW 121 Suite in the HUB, and on vote.asuw.org. Candidates will also be notified via email if a complaint has been filed against them. This posting and corresponding email is considered notification to all respondents of the filed complaint.
3. Respondents are entitled to request and receive the following information from SAO:
 - a. A copy of the filed complaint.
 - b. The time, date, place, and agenda for the hearing on the complaint.
 - c. The rules by which the hearing will be conducted.
4. Complaints will be considered and judged upon their legal and factual allegations by the Judicial Committee at the Complaint Hearing Date. The Judicial Committee must hold an in-person public hearing on each complaint.

5. The Judicial Committee will not consider complaints if the complainant fails to appear at the hearing.
6. Hearings may be postponed by the Judicial Committee for good cause, and the complainant or respondent in any hearing may move for postponement by written petition directed to the Judicial Committee. Any order of postponement must be promptly posted on the glass entryway to the ASUW 121 Suite in the HUB and on vote.asuw.org.
7. All public hearings under this Section must commence within seven business days after the Poll Close Date. After receiving evidence and arguments, the Judicial Committee will deliberate on each case in a closed executive session.
8. The Judicial Committee shall resolve each complaint by determining whether the evidence has shown that it is more likely than not that the respondent committed the violation alleged. If the Judicial Committee finds the violation was committed, it shall enter an appropriate judgment, including a penalty, on its records. If the Judicial Committee finds otherwise, it shall enter an order dismissing the complaint.
9. Each party may call and examine such witnesses as they determine are necessary to the resolution of disputed facts. All such witnesses are subject to cross-examination.
10. An EAC Co-Chair may testify on behalf of absent EAC members.
11. The hearing for each complaint will proceed as follows, unless otherwise ordered by the Judicial Committee:
 - a. Roll call will be taken to ensure the presence of the complainant and/or respondent.
 - b. The Chair will introduce the members of the Judicial Committee, and read the complaint aloud.
 - c. The parties will introduce themselves to the Judicial Committee.
 - d. The Chair will ask the parties for any procedural questions, and the Judicial Committee will respond as appropriate.
 - e. The complainant may make an opening statement, followed by the respondent. The respondent may reserve this opportunity until later in the hearing.
 - f. The complainant may call witnesses, to be examined in the manner described above.
 - g. If reserved, the respondent may make an opening statement.
 - h. The respondent may call witnesses, to be examined in the manner described above.
 - i. The complainant may make a closing statement, followed by the respondent. The complainant may then make a statement in rebuttal.
12. The Board of Directors must approve all penalties before becoming final. Any modifications to the penalties recommended by the Judicial Committee shall require a

three-fourths vote by the Board of Directors to amend. Board's consideration is the final opportunity for appeal of penalties.

13. The Judicial Committee's judgments shall proceed as follows:
 - a. Each judgment must be based solely on facts presented at the public hearing.
 - b. Judgments and dismissals from the Judicial Committee for each complaint must be submitted to the Board for consideration within one week of the beginning of the complaint's public hearing, unless the ASUW President grants an extension, which must not be longer than one month.
 - c. Each judgment and dismissal will be presented individually at a meeting of the Board by the Secretary of Judgments of the Judicial Committee or their proxy. After each presentation, the complainant and respondent may each make a statement requesting action by the Board on the judgment or dismissal.
14. Enforcement of Judgments
 - a. At least fourteen days before the Judgment Satisfaction Deadline, the Judicial Committee shall compose and distribute letters to all parties receiving community service hours indicating the amount of community service, the date by which the community service hours must be done, and the manner in which they may complete the community service hours.
 - b. By the fourth meeting of the subsequent year, the Secretary of Judgments of the Judicial Committee shall meet with the designated SAO advisor to ensure that the community service hours from the previous election were completed.

Section XII: Withdrawal From Candidacy

1. To withdraw from candidacy means that a candidate willingly removes their name from the ballot.
2. In order to withdraw from candidacy, candidates must submit a statement to the EAC. This can be a written and signed statement in-person or a signed and notarized statement indicating such a desire to the EAC at least two business days prior to the first day of voting.
3. The EAC Co-Chairs shall notify the designated SAO advisor so that the name is removed from the ballot.
4. Candidates who withdraw must be taken off the online ballot, and have their names posted visibly at EAC information booths and polling places with an indication that they have withdrawn from the election.

Section XIII: Special Elections

1. Section 6 of the ASUW Constitution and Article XIV, Section 2, Subsection C, Part 3 of the ASUW Bylaws outline the various mechanisms by which a special election may be ordered. This Section applies with respect to such elections when ordered.
2. Voting for special elections lasts two days. Voting must begin at 12:01 a.m. of day one, and end at 11:45 p.m. of day two.
3. Special elections must be well-advertised. At a minimum, this requires:
 - a. Marketing that includes elements such as:
 - i. Promotion on social media ;
 - ii. Print and/or digital ads in living communities, academic buildings, and centers of student life.
 - iii. RSO presentations.
 - iv. Advisor, RSO, and entity email list servers.
4. In general, the EAC has authority to establish the appearance and structure of special election ballots, and to prescribe the manner of voting.
5. The EAC must operate a minimum of two information booths, staffed for a minimum of four hours per day, on campus for each day of voting in the special election.
6. The EAC must hold a minimum of one public forum at least one week in advance of the first day of voting.
7. Special elections are regulated by the last EPP approved by the Board, to the extent that its provisions are applicable in the context of the special election.

Section XIV: Duties of the Election Administration Committee

1. The general administration, marketing , and certification of each election is vested in the EAC. The EAC shall discharge these duties fairly and impartially, without attempt to benefit or harm any candidate or ballot measure.
2. The EAC shall assemble the committee members by the end of Autumn Quarter.
 - a. The committee members will present to UW Students about ASUW Elections prior to the Candidacy Filing Deadline. They will detail what is required to run as a candidate in elections and provide a current timeline of dates and deadlines relevant to candidate participation.
 - b. The committee members will aid the EAC Co-chairs in the production of a programming fair to promote voting in ASUW Elections during the week of ASUW Elections.

- c. The committee members will recruit and maintain UW student volunteers to run polls during elections. These volunteers will be trained in the EAC mission of conducting a fair and ethical election process.
 - d. The committee members will compile a resource sheet to aid candidates in financial accessibility.
 - e. The committee members will assist the EAC Co-chairs with marketing and outreach for ASUW Elections.
3. The EAC shall employ a thorough and complete outreach to advertise ASUW Elections. This shall include advertising for both candidate and voter participation. EAC's outreach for ASUW Elections should include at a minimum:
- a. Marketing that includes elements such as:
 - i. Promotion on social media ;
 - ii. Print and/or digital ads in living communities, academic buildings, and centers of student life.
 - iii. RSO presentations.
 - iv. Advisor, RSO, and entity email list servers.
 - v. At least one ad in a section of The Daily other than the classified section, appearing within one week of the election.
 - vi. At least one candidate forum within one week of elections.
 - b. Three information sessions prior to the Candidacy Filing Deadline that educate students on how they can get involved in ASUW elections. All advertisements of the information sessions should include print, digital, and social media outreach.
 - c. The dates for the Candidate Filing Deadline and the Poll Open Date should be advertised in print, digital, and social media ads within 2 school weeks of EPP adoption and no later than Week 2 of Winter Quarter.
 - d. Updates to the ASUW Elections website that include:
 - i. Posts of all information sessions as information becomes available.
 - ii. Posts of all forums as information becomes available.
 - iii. Posts about upcoming deadlines associated with ASUW Elections, to be posted initially at least 2 months before the deadline, and posts to remind of upcoming deadlines as needed.
 - iv. An up to date calendar with all events, dates, and deadlines to be inputted as they are scheduled throughout the year.
 - v. Up to date versions of the EPP and the Candidate's Packet as they become available.
 - vi. An individual page for each candidate, to be found linked under the position they have filed candidacy for, the week following the Candidacy Filing Deadline.
 - vii. Blog posts of all polling station locations and the online voting link.

- e. The production of an event during the week of ASUW Elections to promote that ASUW Elections have begun. The EAC will maintain at least one polling station at the event.
4. The EAC shall provide each potential candidate and ballot measure advocate with a Candidate's Packet, containing the following:
 - a. Portions of the ASUW Constitution pertinent to elections;
 - b. Bylaws of the Board of Directors, Article I;
 - c. Elections Policies and Procedures;
 - d. Official filing form, to include the Fair Campaign Practices Statement;
 - e. Poll locations;
 - f. Platform statement information;
 - g. Elections calendar;
 - h. Financial Disclosure deadline and information;
 - i. Financial Disclosure Forms;
 - j. The UW Information Technology Policy
 - k. The Residence Hall Solicitation Policy; and
 - l. The University of Washington Facility Services Policy.
5. The EAC shall keep all cast ballots, election results, and voter counts secured and secret until such time that the results of the election are certified, and shall require all poll workers to do the same.
6. The EAC shall certify and publicly announce the outcome of each election no later than one business day after polls close, unless the ASUW President approves a delay due to extenuating circumstances. The ASUW President's delay is subject to reversal by a $\frac{3}{4}$ majority vote by the Board.
7. The EAC shall develop the ballot and shall not compromise the neutrality of the ballot.
8. The EAC may issue candidates or ballot measure advocates orders to cease and desist in any action which gives rise to a violation of this EPP, and failure to comply with such orders may be used as evidence of intent in any subsequent complaint under this EPP.