



(Associated Students of New Mexico State University)

2016 SPRING

PRESIDENT & VICE
PRESIDENT

ELECTION PACKET

Dear Prospective Candidate,

February 15, 2016

I would like to personally thank you for your willing ness to get involved with ASNMSU. It is always great to know that there are students out there who have pride in NMSU and their student government. We are looking forward to another great semester and many fun times.

I have included the following in this packet:

1. Available Positions
2. Important Dates
3. Biography Instructions
4. Freedom of Expression Policy / CCSU Campaign Regulations
5. ASNMSU Constitution / ASNMSU Election Code (Chapter 2 of Law book)
6. Petition of Candidacy
7. Official Nomination Forms
8. Qualification / Check Release
9. Financial Disclosure
10. List Serve Form
11. Official Violation Form

Please pay close attention to the dates and times listed on the next page. These deadlines are set and will not be altered for any reason; any violation will be grounds for disqualification. There is a mandatory meeting **Thursday March 3, 2016 at 5:00 P.M.** in the Senate Chambers (3rd floor of Corbett). During this meeting we will go over all election rules, important dates and all candidate pictures will be taken at this meeting.

Candidate biographies and petitions will be due **Wednesday March 2, 2016**; no late submissions will be accepted for any reason. The biographies must be no longer than 200 words and must be emailed to asnmsuceo@nmsu.edu **NO LATER than March 2, 2016 at 5:00 P.M.** AND a hard copy is due with your packet. Personal pictures will NOT be accepted. We will be taking your pictures at the meeting that may submitted in the Round Up, posted on the ASNMSU webpage and placed in the Voter's Guide.

Be sure to get at least twenty-five extra signatures on your petitions in case any names are deemed invalid; in addition, make sure that all names are printed legibly, as all others will be deemed invalid. Only students from your college may sign the petition, and no student shall sign more petitions than there are seats to be voted for.

Campaigning will officially begin **Monday, March 7, 2016 at 8:00 A.M.** Elections begin **Monday, March 28, 2016 at 8:00 A.M.**, and will continue 24 hours a day at all computer labs through **Friday, April 1, 2016 at 5:00 P.M.** Violation Forms, Financial Disclosure Forms and List Serve/Social Media Forms are due **Friday April 1, 2016 by NO LATER than 6:00 P.M.** in the ASNMSU office.

Please be aware you have to option to participate in the Presidential and Vice Presidential Debate. This service is offered to you by ASNMSU. The debate is scheduled for **Wednesday, March 23, 2016 at 11:30AM.**

I look forward to working with each and everyone of you during the election process. I am here to help make this process as seamless as possible. Please remember that during elections, tensions are high. Please act with professionalism as I will do the same. Running for office is one of the most rewarding experiences one can have during their collegiate years. Please follow all rules set forth by Chapter 2 of the ASNMSU Law Book. You can find copies of the ASNMSU Lawbook at asnmsu.nmsu.edu. As I said, I look forward to working with you and making this election process fun and rewarding for all parties involved.

If you have any questions, feel free to contact me at (575)646-4415. You can e-mail me at asnmsuceo@nmsu.edu or hcp2012@nmsu.edu.

Good luck in the election,

Hannah Parker

Hannah Parker
ASNMSU Chief Elections Officer

Senate Positions Available-SPRING 2016

The following Senate seats are available:

Agriculture, Consumer & Environmental Sciences	2
Arts and Sciences	4
Business	2
Education	1
Engineering	2
Graduate	3
Health and Social Services	1

Things To Remember

- All positions are elected to a one year term.
- If there are more candidates for senate seats than there are seats available, the person(s) with the highest number of votes wins the seat(s) available.
- Those elected will be required to attend a swearing in ceremony at the last ASNMSU Senate Meeting of the semester on **April 28th, at 6:00 P.M.**, in the Senate Chambers, on the third floor of the Corbett Center Student Union. Those attending should be dressed in formal business attire.
- The ASNMSU Law book sets forth the governing practices and procedures for how ASNMSU operates. In particular, please take time to read through the Elections Code and Constitution, as they are the basis for the elections. Violations of the ASNMSU Law Book will be taken very seriously, and the appropriate penalties will be imposed by the Elections Board.

SPRING 2016 ELECTION DATES

2/15 –Senate packets with petitions available for candidates running for election

3/2 –Packets due in ASNMSU Office by 5:00PM

- Candidate petition, hardcopy of biography and qualification paper work
- Biography due by email as well at 6:00 PM to asnmsuceo@nmsu.edu

3/3 –Mandatory meeting for candidates in the Senate Chambers, 5:00-6:00PM.

- Take candidate photos, **Dress is professional attire**

3/4 – Official candidates listed on ASNMSU door by noon.

3/7 –Campaigning begins at 8:00 a.m.

3/23 –Presidential and Vice Presidential Debate, Aggie Lounge, 11:30AM

3/28 – Elections/Voting begins at 8:00 a.m.

4/1 – Elections/voting ends at 5:00 p.m.

- Unofficial results posted on glass outside ASNMSU office by 11:00 PM

4/1 – Violation forms & financial disclosure forms due by 6:00PM

4/4 – If needed, runoff elections begin 8:00 a.m.

4/8 – Runoff elections end at 5:00 p.m.

- Official results posted by 11:00 p.m. at ASNMSU office

4/28 – All elected candidates attend ASNMSU senate meeting to be sworn in

BIOGRAPHY INSTRUCTIONS

• According to the ASNMSU Elections Code Section 2-7-3-A one of the benefits of candidacy is: “A photograph and written statement printed in a voter guide prior to the general election at the expense of the Election Board, if that candidate so desires. Such a written statement shall not exceed two hundred (200) words. The Chief Elections Officer shall be responsible for arranging a photo session and collecting written statements;”

Please note the following guidelines:

Candidate Photographs will be taken at the time of your candidate meeting:

- **March 3 at 5:00 - 6:00 P.M.** in the Senate Chambers.
- There will be no make-up times for this. You must have your picture taken at this time. No self-submissions will be accepted.
 - If you have a conflict, please notify the Chief Elections Officer ASAP
- Biographies must be in hard copy and emailed to asnmsuceo@nmsu.edu and cc: hcp2012@nmsu.edu the biography should be typed, double spaced, in New Times Roman, font size 12.
- The Round Up and the Chief Elections Officer may, at their discretion, cut down / edit candidate biographies, and request a new biography to fit the format required.
- The Chief Elections Officer reserves the right to reject inappropriate or offensive biographies, and request a new biography from the candidate.

FREEDOM OF EXPRESSION POLICY

New Mexico State University recognizes and promotes an intellectually open campus. The free exchange of ideas through written, spoken, and other forms of expression reflects its public land-grant heritage, support of diverse points of view, and commitment to excellence in education and research.

A. Campus Use for Free Expression

Any outdoor area that is generally accessible to the public may be used by any individual or group for petitioning, distributing written material, handing out newspapers, or conducting speech acts. Prior approval is not necessary as long as the primary action is not to advertise or sell a commercial product. Activities must follow all applicable fire codes, local, state, and federal laws. Activities shall not:

- o Unreasonably obstruct vehicular or pedestrian traffic.
- o Block the entrances or exits to buildings and facilities.
- o Permanently occupy land areas or permanently locate signs and posters.
- o Erect permanent structures, shelters or camps.
- o Unreasonably interfere with classes, university work, and scheduled events.

In exercising the right of free expression, one must also accept the responsibility of following the laws related to the safety of people and property. If property damage or excessive littering occurs, or other unusual expenses are incurred by the university as a result of the event, event organizers may be held responsible for reasonable charges if deemed appropriate by the President or his/her designee.

1. Petitioning and the Distribution and Posting of Literature and Signs

(a) All literature distributed must contain identifying information, either (1) the name of an NMSU sanctioned organization, or (2) the name and address (which may be an organization and e-mail address) of the unaffiliated entity or person or the telephone number of the unaffiliated entity or person for someone to contact in case of litter problems.

(b) Literature may be distributed hand-to-hand, through the use of tables, or by posting on designated bulletin boards and kiosks.

(c) Written materials may not be placed in non-approved locations. Written materials may not be placed on any part of a university building or structure without university permission. Posting on traffic signs, power poles, trees, and automobile windshields is not allowed.

(d) Tables are allowed as long as they do not unreasonably interfere with pedestrian traffic. Materials may not be left on unattended tables. While scheduling of tables is not required in advance, those individuals who have previously scheduled a site through the Campus Activities Office or other appropriate university offices will take precedence.

2. Group Speech Activities

(a) Group speech activities, including rallies, parades and demonstrations, that are advertised through public media including newspapers, radio, television, flyers, or electronic lists may need to be coordinated through the NMSU Police Department (as described in 2b).

(b) Any individual, group, or organization sponsoring a group speech activity that is expected to draw more than 100 persons at one time and uses public media for advertising must notify the NMSU Police Department no less than 72 hours in advance of the activity, so that the NMSU Police Department can take appropriate actions to ensure the safety of the event and issue a permit as proof of prior notification. Activities expected to draw 500 or more participants, or require road closures or detours, must be scheduled two weeks in advance.

(c) Any individual, group, or organization planning a group speech activity is encouraged to contact the Campus Activities Office in advance so that activities may be coordinated with appropriate university offices. This will allow for locations to be reserved or other concerns to be addressed, such as the use of sound amplification equipment. Contacting the Campus Activities Office is voluntary and does not constitute an approval process.

1. All scheduling is done on a "first come, first serve" basis.
2. Activities that are scheduled receive priority in the use of space on campus.

3. Electronic Sound Amplification

(a) The use of electronic sound amplification equipment is authorized in the open lots to the East of the Pan American Center and Aggie Memorial Stadium, the Corbett Center Outdoor Stage, and the "Aggie Pond" area off Espina Street, from 7:00 a.m. to 7:00 p.m. Sunday through Thursday, and from 7:00 a.m. to midnight on Friday and Saturday.

(b) Sound amplification equipment may be allowed at other times and in other locations if coordinated in advance through the Campus Activities Office.

4. Use of Chalk

(a) Chalk may be used on campus as long as it is restricted to concrete walkways.

(b) All chalk used must be of a temporary or removable nature. Permanent chalk, such as surveyor's chalk, may not be used under any circumstances.

B. Policy Enforcement

Any person violating this policy will be subject to:

1. Being asked to cease and desist or to relocate by appropriate university employees

acting within the scope of their duties.

2. Being ordered to leave the premises or property owned or controlled by the university

by the police or a person in charge of the property.

3. Institutional disciplinary proceedings under the Student Code of Conduct if violation

by a student. Violations by faculty or staff will be referred to the appropriate department or academic unit.

4. Arrest for violation of local, state, and federal law(s).

5. Restriction of future use of, or access to, the NMSU campus.

C. Reference to Other Policies Impacting Freedom of Expression

In the event that the terms of this policy conflict with other existing policies impacting freedom of expression in areas generally accessible to the public, the terms of this policy shall prevail.

ASNMSU ELECTION CAMPAIGN INFORMATION FOR CCSU Spring 2016

GENERAL:

These guidelines are intended to allow more opportunity for candidates to post materials in Corbett Center. Please note all other ASNMSU and University Policies regarding elections apply.

The University guideline concerning printed material reads as follows: "Printed material may only be posted on bulletin boards or at locations specifically designed for such use. Material shall not be attached in any way to walls, glass, doors, floor, or any other part of a University building or structure, traffic sign, power pole, sidewalk or tree." (From page 2, sec. 2 of the University Sales and Solicitation Policies.) Additionally, the use of chalk on bench tops is strictly prohibited.

MEETING ROOMS

During the campaign, rooms in CCSU are to be reserved for meetings only, not for display. Interpretation shall be solely the judgment of Campus Activities.

ROOM AND TABLE RESERVATIONS:

Any candidate may reserve a room for a meeting and/or a display table in Corbett Center by completing the following:

1. The candidate must appear on the "Official Candidate List," provided to Campus Activities by the Chief Elections Officer. Complete an Activity Request Form. List Campus Activities as the sponsor.
2. To reserve a table, complete an "Activity Approval" form listing all the dates and times you want and turn it in to the Campus Activities Office; the secretary will then give you forms to get approval at the Conference Services Office. You will find your table in place with your name on it when you arrive to set up your display (Make sure you find YOUR table). You may include in your request, one (1) six-foot (6') table, up to three (3) chairs, and one (1) easel. Table use is governed by the following guideline:
 - A. Someone must be at the table at all times requested.
 - B. Table attendant(s) cannot go past the front of the table to hand out campaign materials.

C. Tables are not to be moved, and trading tables is not permitted.

D. Table attendant(s) shall conduct themselves in a manner that will not infringe on the rights of the individual with overzealous techniques and confrontation, and will not create excessive noise or disturbance.

POSTERS / FLYERS

Before posting flyers, go to the information desk on the 2nd floor to get approval and verify the locations where you can hang flyers. The following are the areas you may post your poster material in Corbett Center:

LEVEL I

1. East entrance (south wall next to Aggie Underground)
2. North entrance (across from Sale Board, next to Campus Dining Offices)

LEVEL II

1. West end (top of staircase)

LEVEL III

1. ABSOLUTELY NO LOCATION!!!

BANNERS:

The Chief Elections Officer will reserve banner space in Corbett Center for interested candidates. Give enough advance notice if interested in hanging a banner. The following rules apply to posters and banners: You must check with the C.E.O., not with the office of Campus Activities or Conference Services, about reserving this particular space.

1. Posters may not exceed 17" x 22".
2. One per site.
3. NO glitter allowed on posters or banners

One vinyl banner per candidate can be hung up two weeks prior to elections in the Crossroads area only. Paper banners not allowed. Banner size can vary but should be approximately 3'x 6' and must have grommets (ring holes) so they can be hung with string. Banners or posters cannot be hung on stairwells. Banners should be brought to Conference Services and CCSU Maintenance will hang them and remove them after elections.

**ASNMSU OFFICIAL PETITION OF CANDIDACY FOR
SENATOR IN SPRING 2016 ELECTION**

(Due on March 2nd, by 5:00 p.m. in the ASNMSU Office)

Full Name: _____

Address: _____

Phone Number: _____

E-mail: _____

College of Candidacy: _____

I, _____, acknowledge my candidacy for the office of ASNMSU Senator, and shall, if elected, accept the duties and responsibilities of the office. I am a member of the ASNMSU not suffering disability by academic or disciplinary probation and am qualified, as prescribed by the ASNMSU Constitution, to accept and run for the office which I am a candidate.

Signature: _____

NOMINATIONS FROM ASNMSU MEMBERS

Name (Print)	Signature	College	NMSU Username
John Smith		A&S	js10101@nmsu.edu

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Candidate's Name (Please Print): _____

*Note: No member of the ASNMSU shall sign more petitions of candidacy than positions to be voted on. This is checked by Election Officials upon receiving the petitions and affidavit.

**Candidates for Senate: All signatures must be from the members of the college in which you are running, all others will be deemed invalid.

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ASNMSU QUALIFICATION CHECK RELEASE/ AUTHORIZATION

By my signature below, I hereby authorize personnel in the office of the Dean of Students to verify and release the following information to the Chief Elections Officer and ASNMSU Advisor in accordance with the ASNMSU Law book:

- 1) Membership in ASNMSU (paid the ASNMSU fee);
- 2) Academic Standing;
- 3) Disciplinary Standing;
- 4) and Grade Point Average.

Please return this completed, to the Chief Elections Officer as soon as possible, but no later than 5:00 p.m. (to the ASNMSU Office) on March 2, 2016. The CEO, in conjunction with the ASNMSU Advisor, will prepare a list of candidates for office, including their qualifications for office, and provide the list and this Release Authorization form to the office of Dean of Students. The office of the Dean of Students shall notify the CEO of the status of the candidates seeking election and whether any candidate does not meet the qualifications for office. Notification and subsequent possible actions are outlined in Section 3-35 of the ASNMSU Law book.

Signature

Printed Name

Banner I.D. #

Offices Held / Term

Date Signed

FINANCIAL DISCLOSURE

You must turn this form in to the Chief Elections Officer in the ASNMSU office by 6:00 P.M. on Friday, April 1, 2016.

EXPENSES: TOTAL:

DONATION OF GOODS AND SERVICES

ITEM: TOTAL:

I CERTIFY THE ABOVE TO BE TRUE AND CORRECT AS
ACKNOWLEDGED BY THE ACCOMPANYING RECEIPTS AND
LETTERS OF VERIFICATION.

CANDIDATE: _____

COLLEGE: _____

SIGNATURE _____ DATE _____

SOCIAL MEDIA / LIST SERVE FORM

Social Media

Facebook Name/ Group: _____
Date Created _____ Number of Members _____
Group Administrators _____
Number of posts/dates of posts: _____

Twitter Handle/Group: _____
Date Created _____ Number of Followers _____
Group Administrators _____
Number of tweets/ dates of tweets: _____

Other Social Media: _____
Group Name _____
Date Created _____ Number of Members _____
Group Administrators _____
Number of posts/dates of posts: _____

List Serve

Name of List Serve: _____
Date of Sent Message: _____
Number of People on List Serve: _____
Name, Title, and Phone Number of person who gave you approval:

Name of List Serve: _____
Date of Sent Message: _____
Number of People on List Serve: _____
Name, Title, and Phone Number of person who gave you approval:

Name of List Serve: _____
Date of Sent Message: _____
Number of People on List Serve: _____
Name, Title, and Phone Number of person who gave you approval:

OFFICIAL VIOLATION FILING FORM

I, _____, allege that a violation has occurred in the Spring Senate Election of 2016 on _____ at _____.
(Date) (Location, i.e. polling place, etc.)

Please describe the alleged violation including all facts pertinent to the alleged violation in question. Please be as specific as possible.

This allegedly violates Section _____ of the 2014-2015 ASNMSU Election Code.

Signature

Date

This form should be submitted to the Chief Elections Officer, Hannah Parker, by Friday, April 1, 2016 at 6:00 P.M., in the ASNMSU Office.