



Spring 2022 Election Packet

ASNMSU Elections Department

Chief of Elections Officer: Armando Burciaga

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Physical Address:

ASNMSU Office - 1st Floor of Corbett Center - Rm. 106

New Mexico State University, Las Cruces, NM 88003

Dear Prospective Candidate,

February 10, 2022

I would like to thank all those who are willing to get involved with ASNMSU. It is heartwarming to see that there are students out there wanting to be better within the NMSU student body by getting involved with their student government. I know it has been a long and tiring time through the COVID-19 pandemic, however, we must have high hopes for the better. **Please read carefully though this packet as there are still COVID-19 restrictions and mandates that may affect the Spring 2022 Elections.**

*Please take all NMSU, State, and CDC, Covid-19 protocols into consideration throughout campaigning and elections. Those who do not follow these guidelines may be subject to consequence. *

All of the following will be included in this packet:

1. Formal Letter
2. Available Positions
3. Important Dates
4. Biography Instructions
5. Freedom of Expression Policy/CCSU Campaign Regulations
6. NMSU Housing Policy Campaign Regulations
7. Poster/Flyer Information
8. Petition of Candidacy/Binding to ASNMSU Election Code (Chapter 2 of Law Book)
9. Qualification/Check Release Form
10. Financial Disclosure Form
11. Social Media/List Serve Form
12. Official Violation Form
13. ASNMSU Code of Ethics

Please pay very close attention to all the dates and times listed in the below pages. These dates and deadlines will not be altered at all through the election process. If there are any violations to these deadlines it can be grounds for disqualification.

1. There will be ONE candidate meeting along with ONE Make-up Candidate meeting. ALL prospective candidates those who are new or returning are REQUIRED to attend one of the meetings in order to be considered for official candidacy:
 - a. First meeting (Candidate meeting) is **Wednesday, February 16, 2022, at 4:00 PM**
 - i. **Location: ASNMSU Conference Room**
 - b. Second meeting (Make-up Candidate Meeting) is **Monday, February 21, 2022, at 6:00 PM**
 - i. **Location: ASNMSU Conference Room**

- c. You are **REQUIRED** to attend one of the two meetings, send an approved representative, or provide an excuse twenty-four (24) hours prior to the meeting. All excuses for absence must be sent to asnmsuceo@nmsu.edu.
 - d. If for any reason you cannot make it to the initial candidate meeting you may send a representative to take your place in the meeting, however, you must notify me twenty-four (24) hours in advance to get the approval for the representative.
2. I will be requiring for each candidate to have twenty-five (25) nomination signatures. I strongly suggest to get more than the minimum amount of required signatures due to the fact that the Election Board verifies each individual signature and it may be possible some are invalid. As far as the verifications go, you can only receive signatures from students within your college and the students are not allowed to sign more petitions than seats that are to be voted for.
3. Campaigning will start on Monday, March 28, 2022 at 8:00 AM and concluding Friday, April 1, 2022 at 5:00 PM. Elections will begin the following Monday, April 4, 2022 at 8:00 AM, and will continue twenty-four (24) hours a day online and at tabling events throughout campus through Friday, April 8, 2022 at 5:00 PM.
4. The Financial Disclosure form will be due Friday, April 8, 2022 at 5:00 PM on the crimson connection form or by email to the Chief Elections Officer at asnmsuceo@nmsu.edu.
5. Any Violation Forms will be due Friday, April 1, 2022, and April 8, 2022, at 5:00 PM by email or by the Official Online Violation Form.
6. Please be aware that I am accepting the Spring 2022 Election Packets by email at asnmsuceo@nmsu.edu OR through the Spring 2022 ASNMSU Elections Packet Submission Form that is available on Crimson Connection.
 - a. If you decide to turn in your packet via email, please scan or take pictures of each page and email them all in the same email (please send files as either a Word Document or pdf/picture). Please include your name followed by “Spring 2022 Election Packet” in the subject line (ex: Pistol Pete Spring 2022 Election Packet). Follow the same instructions to submit the Financial Disclosure Form due on April 8, 2022 at 5:00 PM with your name followed by “Spring 2022 Financial Forms”.
 - b. All forms are required regardless if they apply to you or not.

I look forward to working with each and every Prospective Candidate during the elections process. My job is to help and make this process move smoothly and seamless as possible. For those who have not gone through the elections process before please be advised that the tensions can be high. I ask that you act with professionalism, and I will do the same in return. The Election Code and Rules are listed below please follow them. If any violations were to occur there will be Violation Meeting that will be conducted by myself and my Election Board if any were to happen. I look forward to seeing what you guys have in store for this Spring Election.

Good luck to all the Prospective Candidates,

Armando Burciaga
ASNMSU Chief Elections Officer

Senate Positions Available – Spring 2022

The following Senate seats are available:

COLLEGE	SEATS AVAILABLE
Agriculture, Consumer & Environmental Sciences	2
Arts and Sciences	5
Business	1
Engineering	2
Graduate	3
Health, Education & Social Transformation	2

Things to Remember

1. All positions are elected to a one-year term (two semesters).
2. 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.
3. Those elected will be required to attend a swearing-in ceremony with the ASNMSU Senate. Winners will be made aware of the time and date of this ceremony as soon as unofficial results are in.
4. The ASNMSU Bylaws set 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.
5. Absolutely NO exceptions will be made for the Spring 2022 ASNMSU Elections. Turning in documents late, not attending required meetings, etc. will result in a violation and meeting with the ASNMSU Election Board, and may result in consequences including immediate disqualification.

Election Dates Spring 2022

02/16/22 – Candidate Meeting 4:00 PM, at the ASNMSU Conference Room 106B in the ASNMSU Office - first floor of Corbett

- The meeting will be **IN-PERSON** only. I will include a zoom code below that will be used ONLY if we are not allowed to have an in-person meeting due to changes to the COVID-19 codes and regulations of the State of New Mexico and/or NMSU
 - a. Meeting ID: 948 2952 5517
- ALL Prospective candidates MUST attend a Candidate meeting or schedule an appointment with the Chief Elections individually

02/21/22 – Candidate Meeting 6:00 PM, at the ASNMSU Conference Room 106B in the ASNMSU Office First floor of Corbett.

- The meeting will be **IN-PERSON** only. I will include a zoom code below that will be used ONLY if we are not allowed to have an in-person meeting due to changes to the COVID-19 codes and regulations of the State of New Mexico and/or NMSU
 - a. Meeting ID: 984 5935 2082
- ALL Prospective candidates MUST attend a Candidate meeting or schedule an appointment with the Chief Elections individually

03/03/22 – Candidate Photos @ 10:30 AM

- Location: Horseshoe grass area by the stone
- Dress to impress as these photos will be used on Social Media and Ballot

03/04/22 – Elections packets due by 5:00 PM, they can be submitted by either email to asnmsuceo@nmsu.edu. Spring 2022 ASNMSU Elections Packet Submission Form that will be

available on Crimson Connection from February 16, 2022 at 8:00 AM to March 4, 2022 at 5:00 PM. The following forms are required on this date.

- a. Link to Packet submission form:
- b. Petition of Candidacy form AND Nomination Signatures – required
- c. ASNMSU Check Release and Authorization – required
- d. Candidate Biography and Photograph – required
- e. Social Media and List Serve Form – required
- f. Financial Disclosure – OPTIONAL FOR THIS DATE, required at a later date see below
 - i. There will be an additional form opening on March 7, 2022 at 8:00 AM and closes April 8, 2022 at 5:00 PM since this form is not due with the original submission

03/23/22 – Senate Candidate Fair

- a. Time: 6:00 PM – 7:30 PM
- b. Location: Senate Chambers
- c. There will be both an in-person and online presence

03/28/22 – Campaigning begins at 8:00 AM, List of Official candidates will be posted on the window outside the ASNMSU Office in CCSU by 12:00 PM and on ASNMSU Social Media

03/30/22 – Debates

1. VP Debate 5:00 PM – 6:15 PM
 - a. Location: Senate Chambers
 - b. Will have both in-person and online presence
2. President Debate 6:30 PM – 7.45 PM
 - a. Location: Senate Chambers
 - b. Will have both in-person and online presence

04/01/22 – First Violations forms due by 5:00 PM

- a. A zoom code will be provided with notice of violation
- b. There will be a Violation form open for the entire Campaign week that is available on Crimson Connection from March 28, 2022 at 8:00 AM to April 1, 2022 at 5:00 PM.

04/02/22 – First Violations Election Board Meeting 5:00 PM

- a. Zoom meeting code will be provided with notice of violation
 - This meeting will only take place if there is a violation submitted for the week of Campaigning
- b. Submit by email to the Chief Election Officer a PDF or Word document of the provided Violation Form

04/04/22 – Elections end at 5:00 PM

04/08/22 – Second Violations forms due by 5:00 PM

- a. Submit by email to the Chief Election Officer a PDF or Word document of the provided Violation Form
- b. There will be a Violation form open for the entire Campaign week that is available on Crimson Connection from March 28, 2022 at 8:00 AM to April 1, 2022 at 5:00 PM.

04/08/22 – Second Violations Election Board Meeting 5:00 PM

- a. Zoom meeting code will be provided with notice of violation
 - This meeting will only take place if there is a violation submitted for the week of Campaigning
- b. Submit by email to the Chief Election Officer a PDF or Word document of the provided Violation Form

04/08/22 – Financial Disclosure Forms due by 5:00 PM

- a. The form can be submitted by email to asnmsuceo@nmsu.edu

04/08/22 – Unofficial results will be posted on the window outside the ASNMSU Office in CCSU by 11:00 PM and on ASNMSU social media

04/14/22 – Office results for General Elections posted on the window outside the ASNMSU

Office in CCSU and on ASNMSU Social Media 12:00 PM

04/21/22 – Last Senate meeting, swearing in of new candidates

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:

- **Biographies must be emailed to asnmsuceo@nmsu.edu. Due by 5:00 PM on March 4, 2022, with whole packet submission.**
- The biography should be typed, double spaced, in Times New Roman, font size 12, and no more than 200 words, submitted as a WORD DOCUMENT. ● Biographies must be written in third person.
- The Chief Elections Officer may, at their discretion, cut down/edit candidate biographies, or 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.

CANDIDATE PHOTO INSTRUCTIONS

This semester we will be doing in-person candidate photos. I have teamed up with the ASNMSU Public Relations Department that will be taking the pictures. Please dress to impress seeing that these pictures will be put on social media and the Elections ballot.

***If you are unable to attend this event, please follow the instructions below. The photos must be emailed to asnmsuceo@nmsu.edu. Due by 5:00 PM on March 04, 2022, with whole packet submission.**

*Photos should show the candidate's face clearly/well lit, with an appropriate expression and clothing (professional/business attire is recommended). Background should be light and neutral. Please send photos in color. Please see the sample photo below:



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:

- Unreasonably obstruct vehicular or pedestrian traffic.
- Block the entrances or exits to buildings and facilities.
- Permanently occupy land areas or permanently locate signs and posters.
- Erect permanent structures, shelters or camps.
- 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 unapproved 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.
 - i. All scheduling is done on a "first come, first serve" basis.
 - ii. 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 AM to 7:00 PM Sunday through Thursday, and from 7:00 AM 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.
- (c) Chalk must not be within 25 feet of any building entrance.

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.

DOOR TO DOOR CAMPAIGNING

To be in accordance with the **New Mexico State University Resident Guide 2021-2022**, any campaigning within the residential halls is prohibited. Any flyering will also be prohibited unless approved in common areas.

The residential housing that is affiliated with NMSU:

Residence Halls
Juniper
Garcia
Pinon
Rhodes Garrett Hamiel
Chamisa Village
Vista Del Monte Apartments
Family Housing
Tom Fort & Sutherland
Cervantes Village
Sorority Housing
Alpha Xi Delta
Chi Omega
Delta Zeta
Delta Gamma
Zeta Tau Alpha
Fraternity Housing
Alpha Gamma Rho
Alpha Tau Omega
Lambda Chi Alpha
Pi Kappa Alpha
Sigma Chi
Tau Kappa Epsilon
Theta Chi

Within the **New Mexico State University Resident Guide 2021-2022** under Sales & Solicitation it states:

Sales & Solicitation

- In accordance with University policy, no door to door solicitation will be allowed in campus residential facilities and neighborhoods, including leafleting or verbal proselytizing, voter registration, selling, recruiting, or similar activities. Occasionally, printed advertisements and

notices may be hung on building bulletin boards designated for this purpose and only with the written consent of the Director of Housing and Residential Life.

- Any flyering in common areas must be approved by the Director of Housing and Residential Life. If flyering is not approved, then there will be an immediate violation.

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

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 CEO, 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 1 week 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 Spring 2022
ELECTION**

(Due on March 4, 2022, by 5:00 PM can be submitted on the Spring 2022 Election Packet Submission or to the Chief Election Officer at asnmsuceo@nmsu.edu)

Full Name: _____

Phone Number: _____

Email: _____

Office of Candidacy: _____

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: _____

Date: _____

Note: No member of the ASNMSU shall sign more petitions of candidacy than positions to be voted on for Senator from that college at the General Elections.

ELECTRONIC NOMINATION SIGNATURE FORM

Due to the still intact COVID-19 codes and regulations, the ASNMSU Elections department is providing an alternate way to collect the necessary signatures for this election. If you choose to submit electronic signatures, rather than or in addition too physical signatures, please follow these guidelines:

1. You may reach out to ASNMSU fee paying members (students within your college) by using this script. If something is in parentheses then you must enter what is appropriate for you. **You MAY alter this script, but CANNOT use any form of the word ‘vote’:**

“Hello, my name is (CANDIDATE NAME), and I am running for the position of ASNMSU ([COLLEGE] SENATOR, PRESIDENT, VICE PRESIDENT).The reason for this message/post is to ask that you support my bid for candidacy by electronically stating your support. If you wish to support me, please fill out the appropriate form provided by the ASNMSU Elections Department by following these steps:

- A. Can be done on the Spring 2022 Elections Official Online Nomination Form that is on Crimson Connection
- B. Make sure my name is spelled exactly as: (CANDIDATE NAME SPELLED EXACTLY AS IS PROVIDED ON ELECTION PACKET).”

2. Candidates can have access to their nominations by emailing the Chief Elections Officer at asnmsuceo@nmsu.edu
3. You may post to your social media pages on stories or posts using the script above to acquire nomination signatures. **You and others** (you are responsible for what others post about you regarding elections) **who post about signatures for your bid for candidacy can NOT use the word ‘vote’** or any form of it, as it is illegal under section 2-8-1 of the ASNMSU Lawbook, and you may be subject to violation:

“Campaigning shall begin no earlier than two (2) weeks before and no later than one (1) week before voting in the ASNMSU general election in which they are running; however, petitioners are allowed to inform individual students from whom they are seeking signatures as to why that student should sign their election petition”

4. **You may submit electronic AND physical signatures on the due date and time as long as both together add up to at least the minimum required signature for the position you wish to run for.** Please submit nomination signatures with your Election Packet on its due date via email or google form (see prior information). Remember to try to receive more than the minimum signatures in case some are invalid. You are the ultimate person responsible for valid signatures.

After interning for this position during the 20-21 Academic year, I understand the process can be a bit tedious, but this is to ensure a safe and fair election. Should you, or those who you are asking for signatures, have any questions about this process, please reach out at asnmsuceo@nmsu.edu .

NOMINATIONS FROM ASNMSU MEMBERS

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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.

NOMINATIONS FROM ASNMSU MEMBERS

Name (Print)	Signature	College	NMSU Email	Date
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Name (Print)	Signature	College	NMSU Email	Date
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Candidate's Name (Please Print): _____

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THE ELECTION CODE

7. CAMPAIGN RULES

In campaigning the following campaign rules shall be observed and enforced.

7-1. GENERAL RULES

- A. No person shall campaign, post any campaign material, or in any other way attempt to induce any voter for any person or question within the polling place.
 - 1. Campaign materials include, but are not limited to:
 - a. Advertisements in any printed publication;
 - b. Advertisements on any radio or television station;
 - c. Handbills, flyers, posters, placards, buttons, stickers, banners, chalking, shirts, paid websites, social networking sites, or the like; and
 - d. Any items and/or services reasonably perceived as being used with the purpose of soliciting votes for an ASNMSU elected office by any person or organization that aids a candidate or group of candidates.
- B. No campaigning shall be allowed inside the ASNMSU office.
- C. Campaigning shall begin no earlier than two (2) weeks before the start of the ASNMSU general election date in which they are running.
 - 1. Petitioners are allowed to inform individual students from whom they are seeking signatures as to why that student should sign their election petition, but it is illegal for candidates to use the term “vote”.
- D. Placement of campaign materials on campus shall abide by all NMSU rules and regulations.
- E. Candidates for the offices of Senate, Vice President, and President shall be allowed to campaign by utilizing electronic sources to include:
 - 1. list serves.
 - 2. online forums.
 - 3. public web sites.
- F. Candidates are responsible for being granted access to specific list serves by the appropriate individual(s) responsible for the list serve.
- G. Candidates shall be allowed to utilize online forums to include social media websites.
- H. No person shall be denied entrance into a candidates’ online forum or online community.
- I. Candidates shall be responsible for any electronic material which bears their name that is enacted by the candidate’s official campaign workers or by the consent of the candidate or the candidate themselves.
- J. No person shall destroy or deface posters, pamphlets, or other campaign material.
- K. No person shall disrupt or prevent the legal and orderly campaign of any person.
- L. The candidate shall be responsible for the actions of the candidate's official campaign workers as those actions relate to the conduct of the election.
- M. No candidate shall be allowed the use of any ASNMSU resources for the purpose of an election campaign or petition for candidacy.
- N. Regarding the use of chalk:
 - 1. Use of chalk shall not be allowed within ten (10) feet of the entrance of any building on the NMSU campus.

2. Use of chalk shall not be allowed within twenty-five (25) feet of the entrances of Corbett Center Student Union.
3. Use of chalk shall be restricted to concrete walkways.
4. All chalk used must be of a temporary or removable nature. Permanent chalk, such as surveyor's chalk, shall not be used under any circumstances.

O. Candidates for the office of Senate, Vice President, and President shall not be permitted to campaign together, and the following shall be considered illegal instances of coordination when carried out by candidates:

1. Posting of campaign materials, social media activity or list serves that advocate for more than one candidate
2. Any sharing of budgets or splitting of costs for resources between candidates P. It is unlawful for anyone to:
 1. Vote or offer to vote in the name of any other person;
 2. Vote or offer to vote with the knowledge of not being a qualified voter;
 3. Vote or offer to vote more than once in the election;
 4. Induce, abet, or procure a person known not to be a qualified voter to vote;
 5. Induce, abet, or procure a person who has voted previously in an election to vote again
 6. Fraudulently deceive or mislead any voter or election official;
 7. Pay or cause to be paid directly or indirectly, any money or other valuable consideration to any student for the purpose of inducing any student to vote or to refrain from voting;
 8. Pay or cause to be paid, directly or indirectly, any money or other valuable consideration to any person for the purpose of inducing any election official to violate the Election Code, or to mark, alter, suppress, or otherwise change any ballot that has been cast, any election return or other election documents;
 9. Accept a bribe;
 10. Induce or attempt to induce fear in any student, election official, and/or voter by threats of any sort; and/or
 11. Obtain elections results prior to online polls closing with the exception of the Chief Elections Officer, appropriate advisors and technical support.

Q. All candidates shall submit

1. the list serve form by five (5:00) pm the final day of voting,
2. financial disclosure forms by five (5:00) pm on the final day of voting, and
3. the Violation form at the discretion of the Chief Elections Officer, to the office of the Chief Elections Officer.

R. All candidates shall submit the Qualification/Check Release form, at the discretion of the Chief Elections Officer, to the office of the Chief Elections Officer.

ASNMSU QUALIFICATION CHECK RELEASE/AUTHORIZATION

**ASNMSU Qualification Check Release and Authorization Form is due to the Chief Elections Officer on March 4, 2022, at 5:00 PM through the Spring 2022 Election Packet Submission or by email to the Chief Elections Officer @ asnmsuceo@nmsu.edu **

By my signature below, I hereby authorize personnel in the offices of Associated Students of New Mexico State University and ASNMSU 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) Grade Point Average

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 ASNMSU. The office of ASNMSU shall notify the CEO of the status of the candidates seeking election and whether any candidate does not meet the qualifications for office.

Signature

Printed Name

Student I.D. #

Office being sought

Date Signed

FINANCIAL DISCLOSURE

****You must turn this form in to the Chief Elections Officer by submitting it through the Spring 2022 Election Packet Submission form open from (02/16/22-03/04/22) by 5:00 PM (only if you will not be using an expenses or receiving donations) if you will be using expenses and accepting donations there will be an additional form open from (03/07/22-04/08/22).**

**** Please turn in with “N/A” with signature and date if no expenses occurred.**

EXPENSES:

TOTAL: _____

DONATION OF GOODS AND SERVICES:

TOTAL: _____

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

CANDIDATE: _____

COLLEGE: _____

SIGNATURE _____ DATE _____

***Please not that this form can be submitted through the Election Pack Submission Form on Crimson Connection if you are not using any funds or on the Financial Disclosure form said above**

SOCIAL MEDIA / LIST SERVE FORM

** This form is due March 4, 2022, on the Election Packet Submission Form on Crimson Connection or to the Chief Elections office by 5:00 PM**

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 Members: _____

Group Administrators: _____

Number of posts/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 ELECTRONIC VIOLATION FILING FORM INSTRUCTIONS

If you wish to submit a violation electronically, due to social distancing concerns or cannot deliver a copy based off the official form provided in the Elections Packet, there will be a violation form on Crimson Connection for the Campaign and Election weeks.

OFFICIAL VIOLATION FILING FORM

I, _____, allege that a violation has occurred in the Spring Election of 2022 on _____ at _____.
Date Location

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 2021-2022 ASNMSU Election Code.

Signature

Date

This form should be submitted to the Chief Elections Officer, Armando Burciaga, by the dates and times outlined in the Important Dates Section of this document.

APPENDIX B

B. ASNMSU CODE OF ETHICS

B-2-1. PREAMBLE

We the leaders of the Associated Students of New Mexico State University represent the diverse student population of New Mexico State University. ASNMSU seeks to promote the wellbeing of students by respecting the integrity, dignity, and worth of individuals, with the acknowledgement of differences. We provide services and opportunities to the student body while maintaining a professional environment. Allegiance to these ideas requires those in positions of leadership within ASNMSU to refrain from, and to discourage behaviors, which threaten the freedom and respect every individual deserves.

B-2-2. PURPOSE

The operation of the Associate Students of New Mexico State University is an endeavor which relies upon the trust and respect of the student body at New Mexico State University. Without a continual pursuance and dedication to integrity and adherence to the principles upon which ASNMSU officials are granted their authority from the student body and the NMSU system, ASNMSU cannot duly achieve its mission and goals of servicing NMSU students to the best of its ability.

In order to ensure this realization, ASNMSU enacts the following code and procedures in an effort to define and codify the appropriate behaviors and actions of official actions undertaken by those within ASNMSU. This shall also serve as an establishment for the proper means for addressing those violations of this code.

B-2-3. DEFINITIONS

For purposes of this chapter, the following definitions are created for easement of interpretation and understanding.

A. ASNMSU Official: Any person who has been elected to, selected or hired for, or appointed to any ASNMSU office or position, or any person serving in a voluntary position within ASNMSU.

B. Benefit

1. Monetary or non-monetary considerations offered and received by an official and which include, but are not limited to: a valuable act, advance, award, contract, compensation, contribution, deposit, employment, favor, fee, fringe benefit, gift, gratuity, loan, offer, payment, prerequisite, privilege, promise, reward, service, subscription, or the promise they will be conferred in the future.
2. Anything, regardless of monetary value, perceived or intended by either the one who offers it or the one to whom the offer is made to be sufficient in value to influence a public servant in the performance or non- performance of an official action; or which, under the circumstances, a reasonably prudent person in the position of the public servant

would recognize as being likely to be intended to influence the public servant in the performance or non-performance of an official action.

- C. Conflict of Interest: Any specific instance when an official's exercise of authority or discretion, based upon personal interests, direct or indirect, conflicts with his/her public duties, or when, to a reasonable person, it would appear that the action(s) of an official are partial, biased, or otherwise compromised due to an official's private interests or personal gain being in conflict with the student body's interest.
- D. Confidential Information: Information obtained while serving as an ASNMSU official, written or unwritten, or during lawful executive or closed session, that is not available to the general public, as granted by the state of New Mexico's Inspection of Public Records Act and any other applicable statutes, ordinances, laws, or NMSU policies.

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5. Immediate Family: An ASNMSU official's spouse, parents, parents-in-law, sister, sister-in-law, brother, brother-in-law, stepparents, stepsister, or stepbrother or an individual claimed by the ASNMSU official or his/her spouse as a dependent under the United States Internal Revenue Service.
6. Official Act: Any official decision, recommendation, approval, disapproval, or other action that involves the use of discretionary authority.
7. Official Duty: Any official or ministerial action that an ASNMSU official is obligated or authorized to perform.

B-2-4. APPLICATION TO OFFICIALS

ASNMSU hereby adopts this Code of Ethics as a general code of ethics for all ASNMSU officials. This code shall set the standards appropriate for the ethical conduct of the student government, and shall provide fundamental guidelines for the receipt, review, adjudication, and determination of complaints for violation of these standards.

B-2-5. AVAILABILITY OF CODE

A copy of this code shall be made available to each official to whom this code is applicable, upon their declaration of candidacy, election or appointment to the official position that they each hold; and, said official shall sign a statement affirming receipt of this code, and acknowledging his/her compliance with provisions herein set forth.

B-2-6. INTERACTIONS WITH OTHER ASNMSU OFFICIALS

1. Officials shall demonstrate professional courtesy, emphasizing respect for others and their opinions.
2. Officials shall explore just methods of resolving conflict.
3. Officials shall communicate openly and honestly in carrying out responsibilities to ASNMSU.
4. Officials shall recognize a fair decision-making process, which acknowledges both majority and minority voices in the absence of parliamentary procedure.

5. Officials shall delegate responsibility with the expectation that those duties will be fulfilled reflecting personal methods and styles.
6. Officials shall support each individual's endeavors to fulfill the duties of their position.
7. Officials shall objectively evaluate the opinions and actions of others.
8. Officials shall not tolerate language or actions, which may discriminate against or devalue any individual student, group of students, or student organization.

B-2-7. INTERACTIONS WITH THE PUBLIC

1. Officials shall be attentive and receptive to the diverse views and needs of their constituency.
2. Officials shall promote open, two-way communication between the ASNMSU leadership and the students they serve.
3. Officials shall use ASNMSU powers and resources to advance the interests of the students of NMSU.
4. Officials shall strive to serve as a strong advocate for students, provide leadership in times of controversy, and ensure that all viewpoints, however controversial, are recognized.
5. Officials shall seek out all relevant facts and opinions before making decisions.
6. Officials shall present an accurate portrayal of the nature and extent of said official's qualifications and competencies when applying for positions within ASNMSU and when representing ASNMSU.

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B-2-8. PROHIBITIONS ENUMERATED

These prohibitions here listed are the applicable standards by which a determination of a violation of the Code of Ethics is to be made.

1. No ASNMSU official shall receive, solicit, or accept from any person any personal benefit under circumstances in which it can be reasonably inferred or determined that the benefit is intended to influence the official's performance or nonperformance of any official duty, or as a reward for any official action on the part of such official, with the following exceptions:
 1. An award publicly presented in recognition of serving student's interests.
 2. Reasonable reimbursement for expenses incurred while making a speech that relates to the performance of said official's duty.
2. No official shall solicit, receive and accept political contributions unless such contributions are properly reported as provided for in accordance with ASNMSU laws and are actually used in a political campaign.
3. No official shall accept from any person any personal benefit offered to the said official or any partner-in-interest of the official, which is intended to influence said official's decision in a matter, currently or in the future, brought before a component or the whole of ASNMSU. Nor shall any official solicit any personal benefit or the promise of

receiving a personal benefit in the future for special considerations regarding official action(s) taken or pending.

4. No official shall intentionally and knowingly disclose confidential information acquired by virtue of his/her office or employment, except as required in his/her official capacity and which its release is not otherwise authorized or required by applicable ordinances, laws or statutes. Also, no official may use confidential information acquired by virtue of his/her position for personal gain.
5. No official shall use ASNMSU services, personnel, equipment or other resources for personal benefit, convenience or profit.
6. No official shall, at any time, accept financial compensation for consulting, representing, or advising as to any pending ASNMSU matter on which he/she has or may have substantially act(ed).
7. No official shall use or permit the use of any ASNMSU official, funds or property under his/her official control, direction or custody for a purpose which is, or to a reasonable person would appear to be, for other than an ASNMSU purpose(s). This is not to be construed as encompassing those services and regular functions that are available to all ASNMSU fee-paying students.
8. No official shall use their position for the benefit of personal matters or others outside of the official's regular duties.
9. No official shall act, or create the appearance of acting, on behalf of ASNMSU by making any policy statement, or by promising to authorize or to prevent any future official action of any nature when such official is not authorized to make such a statement.
10. No official shall falsely represent his/her personal opinion to be the official position of ASNMSU, or falsely represent his/her personal opinion to be the official position of the subordinate body, or other official of ASNMSU. However, this shall not prohibit statements made by an elected official in the course of fulfilling his/her official responsibilities or in running for election to office; nor shall it apply to the professional opinions of ASNMSU officers or rendered in the course of performing their duties, provided that such opinions are clearly identified as professional opinions.
11. No official shall use, or attempt to use, his/her official position improperly to unreasonably request, grant, or obtain in any manner any unlawful or unwarranted privileges, advantages, benefits or exemptions for themselves, or others, or to avoid the consequences of illegal acts for any person. Nothing in this provision shall

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be construed to prohibit or discourage an official from performing his/her official duty or action zealously and enthusiastically.

L. No official shall suppress any public document, record, report or any other public information available to the general public because it might tend to unfavorably affect his/her private financial, personal, or political interest.

13. No elected official or any person appointed to an ASNMSU subsidiary body shall give any orders to any other ASNMSU official, unless otherwise authorized by law, and shall deal with ASNMSU officials through the chief executive of the relevant office. This shall not be construed to prevent an elected official from requesting information of any

ASNMSU official that is a regular action of that official's office. Nor shall this be construed as prohibiting the assignment of a person other than the official from acting on behalf of the official with prior approval by the official or the ASNMSU president.

14. No official shall interfere with the policy-making process of the Senate. This shall not be construed to preclude ASNMSU officials from requesting policy changes or acting in their official capacity in presentation of information directly related to their position.

B-2-9 ADDRESS OF VIOLATION

A. Should a complaint alleging a violation of these standards by an ASNMSU official while in a capacity representing their office become known to any official, it shall be their duty to report such allegations to:

1. Appropriate University Officials:
 1. The person to whom the individual whose conduct is in question directly reports to;
 2. In the case of the ASNMSU Chief of Staff or the ASNMSU Chief Justice, the ASNMSU President;
 3. In the case of the ASNMSU President or the ASNMSU Vice President, the ASNMSU Advisor;
 4. In the case of the ASNMSU Advisor, the Dean of Students;
2. The ASNMSU Advisor;
3. The Dean of Students;
4. NMSU Office of Institutional Equity;
5. Any third party NMSU has selected as an anonymous way to confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior, including violations of University policy and procedure;

B-2-10 PRECEDENCE OF THE CODES OF CONDUCT

If ever the ASNMSU Code of Ethics conflicts with the NMSU Code of Conduct, the NMSU Code of Conduct shall prevail.

Special Note: The City of Las Cruces Code of Ethics, the Dona Ana County Code of Conduct, and the Associated Students of Washington State University Code of Ethics were used as models for the formulation of this code.