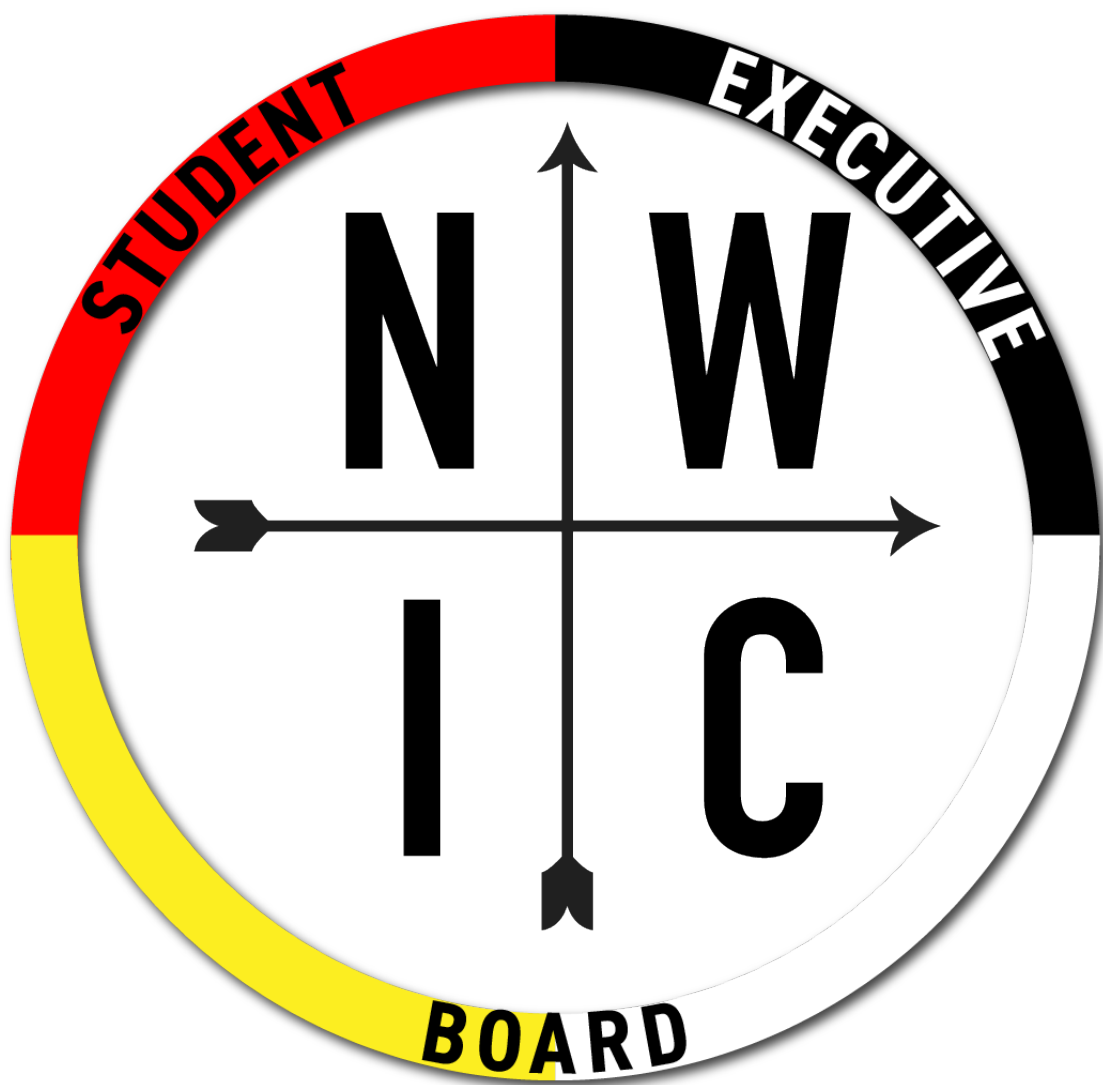




Associated Students of



Elections Handbook

Elections Handbook

Constitution of the Associated Students of the Northwest Indian College (ASNWIC) 3

ASNWIC Bylaws 3

 Definition of a Candidate 3

Eligibility 4

Election Committee 4

Electoral Complaints 5

Election Procedures 5

 Ballots 5

 Election Results 6

 Filing Procedures..... 7

 Candidates Meeting..... 7

Candidate Advertising Policy 8

Grievance and Complaints 9

Replacement Process 9

Referendum, Initiative, and Recall 9

Constitution of the Associated Students of the Northwest Indian College (ASNWIC)

Preamble

We, the students of Northwest Indian College, do hereby establish this constitution, in order to promote the rights of each student in their academic success, cultural awareness, and are committed to the belief that self-awareness is the foundation necessary to achieve confidence, esteem, and a true sense of pride and to foster the spirit of cooperation between faculty, administration and the community.

Article I- Name

The name of the organization shall be the Associated Students of Northwest Indian College, hereafter called the ASNWIC. The management of this association shall be the Student Executive Board.

Article VII- Qualifications for Student Leadership

Section I: Cited in "Definition of Candidate"

Article VII - Section 2:

If any member of the SEB fails to maintain 6 credit hours per quarter at NWIC and a GPA of at least 2.5, that member shall be automatically removed from office. The ASNWIC Executive Board shall have the power to appoint a new officer to fill the office seat.

Article VIII- Terms of Office

The ASNWIC Student Executive Board, with the exception of the Vice President for Extended Campuses, shall be elected each Spring Term. The election shall be held four weeks prior to the last day of spring term and the officers shall serve for one full year. The Vice President of Extended Campuses shall be elected during the fifth week of the fall term, and he/she shall serve for one year.

ASNWIC Bylaws

Definition of a Candidate

1. Any currently enrolled full-time (12 credits) NWIC student.
2. Must have completed 12 credit hours, during present academic term, prior to spring election.
3. Candidate must be in good financial and academic standing with NWIC.

4. Candidate shall have a program of study on file.
5. Registered candidates shall be held to the provisions of this code.
6. Write-In candidates shall be held to all academic requirements for holding office.
7. Office Positions:
 - a. President
 - b. Vice-President for Finance
 - c. Vice-President for Activities
 - d. Vice-President for Clubs & Organization
 - e. Vice-President for Extended Campuses
 - f. Secretary

Eligibility

Each candidate must turn in a complete academic release form.

For office eligibility each candidate, at the time of election, must meet the requirements for candidacy set forth in the ASNWIC Bylaws.

The election chair shall verify the eligibility of all registered candidates before the Candidates Meeting is held.

Election Committee Members are not eligible to pursue an ASNWIC elected position during the academic year that they serve on the Election Committee. A candidate may only run for one office.

Election Rules & Regulation

The Student Executive Board shall establish rules and regulations for the administration of all elections. Rules, regulations and the election process, enumerated within these bylaws shall be presented to all eligible candidates (Bylaws of the ASNWIC, Article VIII, Section 1).

Election Committee

The election committee is established to administer all student elections (Bylaws of the ASNWIC, Article VIII, Section 2).

The SEB President appoints the Election Committee and is then ratified by the rest of the board no later than 4 weeks before the election (Bylaws of the ASNWIC, Article VIII, Section 3 & 9).

The Election committee supervises voting polls & voting; verifies the number of ballots match the number of voting student signatures on the sign-up sheet, the tabulation of votes, and the announcement of election votes (Bylaws of the ASNWIC, Article VIII, Section 4 & 9).

A member of the Student Executive Board shall chair the Election Committee, and the SEB Advisor shall be an ex-officio member (Bylaws of the ASNWIC, Article VIII, Section 5 & 9).

Electoral Complaints

The election committee shall hear and adjudicate all complaints concerning elections; and shall have the authority to disqualify any candidate or void any election when in the best interest of the ASNWIC (Bylaws of the ASNWIC, Article VIII, Section 6 & 9).

Candidates filing complaints against the Election Committee may appeal to the Student Executive Board or seek mediation through the Council of Seniors. If this fails, the candidate may seek a hearing with the Board of Trustees whose decision shall be final and binding to all parties (Bylaws of the ASNWIC, Article VIII, Section 7).

Election Procedures

The regular Spring Election shall be held before the ninth week of spring term for two days.

Winner shall be the holder of the majority number of votes cast in the election.

Special elections shall be held on an as-needed basis to be initiated by the ASNWIC President with a plurality vote of the Student Executive Board.

Election dates, polling hours, polling locations and the availability of absentee ballots shall be advertised publicly through Lummi campus and extended sites as least one week prior to election week.

Ballots

Ballots:

Names of registered candidates running for positions shall appear vertically under the position title on the ballot in order drawn by lot.

In the Voter's Pamphlet, candidates shall appear in the reverse order drawn.

Names on ballots shall read exactly as they appear on the candidates' approved registration form.

Absentee Ballots:

Absentee ballots shall be available by at least the third school day prior to the election.

To receive an absentee ballot, please send a request to the election chair accompanied with name and student ID card.

Absentee ballots must be postmarked by 12:00 midnight the first day of the election or must be brought in person and received by the Student Executive Board Advisor by 5:00pm the day before the election, in order to be valid.

Write-In Ballots:

when writing in a candidate, the name of the candidate must be legible and valid.

Determination of voter intent will be based on names as they are spelled in Student Records.

Ballot Counting:

Ballots shall not be counted until 4:00pm on the last day of elections.

The Election Committee shall count the ballots. The ballots shall be counted at least two times.

All counted ballots should match the number of signatures on the vote sign-up sheet.

All ballots shall be stored in a secure location until one week following ratification of the election results by the Northwest Indian College Student Executive Board (NWIC SEB).

Election Results

The candidate receiving a majority of the votes cast for each position in the election shall be declared the winner.

Unofficial results shall be given to campus and community publications on the last night of the elections.

By 9:00 am the following day, the SEB Advisor shall post unofficial election results at locations on campus and copies of the results shall be faxed to extension sites.

Election results shall include the number of eligible ballots cast and the number of votes for each candidate.

The election chair shall report the unofficial election results to the NWICSEB at its next regular meeting.

There shall be a one-week period after the unofficial results are posted to file a written grievance with the Election Committee.

The results shall not be official until the final count of all absentee ballots and all grievances are addressed.

The results of the election will be official after ratification by the NWICSEB, or if no action is taken, results will become official two weeks after the last day of the election.

Filing Procedures

Filing Period:

The filing period for candidates to apply to run for office is 10 school days. It shall begin from the first public announcement and end at 5:00pm of the last day of filing. No applications will be accepted after this time.

The Election Committee through Lummi Campus and Extension sites shall post appropriate announcements.

Filing Procedure: All candidates shall receive the following:

A copy of position duty as stated in the ASNWIC Bylaws for the position sought.

A copy of the ASNWIC Constitution and Bylaws,

Registration form, which includes: Candidates name, position sought, credit load, current GPA, address, phone number/contact information, grievance form, and petition form.

Petitions: Any candidate running for office must complete a petition signed by 20 ASNWIC members (this is included in the candidate's application packet). This must be submitted to the Election Committee/Chair by the close of the filing period. Legibly print all names alongside signatures. The petition must include the position the candidate is seeking.

Candidates Meeting

The student Election Committee shall conduct a meeting of the candidates, and current Student Executive Board members within 2 days following the closing of the filing period.

Each candidate shall be notified of the meeting, which will also be publicly announced.

All candidates shall be held responsible for all information presented at the candidates meeting.

The meeting shall include the announcement of all campaign information, schedule, and rules for the general election, and a drawing to determine the order of the candidates' names on the

Candidate Advertising Policy

This policy is to ensure creative, fair, and controlled posting for all candidates. These policies are also aimed at minimizing litter and achieving the highest combined quality of all candidates' campaigns.

All candidates' postings shall have prior approval from the Election Committee. The initials of the election chair on postings will demonstrate approval.

The candidate is responsible to maintain his/her postings and clean them up if they should fall.

All postings will be put together with material that will not disintegrate or run into the surface to which they are fixed.

Candidates are advised to firmly affix materials to surface and to use a type of paper that will not deteriorate.

There shall be no yard signs allowed on campus.

The maximum size of complete sign/banner is 3 ft x 10 ft OR 30 ft. sq., whether composed of one or more pieces.

All campaign literature must be down within 48 hours after the polls close on the final day of the election.

If flyers handed out, it is the candidates responsibility to insure that those that are not disposed of properly are cleaned up. It is advised that paper flyers be recycled.

Flyers no bigger than standard paper size (8.5" x 11").

Posting of materials limited to designated sign areas of buildings. No postings on painted or glass surfaces. Postings shall be limited to one posting per candidate per surface. This shall be interpreted to mean one posting per candidate on any given building post. It is up to the discretion of departments or programs to allow candidates to post upon surfaces under their control. Candidates must seek permission from each department and program to post. If

departments and programs allow one candidate to post, they must also allow all candidates to post.

Use of any classroom chalkboard/whiteboard space is prohibited for campaigning purposes.

Grievance and Complaints

The election committee shall address and adjudicate all written complaints concerning elections; and shall have the authority to disqualify any candidate or void any election when in the best interest of the ASNWIC.

Candidates filing written complaints against the election committee may appeal to the Council of Elders for mediation and the Board of Trustees whose decision shall be final and binding.

Replacement Process

In the event of a vacancy in an office of the Executive Board, the process for replacement shall be as follows:

1. The Vice-President for Finance shall replace the President
2. The President shall appoint, upon ratification by the SEB, a replacement for the VP-Finance
3. The President shall appoint, with the advice and consent of the SEB, a replacement from the ASNWIC for any other member of the SEB.

Vacancies shall be filled within 2 weeks from the date the vacancy occurred and shall be ratified by the SEB at their next regular meeting.

Referendum, Initiative, and Recall

Referendum measures shall be submitted to a vote of the ASNWIC at a regular or special election, with the advice and consent of the Student Executive Board.

Initiative measures shall be submitted to a vote of the members of the ASNWIC at a regular or special election, upon the submission of a petition bearing the signatures of ASNWIC numbering at least 30% of campus site enrollment.

A petition signed by the majority vote of the ASNWIC SEB members may initiate recall proceedings against any officer. After proper notice and the opportunity for a hearing, any officer may be recalled by a majority vote of the ASNWIC assembled. Recall procedures will be

according to Robert's Rules of Order, Newly Revised, or any other appropriate accepted parliamentary process.