



Spring 2020 ASUNM SENATORIAL ELECTION

Dear Prospective Candidate,

Welcome to the ASUNM Election process. We would like to thank you for showing interest in your student government by picking up a Candidate's Packet for the Spring 2020 Senatorial Election. There will be ten (10) Senator positions available on this ballot. We would like the election process to be as enjoyable and fair as possible. Therefore, here are a few important tips to follow:

1. Your packet contains all the forms necessary for you to be a candidate in this election. The Elections Commission *will not accept any late forms*, so make sure to get a signed and dated receipt from an ASUNM Elections Commission Official or the ASUNM Office Manager when you turn in your paperwork. **BE SURE TO HAND IN ALL PAPERWORK IN PERSON TO THE ASUNM OFFICE (SUB 1016).** The **last three pages** of this packet contain the first round of required forms.

2. The Candidate's Meeting is **MANDATORY** for all candidates. If for any reason you are unable to attend, you must have a legal representative attend (per the Election Code). The legal representative **MUST BE DOCUMENTED** (see Legal Representative Form) by 5:00pm - the date of the Candidate's Meeting. Candidates and Legal Representatives **MUST** stay for the **ENTIRE** duration of the meeting in order to obtain official candidacy status.

The ASUNM Constitution and Lawbook are available at <http://asunm.unm.edu/about-us/governing-documents.html>. If you have any questions or comments, feel free to contact the **Executive Director of the Elections Commission, Todd Moe, or Assistant Director of the Elections Commission, Sara AlMidany**, at any time. We can be reached by email at election@unm.edu. The Elections Commission office is on the lower floor of the SUB in the ASUNM office, room 1016.

GOOD LUCK! If you have any further questions, please do not hesitate to contact us!

Todd Moe, Executive Director

Sara AlMidany, Assistant Director

ASUNM Elections Commission

Spring 2020 Election Available Positions

Position: ASUNM Senator

Number of Positions Available: 10

Requirements: Candidates for the office of Senator must be an undergraduate student carrying at least six credit hours not on any type of University probation with at least a 2.5 cumulative GPA. The only exception to having a 2.5 cumulative GPA is if the student does not have a GPA due to newly entering the University.

Responsibilities: Senators are required to attend all Standing Committee meetings and full Senate meetings. Senators will serve on one of three standing committees; Finance, Steering and Rules, or Outreach and Appointments. Each Senator is required to hold office hours for at least two (2) hours per week. Each Senator will serve as a representative to one of the eight Student Service Agencies. Senators are also assigned as representatives to approximately ten student organizations. The Senate as a whole will participate in a minimum of four (4) hours of community service per semester.

Spring 2020 Senatorial Election Calendar

Monday, March 23 rd	Last day to pick up and submit a Candidate's Packet Due 5pm to the ASUNM Office, SUB 1016 <ul style="list-style-type: none">● (*) Affidavit of Candidacy Form Due● (*) Grade Release Form Due● (*) Autobiographical Form Due
Tuesday, March 24 th	(*) Candidate's Meeting 5:30pm, SUB Luminaria (#) Legal Representative Form Due before Roll Call at Candidate's Meeting
<i>**A roll call will be taken of all candidates or their designated legal representative at the beginning of the meeting; all candidates or their designated legal representative must be present for the entire meeting in order to be eligible for official candidacy status.</i>	
Monday, March 30 th	(#) Endorsement Forum 12:00 PM, SUB Atrium
Tuesday, March 31 st	(#) Withdrawal of Candidacy Form Due 5pm, ASUNM Office, SUB 1016
Monday, April 6 th	Voting Period starts with online voting opening at 9AM
Tuesday, April 7 th	Polling Station open 10AM-4PM SUB ONLY
Wednesday, April 8 th	Polling Station open 9AM-5PM SUB ONLY Online voting closes at 5PM (#) Results Announcement 6 pm, SUB Atrium
Thursday, April 9 th	(*) Financial Statement Due 5pm to ASUNM Office, SUB 1016 (#) Contest of Election Form Due

Changes to this calendar and event locations will be made at the discretion of the Elections Commission. Any changes will be discussed at the Mandatory Candidate's Meeting or will be communicated to candidates via email.

Questions may be directed to Todd Moe, ASUNM Elections Executive Director and Sara AlMidany, ASUNM Elections Assistant Director at election@unm.edu

A copy of this packet is also available online at <http://election.unm.edu/>. Election packets downloaded from our website will follow the same procedure as paper copies (Print, fill out and turn in to the ASUNM office by set deadlines).

Key

(*) = **Mandatory** Event Attendance/Form Due

(#) = **Optional** Event Attendance/Form Due

ASUNM Elections Commission, Spring 2020

LEGAL REPRESENTATIVE FORM

*DUE PRIOR to the START of the MANDATORY Candidate's Meeting in
SUB Luminaria*

Tuesday, March 24th, 2019, 5:30 pm

TO THE ELECTIONS COMMISSION, ASUNM, SUB 1016

IMPORTANT!!! USE THIS FORM ONLY IN THE EVENT THAT YOU CANNOT ATTEND THE MANDATORY CANDIDATE'S MEETING.

In order for a candidate's name to appear on the ballot, the candidate must attend the Candidate's Meeting that will be called by the Elections Commission Executive Director.

***The Legal Representative MUST stay for the ENTIRE duration of the Candidate's Meeting for the candidate's name to appear on the ballot.

If a candidate is unable to attend, their legal representative may represent the candidate provided that the legal representative form was presented to the Elections Commission **prior to the start of the candidate's meeting.**

I, _____, hereby appoint _____
(Print Candidate's Name) (Print Representative's Name)

to act as my legal representative during the Mandatory Candidate's Meeting.

Candidate's Signature

Date

Representative's Signature

Date

ASUNM Elections Commission, Spring 2020

WITHDRAWAL OF CANDIDACY FORM

DUE BY 5:00 PM ON Tuesday, March 31st, 2020

TO THE ELECTIONS COMMISSION, ASUNM, SUB 1016

NOTE: This form must be signed by the Withdrawing Candidate, in the presence of two witnesses.

I, _____, do hereby withdraw my name as a candidate for
(Print Name)
the ASUNM position of _____.
(Office)

Signature of Candidate

Date

Signature of Witness

Date

Signature of Witness

Date

IMPORTANT: If the Elections Commission does not receive this form by the above-stated deadline, the Commission will assume the Candidate is still running for office and their name will remain on the ballot. If the Candidate is subsequently elected to office, the Candidate must officially resign from the position.

ASUNM Elections Commission, Spring 2020

CONTEST OF ELECTION FORM

DUE BY 5:00 PM ON Thursday, April 9th, 2020

TO THE ELECTIONS COMMISSION, ASUNM, SUB 1016

NOTE: Questions regarding this form should be referred to the Attorney General (asunmag@unm.edu). All contests regarding the election must encompass the jurisdiction of the Elections Commission, as outlined by the Election Code of the ASUNM Law Book.

Name of Complainant: _____

Address: _____

Telephone Number: _____

E-Mail: _____

Race being contested: _____

Grounds on which contest is based (citations of violations according to the ASUNM Law Book):

Signature _____ Date _____

Please make three copies. One copy is for the Elections Commission, one copy is for the Attorney General, and one is for your own records. Rulings of the Elections Commission on this issue may be appealed to the ASUNM Student Court. See the Election Code for rules governing ASUNM Student Court actions.

ASUNM Elections Commission, Spring 2020

FINANCIAL STATEMENT FORM

*DUE BY 5:00 PM ON Thursday, April 9th, 2020
TO THE ELECTIONS COMMISSION, ASUNM, SUB 1016*

NOTE: This form must include all expenditures including tangible items and services rendered in the production of said items.

- All receipts must be attached. If receipts cannot be attached, fill out the attached Financial Memorandum Form stating what was purchased, where it was purchased, and how much the item cost.
- Donations of services or items shall be recorded at fair market value and submitted on the attached Financial Memorandum Form.
- Upon request, the candidate may be required to provide a sample of the campaign material used in the campaign.
- This form must be submitted by **each** candidate.
- If you did not spend any money on your campaign and received no donations, put zero for your grand total, and sign and submit this form.

Please read Article IX in the Election Code carefully for detailed campaign regulations. Each Senatorial candidate has a spending limit of **\$250.00**.

I, _____, certify that the following figures are correct to the best of my
 (Print Candidates Name) knowledge.

 Candidate's Signature

 Date

ITEM/SERVICE	VENDOR	DATE	VALUE	TOTAL
GRAND TOTAL				_____

ASUNM Elections Commission, Spring 2020

FINANCIAL MEMORANDUM FORM

*DUE BY 5:00 PM ON Thursday, April 9th, 2020
TO THE ELECTIONS COMMISSION, ASUNM, SUB 1016*

Note: This form is to be used to record donations or other items that candidates cannot obtain a receipt for. The vendor or person donating the item must sign this sheet. The final decision on what constitutes the fair market value of an item is at the discretion of the Elections Commission.

Vendor: _____

Name: _____ Title: _____

Phone #: _____ Email: _____

Item donated / purchased: _____ Value of item: _____

Signature: _____ Date: _____

Vendor: _____

Name: _____ Title: _____

Phone #: _____ Email: _____

Item donated / purchased: _____ Value of item: _____

Signature: _____ Date: _____

Vendor: _____

Name: _____ Title: _____

Phone #: _____ Email: _____

Item donated / purchased: _____ Value of item: _____

Signature: _____ Date: _____

ASUNM Elections Commission, Spring 2020

AFFIDAVIT OF CANDIDACY FORM

*DUE BY 5:00 PM ON Monday March 23rd, 2020
TO THE ELECTIONS COMMISSION, ASUNM, SUB 1016*

I, _____, declare my candidacy for the office of _____.
(Print Your Name) (Office Running For)

I am a member of ASUNM in good standing*, and am qualified as prescribed by the ASUNM Election Code to run for the listed position. I will obey all laws, policies, regulations, and decisions of the ASUNM Constitution, Law Book, and Election Commission. If elected, I will accept and assume the duties and responsibilities of the listed position.

Signature

Date

Personal Information

Name: _____

UNM ID #: _____

Name as you wish it to appear on the ballot: _____

Local Address: _____

Local Phone #: _____ **Email:** _____

***Article I Section 1, G of the ASUNM Constitution:**

Good Standing: Any student carrying at least six credit hours not on any type of University probation with at least a 2.5 cumulative grade point average. The only exception to having the 2.5 cumulative GPA is if the student does not have a GPA due to newly entering the University.

ASUNM Elections Commission, Spring 2020

AUTOBIOGRAPHICAL FORM

*DUE BY 5:00 PM ON Monday March 23rd, 2020
TO THE ELECTIONS COMMISSION, ASUNM, SUB 1016*

The Elections Commission may choose to publish in the Daily Lobo or other media all of the Candidates' names, their declared office, ballot number, student group endorsements, (and if possible) their picture and autobiography.

We have set the following format for the autobiography:

Candidates will be allowed **20 words**. *Please do not exceed your limit!*

The following is considered one word: 4/8/98

The following is considered two words: John Doe

Please do not run words together: IamaUNMstudentforeightyears.

Hashtags will count as one word, as long as the hashtag (pound sign) is included, and there would not be more than four words without it; the following is considered one word:

#VoteforASUNM; #VoteforASUNMforawesomestuff is considered six words.

Please Note: The Elections Commission reserves the right to cut off any words over the limit. If there is not enough room to print all of these statements, then none will be printed. Also, the way you spell it, is how it is printed, so print clearly and proof-read your work.

Candidate's Name: _____

Candidate's Office: _____

Candidate's 20 word biography:

Candidate's 3 Areas of Focus as Senator:

ASUNM Elections Commission, Spring 2020

GRADE RELEASE

***DUE BY 5:00 PM ON Monday March 23rd, 2020
TO THE ELECTIONS COMMISSION, ASUNM, SUB 1016***

NOTE: If printing this packet from an electronic file, THIS PAGE MUST BE PRINTED AS A STANDALONE, not on the front or back of another page.

I, _____, do hereby authorize the University of New Mexico Dean of Students, its
(Print Your Name)
Deans and its staff, to examine my records in order to confirm my eligibility for _____(office).
Furthermore, I realize I must remain in good standing throughout the entire term of office and my grade point
average will be checked at the end of each academic semester.

Signature

Date

Article I Section 1, G of the ASUNM Constitution:

Good Standing: Any student carrying at least six credit hours not on any type of University probation with at least a 2.5 cumulative grade point average. The only exception to having the 2.5 cumulative GPA is if the student does not have a GPA due to newly entering the University.

UNM ID #: _____

Local Address: _____

Local Telephone: _____ Email: _____

DO NOT WRITE BELOW THIS LINE

I verify that the above named student is _____ eligible _____ not eligible.

Signature of Representative of Student Activities Center

Date

I verify that the above named student is _____ eligible _____ not eligible.

Signature of Representative of Dean of Students Office

Date