

## **Spring 2023 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 Fall 2022 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 an emailed receipt from an ASUNM Elections Commission Official when you turn in your paperwork. **BE SURE TO SUBMIT ALL PAPERWORK VIA EMAIL TO ELECTION@UNM.EDU**. 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 meeting. The legal representative **MUST BE DOCUMENTED** (see Legal Representative Form) by Tuesday, March 21<sup>st</sup>, at 6:00pm (the date of the Candidate's Meeting,) via email to election@unm.edu. Candidates and Legal Representatives **MUST** be a part of the meeting 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, Mac Bagwell**, at any time. She can be reached by email at [election@unm.edu](mailto:election@unm.edu). The Elections Commission office is on the lower floor of the SUB in room 1063.

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

## **Spring 2023 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.

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 2023 Senatorial Election Calendar

### KEY

(\*) Mandatory Form or Attendance

(+) Optional Form or Attendance

(~) Mandatory if someone is attending the candidate's meeting for you

- Monday, March 20<sup>th</sup> Last day to submit a Candidate's Packet  
Due 5:00 pm to [election@unm.edu](mailto:election@unm.edu).  
(\* ) Affidavit of Candidacy Form Due  
(\* ) Grade Release Form Due  
(+ ) Autobiographical Form Due
- Tuesday, March 21<sup>st</sup> (\*) Candidate's Meeting - 6:00 pm - SUB Trailblazer/Spirit  
(~) Legal Representative Form Due before Roll Call at Candidate's Meeting  
**\*\*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.**
- Wednesday, March 29<sup>th</sup> (+) Candidate's Forum – 12:30 pm – SUB Acoma A & B  
(+) Withdrawal of Candidacy Form Due 5:00 p.m., to [election@unm.edu](mailto:election@unm.edu)
- Wednesday, April 5<sup>th</sup> Voting Period starts with online voting opening at 9:00 am at [my.unm.edu](http://my.unm.edu)
- Thursday, April 6<sup>th</sup> Online voting closes at 5:00 pm at [my.unm.edu](http://my.unm.edu)  
(+) Results Announcement 7:00 pm, at <http://election.unm.edu>
- Friday, April 7<sup>th</sup> (\*) Financial Statement Due 5:00 pm to [election@unm.edu](mailto:election@unm.edu)
- Tuesday, April 11<sup>th</sup> (+) Contest of Election Form Due 5:00 pm to [election@unm.edu](mailto:election@unm.edu)

*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 Mac Bagwell, ASUNM Executive Director of Elections at [election@unm.edu](mailto:election@unm.edu)

The following packet will be filled out and sent to [election@unm.edu](mailto:election@unm.edu) by previously set deadlines.

# ASUNM Elections Commission, Spring 2023

## AFFIDAVIT OF CANDIDACY FORM

*DUE BY 5:00 PM ON Monday, March 20th, 2023*

*TO THE ELECTIONS COMMISSION, [election@unm.edu](mailto:election@unm.edu)*

I, \_\_\_\_\_, (Print your name) declare my candidacy for the office of \_\_\_\_\_ . (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 #:** \_\_\_\_\_

**UNM 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 2023

## ASUNM GRADE RELEASE FORM

*DUE BY 5:00 PM ON Monday, March 20th, 2023*

*TO THE ELECTIONS COMMISSION, [election@unm.edu](mailto:election@unm.edu)*

**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: \_\_\_\_\_

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**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

# ASUNM Elections Commission, Spring 2023

## AUTOBIOGRAPHICAL FORM

*DUE BY 5:00 PM ON Monday, March 20th, 2023*

*TO THE ELECTIONS COMMISSION, [election@unm.edu](mailto:election@unm.edu)*

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: 4/8/22

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ASUNM Elections Commission, Spring 2023

## LEGAL REPRESENTATIVE FORM

*DUE to election@unm.edu PRIOR to the START of the MANDATORY Candidate's Meeting*

*Tuesday, March 21st, 2023, 6:00 pm, SUB Trailblazer/Spirit*

*TO THE ELECTIONS COMMISSION, election@unm.edu*

**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, \_\_\_\_\_, (Print Candidate's Name) hereby appoint

\_\_\_\_\_ (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 2023

## WITHDRAWAL OF CANDIDACY FORM

*DUE BY 5:00 PM ON Wednesday, March 29<sup>th</sup>, 2023*

*TO THE ELECTIONS COMMISSION, [election@unm.edu](mailto:election@unm.edu)*

**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, Sprint 2023

## FINANCIAL STATEMENT FORM

***DUE BY 5:00 PM ON Friday, April 7th, 2023  
TO THE ELECTIONS COMMISSION, [election@unm.edu](mailto:election@unm.edu)***

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

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

ITEM/SERVICE	VENDOR	DATE	VALUE	TOTAL
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**GRAND TOTAL:** \_\_\_\_\_

# ASUNM Elections Commission, Spring 2023

## FINANCIAL MEMORANDUM FORM

*DUE BY 5:00 PM ON Friday, April 7th, 2023  
TO THE ELECTIONS COMMISSION, [election@unm.edu](mailto:election@unm.edu)*

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: \_\_\_\_\_

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Vendor: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Item donated / purchased: \_\_\_\_\_ Value of item: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Vendor: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Item donated / purchased: \_\_\_\_\_ Value of item: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# ASUNM Elections Commission, Spring 2023

## CONTEST OF ELECTION FORM

*DUE BY 5:00 PM ON Tuesday, April 11<sup>th</sup>, 2023*

*TO THE ELECTIONS COMMISSION, [election@unm.edu](mailto:election@unm.edu)*

**NOTE:** Questions regarding this form should be referred to the Attorney General ([asunmag@unm.edu](mailto: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 \_\_\_\_\_