

**The University of New Mexico-Los Alamos Student Government
(UNM-Los Alamos Student Government)**

ELECTION CODE

Article I. DECLARATION OF ELECTION

- Section 1. **The University of New Mexico-Los Alamos Student Government** shall issue a Declaration of an election that shall contain information on the election date(s), the prescribed method for filing of candidacy, and clarification of the designated responsibilities for the conduct of the election.
- Section 2. **The University of New Mexico-Los Alamos Student Government** is responsible for the production of official publications relative to the election, including the Declaration of Election, the Election code, and all forms or materials related to the election.
- Section 3. **The University of New Mexico-Los Alamos Student Government** shall designate three (3) Election Officials to oversee election activities and receive appeal requests from candidates.

Article II. ELECTION OFFICIALS

- Section 1. A committee shall be appointed by **The University of New Mexico-Los Alamos Student Government**, and shall be known as the Election Officials, and shall be responsible for overseeing the conduct of the election.
- Section 2. The Election Officials shall be that group which hears petitions and appeals of decisions made by **The UNM-Los Alamos Student Government**. The decision of Election Officials shall be final.
- Section 3. Election Officials shall ensure that the actual conduct of election balloting occurs in the manner prescribed in this Code and in the Declaration of Election.
- Section 4. Official action taken by the Election Officials shall be as a group, rather than as individuals. Should such action interfere with the candidacy of any individual, or in the voting privilege of any student, the Student Government Advisor shall be advised immediately.
- Section 5. Election Officials shall be responsible for the tabulation of the ballots, the review of the procedures and standards, and for concurrence on declarations made by **The UNM-Los Alamos Student Government**.

Article III. POSITIONS SUBJECT TO THE ELECTION

- Section 1. Positions shall be put to voters for balloting and shall be called Student Members.
- Section 2. The elected positions shall be equal in status and responsibilities.

Article IV. POSITION RESPONSIBILITIES

- Section 1. Members are responsible for serving the needs of and reflecting concerns and views of **The University of New Mexico-Los Alamos** student body as a group.
- Section 2. Members are responsible for endeavoring to participate in all activities of **The University of New Mexico-Los Alamos Student Government**, including meetings, committee hearings, research and investigations, planning and developing activities, and general advocacy for students.
- Section 3. Student Members are responsible for developing and implementing a Code of Ethics for **The UNM-Los Alamos Student Government**.
- Section 4. Members are responsible for preparing and implementing documents necessary for the conduct of business.
- Section 5. Members are responsible for those duties detailed by **The UNM-Los Alamos Student Government** as a whole and for the proper conduct and discharge of duties and obligation.
- Section 6. Members are responsible for informed action and proper balance of educational responsibilities to leadership duties, and shall maintain high academic performance and model appropriate student behavior.

Article V. QUALIFICATIONS OF CANDIDATES

- Section 1. All filings shall meet in the following minimum requirements:
 - (a) Candidates must currently be enrolled for at least six (6) hours at **The University of New Mexico-Los Alamos** for credit.
 - (b) Candidates must be in good standing, which is academically defined as having a grade point average which is no lower than 2.5, and non-academically defined as not presently serving a **UNM-Los Alamos** disciplinary probation or suspension. Additional definitions shall appear on the Declaration of Candidacy form.
 - (c) Candidates must certify their intention, to their knowledge, to enroll in the following academic semester, for at least six (6) hours for credit.
 - (d) Candidates must certify their intention to maintain satisfactory academic performance and progress (academically defined as a 2.5 grade point average).
 - (e) Candidates must declare their commitment to participate in a manner that is proper and conducive to the performance of the duties of the office sought through any and all election activities, campaigning activities, and in personal behavior.
 - (f) Candidates must authorize the release of their educational records to the Election Officials for the purpose of verifying enrollment status and performance at **UNM-Los Alamos**.

Article VI. ELECTION CALENDAR

- Section 1. The election balloting shall be set by **The UNM-Los Alamos Student Government** to occur annually.
- Section 2. Election results shall be announced through an official posting on the Student Government board in Building 6, and various public-posting locations on campus, except in the event that a petition has been filed which may delay the declaration.
- Section 3. In situations where the official posting declaration is deferred as a result of a petition, the declaration shall be made immediately proceeding judgment on the protest or petition.
- Section 4. The deadline for filing a Declaration of Candidacy form shall be set by **The UNM-Los Alamos Student Government**.

Article VII. REVIEW OF CANDIDACY

- Section 1. The Election Officials shall review all candidates' satisfaction of the stated minimum requirements for candidacy eligibility, based on the information provided on the Declaration of Candidacy form; and the review shall specifically include reference to the following conditions:
 - (a) That review shall include a determination on the certifications detailed on the Declaration form.
 - (b) That review shall include a determination on the candidate's declarations detailed on the Declaration form.
 - (c) That review shall include verification of student status, academic performance, and enrollment status as authorized through the release of educational records.
- Section 2. The Election Officials may contact individual candidates for clarification of information filed on the Declaration form or for clarifying any conflicting information in the official educational records. Individual candidates shall be permitted to modify their Declaration form in the event of omission or error of fact.
- Section 3. **The UNM-Los Alamos Student Government** shall declare, through formal publication, the roster of all qualified candidates, based on the review of candidacy performed. Attached to that declaration shall be a description of the appeal process of the Election Official's declaration.

Article IX. PLACEMENT OF ELECTION BALLOTS

- Section 1. Once the declaration of approved candidates is posted, the Election Officials, through random lottery drawing, will determine the placement of candidate's names on the official ballot.
- Section 2. The candidate or designated representative for each candidate may be present at the lottery drawing for placement.
- Section 3. An appeal of the drawing procedures, but not the placement, may be filed with the election officials.

Article X. WRITE-IN CANDIDATES

- Section 1. Any student intending to participate as a write-in candidate shall advise **The UNM-Los Alamos Student Government** of their intent prior to the election days.
- Section 2. Write-in candidates shall be required to comply with the Declaration of Candidacy form requirements, and to meet the minimum candidate eligibility requirements detailed in the Declaration of Election.
- Section 3. In the event a write-in candidacy is conducted successfully, and the candidate is subsequently declared ineligible, the affected position shall be declared vacant, and shall be filled by **The UNM-Los Alamos Student Government** in the method prescribed within the Articles of Organization.

Article XI. CAMPAIGN STANDARDS

- Section 1. All approved candidates will be expected to conduct their campaign in a manner befitting the status and integrity of the office sought.
- Section 2. Candidates may conduct a campaign and distribute materials, brochures, or literature to individual students within the following standards:
- (a) Candidates may post promotional materials on university bulletin boards, but not on walls or on entrance doors.
 - (b) No campaign materials may be placed on vehicles on or off University property, nor in any classrooms, nor in any of the locations or sites prohibited by city and state election codes.
 - (c) Campaign activities may not restrict free access of movement of students on university property or in the areas where the conduct of instruction occurs, nor shall it disrupt or interrupt any regular university activities, in particular classroom instruction.
 - (d) **The University of New Mexico-Los Alamos** neither encourages nor assumes any responsibility for campaign expenses, financial solicitations, or personal resource contributions to campaign costs shall be within the individual prerogatives of candidates and supporters. Be advised that any candidate involved in contribution acceptance must comply with the standards and requirements of the Office of the Secretary of State of New Mexico.
 - (e) Candidates may file any protest of campaigning activities, in writing, with the Election Officials at any time prior to ballot tabulation. Such protests shall name the candidate charged with a violation, shall provide the specific information and charges raised, and shall provide any supportive documents or materials intended to be introduced as evidence. The Election Officials shall have jurisdiction to rule on protests filed and conduct an investigation and hearing, if grounds justify such, and shall rule on the matter. Appeals of the decision may be filed with the Student Government Advisor.

- (f) Any and all campaign materials prepared with the intention of resembling official ballots suggesting the candidate's position on the ballot shall clearly state the document is a promotional publication and is a facsimile of the ballot.
- (g) Candidates seeking Student Directory information for purposes of use in the conduct of a campaign may file their request for information with the Registrar. The Registrar shall authorize release of information in accordance with federal and state laws governing such requests. Additionally, such individuals requesting information shall assume the costs for the provision of information, including duplication, service charges, and other costs deemed appropriate by the Registrar.
- (h) The Election Officials have authority to declare any candidate ineligible for office should the campaign activities not comply with the aforementioned standards and expectations.

Article XII. CONDUCT OF ELECTION BALLOTING

Section 1. Election balloting shall be conducted in the following manner:

- (a) The appointed Election Officials shall supervise actual balloting procedures and/or appoint someone to do so.
- (b) All balloting for candidates shall occur on the official ballot form developed and controlled by **The UNM-Los Alamos Student Government**.
- (c) The ballot shall reflect the lottery drawing for placement on the official ballot.
- (d) The UNM-Los Alamos Student Government shall determine location of balloting. **The UNM-Los Alamos Student Government** will be responsible for securing the facility and providing the private and confidential environment required for voting.
- (e) The Election Officials shall be responsible for securing all ballots overnight and at the conclusion of the election period.
- (f) No voting by proxy or absentee shall be allowed.
- (g) Students will be required to present some form of identification at the time of voting.
- (h) Campaigning activities shall not be permitted within a reasonable area of election balloting.
- (i) Election balloting shall occur as prescribed by **The UNM-Los Alamos Student Government**.
- (j) The Election Officials shall declare the beginning of balloting, and shall be responsible for intervening in the event of any mechanical interruptions, system failures, protests, or disruptions of balloting procedures.
- (k) Candidates are encouraged to advise the student body as to the time and location of balloting and to exercise their voting rights at any voting locations on campus.

Article XIII. TABULATION OF BALLOTS

- Section 1. Immediately preceding the close of polling locations, Student Services shall conduct a tabulation of ballots. A representative of each candidate shall be permitted in the area for tabulation, but shall not be permitted to approach any of the ballots or work areas.
- Section 2. The Election Officials shall decide issues concerning the validity of any ballots or results. Election Officials should also be present at the time of tabulation.
- Section 3. The eight (8) candidates receiving the highest number of votes cast shall be declared the elected **UNM-Los Alamos Student Government**.
- Section 4. In the event of a tie, the winner will be decided between the two candidates by a coin flip. Run-off elections will be held for the two working days following the end of the regular balloting period.
- Section 5. All ballots shall be held for a period of two (2) days, during which time petition of appeals may be filed. Once the official declaration and canvassing has been completed all ballots shall be destroyed by the Election Officials.

Article XIV. DECLARATION OF ELECTION RESULTS

- Section 1. The Election Officials shall publicize a Declaration of Election Results indicating the highest recipients of votes cast.
- Section 2. Those individuals shall be declared the winners of the election, and shall be known as **The UNM-Los Alamos Student Government Members**.

Article XV. PROTEST AND PETITIONING PERIOD

- Section 1. Any candidate wishing to file a protest or petition, relative to the conduct of the election or to decisions made by the Election Officials, may do so by filing a written petition with the Student Government Advisor.
- Section 2. This petition shall contain the name of the candidate, the date of filing, and a brief narrative description of the issue being protested or petitioned.
- Section 3. If the protesting petition relates to the tabulation or validity of ballots cast or to the declaration of winners, it shall be filed within two (2) days of the end of the election.
- Section 4. The written petition of protest shall contain a request for review by the Election Officials and propose a recommendation for the resolution.
- Section 5. The Election Officials shall review all written protests and petitions received, and shall act on them promptly, issuing a judgment on the matter.

Article XVI. SPECIAL ELECTIONS

- Section 1. If, in the judgment of the election officials, it is decided that a special election is necessary, the election officials shall determine the election standards and code.
- Section 2. The basis for calling a special election shall be such extraordinary magnitude that alleged activities or circumstances warranting this call must be of such serious scope that they imply malfeasance or malicious intent of the institution of the Election Officials, or that it is a violation of the basic civil rights of an individual.
- Section 3. The special election conditions shall take precedence over all previous Declarations and balloting and shall render that previous actions are null and void.
- Section 4. If a special election is declared, an Election Committee appointed by the Student Government Advisor shall conduct it.

Article XVII. VACANCIES IN STUDENT GOVERNMENT

- Section 1. In the event that a vacancy should occur in any of the elected positions, that vacancy shall be filled pursuant to Article VI of the Student Government Constitution.

Article XVIII. INSTALLATION CEREMONY

- Section 1. Following the Declaration of Election results and at the conclusion of the period for protest of petitions and run-off elections, the outgoing **UNM-Los Alamos Student Government** shall conduct an installation ceremony for the elected **UNM-Los Alamos Student Government**.
- Section 2. This ceremony shall occur prior to the end of a two-week period following the end of the election.
- Section 3. An appropriate Oath of Office shall be administered to each member.

Article XIX. UNANTICIPATED MODIFICATION

- Section 1. The election officials may be required to issue additional standards regarding the conduct of an election. In the event such additional standards are issued, the standards shall be issued as written amendments and posted in the Student Center. All candidates are responsible for the amendments posted and will be required to comply with the amended standards.

DECLARATION OF AN ELECTION
FOR
THE UNM-LOS ALAMOS STUDENT GOVERNMENT

Notice is given to all students of **UNM-Los Alamos** that an election has been called for the selection of a new **UNM-Los Alamos Student Government**. **The UNM-Los Alamos Student Government** exercises jurisdiction for this Declaration and for the conduct of the election. The following conditions shall be in effect for the **Fall 2016** election.

Article I. **THE UNM-LOS ALAMOS STUDENT GOVERNMENT POSITIONS FOR THE ELECTION**

Section 1. This declaration provides for the at-large election of Members to **The UNM-Los Alamos Student Government** a rate of eight (8) members.

Article II. **CONDUCT OF THE ELECTION**

Section 1. The election shall be conducted in accordance with the provisions and requirements of the Election Code, available in the Student Center.

Article III. **ELECTION DATES**

Section 1. The election balloting shall begin **Wednesday, September 7th**, at **8:00 a.m.** and continue through **Friday, September 9th**, at **11:00 p.m.**

Section 2. Election results shall be announced through an official posting on the Student Government board in Building 6 on **Tuesday, September 12th**, except in the event that a petition has been filed which may delay the declaration. In such case, the declaration shall be made immediately preceding judgment on the protest or petition.

Article IV. **DECLARATION OF CANDIDACY**

Section 1. Any student wishing to declare candidacy for the position of Member shall file a Declaration of Candidacy Form with the Student Government Advisor, prior to **Friday, September 2nd, 5:00 PM.**

Section 2. All filings shall meet the following minimum requirements:

- (a) Candidates must currently be admitted and enrolled at **UNM-Los Alamos** in at least six (6) credit hours in a degree-granting program, non-degree status, or unclassified status;
- (b) Candidates must be in good standing, which is academically defined as a grade point average of 2.5, and non-academically defined as not presently serving a **UNM-Los Alamos** disciplinary probation or suspension

- (c) Candidates must certify their intention, to the best of their knowledge, to enroll in credit courses at **UNM-Los Alamos** in the spring semester;
- (d) Candidates must certify their intention to maintain satisfactory academic progress, which is academically defined as a 2.5 grade point average;
- (e) Candidates must declare their commitment to participate in all election activities, any campaigning activities, and in all personal behavior in a manner that is proper and conducive to the performance of the duties of the office sought;
- (f) Candidates must authorize the release of educational records to the Election Officials for the purpose of verifying enrollment status and performance at **UNM-Los Alamos**.

Section 3. The election shall be conducted in a manner providing full information to all eligible voters and candidates. Information on the conduct of the election will remain available throughout the Student Center.

Section 4. The Election Officials shall perform the posting of candidates eligible for the position of Member on **Tuesday, September 6th, 2016**.

Article V. NOTIFICATIONS AND PUBLICATION

Section 1. **The UNM-Los Alamos Student Government** shall be responsible for the production and dissemination of all official publications of the election, including the Election Code, the Declaration of Candidacy Forms, and the Declaration of Election.

Section 2. Copies of those documents contained in Article V. Section 1 shall remain available to all students and candidates throughout the period covered by this declaration.

Section 3. **The UNM-Los Alamos Student Government** shall be responsible for the official publication and promotion of the Election.

Article VI. DEFINITIONS AND CLARIFICATIONS

Section 1. The eight (8) candidates receiving the greatest number of votes cast in the election shall be declared winners and designated the elected Members to **The UNM-Los Alamos Student Government**.

Section 2. In the event of a tie for the final position, the winner shall be determined by a coin flip and seated as duly elected.

Section 3. The Election Officials shall be responsible for notification to all of the winners of the election in as timely a manner as possible.

Section 4. Upon installation of **The UNM-Los Alamos Student Government**, that body may organize itself in the fashion that creates an effective student government.

Section 5. The term of office for all elected under this Declaration shall commence with the **Fall 2016** installation and continue through the next election.

Section 6. Any student wishing to file an inquiry or a petition relative to the conduct of the election shall do so first with the Election Officials. Appeals of decisions by the Election Officials shall be taken to the Student Government Advisor through a written appeal process.

Section 7. Any candidate wishing to file a petition regarding the conduct of the election shall file that petition within the amount of time specified in the Election Code with the Election Officials.

Section 8. A committee of Election Officials shall rule on petitions, protests, or appeals filed based on the actual conduct of the election.

This Declaration of an Election for the purpose of selecting through balloting the Members of **The UNM-Los Alamos Student Government** has been duly issued and served this **Monday, August 22nd, 2016**, by the authority of **The UNM-Los Alamos Student Government**.

Grace Willerton

Student Government Advisor

ELECTION CODE -- EXCERPTS

Election Officials

The UNM-Los Alamos Student Government and the Election Officials coordinate the election. The officials ensure the election is conducted as prescribed in the Election Code and act on appeals from candidates and students.

Candidates

Candidates must be:

- Currently enrolled in at least six (6) credit hours;
- in good standing, which is academically defined as having a GPA which is no lower than 2.5, and non-academically defined as not presently serving an **UNM-Los Alamos** disciplinary probation or suspension; and
- Intending to continue studies at **UNM-Los Alamos** next semester.

Candidates must file a Declaration of Candidacy Form by **Friday, September 2nd, 5:00 p.m.** The form and detailed election information are available from the Student Government Advisor, Grace Willerton, in the Student Services Office.

Election Officials will verify candidates' eligibility and act on appeals. A random drawing determines placement of candidate's names on the ballot, and candidates may be present for the drawing.

Campaigning

Candidates choosing to campaign must do so in a manner befitting the status and integrity of the office sought.

Balloting

Voting will take place **online, Wednesday, September 7th, 8:00 a.m., through Friday, September 9th, 2016, 11:00 p.m., and in the lobby of Building 6 September 7th and 8th, 10:00 a.m. to 2:00 p.m.** Absentee and proxy balloting are not allowed. Campaigning will not be permitted in the election area.

Votes will be counted on **Monday, September 12th, at 9:00 a.m.** in the Student Government Advisor's Office, 109, and candidates are invited to attend. Candidates may appeal the validity of any ballot or process until **Wednesday, September 14th, 2016.**

Council Responsibilities

The UNM-Los Alamos Student Government has legislative and executive authority to establish its own procedures for conducting business, to prepare and act upon legislation, to allocate moneys, to recognize student clubs and organizations and finance their activities, to sponsor activities and events for students, and to advocate on behalf of students. Its members reflect the wishes, concerns, and views of students, serve the best interests and welfare of students, and participate in council activities.