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 2018 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 Tuesday, April 3rd, at 7:00pm - 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, Emma Talbert, or Assistant Director of the Elections Commission, Aaron Ochoa, at any time. They 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!

Emma Talbert, Executive Director
Aaron Ochoa, Assistant Director

ASUNM Elections Commission
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 2018 Senatorial Election Calendar

Monday, April 2\textsuperscript{nd}  
Last day to pick up and submit a Candidate’s Packet 
Due 5pm to SUB 1016.  
(*) Affidavit of Candidacy Form Due  
(*) Grade Release Form Due  
(+) Autobiographical Form Due

Tuesday, April 3\textsuperscript{rd}  
(+) Senatorial Info Q&A Session, 7:00pm, with Current Office Holders

Tuesday, April 3\textsuperscript{rd}  
(*) Candidate’s Meeting 7:00pm, SUB Acoma A&B Room  
(~) 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.**

Friday, April 6\textsuperscript{th}  
Withdrawal of Candidacy Form Due 5pm, SUB 1016

Thursday, April 12\textsuperscript{th}  
(+) Endorsement Forum 5PM-7PM, SUB Atrium

Monday, April 16\textsuperscript{th}  
Voting Period starts with online voting opening at 9AM

Tuesday, April 17\textsuperscript{th}  
Polling Station open 10AM-4PM SUB ONLY

Wednesday, April 18\textsuperscript{th}  
Polling Station open 9AM-5PM SUB ONLY  
Online voting closes at 5PM  
(+) Results Announcement 6 pm, SUB Atrium

Thursday, April 19\textsuperscript{th}  
(*) Financial Statement Due 5pm to SUB 1016  
(+) Contest of Election Form Due

KEY

(*) Mandatory Form or Attendance  
(+) Optional Form or Attendance  
(~) Mandatory if someone is attending the candidate’s meeting for you

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 Keith Blumenfeld, ASUNM Elections Executive Director and Emily Wibert, 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).
ASUNM Elections Commission, Spring 2018

LEGAL REPRESENTATIVE FORM

DUE PRIOR to the START of the MANDATORY Candidate’s Meeting

Tuesday, April 3rd, 2018, 7:00 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
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 2018

CONTEST OF ELECTION FORM

DUE BY 5:00 PM ON Thursday, April 19th, 2018

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 2018**

**FINANCIAL STATEMENT FORM**

*DUE BY 5:00 PM ON Thursday, April 19th, 2018*

*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 knowledge.

(Print Candidates Name)

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GRAND TOTAL ___________
ASUNM Elections Commission, Spring 2018

FINANCIAL MEMORANDUM FORM
DUE BY 5:00 PM ON Thursday, April 19th, 2018
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: _________________________

__________________________________________________________
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.
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: ____________________________________

__________________________________________________________________
ASUNM Elections Commission, Spring 2018

ASUNM GRADE RELEASE FORM

DUE BY 5:00 PM ON Monday, April 2\textsuperscript{nd}, 2018

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 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:

\textbf{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