

Appendix 1.

Election Code of Associated Students of Santa Clara University

- I. Purpose
 - A. The purpose of this election code (herein “code”) is to allow students equal opportunity to present their views and qualifications to the student body for consideration as an officer in Associated Students of Santa Clara University (herein “ASSCU”).
 - B. This code establishes clear guidelines for the selection of an Election Committee, the planning and execution of general and special elections, and redress for candidate grievances.
 - C. This code applies to all elections facilitated by ASSCU.
- II. Election Committee
 - A. The Election Committee will be chaired by the Executive Vice President of ASSCU (herein “Chair”) and consist of four (4) commissioners.
 - B. In the event the Chair is running for an office, the Election Committee shall nominate a junior or senior for the position of Chair. The nomination shall be submitted to the Student Body President and Senate for their consideration. The nomination must be approved by the President and a 2/3 majority of the Senate.
 - C. Each of the four commissioners shall be selected by the Chair and submitted to the Student Body President and Senate for their consideration. Each nomination must be approved by the President and a 2/3 majority of the Senate.
 - D. The Chair shall report to the Student Body President. The commissioners shall report to the Chair.
 - E. The President has the authority to remove the Chair for failure to perform duties or gross misconduct. Any appeal should be submitted to the Chief Justice.
 - F. The Chair has the authority to remove any commissioner for failure to perform duties or gross misconduct. Any appeal should be submitted to the Chief Justice.
 - G. The Chair has the authority to appoint ex-officio, non-voting commissioners to serve as volunteers (herein volunteers). All eligibility and conduct requirements are the same for volunteers.
 - H. The AS Advisor will serve on the Election Committee as an ex-officio, non-voting member.
- III. Election Committee Eligibility and Conduct Requirements
 - A. These requirements apply to the Chair, commissioners, and volunteers.
 - B. The term of appointment for Election Committee members is for one (1) full academic year.
 - C. Students serving on the Election Committee may not do the following during their term of office:
 - 1. Run as a candidate for any ASSCU office.
 - 2. Serve as an appointed candidate for any ASSCU office.

3. Be involved in any way with the campaign for any ASSCU office.
 4. Endorse any candidate or platform for any ASSCU office, referendum, constitutional amendment, or any other issue brought to the student body for consideration through an election.
 5. Students serving in the judicial branch of ASSCU may not be involved in any way with a campaign for an ASSCU office or endorse a candidate or platform.
- D. Students serving on the Election Committee must do the following during their term in office:
1. Sign an integrity agreement (Appendix 1A.) guaranteeing faithful and honorable execution of all assigned duties.
 2. Attend all meetings called by the Chair.
 3. Be available for consultation during campaigning and Election Day.
- E. All Election Committee members must be eligible for participation according to the Student Activity Eligibility Policy as stated in the Community Handbook.
- IV. Election Announcements and Timelines
- A. General Elections
1. General Elections will be announced by the Chair and must take place no later than the fifth week of the Spring Quarter.
 2. The Chair or his/her designee will notify The Santa Clara of the election no later than twenty (20) business days prior to the election.
 3. The Chair will announce the general election, including the available offices, to the student body by e-mail AND general posting on the first floor of Benson Memorial Center.
 4. The Committee is encouraged to initiate further publicity of the election.
- B. Freshmen Elections
1. Freshmen Elections will be announced by the Chair and must take place no later than the fifth week of the Fall Quarter.
 2. The Chair or his/her designee will notify The Santa Clara of the election no later than ten (10) business days prior to the election.
 3. The Committee is encouraged to initiate further publicity of the election.
- C. Constitutional Elections
1. Constitutional Elections will be announced by the Student Body President and should take place ten (10) business days, but no more than fifteen (15) business days, after the official announcement is made to the student body.
 2. The Student Body President is responsible for posting the proposed and ratified changes on the first floor of Benson

Memorial Center, the offices of ASSCU, and other places deemed appropriate.

3. The Election Committee is responsible for any further organization and execution of the election.

D. Referendums and Recalls

1. Any student wishing to initiate a referendum or recall should make their intentions public by announcement at the weekly Senate meeting.
2. The proposed language must be presented in writing to the Senate. The Senate Chair must notify the Chair of the Election Committee of the referendum or recall.
3. Any referendum or recall election requires 200 signatures to initiate an election.
4. All signatures must be verified by the Chair and the AS Advisor.
5. The referendum or recall election should take place ten (10) business days after, but not more than fifteen (15) business days, after the official announcement by the Chair.

V. Candidate Eligibility and Campaign Declaration Guidelines

- A. Any undergraduate student is eligible to run for office in ASSCU as long as they meet the criteria outlined in the Student Eligibility Policy as stated in the Community Handbook.
- B. Candidates for Student Body President must be a junior or senior during their term of office.
- C. To declare candidacy for ASSCU office in General Elections, candidate(s) must do the following:
 1. Attend a Candidate Information Session to occur at least three (3) weeks prior to the election date in order to pick up essential campaign paperwork.
 2. File a Candidate Petition form (Appendix 1C) on the date identified by the Election Committee.
 - a. Petition must include at least 300 signatures for Student Body President/Vice President slate, 150 signatures for Senate Chair, and 100 signatures for Senators.
 - b. Senators may only procure signatures from constituents in their own class.
 - c. All other candidates may procure signatures from all undergraduates.
 - d. Signatures will be verified by the Election Committee and the AS Advisor using an official roster.
 3. Prepare and submit a budget (See section VIII) on the date requested by the Election Committee.
 - a. Paperwork is due in the ASSCU Office on 5:00 p.m. of the identified date.
 - b. Late paperwork including, but not limited to, petition, signatures, deposit, and/or budget may result in penalties and/or disqualification from the election.

4. Submit a candidate platform (See Appendix 1D) on the date requested by the Election Committee.
5. Submit text for a webpage to the Election Committee on the date requested.
 - a. The election committee will create each candidate's website based on submitted pictures and platforms.
 - b. In the event of an online election, the ballot will provide a link to the candidate webpage that will be hosted on the ASSCU website.

VI. Campaign Guidelines and Policies

- A. These guidelines and policies are designed to be consistent with the values of the University and ASSCU. They are established to promote fair, equitable, and engaging elections for the undergraduate student body.
- B. These guidelines and policies will be enforced by the Election Committee according to the provisions set within this article. Any appeals must be submitted to the Chief Justice of the Student Court according to the provisions also set within this article.
- C. These guidelines and policies will treat all activity on behalf of a campaign as if they were initiated and endorsed by the candidate.
- D. General Guidelines
 1. Campaigns must follow all University policies including, but not limited to, the Community Handbook, Residence Hall Solicitation Policy, Information Technology Use Policy, Santa Clara city ordinances, and all other applicable laws.
 2. Candidates should use good taste and be respectful of the diversity of our community. Campaign materials, slogans, and platforms should not include obscene language, lewd or indecent language, images, or inferences, discriminatory statements, stereotypes, or any other effort that is inconsistent with the stated values of ASSCU and the University.
 3. Any issue or topic not addressed within this article is subject to review and interpretation by the Election Committee at any time. It is incumbent upon the candidate to review any questionable campaign materials with the Chair before proceeding.
- E. General Campaign Policies
 1. Candidates may only campaign if they have been notified by the Election Committee that their petition was accepted and processed.
 2. Campaign materials may not under any circumstances use copyrighted material without express written permission of the copyright holder. Any permission of use must be submitted to the Chair immediately.
 3. Use of ASSCU property for the generation, distribution, or support of any campaign materials is expressly prohibited.
 4. Campaigning of any sort in Benson 1 is prohibited.

5. Candidates may not use alcohol or any illicit substance in any way for their campaign including but not limited to reference of alcohol in campaign materials, given/sold/present at campaign events, or promised as a favor for voting.
6. Candidates may not solicit endorsements official or unofficial, of any student organization, academic or staff department.
7. The outgoing Student Body President and all current ASSCU members not involved in the election committee or judicial branch are permitted to personally endorse any candidate, but in doing so they must not imply official endorsement of ASSCU.
8. Candidates may not campaign in any way through unrecognized student organizations including fraternities and sororities. This includes distribution of campaign materials, announcement at formal meetings, use of organization e-mail lists, or any other method normally used by the organization for promotion.
9. All campaign materials and chalkings must be removed from campus within 24 hours of the posting of the election results.
10. In the event of a run-off election, all materials may remain in place until 24 hours following the declaration of run-off results.

F. Technology Policy

1. Candidates may send personalized, individually generated e-mails to student with whom they have a prior relationship. All e-mails must be sent using the candidates Group Wise e-mail account and should conform to all other provisions in this code.
2. The text and the recipients of all e-mails must be approved by the Election Committee prior to their distribution.
3. Candidates using email to communicate with students regarding their campaign must carbon copy their assigned commissioner and the Chair..
4. Candidates may not solicit other students through mass e-mails using GroupWise or any other outside e-mail vendor to any students under any circumstances.
5. Candidates may use “facebook.com” to promote their campaign so long as they do so via an “opt-in” group. The use of other social networking sites is prohibited. Persons must actively select to be a part of the group or to receive information. If candidates use “facebook.com”, they must notify the Election Committee.

G. Residence Hall Policy

1. All campaigning and campaign materials must conform to the Residence Hall Solicitation Policy and Student Handbook and individual policies of the respective Resident Director.
2. Candidates may not under any circumstances enter a residence hall without an escort.

3. Candidates may meet/greet residents during pre-determined community meetings announced by the Election Committee at Candidate Information Sessions.
4. Candidates should consult the Election Committee and/or the appropriate Resident Director for further guidance on campaigning in the residence halls.

H. Materials Guidelines

1. All campaign material must be in accordance with the University's Posting Printed Material and Chalking Policy in the Student Handbook.
2. Messages must not address other candidates or include offensive/obscene material.

VII. Enforcement of Penalties and Appeals

A. Enforcement of Campaign Guidelines and Policies

1. These guidelines and policies are enforced by the Election Committee through organized monitoring and addressing individual complaints.
2. All complaints of a campaign violation must be made in writing by a student, other than an Election Committee member, using the Complaint Form (Appendix 1G.). E-mail complaints will be accepted provided they address the issues in the Complaint Form and come from an authorized Group Wise e-mail address.
3. Documentation of complaints and Election Committee decisions will be kept for a period no shorter than three (3) years. These decisions will be considered precedent and help guide future committee decisions. Documentation will be submitted to the AS Advisor and the Chair.

B. Violations and Penalties

1. The Election Committee will consider the following actions major violations of the Election Code, which result in automatic disqualification:
 - a. Use, presence, or endorsement of alcohol in any way during campaign.
 - b. Attempting to defraud the voting system.
 - c. Campaign materials or speech that uses lewd, indecent, or obscene language, images, or references. Campaign materials or speech that stereotypes any person or group of persons because of gender, race, ethnicity, religion, sexual identity, socioeconomic status, disability, or age.
 - d. A total campaign budget, inclusive of expenses, donations, and penalties that is in excess of the amount allocated.
2. The Election Committee will consider any other violation of the Election Code a minor violation.
 - a. For the President/Vice President candidates and the Senate chair, the penalty for a first minor offense is a \$25 subtraction from the allotted campaign budget. The penalty

for a second offense will be a \$50 subtraction from the total campaign budget. A third offense by these candidates will result in automatic disqualification.

- b. For Senate candidates, the first minor offense will result in a warning. A second offense will result in a \$25 subtraction from the budget. A third offense will result in a \$50 subtraction from the campaign budget. A fourth offense will result in automatic disqualification.
3. The Election Committee is authorized to sanction additional penalties and/or disqualify any candidate(s) for violations of this Election Code and/or University policies not expressly addressed in this code.
4. Candidates will be notified of any penalties and/or sanctions via Group Wise e-mail within 24 hours of a complaint or observed violation.

C. Appeal of Election Committee Decisions

1. Any appeal of an Election Committee decision must be submitted in writing using the Appeal Form (Appendix II) to the Chief Justice of the Student Court in the ASSCU Office within 24 hours of receipt of Election Committee decision.
2. The Chief Justice will review the complaint and submit to the remaining justices of the Student Court.
3. The Student Court may make a summary judgment in favor of the candidate without further action. Judgments must be delivered to the Election Committee, the AS Advisor, and the CSL Director within 24 hours after receiving the official appeal.
4. The Student Court may decide that a hearing is necessary to judge the merit of the appeal. The appeal hearing must be called within two (2) business days after receiving the appeal form.
5. The appeal hearing will follow this format:
 - a. Introduction and explanation of rules (Chief Justice)
 - b. Explanation of Violation and Decision (Chair, 5 minutes)
 - c. Response to Decision (Candidate, 5 minutes)
 - d. Rebuttal and presentation of evidence (Chair, 7 minutes)
 - e. Rebuttal and presentation of evidence (Candidate, 10 minutes)
 - f. Closing Remarks (Chair, 2 minutes)
 - g. Closing Remarks (Candidate, 5 minutes)
 - h. Adjournment (Chief Justice)
 - i. Closed Hearing (All Justices)
6. Appeals decisions must be made by the Student Court within one (1) hour following the hearing. The final decision must be submitted in writing to the Chair, the AS Advisor, and the CSL Director.
7. All appeal decisions are final and no additional recourse is available for the candidate or the Election Committee.

8. Documentation of appeals and Student Court decisions will be kept for a period no shorter than three (3) years. These decisions will be considered precedent and help guide future committee decisions. Documentation will be submitted to the AS Advisor and the Chair.

VIII. Official Campaign Events

- A. The Election Committee will host a “Meet the Candidates Night” and a “Debate Night” for all general and freshmen elections.
 1. The “Meet the Candidates Night” will provide each candidate/slate with a maximum of five (5) minutes to discuss their platform.
 - a. All candidates must participate to continue eligibility.
 - b. Candidates should have at least five (5) students supporting their campaign attend the event.
 2. The “Debate Night” will provide the Student Body President/Vice President and Senate Chair candidates the opportunity to debate. The debate format is at the discretion of the Chair and will be distributed to candidates at the Candidate Information Session.
 - a. All candidates for Student Body President/Vice President and Senate Chair must participate in this event.
 - b. All candidates for Senate must attend this event.
 - c. Candidates participating in the debates should have at least twenty-five (25) students attend the event.
- B. Additional events may be planned at the discretion of the Election Committee, but the date, time, and format must be announced to all candidates during Candidate Information Sessions.
- C. Candidates may host individual campaign events on-campus or off-campus following the guidelines of this document and the Student Handbook. Prior to an event, all campaign events must be reviewed by the Election Committee.
 1. Candidates are responsible for all events organized in support of their candidacy.
 2. Candidates must include the cost of any campaign events in their official budget.

IX. Campaign Budgets

- A. Each candidate must submit a budget (See Section VCIII) to the Election Committee for the purpose of controlling costs and spending on campaigns.
- B. To substantiate campaign expenses, all receipts for campaign materials, services, events, or any other expenditures are due to the Election Committee in the ASSCU Office at 5:00 p.m. three (3) business days prior to the Election Day.
- C. Materials and/or services may be donated to a campaign. The cash value of those services and materials should be included as an expense on the candidate’s budget form (Appendix 1F)

- D. The campaign budget for Student Body President/Vice President and Senate Chair is \$200.00, inclusive of expenses and penalties.
 - E. The campaign budget for all Senate seats is \$100.00, inclusive of expenses and penalties.
 - F. Penalties will not be collected but will be applied to the overall budget.
- X. Election Guidelines and Procedures
- A. General Guidelines and Procedures
 1. The election committee shall decide whether voting for an election shall be held online or on paper ballot and the method of ballot distribution must be announced to the student body when the election date is announced.
 2. Students must use a unique identifier (e.g. ACCESS Card, e-mail address, etc.) to procure and submit a ballot.
 3. Candidates may not campaign within Benson Memorial Center on Election Day.
 4. Campaigning is prohibited within 50 ft of any/all public polling places.
 5. All undergraduate students will receive one ballot and are permitted to vote only once.
 6. Voting more than once or not following the instructions on the ballot will cause the entire ballot to be disqualified.
 7. A list of students who participated in the election may be generated.
 - B. Online Election
 1. At least two (2) days before the election, the Election Chair and AS Advisor will use the additional security feature provided by e-campus to “lock” the ballot. At this point, no changes to the ballot will be allowed unless a candidate is disqualified.
 2. Voting will be permitted from 8:00 a.m. until 11:59 p.m
 3. Campaigning is prohibited in any public computer lab and/or within ten feet of any university owned computer.
 4. Voters will access the ballot via E-Campus and will be required to authenticate themselves.
 5. In the event that a voter is unable to be verified as eligible and access the election system, they will be able to submit a provisional ballot where they will explain why they believe they were unable to submit a ballot.
 6. Each voter will be given a unique “receipt” to confirm that they have voted. At the request of a voter or candidate, an audit of a receipt ID will be performed to verify that the vote has been counted.
 7. The eCampus election system contains a number of fraud prevention and detection systems.
 - C. Paper Elections
 1. Voting will be permitted from 7:00 a.m. until 7:00 p.m.

2. Ballots must be titled ASSCU Official Ballot, carry the logo of AS, and include the date of election. Ballots must include the title of all offices open in the election, name of candidates/slates eligible for each office, and specific instructions on how to complete the ballot.
3. Name placement on all ballots will be alphabetically by last name.
4. Students will receive a ballot for their assigned class as determined by an official roster.
5. Poll workers will check off each student when they receive their ballot.
6. Ballots placed in the election box are final and may not be retrieved. At the end of the election, ballots may only be removed by the Chair in the presence of the AS Advisor.
7. Ballots will be counted by the Election Committee in the presence of the AS Advisor. The general public and/or media are not permitted to witness the tabulation of ballots.
8. Additional parties may be permitted to witness the tabulation at the discretion of the Chair or AS Advisor.
9. Tabulation of votes will be considered final when at least two (2) counts agree.
10. A candidate, at his or her discretion, may request a recount of paper ballots for the election in which they were directly involved. No other parties may request a recount. The recount request must be made in writing within 24 hours of the declaration of winners to the Chair of the Election Committee. The Chair will convene a recount within 24 hours of receipt of the written request. After one (1) recount, the outcome shall be considered final.
11. Ballots will be kept in a secure place by the AS Advisor for one (1) week in case the election is officially contested.

D. Initiating a "Re-vote"

1. A re-vote is appropriate only when sufficient, material evidence exists to suggest election fraud. A re-vote request may be filed by any undergraduate student who possesses and is willing to submit such evidence.
2. All re-vote requests must be made in writing to the Election Chair (using appendix 1J).
3. In the event of an electronic voting system error, a re-vote will take place no later than two (2) days from the original election day.
4. Election Committee will convene a special closed hearing to determine the merit of the re-vote request. The Election Committee will be joined by the Student Body President, AS Chief Justice, a student (who is not a candidate) designated by the Election Committee, AS Advisor, CSL Director, a student

(who is not a candidate) designated by the plaintiff, and a staff member designated by the plaintiff.

5. The Election Committee and the special hearing members will meet in closed session to consider the request, any evidence, testimony, or other information supporting the request. The Chair, on behalf of the hearing committee, reserves the right to request individuals or evidence who may resolve the claim.
 6. At the conclusion of the closed hearing, the hearing committee will vote by secret ballot on whether or not to initiate a re-vote. The ballots will be counted by the Chair and the AS Advisor.
 7. If a re-vote is initiated, the Chair must make an appropriate announcement to the undergraduate student body one (1) week in advance of the re-vote date. The re-vote date may not take place more than seven (7) business days following the decision of the hearing committee.
- XI. Declaration of Election Results
- A. All election results will be announced, displayed publicly, and communicated to the student body by the Chair within 24 hours of the final vote count. Candidates will be informed prior to the general student body.
 - B. Candidates for President, Vice President, and Senate Chair will be deemed winner of the election if they meet one of the following criteria for their particular office:
 1. Receive 50% + 1 of the total votes OR
 2. Receive 20% more votes than any other candidates.
 - C. If the preceding criteria are not met, a run-off election will be initiated.
 - D. Candidates for Senate will be declared winners if they are among the top five (5) recipients of most total votes.
- XII. Run-off Elections
- A. If a candidate is not a clear winner based on XI, a runoff election must be initiated.
 - B. Run-off elections must be initiated and conducted according to the terms in Article X of this document.
 - C. Run-off elections must be announced within 24 hours of vote tabulation and must be conducted within two (2) business days of the proceeding election.
- XIII. Terms of Office
- A. Terms of office for the Student Body President/Vice President, Senate Chair, and Senate begin following their inauguration at the last Senate meeting of the current officers, which is to be held during the eighth (8) week of the spring quarter.
 - B. Outgoing officers in non-elected positions must continue to faithfully execute non-legislative, administrative duties as necessary through the end of the spring quarter.
 - C. The new Senate shall convene for their first official meeting in the ninth (9) week of the Spring Quarter.

- D. All outgoing officers are required to transition their successor.
 - E. All officers-elect are expected and required to participate in a transition retreat to be announced prior to the election period.
- XIV. Amendments of the Election Code
- A. The Chair, in consultation with the AS Advisor, may make non-material changes to this code for the express purposes of conducting a fair, equitable, and efficient election. All non-material changes must be approved by the Student Body President. All non-material changes must be announced at the next Senate meeting, but do not require Senate approval.
 - B. All material changes to this document require a 2/3 majority approval of the Senate and the signature of the Student Body President.



SANTA CLARA UNIVERSITY

ELECTIONS INTEGRITY AGREEMENT

Appendix 1A

I, _____ (**print name**), promise to familiarize myself and uphold the Election Code to the best of my ability so that all students have an equal opportunity to present their views and qualifications while running for a position within Associated Students. I will not be a candidate or endorse any candidate during this election.

As an Election Commissioner, I will oversee, execute, and enforce the rules and regulations as specified by the Election Code. As an Election Commissioner, I will not share the candidates' personal information or any other confidential information that pertains to the elections.

It is my responsibility to plan an active role in the committee by attending all scheduled meetings and keeping the committee well informed about all pertinent election activities.

Upon signing this agreement, my status as Election Commissioner is pending on the approval of the Student Body President and the Student Senate. I understand that failure to uphold the standards set forth in the Election Integrity Agreement will result in review by the Election Chair.

Candidate for Election Commissioner Signature

Date

Election Chair Signature

Date



SANTA CLARA UNIVERSITY

SPRING 2007 ASSCU ELECTION AGREEMENT

Appendix 1B

Please print clearly. This form is to be turned into the ASSCU Office (Benson Center #1) **no later than** _____. (A member of the Election Committee or Student Assistant must sign it). If you have any questions, please feel free to contact Associated Students at 408-554-4410.

Name: _____ Desired Position: _____

Phone: _____ E-mail: _____

Local Address: _____

I, _____, understand and will comply with all of the Election Code stipulations and those decisions made by the Election Committee. I have read the Election Code and understand my responsibilities as a candidate. If elected to an ASSCU position, I am aware of **and will attend the mandatory retreat on** _____ and all other retreats during my term of office. If I am unable to attend one of these retreats, I will promptly inform the ASSCU President and the Organizational Development Vice President. I have been informed and am aware of all appropriate deadlines for all campaigning materials.

Candidate Signature: _____ Date: _____

For office use only

Date application received: _____ Application received by: _____



SANTA CLARA UNIVERSITY

SPRING 2007 PETITION FOR CANDIDACY

Appendix 1C

Name: _____ Desired Position: _____

Phone Number: _____ Class Year: _____

Local SCU Address: _____ E-mail: _____

Constituents may sign more than one petition. **All signatures must be followed by signer's ACCESS Card ID number.** All ACCESS Card ID numbers will be verified, and duplicate signatures or invalid ID numbers are void. Additional signature may be obtained and attached to a separate piece of paper. If you have any questions, please call Associated Students (AS) at x4857.

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FALL 2006 HARD-COPY CAMPAIGN PLATFORMS
Appendix 1D

Every candidate must create/design a platform that will be placed on display in Benson Center, on the AS website and in a candidate packet that will be distributed through the campus mail system and will be available in the AS office. Platforms cannot exceed 150 words. They must be typed on a page no larger than 8.5" x 11". Any platforms that fail to conform to the stated guidelines or are deemed inappropriate by the Committee and will not be posted.

Any changes to platforms, even after they have been posted, must be submitted to the Election Committee. If you have any questions feel free to contact Associated Students (AS) at x4410 (554-4410) or the Election Chair.

Candidates must submit four (4) copies of the platform to the ASSCU Office (Benson Center #1) no later _____ with the rest of their election packet materials.

Requirements:

- 150 word maximum Senator candidates
- 8.5" x 11" paper
- Typed
- Four (4) Copies



Hi, my name is Bucky, and I would
be a great senator because I
understand what SCU students need.
I have the knowledge, dedication, and
passion to be your representative.

Vote Bucky for Freshman Senate!



SPRING 2007 DIGITAL CAMPAIGN GUIDELINES Appendix 1E

Every candidate must write a description about themselves and/or their platform. These words along with a digital photograph will be compiled for a digital display on plasma screen TVs in the Benson Center. Descriptions cannot exceed 20 words for all candidates. **They must be typed and emailed to the Election Chair (Student Body Vice President) by _____.** Any descriptions that fail to conform to the stated guidelines or are deemed inappropriate by the Committee will not be posted.

No changes to descriptions may be made once descriptions are submitted to the Election Committee. If you have any questions feel free to contact Associated Students (AS) at 408-554-4410.

Requirements:

- 20 word maximum for all candidates
- Digital Photograph
- Typed and Emailed to the Election Chair

Example:





SANTA CLARA UNIVERSITY

Budget Agreement Form
Appendix 1F

Name _____ Student ID _____

Phone _____ Email _____

****PLEASE NOTE THAT EVEN IF YOU HAVE NOT SPENT MONEY, YOU ARE STILL REQUIRED TO SUBMIT THIS BUDGET AGREEMENT FORM!!****

THIS FORM MUST BE COMPLETED AND TURNED INTO THE ASSCU OFFICE (BENSON 1) NO LATER THAN _____.

Please note that the maximum budget for the Student Body President/Vice President slate is \$200.00. The maximum budget for senate candidates is \$100.00.

All items used, including those purchased and those donated, are to be assessed at retail value and itemized in the space below.

Be sure to remember that any penalties accrued during the campaign process will be deducted from your total campaign budget. Exceeding the allotted budget will result in automatic disqualification from the election.

CAMPAIGN EXPENSES

	Item	Cost	Donated/Purchased
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature _____ Date _____

Received by: _____ Date/Time: _____

