



**Associated Students of Western Nevada
ELECTIONS PACKET**

INSTRUCTIONS

Please follow the instructions below to participate in the 2019-2020 elections!

- I. Read the “WESTERN NEVADA COLLEGE Associated Students of Western Nevada, CARSON AND FALLON CAMPUSES ELECTION 2019-2020 PACKET.”
- II. Fill out the “Application for Office” form. This form can be found at any ASWN office or online at <https://www.wnc.edu/clubs/aswn/forms/> under Elections.
- III. Sign the “AGREEMENT TO ABIDE BY ASSOCIATED STUDENTS OF WESTERN NEVADA 2019-2020 ELECTIONS PACKET” form on the last page.
- IV. Tear off the bottom page and give it to the Faculty Advisor Lilly Leon-Vicks. There will be a box outside of the ASWN office, Dini 108 for submission of applications.

Elections

- ❖ Candidates for any ASWN elected position may file for candidacy beginning Monday, February 25th 2019. The last date to file for candidacy of any ASWN elected position shall be Friday, March 15th 2019.
- ❖ **Campaigning may begin as soon as the application has been approved by ASWN.**
- ❖ Elections for all positions shall begin on Monday, April 1st and end Friday April 5th at 12:00 pm (NOON).
- ❖ The President has the power to change the dates mentioned above as mentioned in ASWN's constitution (Article III, Section 4).
- ❖ A student may serve a maximum of two elected terms in one position in addition to one appointed term. Terms begin June 3rd 2019 and end May 29th 2020.
- ❖ Candidates must be enrolled in six or more units at WNC.
- ❖ Eligibility to hold elected or appointed position, the student must maintain a minimum cumulative GPA of 2.5. This requirement must be met at the beginning of each semester while in office.
- ❖ Any vacancy in any elected position, other than the Presidents, shall be filled on either campus by appointment made by the president with majority approval of the Senate. In the event of a vacancy of the President's position, a vice-president will be appointed as President with a majority approval of the Senate.
- ❖ Campaigning rules and procedures will be written by the election committee chair and advisor and with approval of the Senate. Each candidate will be provided with the written rules and procedures. Failure to follow campaign rules and procedures can result in disqualification from the election, prohibiting the candidate from serving as an executive officer or senator for a period of one year.
- ❖ The Advisor and one ASWN member not entered for election shall count the ballots and compile the results of all elections on each campus.
- ❖ If candidates have any questions or comments, see Alexandru Suciu, Eleisly Sanchez, Lilly Leon-Vicks, or refer to the ASWN constitution.

WESTERN NEVADA COLLEGE

Associated Students of Western Nevada, CARSON, DOUGLAS AND FALLON CAMPUSES

ELECTION 2016/2017

RULES & PROCEDURES

- 1) Campaigning **may not** begin until an application for office is turned in to Faculty Advisor Lilly Leon-Vicks in the Associated Students of Western Nevada (ASWN) office (Dini 105) by **Monday, April 8th, 2019** Campaigning may continue throughout voting week, which is **Monday, April 15th through Friday, April 19th, 2019**.
 - a. Campaigning is defined as anything written or spoken by the candidates and those specifically designated by the candidates that promotes the election of a candidate to any Associated Students of Western Nevada elective office.
- 2) **All candidates shall attend a meeting for information about running for office with the ASWN Secretary Eleisly Sanchez. Schedule a time to meet with Eleisly via e-mail at eleisly.sanchez@wnc.edu or at the office phone 445-4432.**
- 3) All candidates must get their campaign material approved by the ASWN advisor. Candidates must limit their hanging campaign material to no more than fifty (50) flyers, ten (10) posters, and three (3) banners on the Carson main campus and Fallon campus (including all buildings and outside areas) and no more than ten flyers, three posters, and one banner at the Douglas Campus.
 - a. A flyer is defined as any material that is displayed on the walls of any building that is up to as large as 8 ½" x 11".
 - b. A poster is defined as any material that is displayed on the walls of any building that is **larger** than the maximum dimensions of a flyer and not exceeding 22" x 28".
 - c. A banner is defined as any material that is displayed on the walls of any building that is **larger** than the maximum dimensions of a poster and not exceeding 22" x 8'.
 - d. Any campaign promotional items (handouts, handbills, pamphlets, edible items, etc.) are unlimited.
- 4) Hanging campaign material on glass doors or windows is **absolutely not permitted**.
- 5) Foul language, untruthful or misleading statements, and offensive or obscene images are **absolutely not permitted** on campaign material.
- 6) Candidates are not allowed to remove, cover, or deface other candidates' campaign materials.
- 7) Campaign material **may not** be placed on car windshields or any part of vehicles. Chalking on campus chalkboards, sidewalks, etc. is not permitted.
- 8) Campaigning may not occur within a class time, or in any way that disrupts classes, unless permission is obtained from the instructors of the classes affected.
- 9) No campaigning of any type will be allowed in the designated voting area during voting week. **This rule is strictly enforced.**

- a. The voting area is any area within a forty-foot (40') radius of the voting table and any open area, walls, bulletin boards, or furniture within plain sight of the voting table.
- 10) No campaigning of any type will be allowed in the Associated Students of Western Nevada office (Dini 105 Carson) (Pinion 102 Fallon).
- 11) Associated Students of Western Nevada funds, materials, and supplies may not be used for campaigning or any promotion of any particular person for elective office.
- 12) Any candidate, wishing to run for elective office, shall attend at least one of the following 2019 ASWN Governing Board meetings: February 27, March 7, 14, 21, 28, April 4th. ASWN's Governing Board meetings start at 2:15 P.M. If a candidate fails to show at one of those meeting's mentioned previously, their application for office can be rejected.**
- 13) All candidates may participate by setting up a table to promote your candidacy. Tables will be provided but you need to use your own elections materials. For any additional rules and information regarding the tables or to schedule a table please contact ASWN Elections Committee at 445-3323.
- 14) The ASWN Faculty Advisor (Lilly Leon-Vicks), in collaboration with the ASWN executive team (Alexandru Suciu, Eleisly Sanchez), have the authority to determine whether material is inappropriate or offensive.
- 15) Although ASWN discourages such activity, ASWN does not accept responsibility for campaign materials that are removed or defaced by students or employees of the college.
- 16) ASWN is not liable or responsible for any untruthful or offensive statements made about candidates by other candidates, students, or employees of the college.
- 17) Candidates are responsible for removing all written campaign material from all campuses by 12:00 pm (Noon) Monday, April 22nd, 2019.

FAILURE TO ABIDE BY CAMPAIGN RULES AND PROCEDURES SHALL RESULT IN REMOVAL FROM THE ELECTION.

Associated Students of Western Nevada

POSITIONS AND RESPONSIBILITIES

In addition to the responsibilities outlined in the ASWN Constitution, ASWN Officers and Senators are expected to perform the following duties during the Fall and Spring semesters as described. Failure to fulfill these responsibilities will result in implementation of the ASWN Discipline Policy.

All executive responsibilities:

- a. Attend schedule ASWN meetings
- b. Actively recruit members
- c. Post and maintain required office hours per week
- d. Check and respond to emails on a daily basis during the academic year and on a weekly basis during winter and summer breaks.
- e. Works in conjunction with all other positions to ensure completion of all ASWN events, activities, and daily operations.
- f. Is responsible for promotion and publicity of all ASWN activities, services, position openings, etc.
- g. Is responsible for serving on appointed college committees
- h. Any duties assigned or needed immediate action upon

President

- a. Works 15 hours per week on related ASWN activities; at least 4 of these hours will be scheduled for appointments by the President.
- b. Provides an agenda for each meeting according to the Nevada Open Meeting Law.
- c. Is responsible for delegating people to post the agenda on the Carson, Douglas, and Fallon campus by 8:30 am at least three working days prior to the meeting.
- d. Oversees all ASWN meetings following Robert's Rules of Order, Nevada Open Meeting Law, and all ASWN, WNC, and NSHE requirements.
- e. Serves as a liaison between WNC administration, faculty, staff, NSHE Board of Regents and WNC students

- f. Delegate's tasks and stays informed of responsibilities and activities of each member of the student government.
- g. Attends Board of Regents and College Council meetings.
- h. Responsible for one of the following: Awards and Appreciation, Inauguration Dinner, or Commencements.
- i. Must ensure and oversee Internal Improvements.
- j. Appoints another ASWN member to attend if the President and Vice-President are unable to attend.
- k. Submits a thorough semester report to the ASWN Advisor.
- l. Serves as a representative on the Nevada Student Alliance (NSA).
- m. Attends all scheduled trainings and workshops.
- n. Responsible for keeping a running record in the form of a binder accessible to all ASWN members including a monthly report, event proposal, and paperwork detailing all actions of the position.
- o. Work in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.
- p. Organizes and coordinates students to serve on all college committees to ensure all committees have student representatives.

Vice-President

- a. Works a minimum of 10 hours a week on related ASWN activities; at least six of those hours will be scheduled ASWN office hours.
- b. Oversees Associated Students of Western Nevada meetings and attends Board of Regents and College Council meetings in the President's absence.
- c. Attends all Associated Students of Western Nevada meetings.
- d. Responsible for all Programming Board meetings.
- e. Serves and coordinates students to serve on ASWN committees to ensure all committees have student representatives.
- f. Distributes a timeline for each activity, including deadlines for reports to the Associated Students of Western Nevada and advertising.
- g. Submits a through semester report to the ASWN Advisor.
- h. Works with the Faculty Advisor and ASWN President to ensure programming details and coordination
- i. Submits all Student Government activities to the ASWN Advisor for the Student Activities Calendar.

- j. Responsible for one of the following: Awards and Appreciation, Inauguration Dinner or Commencement.
- k. Attends all scheduled trainings and workshops.
- l. Responsible for keeping a running record in the form of a binder accessible to all ASWN members including a monthly report, event proposals, and paperwork detailing all actions of the position.
- m. Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.

Secretary/Treasurer:

- a. Works a minimum of 10 hours per week on related ASWN activities; at least four of those hours will be scheduled ASWN office hours.
- b. Attends all Associated Students of Western Nevada meetings.
- c. Responsible for one of the following: Awards and Appreciation, Inauguration Dinner or Commencement.
- d. Maintains update records on the status of all ASWN accounts, including a file containing all PO's, transfers, deposits, travel requests and claims ect., Records must be kept for five years.
- e. Provides a written Treasurer's report to the Associated Students of Western Nevada once each month, including: account balances, records of expenditures and deposits, vendor used, and a DPO number (or other purchasing form), and ensure that they are posted in at least 5 places on campus after receiving approval from the ASWN.
- f. Responsible for ASWN fundraising.
- g. Processes all purchasing transaction for all ASWN accounts.
- h. Submits a through semester report to the ASWN Advisor.
- i. Attends all scheduled training and workshops.
- j. Responsible for keeping a running record in the form of a binder accessible to all ASWN members including a monthly report, event proposals, and paperwork detailing all actions of the positions.
- k. Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities and daily operations.
- l. In the event of a vacancy of the office of President and Vice-President, the Treasurer will immediately become President.
- m. Attends all Associated Students of Western Nevada meetings.
- n. Records minutes at all Associated Students of Western Nevada meetings in accordance with the Nevada Open Meeting Law. Minutes

must include details of all motions and votes, including who motioned, seconded, and which members voted yes, no, or abstained.

- o. Responsible for ASWN Elections.
- p. Minutes on file must include attachments of any written material presented in a meeting, including Treasurer's reports, agendas, etc.
- q. Submits copies to the WNC library archives.
- r. Distributes minutes to each member of the Associated Students of Western Nevada and the ASWN Advisor.
- s. Posts at least 3 copies of the minutes on campus for public viewing.
- t. Maintains files on all meetings, activities, etc. of ASWN, files must be kept for five years.
- u. Collects, verifies club compliance, and files all Carson campus club reports and summarizes campus club activities at the Associated Students of Western Nevada meeting.
- v. Submits a thorough semester report to the ASWN Advisor
- w. Maintains all contact information for current ASWN members
- x. Maintains an updated list of email address for the college ASWN group email.
- y. Attends all scheduled trainings and workshops.
- z. Responsible for keeping a running record in the form of a binder accessible to all ASWN members including a monthly report, event proposals, and paperwork detailing all actions of the position.
- aa. Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.
- ab. In the event of a vacancy of the office of President, Vice-President, and Treasurer the Secretary will immediately become President.

Senators

Senate responsibilities:

- a. Works a minimum of 6 hours a week; at least two of those hours will be scheduled office hours.
- b. Attends all ASWN and Programming Board meetings.
- c. Is responsible for the promotion and publicity of all ASWN activities, services, position openings, etc.

- d. Assists and attends all other ASWN programming and activities
- e. Attends all scheduled trainings and workshops
- f. Responsible for keeping a running record in the form of a binder accessible to all ASWN members including a monthly report, event proposals, and paperwork detailing all actions of the position.
- g. Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.
- h. Serves on campus committees when appointed by President.

The following Senator responsibilities will be delegated and shared equally among senators:

- a. Responsible for making all flyers and banners for events.
- b. Responsible for all entertainment (bands, comedians, speakers, etc.) for ASWN activities.
- c. Programs activities such as student focused workshops, how to succeed in college, resume building, time management, etc.
- d. Programs activities such as Multicultural Festival, Nevada Day Festival, Cinco de Mayo, Chinese New Year, Black History Month, Women's History Month, etc.
- e. Programs activities such as blood drives, World AIDS DAY, substance awareness, health and wellness fair, etc.
- f. Work in conjunction with the Student Ambassadors/College leadership in representing the ASWN in outreach activities at various events/schools.

Representatives

- a. Representatives are students who want to be actively involved with the Associated Students of Western Nevada on a volunteer basis.
- b. Works 2 hours per week
- c. Attends all ASWN meetings.
- d. Attends all scheduled trainings and workshops
- e. Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.

- f. Serves on campus committees when appointed by President

Executive Board

The Executive Board consists of four members: The President, Vice President, Treasurer/Secretary and the Advisor. This committee meets as needed in person at the Carson City Campus ASWN office. The committee members discuss responses for student suggestions, upcoming events, and examine Student Government as a whole. These meetings provide a good opportunity to open up communication and to increase working relations. They also allow time to discuss new ideas and/or topics before they are presented to the board.

