



## Associated Students of Western Nevada

### 2023/2024 ELECTIONS PACKET

#### INSTRUCTIONS

Please follow the instructions below to participate in the 2023/2024 elections!

1. Read the **Associated Students of Western Nevada 2023/2024 ELECTIONS PACKET**
  - \_\_\_\_\_ Elections Process
  - \_\_\_\_\_ Campaign Rules and Procedures
  - \_\_\_\_\_ ASWN Positions and Responsibilities
  - \_\_\_\_\_ ASWN Application for Office
  - \_\_\_\_\_ 2023/2024 ASWN Elections Procedures Agreement
2. Complete the **Associated Students of Western Nevada - APPLICATION FOR OFFICE**
3. Email the completed **Associated Students of Western Nevada - APPLICATION FOR OFFICE** to the ASWN Advisor at [heather.rikalo@wnc.edu](mailto:heather.rikalo@wnc.edu)
4. Read and sign the **2023/2024 ELECTION PROCEDURES AGREEMENT** form
5. Email the completed **2023/2024 ELECTION PROCEDURES AGREEMENT** form to the ASWN Advisor at [heather.rikalo@wnc.edu](mailto:heather.rikalo@wnc.edu)

## ELECTIONS PROCESS

1. Candidates for any ASWN elected position may file for candidacy beginning Monday, January 30, 2023. The last date to file for candidacy of any ASWN elected position shall be Friday, February 17, 2023.
2. Candidates must attend one of the following mandatory ASWN election applicant meetings:
  - Monday, February 6 – 5:00 pm to 6:00 pm – DINI 100
  - Thursday, February 9 – 10:00 am to 11:00 am – DINI 100
  - Friday, February 10 – 1:00 pm to 2:00 pm – DINI 100
  - Tuesday, February 14 – 3:00 pm to 4:00 pm – DINI 100
  - Wednesday, February 15 – 12:00 pm to 1:00 pm – DINI 100
3. If a candidate fails to attend one of the mandatory ASWN applicant meetings, their application for office can be rejected.
4. Candidates will be notified by email when their application has been approved.
5. Once an application has been approved by the ASWN Advisor, candidates may campaign during the designated campaigning dates: February 20 through March 10, 2023
6. Elections for all positions shall begin on Monday, March 13 and will end Friday, March 17 at 12:00 pm (NOON).
7. The President has the power to change the dates mentioned above as mentioned in ASWN's constitution (Article III, Section 4).
8. A student may serve a maximum of two elected terms in one position in addition to one appointed term. Terms begin June 1, 2023 and ends May 31, 2024.
9. Candidates must be enrolled in six or more units at WNC.
10. 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.
11. 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.

12. 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.
13. The Advisor and one ASWN member not entered for election shall count the ballots and compile the results of all elections.
14. Candidates, please email questions or comments to the following:
  - Suzanna Stankute, ASWN President: [suzanna.stankute@wnc.edu](mailto:suzanna.stankute@wnc.edu)
  - Heather Rikalo, ASWN Advisor: [heather.rikalo@wnc.edu](mailto:heather.rikalo@wnc.edu)

## CAMPAIGN RULES & PROCEDURES

1. Campaigning will take place February 20 through March 10, 2023.
2. Campaigning may not begin until an application for office is received and approved by the ASWN Advisor. Applications must be received and approved by March 17, 2023.
  - 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.
3. Candidates must have all campaign materials approved by the ASWN Advisor prior to posting on campus.
4. Candidates must limit their hanging campaign material to no more than fifty flyers, ten posters, and three banners on the Carson and Fallon campuses (including all buildings and outside areas) and no more than ten flyers, three posters, and one banner on the Douglas campus.
5. Campaign material definitions and size specifications and limitations:
  - a. Flyer – any material that is displayed on the walls of any building with dimensions no larger than 8 ½” x 11”.
  - b. Poster - 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. Banner: 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’.
6. Candidates may submit campaign materials to the ASWN Advisor for approval and posting at [heather.rikalo@wnc.edu](mailto:heather.rikalo@wnc.edu) or in person at the Office of Student Life, Monday through Thursday from 8:00 am to 5:00 pm.
7. All campaign material must be removed from all WNC campuses by the candidate no later than 12:00 noon on March 17, 2023.
8. Foul language, untruthful or misleading statements, and offensive or obscene images are not permitted on campaign material.
9. Candidates are not allowed to remove, cover, or deface other candidates’ campaign materials.
10. Campaign material may not be placed on car windshields or any part of vehicles. Chalking on campus chalkboards, sidewalks, etc. is not permitted.
11. 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.
12. No campaigning of any type will be allowed in the Associated Students of Western Nevada office (Dini 105 Carson) (Pinion 102 Fallon).

13. Associated Students of Western Nevada funds, materials, and supplies may not be used for campaigning or any promotion of any person running for elective office.
14. The ASWN Advisor (Heather Rikalo) has 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.

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

## **ASWN 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.

### **President**

- Works 20 hours per week on related ASWN business; at least 6 of these hours will be scheduled office hours
- Attend scheduled ASWN meetings
- Is a member of the Executive Board
- Provides an agenda for each meeting according to the Nevada Open Meeting Law
- Oversees all Associated Students of Western Nevada meetings following Robert's Rules of Order, Nevada Open Meeting Law, and all ASWN, WNC, and NSHE Policy and Procedures requirements
- Serves as a liaison between WNC administration, faculty, staff, NSHE Board of Regents and WNC students
- Organizes and coordinates students to serve on college and ASWN committees to ensure all committees have student representatives
- Delegates tasks and stays informed of responsibilities and activities of each member of the student government
- Attends Board of Regents and College Council meetings
- Appoints another ASWN member to attend if the President and Vice-President are unable to attend the Board of Regents or College Council
- Serves as a representative on the Nevada Student Alliance (NSA)
- Responsible for securing the Keynote Speaker for graduation
- Supervises all members to ensure task completion, office hours, and compliance with the Constitution and Policy and Procedure.
- Attends weekly meetings with executives and the advisor for planning purposes
- Serves on College Committees as assigned
- Actively recruits new members
- Other duties as assigned

### **Vice-President**

- Works 15 hours per week on related ASWN business; at least six of these hours will be scheduled for ASWN office hours
- Attend scheduled ASWN meetings
- Is a member of the Executive Board
- Oversees Associated Students of Western Nevada meetings and attends Board of Regents and College Council meetings in the President's absence or at the President's request
- Serves on College Committees as assigned
- Responsible for all ASWN events and activities
- Distributes a timeline for each event/activity, including deadlines for events
- Works with the ASWN Advisor and ASWN President to ensure programming details and coordination with all event committees

- Submits all student government events/activities to the ASWN Advisor for the Student Activities Calendar
- Responsible for co-coordinating Awards and Appreciations with ASWN Advisor
- Responsible for keeping a running record, in the form of a binder, accessible to all ASWN members including event proposals and paperwork detailing all actions of the position
- Serves on College Committees as assigned
- Actively recruits new members
- Other duties as assigned

### **Treasurer:**

- Works 15 hours per week on related ASWN business; at least four of those hours will be scheduled ASWN office hours.
- Attend scheduled ASWN meetings
- Is a member of the Executive Board
- Maintains updated records on the status of all ASWN accounts, including a file containing all Departmental Purchase Orders (DPOs), BPO's, transfers, deposits, travel requests and claims, etc.
- Work closely with the ASWN Advisor to provide a written Treasurer's report to the Associated Students of Western Nevada governing board once each month for approval, including: account balances, records of expenditures and deposits
- Initiates all purchasing transaction for all ASWN accounts with the ASWN Advisor approval and assistance as needed
- Must meet with the ASWN Advisor prior to reporting the current status of budget at governing board meetings to review account
- Responsible for keeping a running record, in the form of a binder, accessible to all ASWN members including a monthly report and paperwork detailing all actions of the positions
- Must follow the purchasing timeline per the event checklist
- Serves on College Committees as assigned
- Actively recruits new members
- Other duties as assigned

### **Secretary:**

- Works 15 hours per week on related ASWN business; at least four of those hours will be scheduled office hours
- Attend scheduled ASWN meetings
- Is a member of the Executive Board
- Records minutes at all Associated Students of Western Nevada Board Meetings in accordance with 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.
  - Minutes must be kept on file for five years, and include attachments of any written material presented in a meeting including event/funding requests and agendas
- Responsible for the ASWN Elections Process: Ensures candidates follow Policy and Procedure regarding election rules
- Distributes minutes to each member of the Associated Students of Western Nevada and the ASWN Advisor

- Delegates who posts agendas and minutes on ASWN bulletin boards for public viewing
- Maintains all updated contact information for current ASWN members
- Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations
- Serves on College Committees as assigned
- Actively recruits new members
- Other duties as assigned

### **Senators:**

- Works 15 hours per week *on related ASWN business*; at least three of those hours will be scheduled office hours not including scheduled government and programming meetings.
- Attend scheduled ASWN meetings
- Is responsible for reading and revising of the minutes
- Is responsible for posting agendas and minutes in a timely manner as prescribed by Nevada Open Meeting Law
- Must provide “proof of posting” for agendas and minutes per the Nevada Open Meeting Law 3 days prior to the meeting or the meeting will be cancelled
- Is responsible for the promotion and publicity of all ASWN activities, services, position openings, etc.
- Is responsible with assisting and creating all promotional items for ASWN events/activities
- Are the only voting members during the ASWN Board Meetings
- Work in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations
- May be assigned to act as liaison to a specific academic division or chair position
- Serves on College Committees as assigned
- Actively recruits new members
- Other duties as assigned

### **Representatives**

- Representatives are students who want to be actively involved with the Associated Student of Western Nevada on a volunteer basis
- Volunteer 2 hours per week on related ASWN business; one hour will be scheduled for office hours
- Attend scheduled ASWN meetings
- Is responsible for promotion and publicity of all ASWN activities, services, position openings, etc.
- Responsible with assisting and creating all promotional items for ASWN events/activities
- Work in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations
- Actively recruits new members
- Other duties as assigned





**Associated Students of Western Nevada**  
**Application for Office**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City State Zip Code

Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Credits Currently Enrolled: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Semester Applying For: \_\_\_\_\_ School Year Applying For: \_\_\_\_\_

**Position Applying For: *Please circle one***

**Officer Positions –**

President (20 hours per week)

Vice President (15 hours per week)

Secretary (15 hours per week)

Treasurer (15 hours per week)

**Non Officer Positions -**

Senator (15 hours per week)

Representative (2 hours per week)

The Associated Students of Western Nevada requires that you answer all questions in a clear and concise manner with the answers at least 2-3 sentences long. **You can have your answers on a separate sheet of paper, attached to the application.**

1. Why are you interested in being involved with ASWN?

2. Have you had a position in ASWN in the past? If so, what was your position?

3. What personal qualities can you bring to ASWN?

4. Have you served in any capacity on the WNC campus? This can be as a student worker, tutor, etc. If not, have you participated in any clubs during your college career?

5. Have you participated in any activities on the WNC campus?

6. In past jobs or community involvement, what leadership skills have you utilized?

7. Will you be willing to commit to the full term of office? (A full term consists of Fall and Spring following the elections/appointment)

**Returning ASWN members only:**

1. Overall, what did you learn during your previous time as an ASWN student leader? What is a difficult situation or problem you faced and how did you resolve it?
  
  
  
  
  
  
  
  
  
  
2. What is one goal you would have for yourself for the previous year if you are selected to be a student leader for ASWN again?

I have been informed of the requirements and expectations of the position I am applying for. I understand that I must maintain enrollment in at least 6 credits at WNC and earn a minimum cumulative 2.5 GPA to hold office with the Associated Students of Western Nevada.

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

<b>FOR ASWN OFFICE USE ONLY</b>				
GPA:		Credits:		Approved By:

## 2023/2024 ASWN ELECTIONS

### PROCEDURES AGREEMENT

I (print name), \_\_\_\_\_ have read and fully understand all documents in the Associated Students of Western Nevada 2023/2024 ELECTIONS PACKET.

Candidate Initials	Elections Process
Candidate Initials	Campaign Rules and Procedures
Candidate Initials	ASWN Positions and Responsibilities
Candidate Initials	ASWN Application for Office
Candidate Initials	2023/2024 ASWN Elections Procedures Agreement

**My signature below warrants the following:**

I agree to abide by all rules and procedures of the elections and that I have undertaken the responsibility of fully and completely understanding the duties of the position(s) for which I am a candidate.

I will, if elected, serve diligently and in good faith fulfill all responsibilities of the position.

I understand that any failure to follow all rules and procedures may result in my removal from the election, thereby disqualifying me from serving as an elected member of the Associated Students of Western Nevada during the 2023/2024 academic year at Western Nevada College.

I will, should I absolutely need to resign from the Associated Students of Western Nevada, give a two-week notice to the President-Elect of ASWN and copies of that notice to all of the members of the Executive Board no sooner than the first day of the Fall 2023 semester.

Date:		NSHE ID:	
Candidate Name:			
Candidate Email:			
Candidate Signature:			

FOR ASWN OFFICE USE ONLY			
Application for Office Received:		Date Approved by Advisor:	
Elections Agreement Received:		Candidate Emailed:	
Campaign Materials Received:		Advisor Initials:	