



ASLMU, in keeping with the Jesuit and Marymount tradition, empowers the voices of the students and actively promotes a vibrant campus life. Driven by integrity, we devote ourselves to being men and women for and with others.

2012 ELECTIONS PACKET

For the Positions of :
ASLMU President (1)
ASLMU Vice President (1)
ASLMU Senator (9)

Information for the Associated Students of Loyola Marymount University
Compiled and distributed by the 2012 Elections Committee

Table of Contents

Letter from the Elections Chair	3
Elections Calendar, Deadlines, Important Dates	4
Positions Available	5
Codes and Policies	
ASLMU Elections Code.....	6
Student Conduct Code	6
Advertising Policy	6
Elections Supplement	
Candidate Checklist.....	7
Declaration of Candidacy Form	8-9
Platform Statement Form.....	10
Campaign Report Form	11-12
Judicial Complaint Form	13-16
Post-Elections Timeline.....	17

January 16, 2012

Dear Candidate:

Thank you for your interest in running for an office with the Associated Students of Loyola Marymount University.

This packet will aid you in every step of the elections process. Included are instructions and forms to make declaring candidacy as easy as possible, along with an elections calendar, deadlines, position descriptions, and applications. Please read and follow the instructions carefully and use the candidate checklist to ensure your completion of all elections materials.

Every form returned to the ASLMU Office must be signed by either the ASLMU Office Manager or an Elections Committee member when received to be valid. You are responsible for requesting and retaining copies. **Please note that in order to run for a position you must attend one of the four Candidate Information Meetings listed on the Elections Calendar in your packet.** The calendar is a vital resource during elections, so please pay close attention to the dates and deadlines given.

To ensure a fair and smooth elections process, it is in your best interest to be absolutely clear about the rules and regulations. If you have any questions do not hesitate to contact any of the people listed below for assistance:

Elections Chair
Krista Colley
858-342-9054
kristacolley@yahoo.com

Student Affairs
Andrea Niemi
310-338-2877
andrea.niemi@lmu.edu

Chief Justice
Danny Toth
949-292-5345
dtoth@lion.lmu.edu

Office Manager
Jason Joyce
310.338.2891
jason.joyce@lmu.edu

Best of luck to all 2012 candidates! I applaud you for taking the first step in becoming a student leader. I look forward to meeting all of you during the election process.

Respectfully,

Krista Colley
Committee Chair
2012 ASLMU Elections

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	FEBRUARY 13	14 Election Candidate Information Meeting 12:15pm <i>The Living Room</i>	15 Election Candidate Information Meeting 6:00pm <i>Malone 306</i>	16 Election Candidate Information Meeting 12:15pm <i>The Living Room</i>	17	
	20 Election Candidate Information Meeting 6:00pm <i>Malone 306</i>	21	22 Declaration of Candidacy Due by 5 pm	23 Platform statement and campaign report due by 5pm	24 Internal Review & approval of materials Posted platform on ASLMU website due	

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	MARCH 5 Campaign period Begins at 2:00pm	6 Senatorial Debate <i>STR</i> <i>Auditorium</i> 12:15pm	7 Town Hall Meeting <i>STR</i> <i>Auditorium</i> 6:00pm	8 Presidential Debates <i>Lawton</i> <i>Plaza</i> 12:00pm	9	
11	12 Campaign period ends at 11:00pm	13 *Polls open 9am* GET OUT AND VOTE <i>Alumni Mall</i> 12:00pm-1:30 pm	14 GET OUT AND VOTE <i>Alumni Mall</i> 12:00pm-1:30pm	15 Get out and vote <i>Alumni Mall</i> 12:00pm-1:30 pm *Polls close 5pm* <i>Results:</i> <i>Malone 112 A/B</i> <i>8pm</i>	16	
18	19	20	21	22	23	

Positions Available

Elected Positions

President:

The principal duty of the President is the administration of ASLMU in a manner consistent with the best interests of the student body and the university. The ASLMU President assumes ultimate responsibility over all ASLMU operations and shall be held accountable to the students for proper conduct and efficient administration of all ASLMU affairs. The President serves as the primary student representative to the University administration, University committees, and the Board of Trustees. The President is the chair of all Executive and Management Team meetings. The President must be able to commit to ten hours of work per week throughout the summer academic calendar months.

Vice President:

The principal duty of the Vice President is to assist the President in the administration of ASLMU in a manner consistent with the best interests of the undergraduate student body and the university; this shall include providing consultation on all Presidential appointments. If he/she is so designated by the President, the Vice President may serve as a proxy student representative to the University administration, University committees and the Board of Trustees. The Vice President serves as the non-voting Chair of Senate meetings.

Senate:

The principal purpose of a Senator is to serve as a representative of and advocate for the needs and interests of all undergraduate students at LMU and provide accountability and competence through oversight. Senators are authorized to determine general rules, regulations and policies of ASLMU. They are also authorized to pass non-binding resolutions for the purpose of expressing approval or disapproval on issues, events, or policies over which the Senate lacks legislative jurisdiction. Nine undergraduate students shall be elected in the ASLMU General Election.

Appointed Positions

Spring Appointments (Applications are released during elections)

Once approved, the President shall nominate and present to Senate, after the Senate term of office begins in the spring but before the close of the academic year, one individual for each position requiring Spring Senate approval.

Attorney General

Treasurer

Chair of Communication

Chair of Program

Director of Campus Community

Director of Environmental Responsibility

Director of Social Justice

Director of Intercultural Affairs

The President, the Vice President, and the pertinent Chair must come to a consensus concerning the appointment of the Communications and Programming Director positions.

Communications

Director of Marketing Development

Director of Marketing Distribution

Director of Technology

Programming

Director of Athletic Events

Director of Performance Events

Director of Special Events

Codes and Policies

ASLMU Elections Code

The Elections Code can be found on the ASLMU website at <http://aslmu.org>.
Each candidate is responsible for reviewing the entire Elections Packet and Elections Code.

Student Conduct Code

The Student Conduct Code is a part of the *2010 - 2011 Community Standards Publication* and can be found on the LMU website at <http://www.lmu.edu/PageFactory.aspx?PageID=6078>.

Campus Advertising Policy

The campus Advertising Policy can be found on the LMU website at <http://www.lmu.edu/Page16575.aspx>.

Candidate Checklist

The following is a list of all of the components that must be completed for candidates in the 2012-2013 ASLMU Elections process. This list is for your personal benefit and does not need to be turned into ASLMU.

_____ Obtain an Elections Packet

_____ Attend one of the mandatory Candidate Information Meetings:

Tuesday, February 14, 2012	12:15 pm	The Living Room
Wednesday, February 15, 2012	6:00 pm	Malone 306
Thursday, February 16, 2012	12:15 pm	The Living Room
Monday, February 20, 2012	6:00 pm	Malone 306

_____ Pre-Campaign Agreement
DUE at the mandatory Candidate Information Meeting you choose to attend.

_____ Declaration of Candidacy
DUE on **Wednesday, February 22, 2012 no later than 5:00 pm**

_____ Platform Statement and Campaign Report
DUE on **Thursday, February 23, 2012 no later than 5:00 pm**

_____ Campaign Materials
DUE on **Friday, February 24, 2012 no later than 2:00 pm**

All items need to be turned into ASLMU in Malone 101.

Declaration of Candidacy Form

This Form is due at 5 pm on Wednesday, February 22, 2012
 Turn this form in to the ASLMU Office Manager in Malone 101.

DECLARATION OF CANDIDACY *Please print your name exactly as you would like it to appear on the ballot.*

I/ We, _____ and _____
 (Presidential or Senatorial Candidate's Name) (Vice Presidential Candidate's Name)

do hereby file for the office(s) of _____.

 (signature of Presidential or Senatorial Candidate) (signature of Vice Presidential Candidate) (date)

ELECTIONS POLICIES _____

“By initialing above, I/ We confirm that I/ We have received, read and will comply with the policies and procedures as stated in the ASLMU Elections Code and Elections Packet. I/ We understand and agree that our failure to comply with these policies will result in disciplinary sanctions from the Elections Committee. I/ We further understand that the sanctions determined by the Elections Committee can be appealed through the process outlined in the Elections Code.”

MANDATORY RETREAT/TRAINING _____

“By initialing above, I confirm that I understand that there will be a mandatory retreat/training **Sunday, May 6th – Friday, May 11th 2012**. I agree that if elected, I will make myself available for the entire retreat, with no permissible excuses.”

MANDATORY TRAINING/ WORK WEEK _____

“By initialing above, I confirm that I understand that there will be a mandatory training **Friday, August 10th – Sunday, August 26th 2012**. I agree that if elected, I will make myself available for the entire time, with no permissible excuses.”

MANDATORY REFRESH _____

“By initialing above, I confirm that I understand that there will be a mandatory meeting **Saturday, January 19, 2013**. I agree that if elected, I will make myself available for the entire day, with no permissible excuses.”

MEETING TIME AGREEMENT _____

“By initialing above, I confirm that I understand that the official meeting time of the Senate is on Wednesdays from 1:00pm – 3:00pm. As a Senator, I will make myself available for the entire meeting time, with no permissible excuses. As a President/ Vice President, I will also make myself available for the entire meeting time of the Senate on Wednesdays from 1:00pm – 3:00pm and for the official weekly meeting of the ASLMU Cabinet on **Mondays from 4:30pm – 6:30pm** with no permissible excuses. If elected, in the event that I am unable to make myself available, I understand that I will have no option other than to resign, as I will not be able to perform my duties as an ASLMU Officer.”

ACADEMIC AND JUDICIAL RECORDS _____

“By initialing above, I also give permission to the ASLMU Advisor to verify my academic standing and disciplinary record.”

I have read and agree to all of the above requirements.

 (signature of Presidential or Senatorial Candidate) (signature of Vice Presidential Candidate) (date)

SIDE A

PERSONAL INFORMATION

(President or Senator)

First	Middle	Last	Student ID
Email		Phone	Campus Box
Major(s)/Minor(s)		Est. G.P.A.	Class Level

(Vice President)

First	Middle	Last	Student ID
Email		Phone	Campus Box
Major(s)/Minor(s)		Est. G.P.A.	Class Level

FOR OFFICE USE ONLY

Verified By _____	Date ____ / ____ / ____	Time ____ : ____ am pm
-------------------	-------------------------	------------------------

SIDE B

Platform Statement

This Form is due at 5pm on Thursday, February 23, 2012

Turn this form in to the ASLMU Office Manager in Malone 101.

ASLMU publishes platform statements in the Loyolan newspaper and online at <http://aslmou.org>. Candidates shall prepare a statement (200 word maximum) in Microsoft Word. The statement shall be submitted on a disk and a print-out to the ASLMU office in Malone 101 by Thursday, February 23, 2012 at 5:00pm. The disk shall be clearly labeled with the candidate's name and desired position. The ASLMU Elections Committee will edit all platform statement information for appropriate language, content, and word restrictions.

Please attach a print-out of your platform statement to this form and hand it in with your disk.

Suggested Platform Content:

The following information is to help provide a general guideline in writing platforms. Candidates may include any information they feel is appropriate. However, the following may be helpful:

1. Name, expected graduation year, and major.
2. Previous experience in any type of governmental structure. Specify times, positions held, functions carried out, etc.
3. Major accomplishments – both personal and professional.
4. Specific experience that enhances or facilitates the candidate's capacity for meeting the special needs of the office he/she is running for.
5. Community involvement.
6. Specific campus and statewide issues that you feel that ASLMU should address.

PLATFORM STATEMENT OF:

First	Middle	Last	Desired Position

FOR OFFICE USE ONLY

Received By _____	Date ____/____/____	Time ____:____ am pm
-------------------	---------------------	----------------------

Campaign Report

General Campaign Expense Account Statement

This information is due Thursday, February 23, 2012 by 5:00 P.M.

Turn in this form and all Campaign materials to the ASLMU Office Manager in Malone 101. Failure to submit accounting statements on or before the deadline shall result in removal from the official ballot. See Elections Code Section 3.H.11.

CAMPAIGN MANAGER

MICKEY	J.	MOUSE	988888888
First	Middle	Last	Student ID
MICKEY@DISNEY.COM		310.999.9999	ms 99999
Email		Phone	Campus Box
ANIMATION		4.0	SR
Major(s)/Minor(s)		Est. G.P.A.	Class Level
<i>JOHN DOE</i>			
_____		_____	
(signature of Presidential or Senatorial Candidate)		(signature of Vice Presidential Candidate)	
		(date)	

EXPENSE REPORT

This expense report is required in order to maintain fairness in campaign spending. Please list all expenses below, and attach the corresponding receipts (your total below should match the total amount of the receipts submitted). Presidential and Executive Vice Presidential candidates may spend no more than \$400 combined and Senate candidates no more than \$200. See Elections Code for more details.

Description	Quantity	Amount	Sub Total
T-Shirts	50	7.00	\$350.00
Pizza for Rally	10	8.00	\$80.00
Materials for Signs	5	3.00	\$15.00
Materials for Banner	1	8.00	\$8.00
Total Amount:			\$453.00

JOHN DOE

(signature of Presidential or Senatorial Candidate) (signature of Vice Presidential Candidate) (date)

Ensure receipts are attached.

FOR OFFICE USE ONLY

Received By _____ Date ____/____/____ Time ____:____ am pm

Campaign Report

General Campaign Expense Account Statement

This information is due Thursday, February 23, 2012 by 5:00 P.M.

Turn in this form and all Campaign materials to the ASLMU Office Manager in Malone 101. Failure to submit accounting statements on or before the deadline shall result in removal from the official ballot. See Elections Code Section 3.H.11.

CAMPAIGN MANAGER

First	Middle	Last	Student ID
Email	Phone		Campus Box
Major(s)/Minor(s)	Est. G.P.A.	Class Level	
(signature of Presidential or Senatorial Candidate)	(signature of Executive Vice Presidential Candidate)	(date)	

EXPENSE REPORT

This expense report is required in order to maintain fairness in campaign spending. Please list all expenses below, and attach the corresponding receipts (your total below should match the total amount of the receipts submitted). Presidential and Executive Vice Presidential candidates may spend no more than \$400 combined and Senate candidates no more than \$200. See Elections Code for more details.

Description	Quantity	Amount	Sub Total
Total Amount:			

(signature of Presidential or Senatorial Candidate) _____ (signature of Vice Presidential Candidate) _____ (date) _____

Ensure receipts are attached.

FOR OFFICE USE ONLY

Received By _____ Date ____/____/____ Time ____:____ am/pm

ASLMU Judicial Complaint Form

Complaint Type (Check One)

SRB Code Elections Code Appeal of Elections Committee Decision Constitution/ Bylaws

PART I – COMPLAINANT(S) Please provide the personal information of the person(s) reporting the violation.

JOHN	A.	DOE	999999999
First	Middle	Last	Student ID
JOHN.A.DOE@LION.LMU.EDU		310.222.2222	
E-mail		Phone	

MICKEY	J.	MOUSE	988888888
First	Middle	Last	Student ID
MICKEY@DISNEY.COM		310.999.9999	
E-mail		Phone	

PART II – RESPONDENT(S) Please provide the personal information of the person(s) performing the violation.

KIMBERLY	WARD
First	Last
First	Last

PART III – WITNESSE(S) Please list all witnesses to the alleged violation.

Name	Email	Phone
JANIICE PARKER	JPH@LMU.EDU	951.333.3333
MILO SMITH	MILO@LMU.EDU	951.999.9999

PART IV – VIOLATION DESCRIPTION

3 / 24 / 08	3: 25P	ASLMU OFFICE
Date of Violation	Time of Violation	Location of Violation
KIMBERLY WARD WAS SEEN PASSING OUT HANDBILLS TO 3 STUDENTS IN THE ASLMU OFFICE		
Description		
Please cite the specific code(s) which the alleged action violates:		
THIS VIOLATES SECTION 17B OF THE ELECTIONSCODE		

Please list any evidence supporting this violation claim (feel free to attach any pertinent documents):

MILO SMITH TOOK A PICTURE OF KIMBERLY PASSING OUT HANDBILLS

SIDE A

PART V – FOR ELECTIONS RELATED VIOLATIONS ONLY

How does the alleged action violate the spirit of healthy and friendly competition?

HEALTHY COMPETITION INVOLVES MAKING AN EFFORT TO KNOW AND FOLLOW THE RULES.

EACH CANDIDATE INVESTS TIME INTO RUNNING A PROPER CAMPAIGN.

I FEEL THAT MY TIME WAS WASTED AND DISRESPECTED BY KIMBERLY BREAKING THE RULES.

How does the alleged action give the perpetrating candidate an unfair advantage in the campaign?

IT GIVES AN UNFAIR ADVANTAGE TO MYSELF AND OTHERS RUNNING IN THE ELECTION IF CERTAIN INDIVIDUALS

ARE ABLE TO REACH MORE STUDENTS.

THROUGH ACTIONS THAT THEY KNOW OR SHOULD HAVE KNOWN TO BE VIOLATIONS.

SAMPLE

JOHN DOE / MICKEY MOUSE

Complainant's Signature

3/27/2008

Date

ASLMU Office Manager or Elections Committee Member

Date

FOR OFFICE USE ONLY

Received By _____	Date ____/____/____	Time ____:____ am pm
-------------------	---------------------	----------------------

SIDE B
ASLMU Judicial Complaint Form

Complaint Type (Check One)

- SRB Code Elections Code Appeal of Elections Committee Decision Constitution/ Bylaws

PART I – COMPLAINANT(S) Please provide the personal information of the person(s) reporting the violation.

_____	_____	_____	_____
First	Middle	Last	Student ID
_____		_____	
E-mail	Phone		

_____	_____	_____	_____
First	Middle	Last	Student ID
_____		_____	
E-mail	Phone		

PART II – RESPONDENT(S) Please provide the personal information of the person(s) performing the violation.

_____	_____
First	Last
_____	_____
First	Last

PART III – WITNESSE(S) Please list all witnesses to the alleged violation.

Name	Email	Phone
_____	_____	_____
_____	_____	_____

PART IV – VIOLATION DESCRIPTION

____/____/____	____:____	_____
Date of Violation	Time of Violation	Location of Violation

Description		
Please cite the specific code(s) which the alleged action violates:		

Please list any evidence supporting this violation claim (feel free to attach any pertinent documents):

SIDE A

PART V – FOR ELECTIONS RELATED VIOLATIONS ONLY

How does the alleged action violate the spirit of healthy and friendly competition?

How does the alleged action give the perpetrating candidate an unfair advantage in the campaign?

Complainant's Signature

Date

ASLMU Office Manager or Elections Committee Member

Date

FOR OFFICE USE ONLY

SIDE B

2012 Post-Elections Timeline

1. ***First Meeting of the Newly Elected Senate***
Wednesday, April 28, 2012 from 1:00pm - 3:00pm
2. ***Spring/Summer Appointment Duties***
Before the close of the academic year, the President shall nominate and present to the newly appointed Senate one individual for each position requiring Senate approval.
3. ***Student Service and Leadership Awards***
Friday, April 20, 2012 in Sacred Heart Chapel
4. ***Crimson and Blue Awards Ceremony***
Wednesday, April 25, 2012
5. ***Mandatory Spring Retreat/Training for the Newly Elected and Appointed***
Sunday, May 6th – Friday, May 11th 2012
6. ***Return to Campus for Fall Assignments***
Monday, August 13th 2012
7. ***Mandatory Fall Retreat/Training for the Newly Elected and Appointed***
Monday, August 13th – Sunday, August 26th 2012
8. ***Mandatory Spring Refresh***
Saturday, January 19th 2013