



Associated Students of Boise State University  
ASBSU Assembly Election Packet

Thank you for your interest in running for the ASBSU Student Assembly! Inside this packet you'll find all of the necessary forms and guidelines about how to run for ASBSU. Any questions should be directed to [asbsu@boisestate.edu](mailto:asbsu@boisestate.edu). You are responsible for reading and knowing all of the information in this packet. Good luck!

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## Job Description

**Hours Per Week:** Approximately 2-3      **Minimum GPA:** 2.50 cumulative  
**Credit Requirements:** Students may be full-time or part-time

Assembly Members represent a concentrated population of students (such as students in one academic department). The main responsibility of Assembly Members is to communicate with students in their academic department about subjects that are introduced to the Assembly. Assembly Members are expected to attend all Assembly meetings and are subject to impeachment if they do not meet this expectation (see Assembly Code).

### **Assembly Code III.E. Duties and Responsibilities of all Assembly Members:**

1. Strive to meet with their Academic Department chairs at least one (1) time per month.
2. Gather and disseminate student opinion on all Subjects in a timely fashion.
3. Prepare formal Opinions in collaboration with other Assembly Members.
4. Vote based on the desires of the Concentrated Population that ze represents.

One student Assembly Member from each Academic College will also be chosen to serve as the College Representative. These Assembly Members have limited additional responsibilities.

### **Assembly Code III.F. Duties and Responsibilities of College Representatives:**

1. Fulfill all duties and responsibilities of Assembly Members.
2. Strive to meet with their College Deans at least two (2) times per semester.
3. Serve on the Student Academic Advisory Board.

## ASBSU Student Assembly Meetings

All Assembly Meetings for the 2012-2013 academic year will be held from 4:30-5:45pm on Tuesdays (approximately every other week). Assembly Members are required to attend meetings and must be available at this time.

**Fall Training** for Assembly Members will be held on **Saturday, September 8<sup>th</sup>**. All Assembly Members will be expected to attend will need to schedule an alternative training date if they cannot attend. Training will last no more than four hours.

## Important Dates and Times

### Monday, February 25

Assembly Election packets are available. You may begin campaigning any time.

### Tuesday, March 12

A physical copy of the Candidate Application is due to the Student Involvement & Leadership Center **by 5:00pm** in order to be included on the ballot. You may still campaign as a write-in candidate after this date.

### Tuesday/Wednesday, March 19-20

Voting will take place online. The exact website will be distributed to all students via mass email from ASBSU.

### Friday, March 22

12:00pm—Election results will be announced on the SUB Dining Stage

## General Election and Campaigning Overview

Please refer to the following documents for the guidelines governing elections and campaigning:

- Mass Email Guidelines
- Campus Rec Guidelines
- Housing Guidelines
- Solicitation, Fundraising and Publicity Policy
- ASBSU Election Code

Should you feel that any candidate has violated these guidelines, you may choose to file a complaint with our ASBSU Ethics Officer. Complaints should be signed and submitted in the Student Involvement and Leadership Center. You can download the complaint form online at our website, [asbsu.boisestate.edu](http://asbsu.boisestate.edu). Click on the 'ASBSU Forms' quicklink and fill out the complaint form online.

**While ASBSU Election Code has highlighted sections, to emphasize their importance, please be sure to read ALL guidelines and ASBSU Election code.**

## Campus Recreation Center Campaigning Guidelines

- Candidates may not use chalk on the Student Recreation Center stairs, front plaza, or facility façade.
- Candidates may not pass out flyers, buttons, stickers, or other Campaign Materials in the Student Recreation Center or on the front plaza.
- Flyers are not to be posted within the facility.

## Guidelines for Sending Mass E-mail to Students

- Candidates may not contact large groups of students regarding the election on any Boise State University run or sponsored network (Broncoweb, Broncomail, etc.).
- The only “mass e-mailing” that will be allowed is to students who have become a fan of the candidate on Facebook -- thereby giving their permission to be solicited.
- **All candidates with a Facebook page, myspace page, Twitter feed, etc. must add ASBSU, (following @ASBSU on Twitter will be acceptable) to their online campaign site. Failure to do this may result in a complaint being filed against you.**

## Solicitation, Fundraising and Publicity Policy

- May take place only at designated, reserved locations. These reservations can be made through University Conference Services, (426-1677).
- Distribution, solicitation or fundraising will not be allowed away from assignable spaces.
- Fundraising and/or solicitation for donations by student organizations requires approval from the Union Director’s Office. A fund raising approval form is available from Student Activities or the University Conference Services offices.
- Marketing booths are six feet wide and will accommodate two individuals. They are equipped with one 4’ table with booth seating. Limited posting space is available immediately behind the solicitation bench.
- Banner wire space, table tents and kiosk banners are scheduled by the Information Desk (426-INFO) for use by Student Organizations and campus departments only. <http://clubs.boisestate.edu/TheSource/index.cfm>
- A specific brochure detailing the Student Union solicitation policy is available at the University Conference Services offices or the Info Desk.

## **Housing Policy for ASBSU Election Campaigning and Posting Guidelines**

The following are the policies adopted by the residence halls and apartments in regards to election postings and candidate speeches.

While residence halls and apartment environments are vibrant locations for activities and involvement, it is essential to balance non-resident access and the overall respect for residents' privacy in their homes. These policies have been created to ensure that the residents' rights to privacy are respected.

### All Housing Facilities:

- I. Candidates who request to speak at a University Housing Association meeting must get permission through the UHA president and executive board. The UHA president reserves the right to deny access or restrict speaking time in a meeting based on agenda items and priorities for the meeting.
- II. If a candidate wishes to speak to hall council or the apartment association, they must contact the Resident Director or Apartment Life Coordinator of the building who will consult with the hall executive boards to arrange a speaking time. The president reserves the right to deny access or restrict speaking time in a meeting based on the hall's own agenda and priorities for the meeting.
- III. If individual residents decide to place promotional material on their door, they may, as long as the residents, and not the candidates, post them.
- IV. Candidates will not have the access to place any campaign material in resident mailboxes.
- V. Candidates may not campaign door to door as this violates standard solicitation policies.
- VI. Individual staff may not use their positions to advance a particular candidate. Staff may not host hall or floor meetings on behalf of candidates to campaign.
- VII. No campaigning is allowed inside the Boise River Cafe.

A listing of residence halls and apartments and contact information for full-time professional staff may be found at <http://housing.boisestate.edu/main/contact/staff.asp>

Violations of these guidelines may result in a complaint being filed against you.

## CHAPTER 6: ELECTION CODE

### **I. Chapter Overview**

#### **A. Purpose**

1. This Chapter seeks to establish and regulate Elections for ASBSU. It outlines the procedures for conducting Elections, and it also provides the rules that all Candidates must follow to ensure Elections are fair.

#### **B. Definitions**

1. Assembly Elections: These occur during the fall semester and elect an Assembly Member from each Academic Department on campus.
2. Campaign Materials: any physical or electronic item that is publicly available or distributed to promote a Candidate or Team, especially to people who are unfamiliar with the Candidate(s)
3. Campaigning: Any public action that promotes a Candidate or Team, especially to people who are unfamiliar with the Candidate(s).
4. Candidate: Any qualified student who seeks election to a position in ASBSU.
5. Election Packet: Distributed to interested Candidates. Includes the application for Candidacy, Elections Code, important dates, a job description of the position, all relevant regulations, and any other documents chosen by the Elections Manager.
6. Executive Ticket: Any two qualified students who seek election to the position of ASBSU President and Vice President.
7. Executive Elections: These occur during the spring semester and elect the ASBSU President and Vice President, the Assembly Speaker, and all Secretaries.
8. Polling Area: Any kiosk set up by ASBSU and all University computer labs and computers.
9. Qualified Voter: Any fee-paying student currently enrolled in the University at the time of the Elections is qualified to vote.
10. Team: A group of two or more Candidates choosing to Campaign together. This does not include the President & Vice President.
11. Term of Office: Each elected member of ASBSU will serve from the date ze is sworn in until hir successor assumes office, approximately one (1) year later.
12. Violation: Any action taken by a Candidate, which violates or goes against this Code.
13. Voting Facility: Any place where Qualified Voters can vote, or device which they can use to vote.

### **II. Election Manager**

- A. The Election Manager is appointed by the ASBSU President to see that Elections are publicized, efficient, and effective under the guidelines of this Code. Per Executive Code IV.E., ze may appoint students to an Elections Committee to help fulfill hir duties, as defined below.
- B. The Election Manager is responsible for:

1. Preparing and distributing Candidate packets
2. Making any and all necessary reservations
3. Holding information sessions at least once per weekday while packets are available.
4. Formally recognizing Candidates and Teams
5. Maintaining Candidate information online during the campaigning period
6. Providing Campaign Materials for Candidates as defined in this Code
7. Taking necessary measures to ensure Elections adhere to this Code

### **III. Qualifications and Declaration of Candidacy**

#### **A. Qualifications**

1. To be included on the ballot and to qualify for election, a Candidate must be a full-fee-paying student at the University. A Candidate must be in good standing with the University. A Candidate must have a cumulative GPA of 2.5 or higher.
2. Candidates for Executive Elections must be full-time students.
3. Candidates for Assembly Elections may be part-time or full-time students.

#### **B. Declaration**

##### **1. Election Packets**

- a. Candidates will be required to turn in complete Election Packets by a certain date, as specified by the Election Manager and the packet itself, in order to be placed on the ballot.
  - b. These packets include an application for candidacy, which requires at minimum the name, student ID number, contact info, and expected graduation date of a potential Candidate.
  - c. For Assembly Elections, all qualified students are deemed eligible Candidates and may receive Write-In votes on election day(s). Candidates in the Assembly Elections are still required to turn in a completed Election Packet in order to be on the ballot and Campaign, as explained in III.B.1.a. and IV.C.4 of this chapter, respectively.
  - d. For Executive Elections, Candidates who do not meet this deadline may still turn in a packet (which will not require petition signatures) and campaign as a Write-In Candidate.
2. Candidates are encouraged, but not required, to attend an informational meeting. Candidates are responsible for the content of informational meetings even if they do not attend.
  3. For Assembly Elections, if a Candidate has a major in more than one (1) Academic Department, ze can choose which Academic Department to run in. Candidates are not able to run in more than one (1) Academic Departments in the same Election.
  4. All Candidates declare their candidacy individually, with the exception of Candidates for President and Vice President who declare candidacy jointly as an Executive Ticket.

5. To prove ze is a serious and viable Candidate, each Candidate will ask Qualified Voters for a signature showing support for the Candidate. This process is referred to as Petitioning. All signatures will be verified by student ID number by professional staff. The amount of signatures required for each elected position is as follows:
  - a. President & Vice President: 100 signatures (total)
  - b. Assembly Speaker: 100 signatures
  - c. Secretaries: 50 signatures
  - d. Assembly Members will not be required to petition.

#### **IV. Campaign Guidelines**

- A. Additional guidelines can be provided by the Election Manager as long as they are not in violation of this Code.
- B. All Candidates must adhere to the ASBSU Ethics Code.

#### **C. Campaigning**

1. Personal conversations, in any form, are not considered Campaigning and cannot be regulated by ASBSU.
2. Campaign Materials are required to be submitted to the Election Manager only when the materials use ASBSU supplies or funds. ASBSU-funded Campaign Materials may be censored if they are discriminatory in nature based on Financial Code IV.C.1.
3. No items of significant value may be distributed for the purpose of Campaigning. Clarifying example: A t-shirt which promotes a Candidate or Team does not have significant value; a computer with a sticker that promotes a Candidate or Team does have significant value.
4. A Candidate may begin Campaigning once ze has submitted a completed Election Packet to the Election Manager.

#### **D. Where to Campaign?**

1. Academic buildings: Campaigning is acceptable in academic buildings, but it must not take place in the classroom during instruction times or otherwise disrupt classes that are in session. Campaign Materials may be posted only on public bulletin boards and in department offices with proper approval by the department. Campaign Materials may not be publicly distributed inside academic buildings.
2. Policies regarding the Student Union Building, Recreation Center, and University Housing will be determined by the respective departments. Documentation of these policies will be provided to Candidates in Election Packets.
3. Computer labs: No Campaigning. University computers may be used to prepare and print Campaign Materials.
4. ASBSU Meetings: Candidates will not announce or promote their candidacy or their intent to pursue candidacy during a meeting of any ASBSU Body.

5. Student Organizations: Candidates are encouraged to contact Student Organizations and get permission from them to Campaign at a Student Organization meeting. Student Organizations do not have to grant permission to any Candidate.
6. Additional guidelines from Facilities Operations & Management will be provided to Candidates.
7. Candidates cannot campaign within 10 feet of a Polling Area. Candidates may still use University computers to prepare and print Campaign Materials and for any other purpose permitted by University policy.
8. Candidates will not create or advertise any specific on-campus Voting Facilities other than designated Polling Areas.

#### **E. Communication**

1. All elections communication must abide by the relevant University policy.
2. Candidates are permitted to contact the officers of Student Organizations.
3. Social media communication must follow the same guidelines as any other form of Campaigning.

#### **F. Campaign Endorsements**

1. Candidates will not falsify endorsements.
2. Candidates will report all financial endorsements.
3. ASBSU will not endorse any Candidate.
4. ASBSU Personnel on the Executive Council will not publicly endorse any Candidate.
5. Current ASBSU Officers are allowed to be Candidates and are allowed to Campaign for themselves or their Team. However, their Campaigning must not interfere with their official duties in ASBSU.

#### **G. Campaign Finances**

1. Candidates must report all campaign finance information twice: first, one week prior to the first day of voting and for the second time the day before the first day of voting.
2. The campaign finance report must include the following:
  - a. Amount of money spent, by the Candidate or by others, on Campaign Materials or for the purpose of Campaigning, and the specific expenditure (i.e. posters, candy).
  - b. Amount of money donated and the name(s) of the donors. In-kind donations must be described, but the value does not need to be estimated.
3. There are no campaign finance reporting requirements for candidates in Assembly Elections unless otherwise specified in documents provided by the Elections Manager.

#### **V. Election Procedures**

- A. All elections will be held online. Provisions may be made for paper ballots in the case of an emergency. All on-campus computer labs or University computers are considered polling areas.

B. Polling Areas may be provided by ASBSU.

**C. Ballots**

1. The Election Manager is responsible for administering the online voting process, and is permitted to hire/utilize computer experts.
2. The order of Candidates' names on the ballot will be random for each voter.

**D. Voting**

1. Qualified Voters may cast one (1) vote for each position and each Referendum on the ballot. For Assembly Elections, each Qualified Voter will only be able to vote for the Candidate(s) associated with his Academic Department(s).
2. Voters will be able to view everything on the ballot without having to vote at that time.
3. Online voting will follow an Instant Runoff Voting (IRV) system if available.
4. Any proposed Constitutional revision or amendment will be clearly indicated on the ballot. It is at the discretion of the Constitutional Convention members to decide whether each change will appear as an independent voting issue or if changes will appear as one voting issue.
5. Any effort to falsify voting is subject to disciplinary procedures through the Student Ethics Officer and the Ethics Committee.
6. Qualified Voters may not allow someone else to vote for them by proxy. Any Candidate encouraging such behavior is in violation of this Code.
7. If it is discovered that online voting has been altered or tampered with, the Election Manager or ASBSU President will take immediate action to correct the problem. If election results have been compromised, new dates for the Election will be set by the Executive Council..
8. If any Candidate is disqualified or resigns from office within one month of the conclusion of an Election, the Candidate with the next highest number of votes will assume office. If one member of an Executive Ticket is disqualified or resigns in this time frame, the entire Executive Ticket is removed from office and the Executive Ticket with the next highest number of votes will assume office.

**E. Tabulation of Votes**

1. Online votes will be tabulated by noon the day following the last day of polling and announced as soon as possible unless prevented by extenuating circumstances.
2. The Candidate (or Executive Ticket) receiving a majority of votes in an Instant Runoff Vote for that office is elected to said office.
3. Requests for recounts must be filed within two (2) school days of the announcements of unofficial results. Any associated cost will be paid by the petitioner(s) unless otherwise authorized by a two-thirds (2/3) vote of the Executive Council, or unless the recount proves to be in favor of the petitioner(s). Recounts will occur within three (3) school days of the authorization of the request.

4. Recounts will be conducted and paid for by ASBSU when the margin of victory is less than one (1) percent of the total number of votes cast.
5. In the case of an exact tie between candidates, a coin flip administered by the Election Manager in the presence of the Student Ethics Officer and at least one ASBSU Advisor will decide the winner. An exception will be made for ties in an Assembly Election in which each winner received only one vote; in this case the ASBSU President will be permitted to appoint the winner, who must be confirmed according to Assembly Code II.E.2.b.
6. Election results will be unofficial until certified by the ASBSU President, Election Manager, and Student Ethics Officer.

#### **F. Notification of Results**

1. Unofficial results will be announced by noon the day following elections.
2. Official results, once certified, will be publicly posted online and sent to the University President, all Vice Presidents, Deans, and the University News Service. Assembly Election results will also be sent to all Academic Department Chairs.

#### **VI. Handling Violations**

- A. All violations will be handled by filing a Complaint with the Ethics Committee
- B. Any University student, faculty or staff member may file a Complaint when ze believes a Candidate or Team has violated this Code, the Student Code of Conduct, or the Statement of Shared Values.
- C. The following punishments are available when the Ethics Committee determines a Candidate has violated this Code:
  1. Disqualification
  2. Revoking the use of any available ASBSU resources
  3. Requiring the removal of posted campaign materials, including the deletion of web content
  4. Fining the Candidate or Team only if ASBSU had to pay for the Violation.
- D. Any Candidate or Team who receives a punishment may file an appeal as outlined in Ethics Code IV.G.
- E. Any Candidate or Team may also file a Complaint against current ASBSU Personnel for violating Election Code.

## **List of Eligible Academic Departments**

### **College of Arts and Sciences:**

Art, Biology, Chemistry, English, Geosciences, Mathematics, Modern Languages & Literatures, Music, Philosophy, Physics, Theatre Arts

**College of Business & Economics:** Accountancy, Economics, Information Technology & Supply Chain Management, International Business, Management, Marketing and Finance

**College of Education:** Bilingual Education and ESL Program; Counselor Education; Curriculum, Instruction, and Foundation Studies; Special Education & Early Childhood Studies Education; Educational Technology; Kinesiology; Literacy

**College of Engineering:** Civil Engineering, Computer Science, Construction Management, Electrical & Computer Engineering, Instructional and Performance Technology, Materials Science & Engineering, Mechanical and Biomedical Engineering

**College of Health Sciences:** Community and Environmental Health, Nursing, Radiologic Sciences, Respiratory Therapy

**College of Social Sciences and Public Affairs:** Anthropology, Communication, Criminal Justice, Environmental Studies, History, Political Science, Psychology, Public Policy and Administration, Social Work, Sociology

## CHAPTER 5: ASSEMBLY CODE

### **I. Chapter Overview**

#### **A. Purpose**

1. It is the role of the ASBSU Student Assembly to provide student representation of all academic departments, disseminate information important to students, deliver student opinion, and provide an access point to involvement in University student life.
2. These purposes will be fulfilled through the passage of formal Recommendations, collaborating with and representing student needs to academic departments, confirming impeachment, and approving some constitutional amendments and revisions, as necessary.

#### **B. Definitions**

1. Academic Department: Any department a student can major in.
2. Assembly Chair: The person running an Assembly meeting.
3. Assembly Member: A student who has been elected or appointed to the Student Assembly to represent a Concentrated Population. For the purposes of this Chapter only, Member also refers to Assembly Member..
4. Concentrated Population: A group of students that can be commonly represented because of a shared characteristic or affinity, including but not limited to an academic major, involvement in a non-academic University Department, and personal identities. A Concentrated Population must have some type of common forum for communication within the group (i.e. academic classrooms, University Housing Association meetings, etc.).
5. Majority Opinion: The Opinion that receives the most votes when the Assembly is voting on a Recommendation.
6. Minority Opinion: Any Opinion included in a Recommendation that is not the Majority Opinion.
7. Opinion Form: This term refers to the Request for Opinion form that may be filled out by University staff, faculty, or students to request the opinion of the Assembly regarding a certain Subject.
8. Recommendation: This word is used to encompass the majority opinion and all minority opinion(s) on any Subject discussed; it is submitted by the Assembly to the Executive Council and University.
9. Sponsor: The person who submits the Request the Opinion Form and introduces the Subject. The Sponsor may be a University student, staff member, or administrator.
10. Subject: Any issue or topic which is requested through an Opinion Form.

### **II. Rules of Procedure**

#### **A. Attendance**

1. Prompt attendance at Student Assembly meetings is required of all Assembly Members and of the Assembly Speaker.

2. Acceptable reasons for absence and tardiness are limited to death in the family, personal illness, University events, or other extenuating circumstances. Extenuating circumstances do not include work, classwork, or a regularly scheduled class period. The Student Ethics Officer will determine what specific circumstances are acceptable reasons for absence on a case-by-case basis, if ze is asked to do so.
3. Quorum is determined by attendance at the beginning of a meeting. Quorum is defined as more than one half (50% + 1) of the total number of filled positions in the Assembly.
4. Two (2) unexcused absences per year for Assembly Members or the Assembly Speaker will be grounds for impeachment.

#### **B. General Rules of Meetings**

1. All Assembly Members will maintain proper decorum at meetings. If a Member behaves disruptively, another member may ask the Chair of the meeting to call for a vote to censure the disruptive member, with no discussion. Censuring requires a two-thirds (2/3) majority, and voting is conducted through anonymous paper ballot.
2. Regular meetings will be held approximately every other Tuesday at 4:30pm during the regular academic fall and spring semesters, not including days on which classes are cancelled by the University. Special meetings may be called only to handle issues of impeachment, vacancies, or constitutional amendments.
3. Meetings will be run in a manner loosely aligned with Robert's Rules of Order. An agenda will be created for each meeting and must be publicly posted by 5:00pm the Monday before a regular meeting.
4. The first Assembly Meeting of any academic year will be held the Tuesday of the second week of classes of the Fall Semester.
5. The Assembly Speaker will serve as the Assembly Chair. In the absence of the Assembly Speaker, the ASBSU Vice President will serve as the Assembly Chair.
6. In the rare case that the Assembly Speaker and the ASBSU Vice President are not available to preside over an Assembly meeting the Assembly Speaker may appoint an Assembly Member to serve as temporary Assembly Chair.
7. If the Rules of Procedure are violated, it is the right and responsibility of any Member, and of the Student Ethics Officer, to point out the error. Minor errors will be corrected as quickly as possible without unduly interfering with the business of the Assembly. More significant errors will be corrected as quickly as possible as well, but the Assembly Member who points out the error will also be expected to file a Complaint with the Student Ethics Officer. Each individual Member will decided whether or not it is appropriate to file a Complaint.

#### **C. Order of Business**

1. Quorum must be met to call a meeting to order.
2. Approval of Minutes

3. New Business
4. Old Business
5. The Chair will announce the next scheduled meeting of the Student Assembly and then open the floor for announcements from Members, followed by announcements from the Gallery.

#### **D. Business of the Student Assembly**

1. Business refers to Subjects and any other items that require a vote.
2. **Requests for Opinion**
  - a. Any University student, faculty, or staff member may submit a Request for Opinion on any Subject. Requests for Opinion will include a brief history of the Subject as it relates to the University and its students and as much other pertinent information as possible.
  - b. The Assembly Speaker will determine if a Subject will be presented to the Assembly. All Requests for Opinion from the Executive Council will be presented.
3. The Sponsor of a Subject, or hir designee, will introduce hir Subject to the Assembly during New Business. The Sponsor will also stand for questions from Assembly Members. Third parties, such as University administrators, may also be invited to answer questions.
4. After the presentation of a new Subject and before the next Assembly meeting, Assembly Members will gather student opinion on the issue from their respective Concentrated Populations. Some Assembly Members will also write Opinions that represent the interest of their Concentrated Population.
5. Opinions must always include a section on rationale. Recommendations will include all Opinions which received at least one vote from an Assembly Member. They will also indicate the number of supporting Assembly Members for each Opinion and list the respective Concentrated Populations which they represent.
6. All Opinions will be read at the Assembly Meeting following the one at which the related Subject was presented.
7. **Discussion**
  - a. Discussion should include the consolidation of Opinions when possible.
  - b. Assembly Members will raise their hands to comment and will be recognized by the Chair in the order in which hands were raised.
  - c. No Member may speak for more than three (3) minutes at a time.
  - d. No member will be recognized by the Chair for a second time while there are still Members who wish to be recognized and have not yet spoken.
  - e. Discussion ends when no Member objects.
8. **Voting**
  - a. After Discussion, Members will vote for the specific Opinion that best represents the interests of their respective Concentrated Populations.

- b. Members have the right to abstain from any vote when they have a conflict of interest. It is acceptable for a Member to declare a conflict of interest and still vote so as not to silence the voice of an entire Concentrated Population.
  - c. The Chair may request, but cannot require, that a Member abstains from a vote.
9. The official Recommendation will be comprised of a Majority Opinion (which received the plurality of votes from Members) and any Minority Opinions that received votes.
10. The Assembly Speaker will present all Recommendations at the next Executive Council meeting. It is the joint responsibility of the President and the Assembly Speaker, or their designees, to communicate the results of Recommendations to the appropriate audience.
11. Recommendations will be made publicly available within 24 hours of their passage.

## **E. Other Functions of the Assembly**

### **1. Impeachment**

- a. If impeachment charges are filed, the Assembly will hold a hearing and render a judgment on the charges.
- b. The Assembly Speaker will preside over impeachment hearings unless he is being impeached. In that case, the ASBSU Vice President will serve as the presiding officer over impeachment hearings.
- c. Confirmation of impeachment by the Assembly will serve as a conviction, and the officer in question will be removed from office.

### **2. Vacancies**

- a. In the event of a vacancy of an Assembly seat, the President will appoint an eligible student in consultation with the leadership of the related Concentrated Population.
- b. If the vacancy is for an Academic Department, the President will request names of eligible students from the Chair of said Academic Department
- c. Appointees to the Assembly must schedule a meeting with the Assembly Speaker within two (2) weeks of being appointed.

### **3. Constitutional Amendments**

- a. Following the process outlined in the ASBSU Constitution, the Assembly may enact amendments and revisions to the ASBSU Constitution.
- b. If a constitutional amendment or revision is submitted to the Assembly, a paper vote will take place and each Assembly Member must present a signed ballot to the Assembly Chair.
- c. Constitutional revisions must be approved by an eighty (80) percent majority of the total membership of the Assembly.

## **F. Records**

1. Minutes will be recorded at every regular and special meeting of the Student Assembly, including meetings regarding impeachment and constitutional amendments. Minutes will accurately reflect issues discussed at the meeting and will be made publicly available within 48 hours of an Assembly Meeting.

### **III. Members of the Student Assembly**

#### **A. General Provisions**

1. All Assembly Members must fulfill any specific responsibilities as outlined in the ASBSU Constitution. This section describes these responsibilities in detail and establishes additional responsibilities in some cases.
2. All Members will maintain proper decorum whenever representing ASBSU.
3. More than two (2) unexcused absences will be considered grounds for impeachment for any Assembly Member.

#### **B. Membership in the Assembly**

1. The Chair of the Assembly is not considered a Member for purposes of Quorum or voting.
2. All Academic Departments and some additional academic programs with a large number of students with that declared major are considered a Concentrated Population and will have representation on the Assembly accordingly. The full list of represented Academic Departments as follows:
  - a. In the College of Arts and Sciences: Art, Biology, Chemistry, English, Geosciences, Mathematics, Modern Languages & Literatures, Music, Philosophy, Physics, Theatre Arts
  - b. In the College of Business & Economics: Accountancy, Economics, Information Technology & Supply Chain Management, International Business, Management, Marketing and Finance
  - c. In the College of Education: Bilingual Education and ESL Program; Counselor Education; Curriculum, Instruction, and Foundation Studies; Special Education & Early Childhood Studies Education; Educational Technology; Kinesiology; Literacy
  - d. In the College of Engineering: Civil Engineering, Computer Science, Construction Management, Electrical & Computer Engineering, Instructional and Performance Technology, Materials Science & Engineering, Mechanical and Biomedical Engineering
  - e. In the College of Health Sciences: Community and Environmental Health, Nursing, Radiologic Sciences, Respiratory Therapy
  - f. In the College of Social Sciences and Public Affairs: Anthropology, Communication, Criminal Justice, Environmental Studies, History, Political Science, Psychology, Public Policy and Administration, Social Work, Sociology

3. Other Concentrated Populations will also have their own Assembly Member. The President will appoint one student per Concentrated Population unless a greater number of Assembly Members is specified. When possible, the President will decide on an appointee in conjunction with the relevant leadership of the respective Concentrated Population. Any student eligible for ASBSU office for whom the characteristic or affinity group is a defining factor in their educational experience may represent the Concentrated Population unless otherwise specified.
    - a. Graduate College: Assembly Member must be a graduate student.
    - b. First-Year Students: The number of Assembly Members appointed to represent First-Year Students can be as great as five (5). Assembly Members must be first-year students.
    - c. Fraternity and Sorority Life
    - d. University Housing: Assembly Member must live in University Housing.
    - e. International Students
    - f. Sexual Orientation Minorities
    - g. Racial and Ethnic Minorities: The number of Assembly Members appointed to represent Racial and Ethnic Minorities can be as great as two (2).
    - h. Honors College
    - i. Athletics
    - j. Veteran Students: Appointee must be a veteran.
- C. Any changes to Assembly Code III.B. or III.C. require Legislation to be passed by a two-thirds majority of the total membership of the Executive Council. Legislation that changes Assembly Code III.B. or III.C. may not be fast-tracked.
- D. Duties and Responsibilities of the Assembly Speaker:**
1. Serve as the primary liaison between the Executive Council and the Assembly.
  2. Be the primary diplomat and develop and maintain relations with any entity that may affect the general welfare of the Assembly.
  3. Call special meetings only when necessary to address impeachment charges or constitutional amendments.
  4. Preside over the Assembly
  5. When appropriate, request the opinion, in writing, of any Assembly Member upon any Subject before the Assembly.
  6. Appoint Assembly Members to serve as College Representatives and to serve on any ASBSU committees that require Assembly participation.
  7. Submit names of Assembly Members who wish to be on University Committees to the President.
  8. Perform or delegate all other necessary duties.
- E. Duties and Responsibilities of all Assembly Members:**
5. Strive to meet with their Academic Department chairs at least one (1) time per month.
  6. Gather and disseminate student opinion on all Subjects in a timely fashion.

7. Prepare formal Opinions in collaboration with other Assembly Members.
8. Vote based on the desires of the Concentrated Population that ze represents.

**F. Duties and Responsibilities of College Representatives:**

1. Fulfill all duties and responsibilities of Assembly Members.
2. Strive to meet with their College Deans at least two (2) times per semester.
3. Serve on the Student Academic Advisory Board.

## ASBSU Spring 2013 Assembly Elections

I have read a copy of Election Code. I am aware of the rules, regulations, and procedures governing the election, including familiarizing myself with the ASBSU Constitution. I have also received a complete packet of election information.

I grant permission to the registrar to release my cumulative GPA, credit hour status, and the academic department I am registered in, to ASBSU throughout my candidacy and term in office if elected. I understand if my GPA is under a 2.5 I will not be placed on the ballot. Should I be elected, I understand and agree that my GPA and credit hours will be public information for the duration of my service in office, for the purpose of verifying constitutionally required minimums.

**I understand that if this is turned in after 5:00pm on March 12th I will not be included on the ballot. Even if I run and as a write-in candidate, I will have to agree to the information on this page after election.**

**I understand that I will be expected to attend the Fall Assembly Training session and that it will be my responsibility to schedule a make-up session if I cannot attend.**

### CANDIDATE INFORMATION:

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Academic Department you intend to run in: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Student E-mail: \_\_\_\_\_

Home town: \_\_\_\_\_ Class Standing: (circle) FR SO JR SR GR

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

E-mail a high quality photo of yourself and a 100 word description of what you plan to do if you are elected to [asbsu@boisestate.edu](mailto:asbsu@boisestate.edu). These are due electronically by 5pm on March 12th to be on the ballot. These will be used on the ASBSU website and on other online promotional materials.