

Article I. Election Rules and Regulations

Section 1. Election Rules and Regulations

- 1.1 The ASOIT Election shall operate in a manner consistent with the best interests of the student body. The election shall be conducted in a fair, orderly, and impartial manner. The electoral process shall not compromise the educational atmosphere of the institution in any way.
- 1.2 All election candidates will be given the Election Bylaws and the current election timeline after submitting their application. The Election Bylaws are also available on the ASOIT-KF website.

Article II. Election Procedures and Regulations of the ASOIT Election Committee

Section 1. Election Timeline and Election Materials

- 1.1 The following election timeline shall guide the ASOIT-Klamath Falls campus election process. Adjustments may be made by the Election Committee as needed to accommodate academic calendar changes, provided the timeline maintains compliance with these bylaws and follows the general structure outlined below.

Date	Activity	Responsible Party
Fall Term		
Week 8	ASOIT officers confirm whether or not they are running in the election for president or vice president by week 8 or the final executive meeting, whichever comes first.	ASOIT Officers
Week 8	ASOIT confirms Election Committee membership	ASOIT Officers
Winter Term		
Week 1 & 2	Election Committee prepares marketing materials regarding applications, eligibility, election dates, and publicizes them	Election Committee

Week 3 - 5	Candidate applications open on Monday at 8:00 AM	Election Committee
Week 6	Candidate applications for President and Vice President close on Wednesday at Midnight.	Election Committee
Week 6	Election Committee reviews candidate eligibility for President and Vice President and notifies candidates of their eligibility by Friday at Midnight.	Election Committee
Week 7	Candidates prepare campaign marketing plans and materials; submit to Election Committee by Friday at midnight.	Candidates
Week 8	Election Committee reviews campaign marketing plan and materials; notifies candidates if approved or denied	Election Committee
Week 9	Eligible candidates are announced (or at the last General Meeting of the term, whichever is latest) and Cabinet applications open.	Election Committee
Spring Term		
Week 1	Campaigning begins following the first General Meeting of the term and cabinet applications remain open. Submissions open for debate questions.	Candidates ASOIT Officers Election committee
Week 2	By Friday 11:59 PM, the committee will have a set of questions ready for the debate.	Election Committee
Week 3	Debate between candidates on Monday	
Week 3	Elections begin after Debate and end Friday at midnight. Campaigning ends Friday at midnight.	Election Committee
Week 4	All campaigning materials must be removed before Monday.	Election Committee

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	<p>Election results certified by the Election Committee by Monday at midnight.</p> <p>If a write-in candidate receives at least 51% of votes in the initial election, they should be notified by Tuesday at 9AM and given 24 hours to accept.</p> <p>In the event of a runoff election, the runoff will begin on Wednesday at noon, and end Thursday at midnight.</p> <p>Election results re-certified by the Election Committee and announced by Friday at noon.</p>	
Week 5	Newly elected officers shadow their predecessors and complete the transition period through the end of spring term	Outgoing and Incoming Officers
Week 5	Newly elected officers begin the hiring process for their cabinet	Incoming Officers

Section 2. Run-Off Elections

2.1 If a candidate does not receive at least 51% of the votes, then a run-off election will proceed with only the top 2 candidates from the initial election. There will not be an option for write-in candidates for the run-off election.

Section 3. The Election Committee

3.1 The Election Committee chairs and members are dictated by the ASOIT Constitution and Bylaws. The chairs and members are subject to confirmation by a simple majority vote of ASOIT. Officers that plan on running for an elected position or planning to apply to an ASOIT Cabinet position for the next academic year, whose positions are listed in the Constitution or Bylaws as members of the Election Committee, shall appoint proxies. Proxies can only be full-time students or current ASOIT officers who do not plan on running for an elected ASOIT position or applying for an ASOIT Cabinet position in the following academic year.

- 3.2 The Election Committee is an impartial body. No member of the Election Committee shall be running for an office or publicly, or privately, endorse/support any candidate.
- 3.3 The Election Committee will meet weekly, starting 1 week prior to candidate applications opening.(See Winter term week 6 on the suggested timeline).The Election Committee interprets, reviews, distributes, and officially declares election rules, regulations, and procedures.
- 3.4 The Election Committee will be responsible for creating and soliciting a list of questions for the debate. All debate questions should be bipartisan.
- 3.5 The Election Committee is responsible for election results. Any request to view the specific results will need to be submitted in writing to ASOIT, via the official ASOIT-KF Elections form on The Roost for the chair of the committee.
- 3.6 The Election Committee shall interpret the election rules and regulations on request and will have the authority to hear complaints of alleged violations. The committee will rule on all alleged violations.
 - 3.6.1. All rulings are final, unless evidence that is deemed substantial, by the Election Committee Chair, arises.

Article III. Eligibility for Election

Section 1. Candidates Eligibility

- 1.1 No student can hold more than one ASOIT position at the same time, either elected or hired during a term of office.
- 1.2 Candidates for any elected office must meet the ASOIT KF Cabinet qualifications as outlined in the ASOIT-KF bylaws:
- 1.3 Candidates must intend to enroll for the entire academic year following elections at the Klamath Falls Campus of Oregon Institute of Technology.

Section 2. Denial of Eligibility and Required Votes

- 2.1 The ASOIT Election Committee reserves the right to deny the eligibility of any candidate found responsible for a Student Code of Conduct Violation or for a candidate's criminal history and/or academic performance.
- 2.2 The Election Committee can consult with ASOIT advisors, the Dean of Students, academic advisors, or other resources as necessary regarding these issues. The ASOIT Elections Committee will comply with all FERPA guidelines and regulations related to student privacy.
- 2.3 In order to be elected into office, candidates must receive at least 51% of the votes submitted for that office.

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Section 3. Write-in Candidates

- 3.1 The election ballot will contain all candidates' names in alphabetical order by first name that have applied plus a write-in candidate option.
 - 3.1.1 In order for a write-in candidate to be accepted, their official oit.edu email address must be submitted on the ballot. In the event of a run-off election, write-in candidates from the initial election will not move forward to the run-off, regardless of amount of votes received.
- 3.2 An individual elected by write-in votes must receive at least 51% of the total votes cast in the election to be considered eligible for office. Upon establishing that an elected individual has received the requisite number of write-in votes, they are subject to an additional eligibility check for the criteria specified in the ASOIT Constitution and Bylaws, they shall be emailed a preliminary notification of their election by the Election Committee. The elected individual must accept their election, in writing, before the election can be certified.
- 3.3 If the write-in candidate is elected but is not found to be eligible or does not accept in writing, the election committee proceeds to a run-off election.

Article IV. Campaigning

Section 1. Campaigning Date

- 1.1 Campaigning shall not begin until a date announced by ASOIT (see Article II Section 1.1). Any potential candidates involved in campaigning activities before the start date will be held accountable for violation of the campaigning rules. All candidates must also confirm their eligibility with the Election Committee after filing and prior to campaigning.
- 1.2 Write-in candidates are not permitted to actively campaign. In addition, no other individual will be permitted to campaign on behalf of a write-in candidate. Campaigning is a privilege reserved for candidates that submitted an application within the specified timeline.

Section 2. Campaigning Materials

- 2.1 All campaign material must be approved by the ASOIT Election Committee prior to posting. Any changes to the original must be re-approved prior to posting. Candidates must allow at least 1 week for the Election Committee to process and approve any posting material.
- 2.2 The Election Committee will meet at least once before campaigning begins to approve campaign materials. The Election Committee will request digital and/or physical copies of all campaign material, and the chairs will maintain a copy for each candidate.
- 2.3 All campaign material must comply with the Oregon Tech Posting Policies (OIT-30-006); furthermore, any posting in the Residence Hall must comply

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with their posting policies (Oregon Tech Residence Hall Handbook section on “Bulletin Boards and Posting”). Furthermore, any candidate that violates Oregon Tech posting policies violates ASOIT Election policies, subject to the discretion of the ASOIT Election Committee.

Section 3. Door-to-door Campaigning, Negative Campaigning, and Illegal Campaign Materials

- 3.1 No door-to-door campaigning is permitted within any resident building on or off campus, as to do so would be in violation of Article 1, Section 1 of the Election Bylaws.
- 3.2 No candidates or affiliates shall remove or deface the signs, posters, flyers, etc. of another candidate, nor shall they malign the campaign of another candidate in any way.
- 3.3 No negative campaigning against another candidate or party will be permitted. Negative campaigning includes any malicious, slanderous, or libelous statements made on any media included but not limited to: any organized speech, public address, digital/online media/forums, or in any written statements. The Election Committee will perform interpretations.
- 3.4 Only members of the Election Committee or Institution staff (if in violation of posting policies) shall remove illegal campaign materials. If any illegal campaign material is spotted, please notify the Election Committee Chair(s) via their official ASOIT-KF Elections form on The Roost. The election committee will consider any supporting evidence to make a decision.

Section 4. Campaign Materials and Miscellaneous

- 4.1 All candidates are solely responsible for the removal of all campaign material. No elected official will take office until all campaign material has been removed.
- 4.2 Campaigning may not include the use Oregon Institute of Technology logos or symbols (ASOIT and other campus programs/departments included), or any pictures or models that may be perceived as an endorsement by the Institution. Groups affiliated with Oregon Tech are forbidden from endorsing any candidate.
- 4.3 No current ASOIT Officer seeking office can, in any way, shape, or form, work on campaign materials in the ASOIT office space.
- 4.4 No candidates can use university resources: including but not limited to, printing, paper, markers, etc.
- 4.5 Candidates can solicit help campaigning from students with approved campaign materials; however, candidates cannot solicit help campaigning from faculty or staff.
- 4.6 Faculty and staff are prohibited from campaigning or assisting in campaigning for or on behalf of any candidate.

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Note: Campaigning is considered, but not limited to, any printed or electronic material advocating a particular candidate. Campaigning is also considered as any organized talk, speech, or informational meeting advocating a particular candidate or party.

Article V. Finances (personal funds or personally solicited donations)

Section 1. Campaign Expenditures and Funding

- 1.1 Total Campaign expenditures, including the fair-market value of any donation or volunteer time for the election, shall not exceed \$100. This \$100 campaign expenditure is an aggregate limit, meaning \$100 is the most that any candidate can spend—in total—for all positions for which they are running.
- 1.2 The institution will provide no funding, in any way, to a student's campaign. This includes, but is not limited to, student programs and campus clubs.

Section 2. Statement of Campaign Expenditures

- 2.1 Candidates may be subject to submit an itemized, cumulative Contributions and Expenditures statement including all expenses, donations, volunteer time and receipts to the Election Committee, upon the request of the Election Committee. No elected official may take office, until outstanding cumulative Contribution and Expenditure reports are filed.
 - 2.1.1 Volunteer time shall be calculated as hours worked multiplied by minimum-wage plus one dollar. Volunteering includes any help solicited from other people (excluding faculty and staff) by the candidate.

Article VI. Violations

Section 1. Reporting Campaign Violations

- 1.1 Any party who witnessed the violation, or has compliance concerns, may notify the Elections Committee via official ASOIT-KF Elections form on The Roost.
 - 1.1.1 The deadline for reporting violations to the Election Bylaws shall be within 24 hours after the closing of voting. After that time, the Election process is closed, and no further reports/complaints may be made.

Section 2. Reviewing a Complaint and Appeals Decisions

- 2.1 Once a complaint has been filed, the Election Committee will review the violation at their next scheduled meeting, and during that meeting have a

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public comment section, to determine whether a hearing is necessary. In the event of a hearing (refer to Appendix A for hearing outline), the candidate must be notified of any charges against them at least 24 hours before the time and date of their hearing.

2.1.1. The final hearing must be completed at least 24 hours before the election results are announced.

2.2 Appeals of decisions made by the Election Committee must be made in writing to the Election Committee via the official ASOIT-KF Elections form on The Roost within 24 hours of receiving the decision.

Section 3. Disqualification

3.1 The Election Committee may disqualify a candidate for any infraction of Institution policies, Student Code of Conduct, or the rules and regulations contained herein.

3.2 Disqualification of a candidate shall be considered at the discretion of the Election committee if the candidate allegedly violated , Institution polices, the Student Code of Conduct, or has proven through their conduct a disregard for the rules of the Election Bylaws.

Article VII. Rules that Apply Once Elected

Section 1. Officer Shadowing

1.1 All officers elected under these rules and regulations are encouraged to shadow their current equivalent ASOIT position holder from the end of elections until the end of spring term to ensure they are well prepared for the following year.

1.2 If newly elected officers decide to shadow their current equivalent ASOIT position holder and cannot attend, must provide a valid reason and advanced notification to the current President. The equivalent position holder will also receive notice.

Section 2. Attending General and Executive meetings

2.1 All newly elected officers are expected to attend all of the remaining General and Executive Meetings of the current Spring term and must abide by the same attendance regulations as the current officers.

2.2 Outgoing officers must schedule a succession meeting with newly elected officers before the end of spring term.

2.3 Each individual unexcused absence could be ruled an infraction by the Election Committee and ultimately lead to disqualification. In this event, the vacant position would be open, and a new officer would need to be appointed in the manner defined by the constitution.

Article VIII. Enabling Clause

Section 1. These Election Bylaws will go into effect on April 8, 2026, with a majority vote of the ASOIT Executive Board