2014 Spring Quarter Election:

Special Fees Information Session

ASSU Elections Commission
January 19 & 20, 2014
Agenda for Meeting

- Important notes about this meeting/the election process
- Overview of the Special Fees process and timeline
- Notes from Angela Zhang, Undergraduate Senate Appropriations Chair, on funding policies
- Wrap-up/questions
Important Notes

❖ This meeting is an attempt of the ASSU Elections Commission to acquaint you with the Special Fees process, and to simplify an incredibly confusing set of governing documents describing the process.

❖ HOWEVER, you are still responsible for understanding the process outline in the Constitution and Bylaws of the ASSU.

❖ These documents can be found at http://assu.stanford.edu/governing-documents/

❖ Of particular note: Article V of the Constitution, and Appendix I, Section 4 of the Joint Bylaws

❖ Questions about process? Email elections@elections.stanford.edu

❖ Question about ASSU funding policies? approps@assu.stanford.edu
What are Special Fees?

- For groups requesting > $6,000 (the general fee cap)
- Can fund *almost* anything, in theory
  - Cannot violate University policy or the law
  - If seeking legislative approval, more requirements than that
- Requires budgeting well in advance - planning now for all of next year
- Approved directly by the student body
Special Fees Process Overview
Special Fees Process Overview

I WANT SPECIAL FEES
Special Fees Process Overview

1) Submit Declaration of Intent
   • Online at bit.ly/2014declarationofintent

2) Prepare budget for 2014-2015 school year:
   • Event - level budget (excel format)
   • Overall budget/request (myGroups2 funding portal)

3) Prepare other documents:
   • 2013-2014 Budget
Special Fees Process Overview

I WANT SPECIAL FEES

Step 1: Required Documents (all groups)

Step 2: Petition (maybe)

Petitioning Process differs depending on your group’s circumstances and Special Fees request this year (next slide)
Special Fees Process Overview

I WANT SPECIAL FEES

Step 1: Required Documents (all groups)

Step 2: Petition (maybe)

Step 3: Vote (hopefully)
Special Fees Process Overview

I WANT SPECIAL FEES

Step 1: Required Documents (all groups)

Step 2: Petition (maybe)

Step 3: Vote (hopefully)
Three Ways to Get Onto the Ballot
Three Ways to Get Onto the Ballot

If you DID receive Special Fees for 2013-2014…

- and -

...your new request IS NOT more than last year’s request (adjusted for inflation) + 5%…

- then -

If your new request is approved by the relevant legislative bodies, you can get on the Spring ballot without petitioning for any signatures.
Three Ways to Get Onto the Ballot

**No Petitioning Necessary**

If you DID receive Special Fees for 2013-2014…

- and -

...your new request IS NOT more than last year’s request (adjusted for inflation) + 5%…

- then -

If your new request is approved by the relevant legislative bodies, you can get on the Spring ballot **without petitioning for any signatures.**

**Petition for 10% of relevant Association body/ies**

If you DID NOT receive Special Fees for 2013-2014…

- or -

...your request IS more than last year’s request (adjusted for inflation) + 5%…

- then -

If your request is approved by the relevant legislative bodies, you must collect signatures of **10% of the relevant Association body/ies.**
Three Ways to Get Onto the Ballot

No Petitioning Necessary

If you DID receive Special Fees for 2013-2014...

- and -

...your new request IS NOT more than last year’s request (adjusted for inflation) + 5%...

- then -

If your new request is approved by the relevant legislative bodies, you can get on the Spring ballot without petitioning for any signatures.

Petition for 10% of relevant Association body/ies

If you DID NOT receive Special Fees for 2013-2014...

- or -

...your request IS more than last year’s request (adjusted for inflation) + 5%...

- then -

If your request is approved by the relevant legislative bodies, you must collect signatures of 10% of the relevant Association body/ies

Petition for 15% of relevant Association body/ies

If you DID NOT receive Special Fees for 2013-2014...

- or -

...your request IS more than last year’s request (adjusted for inflation) + 5%...

- then -

If your request is not approved by the relevant legislative bodies, you must collect signatures of 15% of the relevant Association body/ies
Petitions

Petitions take two forms:

- Online (petitions.stanford.edu)
- Paper

Online petitioning will open on Sunday, February 2

- If we have all of your required documentation by this date, this is when you can start collecting signatures online
- If we have not received all of your required documentation by this date, we will add petitions to the website on a rolling basis

Paper petitions must have supporting documents attached - additionally, they must be approved by the Elections Commission prior to any signatures being collected

- Any signatures collected on un-verified petitions, or collected after a change to any of the supporting documents, will be deemed invalid

ALL PETITIONS AND DOCUMENTATION ARE DUE SUNDAY, MARCH 2. NO EXCEPTIONS.
# Petition Numbers *

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Joint</th>
</tr>
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<tr>
<td>10%</td>
<td>707</td>
<td>1,116</td>
<td>1823</td>
</tr>
<tr>
<td>15%</td>
<td>1060</td>
<td>1,674</td>
<td>2734</td>
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*NOTE: These numbers are based off of last year’s enrollment, and will most likely NOT be the same this year. We are working to get the new numbers for 2014 petitions, and will communicate them once we have them.
Important Dates and Deadlines

Tuesday, January 21, 5:00 PM
• Online Declaration of Intent Form Open: bit.ly/2014declarationofintent

Thursday, January 23, 5:00 PM
• Online budgeting/funding request live on myGroups2

Sunday, February 2, 12:00 PM
• Online petitioning live at petitions.stanford.edu

Friday, February 7, 11:59 PM
• Final deadline to submit all Special Fees budgets and Special Fees Declarations of Intent. Hard Deadline, with no exceptions.

Saturday & Sunday, February 8-9
• Meetings with Appropriations Committee to review request (if seeking legislative approval) - sign up for slots through myGroups2

Sunday, March 2, 11:59 PM
• All petitions due. Hard deadline, with no exceptions.

Thursday and Friday, April 10-11
• Voting is open
Important Contact Information

Elections Commission:
elections@elections.stanford.edu

Appropriations Committee:
approps@assu.stanford.edu

SSE Funding Coordinator:
capgroup-fc@sse.stanford.edu

Appropriations Committee Office Hours:
Sundays, 12:00 - 1:00, Room 104 Old Union

Special Fees Funding Policies (for those seeking legislative approval)
bit.ly/specialfeesfundingpolicies