

TEMPORARY VIRTUAL ELECTIONS CODE

Associated Students, Incorporated
California State University, Stanislaus

1.0 Name and Purpose

- 1.1 This Temporary Virtual Elections Code shall hereafter be referred to as The Code.
- 1.2 The Code is prescribed and established to ensure the efficient and equitable procedures in a virtual setting for all official elections of the Associated Students, Incorporated under the authority of and in compliance with the By-Laws of the Associated Students, Incorporated of California State University, Stanislaus.
- 1.3 The Code shall apply to the 2021-2022 Associated Students, Incorporated elections held as the California State University, Stanislaus and all satellite/branch campuses of said institution.

2.0 Elections Committee

- 2.1 The Elections Committee shall be responsible to promote, plan, organize, and implement the elections for the Associated Students, Incorporated, and hereafter referred to as ASI, under the guidelines established in The Code.
- 2.2 Responsibilities
 - 2.2.1 Shall establish at least one (1) virtual meeting a week during the election process as defined by section 3.0. The agenda for that meeting must be posted for at least seventy-two (72) hours.
 - 2.2.2 Shall establish policies and procedures for all ASI related elections.
 - 2.2.3 Shall supervise elections and referendums pertaining to ASI.
 - 2.2.4 Shall prepare a written report of the unofficial results with formal approval of the Elections Committee.
- 2.3 Membership
 - 2.3.1 The voting membership shall consist of at least three (3) members of the ASI Board of Directors and maximum of sixteen (16) members from ASI.
 - 2.3.1.1 Any member of the Elections Committee who has filed their application for an elected office shall be removed from the Elections Committee on the date of filing.
 - 2.3.2 Advisors for the Elections Committee shall consist of the ASI & SC Executive Director and the ASI Leadership Manager.
 - 2.3.3 The Chair
 - 2.3.3.1 Shall schedule and preside over all meetings of the Elections Committee.
 - 2.3.3.2 Shall be responsible to abide by an election timeline passed by the Elections Committee during election times.
 - 2.3.3.3 Shall take no action without formal approval of the Elections Committee.
 - 2.3.3.4 Shall be responsible for preparing and posting all Elections Committee agendas.

3.0 Elections

- 3.1 The election process shall start upon the fifty (50) calendar day announcement of the elections.
- 3.2 The Elections Committee shall set dates of any ASI election at least fifty (50) calendar days prior to the election.
- 3.3 Public notice of an election must be given to the student body not less than ten (10) academic

days prior to the election. The notice shall specify the dates(s), the class day(s), the hours of such election, and the general nature of the issues to be decided. This is also to include the Stockton campus.

- 3.4 Publicity for the election shall, at a minimum, consist of posting on ASI & SC social media outlets, ASI website, Warrior Weekly, Warrior Hub, and Stan News. It is also recommended to make an announcement in the school newspaper containing all the related information.
- 3.5 The Elections Committee shall provide publicity for filing for an office and the offices to be filled at least forty-five (45) calendar days prior to the day of the election.
- 3.6 The Elections Committee shall compose the ballots no earlier than ten (10) calendar days prior to any election.
- 3.7 Special Elections shall be called by the committee and held at such times as designated.

4.0 Eligibility of Candidates

- 4.1 Undergraduate Candidates
 - 4.1.1 Candidates running must have completed a minimum of 12 units in their previous semester.
 - 4.1.2 Candidates running must have a minimum Fall GPA of 2.5.
 - 4.1.3 Returning board members must have a minimum Fall GPA of 2.0.
 - 4.1.4 Candidates must be enrolled at least one semester prior to applying for Board of Directors.
 - 4.1.5 Candidates must maintain at least 6 semester units during candidacy.
 - 4.1.6 Candidates must not have earned more than 150 units.
 - 4.1.7 Candidates must be in good standing and must NOT be on any kind of probation.
- 4.2 Graduate Candidates
 - 4.2.1 Must earn 6 semester units per term of continuous attendance as a new graduate student.
 - 4.2.2 Must have a Fall GPA of 3.0 or higher.
 - 4.2.3 Graduate candidates who receive a bachelor's degree or credential within the past 3 years from Stanislaus State must have earned a minimum of 10 semester units during their last year as an undergraduate to be eligible.
 - 4.2.4 Must not have earned more than 50 semester units and maintain a minimum of three units while running for office.
 - 4.2.5 Candidates must be in good standing and must NOT be on probation of any kind.
- 4.3 Candidates running for academic board positions must be a member of the respective college that they are planning to represent.
- 4.4 Executive Positions
 - 4.4.1 Candidates running for ASI President, ASI Vice President & ASI Vice President of Finance must have served at least one semester with the Associated Students, Inc. Board of Directors.
 - 4.4.2 In the event that an Executive candidate does not meet the minimum qualifications of having one semester served on the ASI Board of Directors, the candidate may appeal to the ASI Elections Committee. All appeals must be submitted, heard, and decided upon at least seven calendar days before the mandatory candidates meeting.

5.0 Selection of Candidates Method

- 5.1 The candidate who receives the plurality of the votes for the designated office for which they are seeking will be elected.
- 5.2 In the event of a tie vote, a run-off election will be held between the candidates tied for the most votes. No run-off election will be held between the candidates if one candidate received the most votes.
 - 5.2.1 A run-off election means an initial vote did not result in a winner because it was tied. A run-off election settles the matter, providing a final decision.
 - 5.2.2 A run-off election must be conducted between seven and fourteen days after the first day of the general election.
 - 5.2.3 A run-off election will only be held between the candidates that are tied for the most votes.
 - 5.2.4 Candidates may only spend an additional (\$150.00) in addition to their original limit of (\$400.00) during the general election.
 - 5.2.5 Candidates in the run-off election may resume campaigning immediately following the Election Committee's posting of the ASI General Election Results.
- 5.3 The Directors with specific representation of colleges or class standing shall be elected only by those students whom they shall directly represent. This would include:
 - Director for Arts, Humanities, and Social Sciences
 - Director for College of Science
 - Director for College of Business Administration
 - Director for College of Education, Kinesiology, & Social Work
 - Director for Graduate Students
- 5.4 Directors with general representation shall be elected by the entire student body. This would include:
 - Director for Housing & Residential Life
 - Director for Sustainability
 - Director for Student Organizations
 - Director for Athletics
 - Director for Diversity
 - Director for Stockton Campus
- 5.4 In the event that an office or offices remain unfilled after the spring election, the newly elected ASI President, after June 1, may conduct interviews for the unfilled positions.

6.0 Determining Designated Office Method

- 6.1 The official records from the Admission and Records Office will determine the candidates' eligibility according to the designated College under which their major falls, or by what their primary location designator indicates.

7.0 Campaign Procedures and Regulations

- 7.1 Filing Procedures
 - 7.1.1 Students filing for offices of ASI may obtain the official application forms from the following locations:
 - Online at the ASI websiteApplications shall be available forty-five (45) calendar days prior to an election.
 - 7.1.2 The application materials shall include the following online:
 - 7.1.2.1 Position Descriptions of the Executive and Director positions.

- 7.1.2.2 Official application.
- 7.1.2.3 Schedule of election dates, times, as well as the mandatory candidates meeting date, time and location.
- 7.1.2.4 Form for the candidate's campaign statement.
- 7.1.2.5 The Code.
- 7.1.2.6 The University Posting Guidelines for both Turlock and Stockton.
- 7.1.2.7 The Social Media Policy/ Guidelines.
- 7.1.3 There shall be no changes, additions, or subtractions to the elements or wording of the elections packet without the approval of the elections committee.
- 7.1.4 Copies of the ASI Articles of Incorporation and By Laws shall be made available online at the ASI website.
- 7.1.5 Applicants shall return all completed forms to online or via email to the ASI Elections Chair no later than fourteen (14) calendar days prior to the election.
- 7.1.6 The candidate must also return a signed affidavit indicating their understanding and agreement with the Articles of Incorporation, By-Laws, and The Code.
- 7.1.7 The Dean of Students, or their designee, shall certify all candidates as to their eligibility prior to placing their names on the ballot.
- 7.1.8 A challenge to the eligibility of any candidate's name to be placed on the ballot must be made no later than three days after the mandatory candidates meeting.
- 7.1.9 Candidates may not file for more than one office.
- 7.1.10 Once a candidate files an application to run for office, the application cannot be withdrawn for the purpose of submitting another application for another office after the filing deadline, however, may do so before the filing deadline has ended.
- 7.2 Campaign Publicity Regulations
 - 7.2.1 Mandatory Candidates Meeting
 - 7.2.1.1 Campaigning may not begin until after the mandatory candidates meeting.
 - 7.2.1.2 The list of candidates who are seeking office shall not be made public until after the mandatory candidates meeting.
 - 7.2.1.3 The mandatory candidates meeting shall be held within forty-eight (48) hours after the application forms are due.
 - 7.2.1.4 If a candidate is receiving assistance with their campaign, it is recommended that at least one (1) campaign assistant be present at the mandatory candidates meeting.
 - 7.2.1.5 The mandatory candidates meeting shall set forth all rules and regulations involving the upcoming election.
 - 7.2.1.6 If a candidate cannot attend the mandatory candidates meeting, then they are required to meet on a later scheduled date with the Elections Committee Chair or a member of the committee. Candidate may not campaign until after attending the meeting unless the candidate had sent representation on their behalf.
 - 7.2.1.7 Candidates are responsible for ensuring that anyone assisting with their campaign are fully aware of the rules and regulations of the campaign process. The Candidate shall be responsible for any violation of the rules and regulations by their campaign staff.
 - 7.2.2 Candidates shall comply with the rules for campaign publicity set forth in the University Posting Guidelines and the Social Media Policy. Any candidate who wishes to publicize outside of the guidelines must obtain approval of the

- Elections Committee prior to posting.
- 7.2.3 A candidate whose posters are placed in violation of University Posting Guidelines will be charged an appropriate amount for removal, as determined by the university.
 - 7.2.4 No candidate or anyone associated with a campaign shall deface, move, alter or in any way obstruct another candidate's publicity material.
 - 7.2.5 No candidate may use any Associated Students, Inc. equipment, supplies or resources for the benefit of their campaign that would otherwise be unavailable to the common student.
 - 7.2.6 All campaign materials must be taken down, removed, and cleaned up within seventy-two (72) hours after the polls have closed.
 - 7.2.7 Any public endorsement of a candidate by one or more student clubs, groups, individuals, and/or parties will be considered campaigning by the Elections Committee. Upon knowledge of endorsement, the candidate must add the group or individual, or parties, to their campaign list. If a candidate wishes to reject said endorsements, the candidate must inform the Elections Committee in writing to allow the committee to take action in regard to the group, individual, or parties.
 - 7.2.8 No candidate may have any member from the Elections Committee as their campaigning personnel.
- 7.3 Campaign Expenditures
- 7.3.1 Campaign expenses shall be defined as the retail value of all material and/or services purchased by the candidate themselves. The candidate is responsible for actions or expenditures of those directly involved in their campaign.
 - 7.3.2 All candidates will be required to submit a list of all people directly involved in their campaign. The list shall be submitted to the Elections Committee no later than the date of the mandatory candidates meeting. Additional people may be added to the list after the meeting, but can no longer add after one day prior to the election.
 - 7.3.3 For any general election, the campaign expenditures accumulated from all sources for any candidate shall not exceed the value of four hundred dollars (\$400.00).
 - 7.3.4 In the event of a run-off election, the campaign expenditures for any candidate shall not exceed the value of one hundred fifty dollars (\$150.00) in addition to the (\$400.00) limit from the general election.
 - 7.3.5 Candidates are allowed to campaign together. In the case of materials or presentations advertising for more than one candidate, each candidate will be assessed the full value of the materials or presentations towards their four-hundred dollar (\$400.00) limit.
 - 7.3.6 Prior to the closing of the polls on the final day of elections, each candidate who is campaigning **MUST** submit an itemized campaign expense report, which shall include receipts, bids, quotes, etc., to the Elections Committee in the ASI office.
 - 7.3.7 In the event of a run-off election, the candidate will file an addendum to the original financial statement prior to the closing of the run-off election polls.
 - 7.3.8 The Elections Committee shall determine the value of the campaign expenditures for each candidate. When determining the value of campaign expenditures, if there is a question, the Elections Committee will get three estimates of the cost of the materials.

- 7.4 Write in candidacies will not be allowed.
- 7.5 Violations of The Code
 - 7.5.1 Any inquiries concerning noncompliance of the procedures and regulations of The Code shall be reported, in writing, to the Chair of the Elections Committee.
 - 7.5.2 The Elections Committee may either reprimand or disqualify for election any candidate who, on the determination of the committee, has failed to comply with procedures and regulations of The Code.
 - 7.5.2.1 Any candidate that fails to comply with The Code on two (2) occasions, as determined by the Elections Chair, ASI & SC Executive Director, and the ASI Leadership Manager, shall be considered for disqualification. Failures to comply committed by any of the candidates' campaign personnel shall also result in disqualification of the candidate upon two (2) violations.
 - 7.5.3 A candidate who is being considered for disqualification must be notified in writing and shall have twenty-four (24) hours to prepare a case to be heard before the Elections Committee.
 - 7.5.4 The Chair shall notify, in writing, any candidate of the final decision as well as the reason for such.
 - 7.5.5 If a candidate who is selected for an office is disqualified, the candidate who received the next highest vote in the election shall be elected.

8.0 Balloting

- 8.1 Procedures
 - 8.1.1 Voting shall be by secret ballot.
 - 8.1.2 There shall be no voting by proxy or absentee ballots.
 - 8.1.2.1 "Proxy" is the authority to represent someone else while voting.
 - 8.1.2.2 "Absentee ballots" are completed and typically mailed in advance of an election by a voter who is unable to be present at the polls.
 - 8.1.3 The Elections Committee shall arrange the candidates in a random order on the ballots by drawn lots; incumbents may have "Incumbent" written after their name.
 - 8.1.3.1 "Incumbent" shall be defined as a candidate who is seeking reelection for the same office.
 - 8.1.4 Candidate affiliation shall be limited to two (2) recognized Stanislaus State clubs, organizations, departments or major, with the exception of "Incumbent" as specified above.
 - 8.1.5 A complete roster of students attending Stanislaus State shall be obtained from the Office of the Registrar and will be used to determine students' eligibility for voting.
- 8.2 Counting of Online Ballots
 - 8.2.1 When the polls close on the final day of elections, the Elections Committee shall meet. At least two (2) members of the Elections Committee must be present.
 - 8.2.2 Ballots are recorded and counted electronically.
 - 8.2.3 Ballots shall be voided if voting instructions are violated.
 - 8.2.4 Votes shall be tabulated and recorded at the close of the polling process.
- 8.3 Ballot Results
 - 8.3.1 The Elections Committee shall certify the election results following the counting of the ballots.

- 8.3.2 The unofficial results of an election will be announced no later than noon of the first academic day following the election.
- 8.3.3 The results shall be posted and marked “unofficial” for 48 hours (two academic school days) or until all election grievances have been resolved.
- 8.3.4 All elections will become final and do not require Board of Directors’ approval.
- 8.3.5 The Elections Committee shall report the election results, if requested, to the student newspaper and to the local press following the reporting of the election results to the ASI Board of Directors by the ASI Elections Committee.

8.4 Retention of Ballots

- 8.4.1 Online voting; succeeding the official online results and verification of the elections results by the Elections Committee, all links must stay active for thirty (30) days.

9.0 Procedures for Election Officials

- 9.1 Election officials are the members of the Elections Committee and/or those persons designated or appointed by the Elections Committee to carry out the procedures for an election as outlined in The Code.
- 9.2 Election officials shall follow all procedures outlined in The Code.
- 9.3 Election officials shall report all irregularities to the Elections Committee Chair immediately.
- 9.4 Election officials will be prohibited from doing the following:
 - 9.4.1 Displaying or Posting any campaign materials.
 - 9.4.2 Being listed on any candidate’s campaign list.
 - 9.4.3 Endorsing a candidate.

10.0 Contesting an Election

- 10.1 To contest an election or to call for a recount, a petition, dated by the office of ASI and signed by ten percent (10%) of the voting constituency, shall be presented within five (5) academic days following the election, to the Elections Committee. Signers of petition do not need to provide proof of casting a ballot. The Elections Committee shall rule on the legality of the election within five (5) academic days after the presentation of the petition. If the Elections Committee renders the decision that the election was illegal, it shall call for a new election within five (5) academic days after the ruling.

11.0 Amendments

- 11.1 The Code may be amended by a two-thirds vote of the Elections Committee and a two-thirds vote of the ASI Board of Directors.
- 11.2 All amendments and modifications to The Code must be completed and approved prior to the conclusion of fall semester, unless the ASI Board of Directors authorizes any modifications of The Code during the Election process for the sole purpose of facilitating an equitable and timely election.