

ARTICLE I – AUTHORITY & FUNCTION

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures of the Elections Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Elections Committee to oversee all A.S.I. elections.

The A.S.I. General and Special elections are a function delegated to the A.S.I. through its Bylaws and Title V. As a result of the nature and importance of the elections, the Committee may take any action deemed necessary and proper for the conduct of fair elections provided they obtain the consent of the University President's designee for said action.

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ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Committee shall be composed of the Public Relations/Elections Commissioner (PR/Elections Commissioner) and at least four (4) regular members of the Associated Students Inc. (as defined in Article I, Section 3, Clause 1 of the A.S.I. Bylaws).

- A. The PR/Elections Commissioner shall be recommended by the A.S.I. President, and shall be approved by a 2/3 majority of the Board of Directors (B.O.D.). The PR/Elections Commissioner will serve as the chair of the Committee.
- B. The remaining committee members shall be recommended by the PR/Elections Commissioner to the A.S.I. President, and shall be recommended for approval by a 2/3 majority of the B.O.D..
- C. A.S.I. Chief Justice or designee
- D. A.S.I. Programs Coordinator (non-voting)
- E. Center for Student Involvement Director or designee – Staff Advisor (non-voting)
- F. University President or designee (non-voting)

Section 2 - Responsibilities of the A.S.I. PR/Elections Commissioner

- A. The PR/Elections Commissioner is responsible for organizing the A.S.I. General and Special elections in accordance with these codes, and promoting all A.S.I. events and elections.
- B. The PR/Elections Commissioner will be a member of the Cabinet of Commissioners and a voting member of the A.S.I. Bylaws and Codes of Procedures Sub-committee.
- C. The PR/Elections Commissioner will work with the A.S.I. Director of Programs and Leadership and Programs Coordinator to develop a strategic marketing and distribution plan for promoting all A.S.I. events to the Cal State L.A. community.
- D. The PR/Elections Commissioner will work with the advisor of the Center for Student Involvement to create a strategic marketing plan for promoting the A.S.I. General and Special Elections.
- E. The PR/Elections Commissioner will assist the Advocacy and Outreach Commissioner in advertising the elections to student organizations.
- F. The PR/Elections Commissioner will assist the Housing Commissioner in publicizing election material in the student housing complex and elsewhere on campus.
- G. The PR/Elections Commissioner will appoint four (4) regular A.S.I. members to the Elections Committee in accordance with these codes.
- H. The PR/Elections Commissioner will schedule regular meetings for the elections process starting in the month of October.
- I. The PR/Elections Commissioner will facilitate the programming of the A.S.I. Homecoming event.

Section 3 – Election Days

It shall be the duty of the Elections Committee to recommend the dates and times for an elections timetable for all A.S.I. elections to the B.O.D.

- A. No election shall be held prior to the fourth week of the quarter.
- B. No election shall be held later than the ninth week of the quarter.

Section 4 – Elections Packet

The Elections Committee shall develop an application packet for distribution at the opening of the filing period.

Elections Committee C.O.P. (continued)

Section 5 – Notice of Vacant Office

The Elections Committee shall publicize notices of filing dates and vacant offices with their descriptions and qualifications, as prescribed by the Elections Committee Code of Procedures.

Section 6 - Publication of Election Dates

The Elections Committee, in a manner consistent with the A.S.I. Bylaws Article X, shall publish the dates of all elections.

Section 7 – Conflict of Interest

Any member of the Elections Committee shall be ineligible to serve on the Elections Committee upon submitting an application for or holding any other A.S.I. elected or appointed office. Elections Committee members shall not engage in activities that might influence the elections, beyond their privilege to vote (e.g. actively supporting a candidate on the ballot).

ARTICLE III

NOTICE AND FILING

Section 1 – Filing for Elections

Elections Packets and Applications should be made available a minimum of three (3) weeks prior to the filing deadline. The filing deadline should be a minimum of three (3) weeks prior to the Candidate Briefing. The date of availability of applications and filing deadline must be during the times classes are in session, (i.e. not during a quarter break).

Section 2 – Extended Filing

Extended filing for the Elections shall be made available by the Elections Committee for offices in which candidates are unopposed or no one has filed. Applications shall only be accepted during regular Center for Student Involvement (C.S.I.) business hours 8 am – 6 pm, in U-SU Room 204.

Section 3 – Application

All applications for office shall be handled by C.S.I.

- A. C.S.I. shall maintain the confidentiality of all applicants.
- B. C.S.I. shall issue a receipt delineating the date and time the application was filed.
- C. C.S.I. shall coordinate with the University for the purposes of determining eligibility.

Clause 1 – Platforms

Candidate platforms are due with the application. Any additional drafts or edits shall be submitted prior to the candidate briefing.

Platform lengths are limited as follows:

1. President – 350 words.
2. Vice President – 250 words.
3. All other candidates – 150 words.

Section 4 – Multiple Filing

No person shall file an application for more than one elected office for one election. An application submitted for any elected office after the first filing shall replace any previous application submissions.

Section 5 – Candidate Briefing

A mandatory candidate briefing shall be held no later than Friday of the fifth week of the quarter in which the election shall be held. Failure to attend shall be sufficient cause for disqualification unless excused by the PR/Elections Commissioner:

Clause 1 – Excuses

Excuses must be submitted in writing to the PR/Elections Commissioner at least twenty-four (24) hours prior to the meeting. The Commissioner will determine validity and reply in writing prior to the meeting. If an excuse is granted, it is the candidate's responsibility to schedule a meeting with the PR/Elections Commissioner to be briefed on what was missed at the meeting.

Clause 2 – Proxies

Proxies will not be accepted. The candidate must attend the Candidate Briefing in person.

Elections Committee C.O.P. (continued)

Section 6 – Candidate Debates

It is mandatory for all candidates to attend at least 1 of 2 debates planned by the PR/Elections Commissioner. Candidates must notify the PR/Elections Commissioner one (1) week prior to the debates as to which one they will attend. Failure to attend shall be sufficient cause for disqualification, unless excused by the PR/Elections Commissioner:

Clause 1 – Excuses

Excuses must be submitted in writing to the PR/Elections Commissioner one (1) week prior to the debates. The Commissioner will determine validity and reply in writing prior to the debate.

Section 7 – Eligibility for Elected Office

Membership and eligibility of applicants to the B.O.D. and the Academic Senate in an Election shall be as established in the A.S.I. Bylaws. After verification of eligibility, the names of eligible candidates shall be given to the PR/Elections Commissioner. Candidates who are deemed ineligible shall be given five (5) business days to remedy eligibility with the Vice President for Student Affairs Office and provide verification of eligibility.

ARTICLE IV

CAMPAIGNING

Section 1 – Definition of Campaigning

Campaigning is defined as any of the following actions:

1. The distribution, mailing, or strategic positioning of literature or materials designed to directly influence the electorate's choice.
2. The posting of advertisements, in any media, designed to directly influence the electorate choice.
3. Public speaking or written publications designed to directly influence the electorate choice.

Clause 1 – Electronic Media

The candidate must ensure that all electronic media is not made available to the online public or promoted prior to the official date of campaigning (8:00AM on the first business day following the Candidate Briefing). Electronic media includes but is not limited to Facebook, MySpace, Twitter, YouTube, online polls, personal websites, AIM, e-mail, etc.

For example, simply having a site with a candidate's name and the position they are running for, or variation of that, would then violate these codes.

Clause 2 – Website Linking Requirement

All online media must reference and link to the A.S.I. Elections website at <http://www.asicsula.org/elections>

Section 2 – Pre-Campaigning

Campaigning may begin at 8:00 am on the first business day following the Candidate Briefing. Absolutely no campaigning shall be done before this time.

Section 3 – Improper Use of A.S.I. Property

The unauthorized utilization of A.S.I. property/material by any candidate or their campaign workers is strictly prohibited. Under no circumstances while on A.S.I. time, will members of the A.S.I. staff engage in activities which may be construed to have the effect of influencing the election.

Section 4 – Staff Participation in A.S.I. Elections

Any A.S.I. staff wishing to support a particular candidate may do so on their own time and away from A.S.I. property and premises.

Section 5 – Campaign Literature

All campaign literature, including but not limited to distribution, mailing, internet broadcasting, websites, networking sites (e.g. Facebook, MySpace, Twitter, YouTube, online polls, personal websites, e-mails, etc.), and posting of literature or other materials shall be presented to and approved by the PR/Elections Commissioner,

- A. Physical material (e.g. hats, t-shirts, pencils, buttons) shall receive the PR/Elections Commissioner's approval and/or stamp, before it can be used for campaigning by a candidate.
- B. The use of campaign literature or materials not registered or approved is strictly prohibited.
- C. Candidates may submit materials three (3) days prior to the Candidate Briefing for approval for the first day of campaigning.

Elections Committee C.O.P. (continued)

Clause 1 – Copies

All candidates will be provided one paper banner (six feet by three feet) and 500 black and white copies on 8 ½ x 11 size paper free of charge by A.S.I. for individual candidates' promotion (i.e. these resources cannot be used to promote a slate). These items may be obtained through the A.S.I. Student Service Center.

Clause 2 - Submission of Materials

All copies of any campaign literature shall be submitted to the Elections Committee for approval. Receipts for purchased material must also be submitted at the time of approval. If the material is approved, the Elections Committee will maintain a log of all submissions for its records.

Clause 3 – Approval Timeline

Campaign literature and materials not submitted during the Candidate Briefing may be submitted to the Elections Committee during A.S.I. business hours. The PR/Elections Commissioner will approve or disapprove of the material within twenty-four (24) hours. Depending on the quantity of campaign material provided, there is a 24 – 48 hour turn around window for the Elections Committee to return approved campaign literature and materials to candidates.

- A. All candidates must submit a draft for approval to the PR/Elections Commissioner prior to submitting orders for printing campaign literature.

Clause 4 – Disclosure

It is required that all posters and campaign literature have the following information:

1. Name of candidate.
2. Office for which the candidate is applying.
3. Dates of the Election.
4. How and where to vote
5. The Elections Committee approval stamp.
6. Web address to the A.S.I. Elections page: "<http://www.asicsula.org/elections>"

Section 6 – Posting

Any campaign literature posted up shall be supported in all corners by staples, tacks or string only. Under no circumstances shall tape be used. Prior approval from the jurisdiction in authority of that location is required. All candidates are encouraged to secure written approval to post their material from the jurisdiction in authority.

The candidates may post posters on the campus kiosks. (with prior approval and stamp provided by the A.S.I. Student Service Center)

- A. Posters must be no larger than 11" x 17".
- B. All posters are to be taken to the ASI Office for notification approval by the Elections Committee.
- C. Posting is limited to one poster per kiosk.
- D. Only the Elections Committee can remove posters from the kiosks.
- E. Posters must be supported in all corner with staples, string, or tacks. Tape or glue may not be used for posting.
- F. Posters must not partially nor cover completely other campus notifications, department notifications, or other candidates' flyers.

Section 7 – University Property

Rules for using, posting and distributing on campus shall be as follows:

- A. No University-owned property shall be used in any manner, for any campaign purpose.
- B. Posting on trees, building walls, pillars or doors is prohibited.
- C. Posting on any cement walls or other textiles (posts, pillars, waste receptacles) on or around campus is prohibited.
- D. Notifications may not be placed on vehicles or left unattended anywhere.
- E. Notifications may not be placed on the grass/dirt areas, in planters nor posted in restrooms.
- F. No posting inside the University-Student Union, except in designated areas with the approval from the University-Student Union, Room 306.
- G. No notification may partially or completely cover another notification.
- H. The placement of table tents shall have prior approval from the jurisdiction in authority of that location.

Elections Committee C.O.P. (continued)

Section 8 – Campaign Advocate Limitations

Only continuing or currently enrolled students at Cal State L.A., student organizations or their representatives, and the candidate's immediate family may engage in campaigning.

Clause 1 – Applicability of Rules

All campaign workers (students and immediate family) and sponsors (individuals or student organizations and their representatives) are subject to the election rules set forth in these committee codes.

Clause 2 – Responsibility for Actions.

Candidates are responsible for any individual(s), organization(s), or organization representative(s) campaigning actions on the candidate's behalf.

Section 9 – Nature of Campaigning

No campaigning shall be done that is derogatory in nature or not substantiated by fact.

Section 10 – Campaign-Free Zones

- A. In the case of on-line elections, all computer labs on campus shall be campaign-free zones.
- B. In all cases the CSULA Library shall be an campaign-free zone.
- C. In the case of manual voting there shall be no campaigning inside the line surrounding the voting area. The Elections Committee shall determine this line. In addition, there is no campaigning in the A.S.I. and C.S.I. office.

Section 11 – Approval of Candidate for Sponsorship

No individual, student organization, or their representatives, shall sponsor a candidate without written permission from the candidate. A copy of this permission shall be filed with the Elections Committee on a form provided for this purpose by the Elections Committee. This filing shall occur before any type of campaign sponsoring can happen. All sponsoring literature and materials shall be approved by the Elections Committee and shall be submitted in accordance with this code for approval.

Section 12 – Role of the JRC

The Judicial Review Committee of the Associated Students, Inc. has the power to issue warnings, levy fines, suspend campaigns, disqualify candidates, or declare an election invalid.

Section 13 – Interpretation of these Codes

Questions regarding rules and regulations shall be brought to the Elections Committee. Further interpretations may be obtained from the Judicial Review Committee.

Section 14 – JRC as Arbiter of Complaints

Campaign complaints and alleged violations shall be judged by the Judicial Review Committee. The procedure in which complaints are to be handled shall be determined by the Judicial Review Committee. This procedure shall be explained to the candidates at the Candidate Briefing.

Section 15 – Reporting of JRC Actions

All actions taken by the Judicial Review Committee are final and shall be reported to the B.O.D..

ARTICLE V

SLATES

Section 1 – Definition

A slate is defined as a group of candidates forming a voluntary coalition who may engage in campaign activities on behalf of the entire membership of the slate.

Elections Committee C.O.P. (continued)

Section 2 – Regarding Slates

If a slate is formed, the following information shall be published on all publicity of the slate:

- A. The candidate's name and the college he/she represents, if any.
- B. All the same information noted in Article 4, Section 5, Clause 4.
- C. Specification as to which student can vote for said candidate (i.e. a student can only vote for a representative in the college that the student is enrolled) unless he/she is running for another position).
- D. The name of any endorsing organization(s)/individuals.

Section 3 - Establishment of Slates

If a slate is formed, an Intent to Establish a Slate form shall be registered with the Elections Committee prior to promoting the slate.

Section 4 - Slate Expenses

All expenses incurred for a slate shall be reported on the Slate Budget Report submitted to the PR/Elections Commissioner. The total expenses for an individual shall not exceed \$500 for executive officers and \$300 for all other candidates. The total expenses for a slate shall not total more than \$1,500.

Section 5

Grievances against a slate may result in the disqualification of the entire slate depending of the decision of the J.R.C.

ARTICLE VI

BALLOTS AND BALLOTING

Section 1 – Balloting Name

The names to be used on the ballot shall be the candidate's name as it appears on the Candidate Filing Application.

Section 2 – Inalterability of the Ballot

No candidate's name, once printed on the ballot, shall be in any way altered or deleted from the ballot, unless the candidate files a written request with the Committee. Such a request shall be delivered no later than 4:00 pm, on the day of the Candidate Briefing.

Section 3 – Order on the Ballot

The order that candidates' names appear on the ballot shall be determined by the Committee in any of two possible ways:

Clause 1 – Randomized Order if online elections.

The order of candidate names will be randomized with each voter opens their ballot.

Clause 2 – Use of a playing cards as random lot if elections are manual

Use a 52-card deck (no jokers), highest card wins any suit and the ace shall be considered the highest card in any suit.

Card suit will be used to resolve ties as follows:

1. Spades win all.
2. Clubs win all but Spades.
3. Diamonds win all but Spades and Clubs.
4. Hearts lose all.

Section 4 - Write-In Candidate

There shall be no write-in candidates. A "write-in candidate" is defined as any person who failed to apply either during the regular filing or extended filing period and still wishes to run for an elective office by means of having his/her name written in on a ballot.

Section 5 – Publication of a Sample Ballot

The Elections Committee shall cause to appear on the A.S.I. Website and in a campus newspaper a sample ballot, with instructions as to the correct voting and marking procedures.

Elections Committee C.O.P. (continued)

Section 6 – Issuance of a Ballot

The following procedure shall be used for electronic ballots:

- A. Students shall register with their Student I.D. number, CIN pin number, or another campus identification number as deemed appropriate, to ensure secure authentication of a student's identity. In addition, student's college of degree program will be determined.

The following procedure shall precede the issuance of all paper ballots if the election is manually held.

- A. Student shall register with name, student identification number and their signed signature.
- B. A valid Cal State LA student photo identification with enrollment verification or other valid photo identification shall be required before a student may vote.

Section 7 – Secret Ballots

All balloting shall be secret. Paper ballots shall be validated (stamped) by polling personnel or the Elections Committee to be made valid.

Section 8 – Security of Ballot Boxes

Ballot boxes shall be sealed when voting has ended at any/all stations or when a ballot box has been filled.

Section 9 – Transportation of Ballot Boxes

The Committee or designees shall take the ballot boxes to the appropriate authorities designated by the Elections Committee with the aid of Campus Police.

ARTICLE VII

POLL WORKERS

The following procedures apply only if the election is manually held (e.g. by paper ballot).

Section 1 – Selection of Poll workers

The Elections Committee shall be responsible for selection of poll worker personnel.

Section 2 – Poll Workers may be Regular Members of A.S.I.

Poll workers may be regular members of A.S.I. The Commission will cause notice to appear in the campus newspaper calling for applications for poll worker positions. This notice will appear no later than one week prior to elections.

Section 3 – Conflict of Interest

Poll workers shall be required to sign an "Affidavit of Neutrality." Polling personnel shall not engage in activities, which may be construed to have the effect of influencing the elections, beyond their privilege to vote.

Section 4 – Supervision

Poll workers shall be under the direct supervision of the PR/Elections Commissioner. The Elections Commissioner shall be responsible for recording time and setting work schedules. This documentation is to be submitted to the A.S.I. Executive Director's office at the completion of the election.

Section 5- Payment of Poll Workers

The Executive Director's office shall process and insure proper payment of poll workers.

Section 6- Prevailing Wage

Individual poll workers shall be paid at least the prevailing federal minimum wage. Clubs and organizations shall receive a lump sum commensurate with the number of people provided and hours completed.

Section 7 – Training

It shall be mandatory for all poll workers to attend a training session prior to performing their election duties. Furthermore, individuals who have not received full training shall not be permitted to become a poll worker.

A poll worker may be excused at the discretion of the PR/Elections Commissioner with at least twenty-four (24) hours notice of the training session in question. If a poll worker is excused, it is their responsibility to reschedule a training session with the PR/Elections Commissioner.

Section 1 – B.O.D. Meeting

A meeting of the B.O.D. for which the election is an action item, shall be called for the disclosure of election results. A regular meeting of the B.O.D. shall suffice to meet this requirement so long as "Elections" is on the agenda as an action item.

Section 2- Disclosure

Results shall not be disclosed/announced prior to the B.O.D. meeting scheduled for that purpose.

Section 3 – Reviews

The results of the Judicial Review Committee and Elections Committee reviews of the elections shall be included in the B.O.D. meeting minutes.

Section 4 – Complaints & Resolution of Grievances

The A.S.I. Judicial Review Committee will make a decision granting or denying hearings related to Elections, within one business day after receiving the Hearing Request Form. If a hearing is granted, it will be scheduled on the next available hearing date. The procedure for filing a complaint will be explained at the Candidate's Briefing.

All complaints regarding alleged campaign violations and balloting discrepancies shall be heard and resolved by the Judicial Review Committee prior to the announcement of election results. Any grievance disputing the public disclosure of official results shall be filed within one business day after disclosure of results.

Section 5 – Threshold for Election

In all elections, a plurality of votes shall elect to office.

Section 6 – Ties for Office

In the event of a tie, the Elections Committee may either choose to host a special election for these offices at the nearest practical date as determined by the Committee or vacate the position for appointment by the B.O.D. All recommendations must be approved by the B.O.D.

Section 7 – Counting Ballots

The ballots shall be tabulated in the presence of only the Elections Committee and the Judicial Review Committee members, and those authorized by the Committee. The counting of paper ballots shall conform to the following basic standards:

- A. No ballots shall be tabulated prior to the closing of the polls on the final day of voting.
- B. Ballots that cannot be counted due to sever mutilations, or are unrecognizable shall be voided.
- C. Valid (stamped) ballots that are unmarked shall be voided.

Electronic ballots shall be computed and then printed, as appropriate.

Section 8 – Holding Ballots

Paper ballots shall be kept for at least one (1) year from the date of the election and may be inspected by any regular member of the A.S.I. under the supervision of the Committee. The individual(s) requesting inspection shall show just cause and shall have the approval of the B.O.D. for inspection. The request shall be acted upon within two (2) weeks after approval.

Section 1 – Deadline for Recount

Within ten (10) calendar days of public disclosure of the official results, the petitioner shall show just cause for a recount to both the B.O.D. and the Judicial Review Committee. The request and just cause must be submitted in writing to the A.S.I. President and Chief Justice of the J.R.C.

Section 2 – Recommendation as a Result of Recount

Should a recount show that a candidate different from the declared winner should have won; the person shall replace the wrongfully appointed candidate. Should a recount show that a candidate different from the declared winner should have won, Associated Students, Inc. shall pay the costs associated with the recount. Should the outcome of a recount show that the candidate originally declared the winner did in fact win, the petitioner shall pay the costs associated with the recount.

ARTICLE X

EXPENSES

Section 1 – Itemized Report

An itemized report of all campaign expenditures shall be submitted to the PR/Elections Commissioner by noon (12:00pm) of the day preceding the results being ratified at the next B.O.D. Meeting. The itemized report shall list all expenses and include receipts for all campaign materials. Failure to submit an itemized report can lead to disqualification and/or impact a candidate's option of holding an A.S.I. elected/appointed position in the future.

General Information:

- A. The expense cap shall include all expenditures made by the candidate, slate (if applicable), and the individual(s) or organization(s) supporting the candidate/slate.
- B. Materials donated to the candidate, shall be given a value by the Elections Committee, consistent with the current market rates.
- C. Expenses shall be defined as the candidate's moneys incurred in running for office, donations of materials and expenditures of funds by individual(s), organization(s) making public their support for a candidate.
- D. Any materials or services must be documented with an original receipt attached to the candidate's Campaigning Expense Report or Slate Budget Report.
- E. The candidates' Campaign Expense Report or Slate Budget Report shall include the following:
 - 1. List of expenses incurred by the candidate/slate for the purchase of materials.
 - 2. List of expenses incurred by the candidate/slate for the purchase of services.
 - 3. List of each expense incurred by all individuals or organizations (supporting the candidate/slate) for purchase of materials.
 - 4. List of each expense incurred by all individuals or organizations (supporting the candidate/slate) for purchase of services.
- F. Total of 1, 2, 3, and 4, shall not exceed \$500 for Executive Office and \$300 for all other candidates. Slate expenses may not exceed \$1,500.
- G. Statements by the candidate to the effect that his/her Campaign Expense Report is a "true" statement of expenses incurred in running for an A.S.I. Office.
- H. Signature of a witness supporting good character of candidate signed in the presence of the PR/Elections Commissioner. Signature of the PR/Elections Commissioner must also be on the Campaign Expense Report.
- I. All expense reports shall be reviewed by the Judicial Review Committee for authenticity and a summary of expenses for all candidates will be filed with the A.S.I. Administrative Office Room U-SU 203 within three (3) business days after the itemized report deadline.

Section 2 – Public Document

The itemized report shall be available to the public in the A.S.I. Administrative Office Room 203.

Section 3 – Expenditure Maximum

The total expenses for an individual shall not exceed \$500 for executive officers and \$300 for all other candidates. The total expenses for a slate shall not total more than \$1,500. If an individual/slate exceeds the maximum allowance it may lead to disqualification of that individual/slate.

ARTICLE XI

AMENDMENTS

Proposed amendments to these codes shall be submitted on an absolute majority of the Elections Committee to the A.S.I. Bylaws and Codes of Procedures Subcommittee for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3 approval.

COMPLAINTS AND GRIEVANCES

The A.S.I. Judicial Review Committee will make a decision granting or denying hearings related to Elections, within one business day after receiving the Hearing Request Form. If a hearing is granted, it will be scheduled on the next available hearing date. The procedure for filing a complaint will be explained at the Candidate's Briefing.