

## ELECTION CODE

### I. Election Board

#### A. Election Board Composition

1. The Election Board shall consist of an Executive Committee and four Subcommittees: Investigations, Publicity, External Relations, and Endorsement Hearings. All positions expire at the end of the Spring Quarter.
2. Election Board Chairperson Responsibility
  - a. Election Board Chairperson responsibilities shall include the following duties:
    - i. The Election Board Chairperson shall be responsible to the USAC for the administration of all Undergraduate Students Association elections. In addition to his/her duties, the Election Board Chairperson is accountable for all Election Board duties and responsibilities.
    - ii. The Election Board Chairperson shall maintain absolute impartiality in the administration and conduct of all elections.
    - iii. The Election Board Chairperson shall have jurisdiction over all Undergraduate Students Association election-related processes during the academic school year.
    - iv. The Election Board Chairperson shall verify the eligibility of all candidates, as provided for in this Election Code, through the Dean of Students Office in the following manner:
      - (a) The Election Board Chairperson and/or University-appointed Administrative Advisor will deliver the candidate eligibility petitions and applications to the Dean of Students Office or his/her designee.
      - (b) The Dean of Students will notify the University-appointed Administrative Advisor of the results of the candidate eligibility check.
      - (c) The University-appointed Administrative Advisor will notify the Election Board Chairperson of the results of the candidate eligibility check.
  - b. The Election Board Chairperson shall report in writing to the USAC the results of the candidate eligibility check, and recommend the certification of all candidates who have met the eligibility requirements.
  - c. The Election Board Chairperson shall make a report, in writing, to the USAC and the University- appointed Administrative Advisor concerning the conduct of elections and to make recommendations and submit drafts for proposed changes in the Election Code.
  - d. The Election Board Chairperson shall recommend the certification of the elected candidates to the USAC prior to the installation of the new Council.
  - e. The Election Board Chairperson shall provide the ASUCLA Historian with a copy of the final results of the balloting, for the historical files.
  - f. The Election Board Chairperson shall present the Election Calendar to the USAC. The Election Calendar shall include:

- i. Deadlines for picking up and returning petitions for candidacy
  - ii. Date of Campaign Orientation Meeting.
  - iii. Dates of on-campus campaigning.
  - iv. Campus leaflet days.
  - v. Deadlines for filing expense accounts.
  - vi. Dates of voting.
  - vii. Polling hours.
  - viii. Dates for endorsement hearings and debate.
  - ix. Date for publication of the voter guide.
- 3. Election Board Vice Chairperson
  - a. The Election Board Vice Chairperson shall assist the Election Board Chairperson in his/her duties and shall be responsible for all staff workers, as well as office maintenance.
- 4. Election Board Investigations Committee
  - a. The Election Board Investigations Subcommittee shall be responsible for verifying expense accounts and investigating alleged violations or infractions committed by any campaign participant. In addition, they are responsible for approving nonstampable material and forwarding campaign material from Designated Campaign Representatives and candidates to Student Government Accounting in a timely manner, as necessary for the purchase of nonstampable.
- 5. Election Board Publicity Committee
  - a. The Election Board Publicity Subcommittee shall be responsible for promoting elections, including all advertising in the campus media concerning the election and the recruitment of Election Board members. In addition, they will be responsible for organizing an Orientation Meeting (which shall be conducted by the Election Board Chairperson) and publishing the election results.
- 6. Election Board External Relations Committee
  - a. The Election Board External Relations Subcommittee shall be responsible for communication and coordination with such bodies as the Daily Bruin, Office of Residential Life, MyUCLA, and other administrative groups, throughout the elections process. In addition they will be responsible for organizing an official debate for all interested designated campaign representatives no later than 2 days school days prior to the commencement of voting. Designated Campaign Representatives and/or candidates are not required to attend this debate.
- 7. Endorsement Hearings Committee
  - a. The Endorsement Hearings Subcommittee shall be responsible for organizing and conducting endorsement hearings. In addition, they will be responsible for communicating with, organizing, and validating endorsing groups.
- B. The responsibilities of the Election Board shall include the following duties:
  - 1. The Election Board Executive Committee shall serve in an advisory capacity to the Election Board Chairperson in his/her decision-making capacity.
  - 2. Office hours shall be held on school days by the Election Board, beginning the date that campaign packets are made available. These office hours must be posted on the Election Board Bulletin Board and should be held through the final election.

3. The Election Board shall provide each applicant or – in the case of a ballot initiative, referendum, constitutional amendment or recall measure – designated campaign representative with a campaign packet, which shall include the following:
    - i. An application and petition for candidacy with space for seventy-five names, signatures, and registration card numbers
    - ii. A complete election calendar.
    - iii. Election expense account form(s)
    - iv. A copy of the Undergraduate Students Association Election Code.
    - v. A copy of the Procedures of the Undergraduate Students Association Judicial Board.
    - vi. A copy of the Undergraduate Students Association Constitution.
    - vii. A copy of the Undergraduate Students Association Bylaws.
    - viii. A copy of the UCLA Activity Guidelines (University Rules and Regulations).
    - ix. Information on the mandatory Campaign Orientation Meeting.
    - x. Dates for endorsement hearings and debate
    - xi. A copy of the UCLA Office of Residential Life Student Handbook
    - xii. A copy of the Center for Student Programming rules for signboards
    - xiii. Rules for the purchase of materials that cannot be stamped by the Elections Board.
    - xiv. Procedures for purchasing nonstampable material through Student Government Accounting.
  4. The Election Board shall make Campaign Packets available at least ten school days prior to the final day of petition filing. The availability of Campaign Packets and deadlines for submission shall be publicized prior to the deadline date at least twice in the Daily Bruin.
  5. The Election Board shall hold a mandatory Campaign Orientation Meeting
- C. Election Board Selection Process
1. The Election Board Chairperson shall be appointed in the Fall Quarter by the Undergraduate Students Association President and must be approved by the Undergraduate Students Association Council, herein referred to as the USAC, during the Fall Quarter the appointment shall be made through an impartial selection of applicants solicited in the Spring Quarter through the Daily Bruin. The Election Board Chairperson will remain in office until her/his resignation or removal, or until the completion of the Spring Quarter.
  2. In the event of the resignation or removal of the Election Board Chairperson, a new Chairperson shall be appointed for the balance of the unexpired term by the Undergraduate Students Association President. The newly appointed Chairperson must be approved by the USAC.
  3. During the Fall Quarter, the Election Board Chairperson shall appoint a Vice Chairperson who must be approved by the USAC. The Vice Chairperson may be chosen from among the original group of applicants and/or through an impartial selection of applicants solicited through The Daily Bruin and MyUCLA. The Election Board Vice Chairperson will remain in office until her/his resignation or removal, or until the completion of the Spring Quarter.

4. The Election Board Chairperson shall appoint Subcommittee Directors who must be approved by the USAC. The Directors of the subcommittees may be chosen from among the original group of Spring Quarter applicants and/or through an impartial selection of applicants solicited through The Daily Bruin and MyUCLA. These members shall serve until her/his resignation or removal, or until the completion of the Spring Quarter.
5. In the event of the resignation or removal of the Election Board Vice Chairperson or any Subcommittee Director, a new student shall be appointed for the balance of the unexpired term by the Election Board Chairperson. The newly appointed Vice Chairperson or Subcommittee Director shall be approved by the USAC.
6. The Election Board Chairperson shall be responsible for appointing members to the respective subcommittees in conjunction with the Subcommittee Directors. These Election Board members may be chosen from the original group of Spring Quarter applicants and/or through an impartial selection of applicants solicited through The Daily Bruin and MyUCLA. These members shall serve until resignation, removal, or completion of the Spring Quarter.
7. All members of the Election Board shall be ineligible for election to any USAC office, and shall not take part in any campaign during their term. Any Election Board member may be removed by a two-thirds (2/3) vote of the USAC at the recommendation of the Election Board Chairperson. An Election Board member may be suspended from his/her duties pending the removal proceedings.
8. After the final determination of Election Board members, a list shall be submitted to the Undergraduate Students Association President, the USAC, the University-appointed Administrative Advisor, and the ASUCLA Historian for the historical files.

## II. Regulations Regarding Specific Types of Ballot Propositions

- A. All of the following items in Section 2 shall have a Designated Campaign Representative
  1. A Designated Campaign Representative shall be the point-to person representing the campaign for the Ballot Proposition, such as petition, initiatives, referendum, recall, advisory vote, and constitutional amendment.
  2. Responsibilities of the Designated Campaign Representative
    - a. The Designated Campaign Representative and candidates must attend the Campaign Orientation Meeting, which shall be held subsequent to the petition filing date on a school day designated by the Election Board Chairperson, and approved by the USAC.
    - b. The Designated Campaign Representative must sign a roster at this meeting to verify continued interest in the campaign. This signature will make her/him the official representative of the campaign, and she/he will be held accountable for the actions of all persons and organizations participating in her/his campaign.
    - c. Each campaign will have only one Designated Campaign Representative. All other persons and organizations participating in the campaign of the designated campaign representative will be called campaign participants, including the designated campaign representative.
    - d. The Designated Campaign Representative must sign a statement reaffirming the following:

My participation in the forthcoming election will be undertaken in accordance with and will be governed by: All applicable University policies and campus regulations; the Undergraduate Students Association Constitution and Bylaws; and the Undergraduate Students Association Election Code, as interpreted and implemented by the Election Board Chairperson. I acknowledge that I may be disqualified from the election process upon severe infraction of the Election Code at the discretion of the Election Board.

## B. Petition

1. Definition:
  - a. A legal document, accompanied by the exact wording of the measure or request, that bears the signatures of members of the Association
  - b. A petition shall be considered a valid initiative, constitutional amendment, recall measure, or petition for candidacy only after the appropriate number of signatures mandated by the USA constitution has been validated.
  - c. For clarification purposes, a “petition” is not a type of ballot proposition, but has regulations pertinent to the following ballot measures: Initiatives, Constitutional Amendments, Candidate Elections, and Recall Measures.
2. Responsibilities of the Election Board Regarding Validation:
  - a. The Election Board shall validate signatures as soon as possible, but no later than eight (8) days after their submission.
  - b. Only after validation by the Election Board is a student petition considered an initiative, constitutional amendment, or a recall measure, and subject to the regulations thereof.
3. Regulations Regarding Validation of the Petition:
  - a. All campaign participants collecting signatures are responsible for following all University rules and regulations while collecting the signatures for an initiative, recall, or constitutional amendment.
  - b. Before the petition is circulated, the petitioner must inform the Election Board in writing that the petition will be distributed.
  - c. All signatures collected for an initiative, recall, petition for candidacy, or constitutional amendment, in order to be considered valid, must have a signature, the signer's printed name, his/her UCLA registration card number, and the date she/he signed the petition. In addition, in order for a signature to be valid, the signer must be registered and enrolled as an undergraduate student at the time of validation.
  - d. Signatures for a given petition may be collected over the course of consecutive quarters of an academic year. No signatures may be collected during finals week, or over a quarter break.
  - e. In order for a petition to carry over consecutive quarters, the signed petitions of a given quarter must be accounted for and secured by the Election Board in the Election Board office through the time that signatures may not be collected. The petition must then be re-stamped with a different stamp by the Election Board the following quarter before signatures may again be collected.
  - f. Signatures are not valid through academic years, non-consecutive quarters, or for multiple elections.

- g. The original petition must be stamped and approved by the Election Board with the current year stamp.
- h. The petition must contain the exact wording of the initiative, referendum, recall, or constitutional amendment in its entirety. It may also contain a summary of the measure, as approved by the Election Board Chair.

C. Initiatives

1. Definition:

- a. An initiative is any measure that is presented to the USAC and/or Election Board by any member of the Association in the form of a petition bearing the signatures of the Association.
- b. An Initiative may be an amendment to the USA Bylaws, a policy measure, or a Student Fee Adjustment Measure.
- c. An initiative shall be understood, for the purposes of this Election Code, to be separate and distinct from a recall measure or constitutional amendment.

2. Proposal:

An initiative shall be validated subsequent to the presentation to the Election Board of a petition bearing the signature of ten (10) percent of the members of the Association

3. Dates and Times of Election:

Elections required in accordance with the initiative process shall be held within fifteen (15) days of the date of presentation of the petition to the USAC and/or the Election Board.

4. Election Requirements:

- a. Concurrence of a simple majority of those students voting in the affirmative shall be necessary to pass Initiatives, excluding Constitutional Amendments or Recall Measures.
- b. In the case of Conflicting proposals, all non-conflicting provisions in the proposal(s) shall be enacted. The conflicting provision of the proposal receiving the highest vote shall be enacted.
- c. Legislation that is approved by popular vote of the Association shall not be amended, in whole or in part, by the Undergraduate Student Association.

D. Referendum

1. Definition:

- a. A Referendum is any measure that is placed on an election ballot by a two-thirds (2/3) vote of the USAC
- b. A Referendum may be an amendment to the USA Bylaws, a policy measure, a Student Fee Adjustment Measure.
- c. A referendum shall be understood, for the purposes of this Election Code, to be separate and distinct from a recall measure or constitutional amendment.
- d. Only after motion to have a referendum passes by a two-thirds (2/3) affirmative vote of the USAC, shall the measure be considered a referendum and be subject to the regulations thereof.

2. Proposal:

A Referendum requires-a two-thirds (2/3) vote of the USAC in order to be placed on the ballot.

3. Dates and Time of Election:

- a. An election regarding the referendum shall be held at a time designated by the Election Board Chairperson and approved by a majority vote of the USAC, no sooner than 15 days after notice to the Election Board by the USAC. The election date and time shall be subject to relevant provisions of the Undergraduate Students Association Constitution, Bylaws, and this Elections Code
  - b. A referendum shall be brought to a vote of the Association at the Spring General Election, unless otherwise specified by vote of the USAC.
4. Election Requirements:
- a. Concurrence of a simple majority of those students voting in the affirmative shall be necessary to pass Referenda, excluding Constitutional Amendments or Recall Petitions.
  - b. In the case of Conflicting proposals, all non-conflicting provisions in the proposal(s) shall be enacted. The conflicting provision of the proposal receiving the highest vote shall be enacted.
  - c. Legislation that is approved by popular vote of the Association shall not be amended, in whole or in part, by the Undergraduate Student Association.
- E. Recall
- 1. Definition:
    - a. A recall is an election to remove an elected Undergraduate Student Association Officer from their office.
    - b. Recall proceedings may be undertaken if it is believed that the Undergraduate Student Association officer is guilty of a dereliction of duty.
  - 2. Proposal:
    - a. An election for the recall of any elected Officer or the President of the Association shall be called upon subsequent to the presentation to the President of the Association a petition bearing the signature of ten (10) percent of the members of the Association, and containing a specific statement of the grounds for removal.
    - b. The Campaign Representative must register the petition for a recall election with the USAC and Elections Board Chair.
    - c. The necessary signatures must be presented to the President of the Association within 30 days of the date of registration.
    - d. No recall Measure shall be proposed to the Association by a vote of council
  - 3. Dates and Time of Elections:
 

Upon determination of the validity of the signatures, the Council shall call a special election of the Association within fifteen (15) days.
  - 4. Election Requirement:
    - a. Concurrence of a two-thirds (2/3) majority of those students voting in the affirmative shall be necessary to pass a recall petition.
    - b. The passage of a recall measure shall constitute a legal removal from office for the Councilmember in question.
- F. Constitutional Amendment
- 1. Definition: A Constitutional Amendment is a proposed alteration to the wording of the Undergraduate Student Association Constitution.
  - 2. Proposal:
    - a. Proposal by USAC Approval:

Amendments may be proposed to the Association for ratification following their approval by two-thirds (2/3) of the voting members of the USAC.

- b. Proposal by Student Petition:
  - i. Amendments may be proposed by student petition. Such a petition must be signed by at least fifteen (15) percent of the Association's members.
  - c. Amendments to this Constitution may not be proposed either by the USAC or by student petition, or ratified by the Association, during a summer term or quarter.

3. Notice of Elections:

Notice of the election and a complete statement of the proposed Constitutional amendment shall be published in the campus newspaper at least one week prior to the election.

4. Dates and Time of Election

- i. The USA Council shall call an Election within fifteen (15) days following the submission of a proposed amendment by student petition.
- ii. Amendments proposed by the USAC shall be submitted to the Association for ratification during the next major election, unless the Council approves a special election.

5. Election Requirements

- i. Concurrence of a two-thirds (2/3) majority of those students voting in the affirmative shall be necessary to pass a Constitutional Amendment.
- ii. In the case of Conflicting proposals, all non-conflicting provisions in the proposal(s) shall be enacted. The conflicting provision of the proposal receiving the highest vote shall be enacted.
- iii. The Undergraduate Student Association shall not amend, in whole or in part, legislation that is approved by a popular vote of the Association.

G. Advisory Votes

1. Definition:

- a. An advisory vote is a poll of the Association that is non binding.
- b. An advisory vote is any poll of the Association placed on an election ballot by a two-thirds (2/3) vote of the USAC, or by presentation to the USAC and/or Election Board by any member of the Association in the form of a petition bearing the signatures of the Association.

2. Proposal:

- a. An advisory vote requires a two-thirds (2/3) vote of the USAC in order to be placed on the ballot.
- b. If an advisory vote is proposed by student petition, the vote shall take place concurrent with any scheduled election that the petitioner chooses, provided that the signatures are validated at least fifteen days prior to the Election
- c. If an advisory vote is proposed by vote of the USAC, the election shall take place concurrent with any scheduled election that the USAC chooses, by a majority vote, provided that the Election Board receives at least fifteen days notice prior to the Election.

3. Dates and Time of Advisory Vote:

- a. An advisory vote may occur in concurrence with any scheduled election.
- b. An election will not be held for the sole purpose of holding an advisory vote.

4. Results:



- a. An advisory vote shall not be considered to have passed, since it is non-binding and has no enacting clause.

### III. Candidate Election

#### A. Candidate Elections

1. Definition: A candidate election is a process in which a vote is held to choose among candidates to fill (an) office(s).
2. Eligibility for Candidacy

- a. General Requirements

- i. For the purpose of this Election Code, the term "candidate" shall be defined as any member of the Undergraduate Students Association who is eligible for candidacy if she/he meets the following requirements at the petition filing deadline:

- (a) Is currently registered.
- (b) Is currently enrolled in at least 4 units.
- (c) Has at least a 2.0 cumulative grade point average.
- (d) Is not subject to any administrative disciplinary sanctions, the terms of which would preclude participation in University activities.

- ii. The candidate will be responsible for obtaining the names, signatures, and student identification card numbers of seventy-five currently registered and enrolled undergraduate students on the petition for candidacy.

- iii. Those individuals who fail to submit their petition for candidacy by the petition-filing deadline will not be on the ballot. The petition-filing deadline must be held on a school day.

- iv. No member of the Association shall run for or be appointed to an office, which she/he is ineligible to hold for its full term.

- v. The candidate has the responsibility of knowing the status of his/her academic record prior to filing his/her candidate petition

- vi. No person shall be a candidate for more than one office.

- b. Specific Requirements

- i. In order for a candidate to be considered eligible to run for Undergraduate Students Association President, she/he must have completed by the petition filing deadline (according to University standards, completed means passed with a "D-" or "P") ninety-six (96) quarter units, twenty-four (24) of which must have been earned while enrolled at UCLA.

- ii. For the office of Undergraduate Students Association Internal Vice President, a candidate must have completed seventy-two (72) quarter units by the petition-filing deadline, twelve (12) of which must have been earned while enrolled at UCLA.

- iii. For the office of Undergraduate Students Association External Vice President, a candidate must have completed seventy-two (72) quarter units, by the petition-filing deadline, twelve (12) of which must have been earned while enrolled at UCLA.

- c. Write-in Candidates

- i. For the purposes of this Election Code, a write-in candidate is a candidate whose name does not appear on the ballot, but for whom voters may vote for by writing in the person's name.

- ii. A write-in candidate may only be considered for one office. The one office that each write-in candidate receives the most votes for will be considered the office for which that candidate is running, and only those votes will be officially counted. Votes for that candidate for other offices will be disregarded.
    - iii. A write-in candidate must register at the mandatory campaign orientation meeting.
    - iv. For the votes of a write-in candidate to be counted, she/he must meet all requirements for eligibility for candidacy for the office which she/he receives votes, except the requirement to submit a petition for candidacy.
- 3. Dates and Times of Elections
  - a. USAC offices shall be filled by the General Spring Election at the completion of the terms of the current USAC officers.
  - b. Special elections required to fill vacancies in the USAC that occur before the midpoint of the USAC member's term of office shall be held within fifteen (15) days after USAC has been notified that said vacancy exists.
  - c. In the event that all candidates for an office are disqualified or withdraw, new nominations shall be accepted for a period of five school days immediately following the election.
  - d. In the event that all candidates for an office are disqualified or withdraw, a special election for that office shall be held within fifteen (15) school days of the final petition filing date for that office.
- 4. Election Requirements
  - a. Executive and Commission Positions
    - i. For the election of the Executive and Commissioner positions, which includes the President, the Internal Vice-President, the External Vice President, the Academic Affairs Commissioner, the Campus Events Commissioner, the Community Service Commissioner, the Student Welfare Commissioner, and the Cultural Affairs Commissioner, the Financial Supports Commissioner, and the Facilities Commissioner, the Instant Run-off Vote system shall be used.
    - ii. The voter shall list candidates on his/her ballot in order of preference, until she/he has no further preference amongst candidates.
    - iii. The Election Board and/or the USAC shall not limit the number of the candidates the voter may list
  - b. General Representative Positions
    - i. For the election of the General Representative positions, the single transferable vote system with fractional transfer of surplus votes shall be used.
    - ii. The voter shall list candidates on his/her ballot in order of preference, until she/he has no further preference amongst candidates.
    - iii. The Election Board and/or the USAC shall not limit the number of the candidates the voter may list.

B. Campaign Orientation Meeting

- 1. Responsibilities of the Candidate and the Designated Campaign Representative
  - a. Candidates and Designated Campaign Representative must attend the Campaign Orientation Meeting, which shall be held subsequent to the petition filing date on

a school day designated by the Election Board Chairperson, and approved by the USAC.

- b. Candidates and Designated Campaign Representative must sign a roster at this meeting to verify continued interest in the campaign. This signature will make her/him the official representative of the campaign, and she/he will be held accountable for the actions of all persons and organizations participating in her/his campaign.
- c. The Candidate shall automatically be understood to be the Designated Campaign Representative for his/her campaign and shall, therefore, be responsible for any and all information disseminated at the Campaign Orientation Meeting. Any candidate not in attendance will be subject to disqualification.
- d. Each campaign will have only one Designated Campaign Representative. All other persons and organizations participating in the campaign of the designated campaign representative will be called campaign participants, including the designated campaign representative.
- e. Candidates and Designated Campaign Representative must sign a statement reaffirming the following:

My participation in the forthcoming election will be undertaken in accordance with and will be governed by: All applicable University policies and campus regulations; the Undergraduate Students Association Constitution and Bylaws; and the Undergraduate Students Association Election Code, as interpreted and implemented by the Election Board Chairperson. I acknowledge that I may be disqualified from the election process upon severe infraction of the Election Code at the discretion of the Election Board.

## 2. Candidate's Name

- a. At this meeting, candidates who filed a petition and are found eligible will be able to decide upon the exact appearance of their name as it will be displayed on the ballot. The appearance of all names on the ballot shall be approved by the Elections Board.
- b. Candidates must run under their officially registered name (that which appears on University records), or a derivative thereof, or under a commonly held nickname. The name chosen by the candidate for the ballot, as specified on the Application for Candidacy, is final upon approval of the ballot.
- c. Attempts by two or more candidates to systematically alter the representation of their names to appear similar will be prohibited (ex: putting an exclamation point at the end of five candidates' names).
- d. The order of the names on the ballot for all candidates who filed a petition and were found eligible shall be determined by a drawing of lots at this meeting. The space for eligible write-in candidates will always appear at the end of the list of registered candidates names

## 3. Ballot Order

- a. The order of individual ballot measures and candidate names shall be determined by a drawing of lots at the Campaign Orientation Meeting. The order of ballot measures shall be as follows:

- i. Candidate Election(s)
  - ii. Constitutional Amendment(s)
  - iii. Recall Measure(s)
  - iv. Initiative(s)
  - v. Referendum(s)
- b. The order of individual candidates shall be selected in the order of the Officers of the Association in Article II, Section C.1 of the Undergraduate Student Association Constitution.
  - c. Those candidates that are chosen first shall be the first name on the ballot for a given office; those chosen second shall be second; etc.
  - d. Once the ballot location for all candidates for a given office have been chosen USAC offices will be similarly selected.
  - e. Once all candidates have received their ballot locations, the location of individual ballot measures will be similarly selected.
  - f. Advisory Votes shall be positioned on the ballot as designated by the Election Board Chairperson and approved by the USAC
4. The Election Walk Signboard Locations
- The Election Walk signboard locations shall be determined by a drawing of lots at this meeting in the following manner:
- a. The Election Walk Signboard locations will be chosen in the order of the ballot measures.
  - b. Election Walk signboard locations for candidates shall be selected in the order of the Officers of the Association in Article II, Section C,1 of the USA Constitution.
  - c. Each ballot measure or office, through a lottery system, shall be selected for signboard choices.
  - d. If a candidate or Designated Campaign Representative is chosen, she/he will have the option of choosing a location for her/his campaign signboard.
  - e. Once all candidates for a given office have chosen their locations, the location of signboards for candidates for the remaining USAC offices will be similarly selected.
  - f. Once all candidates have received their signboard locations, the location of signboards for the ballot measures will be similarly selected.
- 5. All assignments of Campaign signboard locations are final. Should readjustment of a Campaign signboards assigned location be necessary due to logistical reasons, the Election Board Chairperson may alter the original assignment.
  - 6. The Election Board will set aside time at the Campaign Orientation Meeting for the Designated Campaign Representatives to sign a nonbinding, voluntary spending limit for the election.
  - 7. A portion of this meeting shall be dedicated to the detailed explanation of campaigning procedures in the Residence Halls by an Office of Residential Life representative and/or the External Relations Committee Chair.
  - 8. Campaign Representatives who chose to participate in the official debate will register at the campaign orientation meeting.

#### IV. Voting Procedures

##### A. Voting Procedures

1. Voting shall be by secret ballot. Any attempt to vote more than once will be subject to administrative admonition.
  2. Association members will cast their vote online via a secure ballot system. In order to cast a vote, association members will be required to log on to a secured log-in system that calls for individual identification and password confirmation.
  3. Voting shall occur continuously, unless paper ballots are being.
  4. If the technological resources are not available to carry out elections online or an emergency situation exists, then a paper ballot system will be used as delineated by the following:
    - a. All students, to be eligible to vote, must present their UCLA student I.D. card to the poll worker who will slide the card through the "Bruin One Card" scanner. The poll worker must be satisfied that the picture on the UCLA Students Identification Card matches the student. In order to receive a ballot, the voter must sign the Voter Registration List, and include his/her Registration number. The voter shall then be handed one ballot.
    - b. The Election Board Chairperson shall determine the number and location of polling stations with USAC approval. A list of polling stations will be provided to all undergraduate students via the Daily Bruin. Polling stations shall be open during the hours designated by the Election Board Chairperson with USAC approval.
    - c. If an emergency situation threatens the security of any polling stations or students, the Election Board Chairperson, in consultation with the University-appointed Administrative Advisor, may order the closing of any or all polling stations. If polling stations are closed because of an emergency situation, the Election Board Chairperson shall determine if there is sufficient cause to warrant additional time for balloting. The additional time for balloting shall be no greater than the amount of time that the polling stations were closed. If so, the Election Board Chairperson shall notify the Undergraduate Students Association President and the University-appointed Administrative Advisor. The Election Board Chairperson shall designate the date(s), times, and polling locations with the USAC approval, and inform students of the decision via the Daily Bruin.
    - d. If a polling station has been closed or moved (e.g., due to rain), a sign shall be posted at the original location stating where other open polling stations are located.
- B. Tabulation Procedure**
1. Only members of the Election Board Executive Committee, the University-appointed Administrative Advisor, and others so designated by the Election Board Chairperson may be present.
  2. At least four copies of the computer printout shall be made. These copies shall be distributed in the following manner:
    - a. One shall be posted on the Election Board Bulletin Board
    - b. One shall be submitted to the Undergraduate Students Association President.
    - c. One shall be placed in the Election Board file.
    - d. One shall be submitted to the University-appointed Administrative Advisor.
  3. Ballots shall be counted using a program that accurately accounts for but does not visibly report the identity of the voter. A Designated Campaign Representative may

request a recount if there is reason and evidence to support that such a program has not been used.

4. Write-in votes shall be counted where the identity of the write-in candidate can reasonably be determined from the ballot, and be verified as meeting all requirements for eligibility for candidacy.
5. A statement of accuracy signed by the Election Board Chairperson (or, in his/her absence, by the Election Board Vice Chairperson), the University-appointed Administrative Advisor, and ranking computer operator shall be delivered to the Undergraduate Students Association President. One copy of this statement shall be kept in the Election Board file, and one copy shall be provided to the ASUCLA Historian for the historical files.

#### V. Regulations Regarding Specific Type of Elections

##### A. Spring General Election

1. Elections for USAC offices shall take place during the fifth, sixth, or seventh week of Spring Quarter at the discretion of the Election Board Chairperson.
2. The hours of voting shall be designated by the Election Board Chairperson, per the approval of the USAC.
3. The Spring General Election shall be at least three (3) full days in duration.

##### B. Special Elections

1. Reasons for holding a special election shall include
  - a. All candidates for an office are disqualified or withdraw
  - b. A student initiative, a Constitutional Amendment, or the calling of a recall election has been proposed by student petition
  - c. A Referendum has been passed by a vote of council that provides for the calling of a special election
  - d. Special election is called to fill vacancies in the USAC that occur before the midpoint of the USAC member's term of office.
2. Dates and Times of Special Elections
  - a. The dates, times, and campaigning procedures for all special elections shall be designated by the Election Board Chairperson with USAC approval.
  - b. No election may be conducted during the first or tenth week of classes or during finals week of any quarter.
  - c. Special Election(s) shall be at least two (2) days in duration.
  - d. Special Elections in Spring Quarter shall not be held within the ten (10) school days before General Elections.

##### C. Run-off Elections

1. If there is a tie-vote between candidates, a run-off election shall be held
2. The run-off election shall be one day in duration, during the week following the Candidate Election, as designated by the Election Board Chairperson and approved by the USAC.

#### VI. General Regulations:

- A. The following guidelines have been stipulated in order to protect every association member's right to vote in privacy. Should this right be infringed upon, sanctions may be levied as deemed necessary by the Elections Board.

1. All Association members retain the right to vote in privacy
  2. There shall be no campaigning to someone who is in the process of voting, provided that the campaigner is made aware that the member of the Association is voting.
  3. Campaigning is not permitted at the time and place of voting. Campaign participants are not permitted to campaign in the presence of an association member who is casting their vote, so as to persuade the association member to vote for or against a ballot proposition. Campaign participants will be responsible for observing this limitation at all times. This does not prohibit campaign participants from casting their vote, provided that they are association members.
  4. There shall be no bloc voting.
- B. The Following guidelines shall apply to all types of elections and ballot propositions.
1. Campaigning
    - a. Definitions
      - i. For the purpose of this Election Code, the term "Campaigning" shall be defined as any public action initiated by a campaign participants for any of the following purposes:
        - (a) Persuasion of members of the association to vote for or against a USAC candidate
        - (b) Promotion or criticism of the candidacy of an individual
        - (c) Promotion or criticism of any individual who is running for a USAC office
        - (d) Promotion or criticism of any official or unofficial group of two or more individuals who are running for USAC office, even if the individual candidates are not mentioned by name.
        - (e) Persuasion of members of the association to vote for or against any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment
        - (f) Promotion or criticism of any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment
      - ii. For the purpose of this Election Code, the term "Campaign Literature" shall be defined as any material originating from and/or distributed by a campaign participants that contains any of the following:
        - (a) Persuasion of members of the association to vote for or against a USAC candidate
        - (b) Promotion or criticism of the candidacy of an individual
        - (c) Promotion or criticism of any individual who is running for a USAC office
        - (d) Promotion or criticism of any official or unofficial group of two or more individuals who are running for USAC office, even if the individual candidates are not mentioned by name.
        - (e) Persuasion of members of the association to vote for or against any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment
        - (f) Promotion or criticism of any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment

- iii. For the purpose of this Election Code, the term "Endorsement Slip" shall be defined as any material originating from and/or distributed by any registered campus organization that contains a stated endorsement or conveyance of support for any of the following:
  - (a) Candidate(s)
  - (b) (An) official or unofficial group(s) of two or more individuals who are running for USAC office, even if the individual candidates are not mentioned by name
  - (c) Initiative(s)
  - (d) Referendum(a)
  - (e) Recall Measure(s)
  - (f) Constitutional Amendment(s)
- iv. For the purpose of this Election Code, the term "Media Advertising" will be defined to include any paid promotional material that is produced, advertised and/or distributed at UCLA or in the surrounding area (includes the 90024 zip code) appearing in any newspaper, magazine, newsletter, radio, television, or internet advertisement etc., that contains any of the following:
  - (a) Persuasion of members of the association to vote for or against a USAC candidate
  - (b) Promotion or criticism of the candidacy of an individual
  - (c) Promotion or criticism of any individual who is running for a USAC office
  - (d) Promotion or criticism of any official or unofficial group of two or more individuals who are running for USAC office, even if the individual candidates are not mentioned by name.
  - (e) Persuasion of members of the association to vote for or against any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment
  - (f) Promotion or criticism of any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment
- v. For the purpose of this Election Code, the term "Campaign Signboard" shall be defined as any type of signboard (including A-Boards) that is displayed in public areas that contains any of the following:
  - (a) Persuasion of members of the association to vote for or against a USAC candidate
  - (b) Promotion or criticism of the candidacy of an individual
  - (c) Promotion or criticism of any individual who is running for a USAC office
  - (d) Promotion or criticism of any official or unofficial group of two or more individuals who are running for USAC office, even if the individual candidates are not mentioned by name.
  - (e) Persuasion of members of the association to vote for or against any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment
  - (f) Promotion or criticism of any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment



- vi. For the purpose of this Election Code, the term “Sandwich Board” shall be defined as any type of signboard (including A-Boards) that is worn or carried in public areas that contains any of the following:
    - (a) Persuasion of members of the association to vote for or against a USAC candidate
    - (b) Promotion or criticism of the candidacy of an individual
    - (c) Promotion or criticism of any individual who is running for a USAC office
    - (d) Promotion or criticism of any official or unofficial group of two or more individuals who are running for USAC office, even if the individual candidates are not mentioned by name.
    - (e) Persuasion of members of the association to vote for or against any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment
    - (f) Promotion or criticism of any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment
  - vii. For the purposes of this Election Code, Campaign Paraphernalia shall be defined as items, articles, or trinkets – including, but not limited to, buttons, stickers, apparel, candy or food – that contains any of the following:
    - (a) Persuasion of members of the association to vote for or against a USAC candidate
    - (b) Promotion or criticism of the candidacy of an individual
    - (c) Promotion or criticism of any individual who is running for a USAC office
    - (d) Promotion or criticism of any official or unofficial group of two or more individuals who are running for USAC office, even if the individual candidates are not mentioned by name.
    - (e) Persuasion of members of the association to vote for or against any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment
    - (f) Promotion or criticism of any Undergraduate Student Association initiative, referendum, recall, or constitutional amendment.
  - viii. For the purpose of this Election Code, the term “Student Organization Signboard” shall be defined as a signboard (including A-Boards) belonging to a registered UCLA student organization. It must comply with Center for Student Programming standards.
  - ix. For the purpose of this election code the terms listed above shall be defined as separate and complete having no conditional relationship to each other.
- b. On-Campus Campaigning
- On-campus refers to areas and structures owned by the University of California. On campus campaigning shall be limited by the following regulations:
- i. Location of Campaigning
    - (a) Campaigning on-campus will begin at a time designated by the Election Board Chairperson.
    - (b) Campaigning on-campus before this time is expressly prohibited. This shall not be construed to prevent designated campaign representatives

from attending and participating in approved endorsement hearings or approved debates.

- (c) In the case of an emergency situation where paper ballots are being used. Campaigning is not permitted within seventy-five (75) feet, measured in any direction, of any polling station. Campaign participants will be responsible for observing this seventy-five foot limit.

#### ii. Campaign Signboard

- (a) Each candidate and Designated Campaign Representative will be permitted one campaign signboard to be located on Election Walk i.e., the area north of Bruin Walk and west of Powell Library.
- (b) Candidates and Designated Campaign Representatives are allowed to put group affiliation on their signboards, but may not mention other candidates by name.
- (c) Total size shall not exceed 32 square feet with width not exceeding 8 linear feet. Campaign material may not appear on more than 32 square feet of surface.
- (d) Posts may not be secured in the ground with cement.
- (e) The Election Board shall mark Election Walk according to the lots drawn at the Campaign Orientation Meeting. The signboards may not be put up until 12:00 a.m. of the day on-campus campaigning begins.
- (f) All candidates and designated campaign representatives shall remove their campaign signboards from Election Walk and fill in all holes, by noon on the Sunday following the election.
- (g) If there is a run-off election the campaign signboards still relevant to that election may remain until the Sunday after the final election.
- (h) Failure to comply with this rule will result in a bill from the Department of Buildings and Grounds for the removal of the campaign signboards.
- (i) If a designated campaign representative fails to pay this removal fee assessed by the Department of Buildings and Grounds, a lien will be placed on his/her registration packet through the Dean of Students Office.

#### iii. Sandwich Boards

- (a) Sandwich boards must be worn whenever the message (e.g., letters, pictures, etc.) is in public view, and may not be worn or displayed anywhere on campus where to do so would cause disruption of the normal flow of traffic.
- (b) Sandwich Boards shall not be displayed when not being worn or carried

#### iv. Student Organization Signboards

- (a) Student Organization Signboards may be used in elections for nonpartisan purposes (such as the promotion of voter turnout).
- (b) A Student Organization may use their signboard to display their Endorsements.
- (c) Student Organization Signboards shall not contain campaign material, except in the form of endorsements.

- (d) Endorsement slips in the form of flyers that are meant to be taken from Student Organization Signboards may only be available for distribution during designated leafleting hours.
  - (e) Student Organization Signboards that do not comply with Center for Student Programming standards may not be used in the election process in any way.
  - (f) The posting of lawn signs is prohibited.
- v. Distribution of Campaign Material
- (a) Campaign participants may campaign on Bruin Walk/Westwood Plaza as long as they do not inhibit the normal flow of traffic. Campaign representatives may not set-up a campaigning post on Bruin Walk/Westwood Plaza for the distribution of campaign material.
  - (b) Stamping and approval of Campaign Material:
    - (i) A copy of the approved design of all campaign material and/or a sample of the material itself – whichever the Election Board Chair deems necessary – must be kept in the Elections Board office. Violations of this provision may result in disqualification.
    - (ii) All campaign material, with the exception of endorsement slips, shall contain the current Election Board stamp or logo. Any exception to this aforementioned provision shall be approved by the Election Board prior to distribution.
    - (iii) The placement of the Election Board stamp or logo must be prominent and conspicuous. The stamp or logo shall be no smaller than 1% of the printed area.
    - (iv) All nonstampable materials (ie. Shirts, buttons, stickers, etc.) must be ordered through Student Government Accounting (SGA) as outlined in the campaign orientation packet. The Election Board shall approve the campaign material, and electronically add the Election Board logo to it, prior to its submission to Student Government Accounting.
    - (v) Stampable Material may also be purchased using the aforementioned procedure.
    - (vi) Candidates and Designated Campaign representatives and/or registered student organization representatives shall designate what categories, apply to a given piece of campaign material and what candidates, campaigns, and/or student organizations are held responsible. The Election Board shall approve these designations prior to the distribution of the campaign material.
  - (c) Campaign Paraphernalia
    - (i) The possession and/or wearing of campaign paraphernalia shall not be regulated.
    - (ii) On-Campus distribution of campaign paraphernalia to the general campus audience may occur only during campus leafleting hours.
    - (iii) Campaign Paraphernalia shall be construed as a category of campaign material that is distinct and mutually exclusive from all other categories of campaign Material. Therefore if a specific piece

of campaign material falls under a different category, it shall not be considered to be Campaign Paraphernalia

(d) Leafleting Hours

(i) There will be at least three days designated by the Election Board Chairperson as campus leaflet days.

(ii) The specific leafleting hours will be set by the Election Board.

(iii) Campaign literature and endorsement slips may only be distributed to the general campus audience during campus leafleting hours at locations provided for in the University Rules and Regulations for literature distribution.

(e) Campaign material of any sort shall not be attached to vegetation, any campus building, wall, permanent or temporary fixture (including construction walls and fences), and/or campus event bulletin boards. This shall not be construed to preclude the posting of Resident Hall Posters or the posting of campaign literature by the resident on the door of his/her respective.

(f) Organizations involved in endorsement may be sanctioned for publishing or distributing "endorsement slips" and/or having endorsement messages on their student organization signboard before the time designated by the Election Board.

(g) Distributing campaign literature or endorsement slips to vehicles on-campus and posting or painting signs on or in vehicles on-campus is prohibited.

(h) The use of adhesive-backed campaign or endorsement material (e.g., bumper stickers) is prohibited except for adhesive tags designed to be worn on clothing

(i) No campaign statements shall be written on UCLA structures

(j) Campaign material may not be left inside any building on campus where to do so would cause the disruption of the normal flow of traffic.

(k) Campaign material may not be distributed in the following areas, in accordance with this Election Code and University Rules and Regulations:

(i) Within structural or physical confines of buildings. This shall not be construed to preclude the posting of Resident Hall Posters, or the posting of campaign literature by the resident on the door of his/her respective room.

(ii) Within areas reserved for classes, public performances, or organized activities.

(iii) Within any food services or eating areas.

(iv) In vehicular driveways, streets and parking lots.

(v) Within Residence Halls, except as provided in specific regulations governing distribution in Residence Halls.

vi. Campaigning in the Residence Halls

(a) IN ADDITION to the provisions of this Election Code, campaigning in UCLA On Campus Housing shall be governed by the regulations, definitions, and protocol, outlined in the UCLA On Campus Housing

Student Handbook. Any violation of the UCLA On Campus Housing Student Handbook will also be considered a violation of this Election Code.

- (i) The Residence Halls will be defined as all areas governed by the Office of Residential Life west of Charles E. Young Drive.
  - (ii) In the UCLA On Campus Housing Handbook, the term "campaigning" is defined as any display on the part of any person for the purpose of convincing other people to vote for or against a candidate, initiative, referendum, constitutional amendment or recall.
  - (b) Posting of campaign material is limited to the following stipulations:
    - (i) Residents may post campaign material on the door of his/her perspective room.
    - (ii) In order to post campaign materials Designated Campaign Representatives will be allowed ONE of the following:
      - a. 14 posters no larger than 22" by 24" or
      - b. 47 posters no larger than 11" by 17"
    - (iii) These posters must be submitted to the Office of Residential Life Central Office. If approved, they will be distributed throughout public areas as seen fit by the Office of Residential Life. All Designated Campaign Representatives will have equal access to posting in the Residence Halls.
  - (c) There will be NO campaigning on the individual floors including door-to-door campaigning, in person, or with printed material.
  - (d) Campaigning in the dining facilities is prohibited.
  - (e) Use of mailboxes is permitted only through the regular U.S. Mail's postage and distribution process. The public address system may not be used for campaigning of any sort.
  - (f) All posters must be removed and discarded within 24 hours after the election.
  - (g) Distribution of campaign material of any kind is prohibited with the exception of the posting allowances.
- c. Media advertising
- i. Media advertising will be permitted only during campus leafleting days.
  - ii. Any media advertisement must be itemized in the campaign expense form for the candidate or campaign that it advertises for.
- d. Use of Technological Resources
- i. Websites:
    - (a) Each candidate and Designated Campaign Representative is allowed space on the USAC computer server to create their own campaign website. Each candidate Designated Campaign Representative will receive an equal amount of space.
    - (b) All candidate and Designated Campaign Representatives must give the uniform resource locator (url), to the Election Board, of all websites that are designed to campaign for them or for a group of candidates with whom they associate.

- (c) The use of unofficial websites on UCLA affiliated computer servers for the purpose of campaigning is strictly prohibited.
  - (d) Websites shall not be uploaded and accessible to the Association until on-campus campaigning begins.
  - ii. E-mail:
    - Any e-mail that contains campaign literature or is an endorsement slip may only be sent to:
      - (i) A subscription listserv that the sender is a member of. For the purposes of this code a “subscription listserv” will be defined as a list of emails that were voluntarily collected for the purpose of communication within a specific group. It strictly excludes all listservs that association members are required to subscribe to in order to receive an official University service (i.e. the Association listserv, or the Office of Residential Life listserv).
      - (ii) Individuals whom the sender personally knows.
    - (b) The following information is required to be put at the bottom of each e-mail in bold with font sizing matching the majority of the e-mail:  
**PRINTING OUT AND DISTRIBUTING THIS MATERIAL IS STRICTLY PROHIBITED. ALL CAMPAIGN LEAFLETS MUST BE STAMPED AT THE E-BOARD OFFICE, 312 KERCKHOFF. FAILURE TO COMPLY WITH THIS GUIDELINE WILL CONSTITUTE A VIOLATION OF THE ELECTION CODE.**
    - (c) Any message sent through a networking site including, but not limited to, The Facebook or MySpace is subject to the same regulations as all other email containing campaign literature or endorsement slips.
    - (d) All e-mails containing campaign literature or endorsement slips must be sent to the Election Board email address announced by the Election Chairperson prior to election.
2. Illegal Use of Campus Resources
- a. The use of ASUCLA and/or University equipment, and/or telephones (except in a manner available to the general student population) is prohibited.
  - b. Storage of any campaign material in any building on campus (except in a manner available to the general student population, i.e., student lockers) is prohibited. However, transfer of any campaign material through campus buildings is permitted when such material does not display campaign messages. Campaign Paraphernalia worn by campaign participants, may display campaign messages while being transferred through campus buildings.
  - c. The use of the campus postal system or student government photocopy charge cards for the purpose of campaigning is strictly prohibited.
  - d. Funds of the Undergraduate Students Association may only be used in elections for nonpartisan purposes (such as the mechanics of the electoral process). No student government funds may be used for campaigning purposes.
  - e. All expenditures of Undergraduate Students Association funds for any aspect of an election must be approved by the USAC.

- f. Use of Undergraduate Students Association funds for any aspect of an initiative, referendum, recall movement, candidate election, or constitutional amendment election must be used for nonpartisan purposes.
3. Polling Stations:
    - a. Only the Election Board can designate a polling place.
    - b. For the purpose of the election code, a "polling station" will be defined as a location, whether stationary or mobile, at which association members may cast their vote.
  4. Campaign Expense Account
    - a. Submission of Expense Account.
      - i. An expense account form must include a signed statement by the candidate Designated Campaign Representative attesting to the accuracy of that Campaign expense account form.
      - ii. The expense account will be due on the date designated by the Election Board Chairperson. The candidate and Designated Campaign Representative will be held accountable for all declared and/or undeclared campaign expenses in the campaign expense account forms.
    - b. Auditing of Expense Account
      - i. The following must be included in the expense account form:
        - (a) A sample of all material used in the campaign (except sandwich boards and the campaign signboard),
        - (b) An original copy of each type of campaign literature,
        - (c) A listing of all expenses associated with the campaign (whether or not they are used in a campaign),
        - (d) Original receipts for all expenses, including the names and phone numbers of all businesses dealt with.
      - ii. Regulations regarding receipts
        - (a) These receipts must be turned in as generated, no later than two (2) school days from the date of purchase, to the Election Board office.
        - (b) Purchases made before campaigning are allowable; however, these receipts must be turned in to the Election Board office no later than three (3) calendar days after on-campus campaigning begins.
        - (c) Campaign Expense forms must accompany the receipts.
        - (d) All receipts must be dated by the merchant from whom the materials were purchased, including services obtained from a professional.
    - c. The expense account must be signed by the candidate and Designated Campaign Representative and the signature will be taken as an affirmation on his/her part as to the validity of the expense account form.
    - d. Sales tax may be excluded as a campaign expense.
    - e. The candidate and Designated Campaign Representative will be responsible for declaring in the expense account forms all campaign material that is publicly or privately displayed or distributed, on or off campus, by the campaign.
    - f. If candidate and/or designated campaign representatives, choose to share materials purchased together, the total cost of the material must be accounted for completely in the set of expense account forms of participating candidates or Designated Campaign Representatives. Each designated campaign representative

is responsible for reporting their respective portion. If the total is not completely accounted for, all candidates or campaigns using the material in question are subject to disqualification.

- g. Incorrect and/or incomplete information may result in disqualification. A candidate (even after elected) will always be held accountable for the information declared on the expense account forms. The provision of incorrect and/or incomplete information by an elected and certified candidate may result in the Election Board recommendation to the USAC for a petition to recall to begin circulation.
- h. Restrictions on Incurring Expenses.  
There shall be no additional expenses allowed after the final expense account deadline.
- i. Donated Materials and/or Services.
  - (a) All donated materials and/or professional services, whether sought or offered, related to a campaign, including previously owned material, must be declared at its present fair market value. The fair market value will be computed as follows: The candidate or Designated Campaign Representatives will secure three (3) price estimates (that are available to the general public) of the exact item to be used on the campaign. These three estimates (with the names, addresses, and phone numbers of the companies and/or individuals furnishing these estimates), along with the average price, shall be included in the expense account form submitted to the Election Board. This average price shall be considered the fair market price. Candidates and Designated Campaign Representatives are allowed to accept a discount for materials and/or services rendered; however, the candidates and designated campaign representatives are required to declare the expense at its fair market value.
- j. Deadline for Submitting Expense Account Forms.
  - i. The deadline for turning in the Spring Quarter election expense account forms shall be on a school day no less than three days after on campus campaigning begins, at a time to be designated by the Election Board and approved by USAC. Failure to turn in expense account forms that are complete, accurate, and on time may result in penalties as determined by the Election Board Chairperson.
  - ii. All expense accounts of every campaign shall be made available to all UCLA students, staff, and faculty for inspection during normal Election Board office hours with Election Board approval. On the first day of voting, The Election Board shall publish in the Daily Bruin the total expenses of each campaign.
- k. Voluntary Campaign Spending Limits
  - i. At the Campaign Orientation Meeting, the Election Board Chair will offer a request for the candidate and Designated Campaign Representatives to sign-on to a voluntary spending cap. The Campaign Orientation meeting is the deadline for the candidate and Designated Campaign Representative to sign-on to the Voluntary Spending Cap.



- ii. Public notice of a campaign's participation in the Voluntary Spending Cap will be published with total expenses of each campaign in the Daily Bruin during election weeks.
  - iii. Voluntary Campaign spending limits in all initiative, referendum, recall, or constitutional amendment elections shall be determined by the Election Board Chairperson with USAC approval.
  - iv. Once published in the Daily Bruin, the Voluntary Campaign spending limits become a binding contract. Failure to abide by the spending limits shall result in sanction or disqualification.
  - v. The candidate or Designated Campaign Representative may withdraw their name from the list of those participating in the voluntary campaign spending cap only before the Daily Bruin publishes the list.
  - vi. The Voluntary Spending Cap for the office of President shall be \$600.00 for the Election, and \$200.00, in the event of a Runoff Election.
  - vii. The Voluntary Spending Cap for all other offices shall be \$400.00 for the Election, and \$200.00, in the event of a Runoff Election.
  - viii. The voluntary spending cap for campaign signboards shall be \$150.00.
5. Endorsement and Debate
- a. Endorsements
 

The Election Board will sponsor endorsement hearings for candidate elections for all UCLA registered student organizations that wish to make endorsements. The Election Board may also, at their discretion, sponsor endorsement hearings for all other ballot propositions. All endorsements will be subject to the following stipulations:

    - i. All organizations are required to register with the Election Board at most three weeks prior to the Election, at a time to be designated by the Election Board. Any and all groups failing to meet this deadline will not be allowed to post endorsements.
    - ii. All registered student organizations shall be notified, by an email from the Election Board, concerning the date and time of the Endorsement Orientation Meeting, at which the endorsement procedures and relevant deadlines will be delineated.
    - iii. All groups who have applied to endorse must send a representative to all of the endorsement hearings in which a candidate and/or campaign that they wish to endorse is being represented, in order for their endorsements to be recognized as legitimate by the Election Board.
    - iv. Organizations must provide Election Board with a copy of their endorsements and "endorsement slips" for the endorsements to be recognized as legitimate by the Election Board. An appropriate deadline shall be designated by the Election Board that is no earlier than 2 days after the last endorsement hearing.
    - v. All legitimately recognized group endorsements shall be compiled, and an advertisement shall be placed in the Daily Bruin by the Election Board. All other media advertising of Registered Student Organizations' endorsements must be declared on the campaign expense account.

- vi. Groups must provide election Board with a copy of changes in endorsements and "endorsement slips". Groups failing to do so will no longer be recognized as legitimate.
  - vii. Groups not recognized as legitimate through the endorsement process will not have their endorsement or support published by the Election Board nor will the Election Board authorize the distribution of endorsement slips.
  - viii. Groups not recognized as legitimate through the endorsement process who endorse or publicly support candidates and/or campaigns will be sanctioned.
  - ix. Other forums to endorse candidates and/or campaigns must be open to all candidates and Designated Campaign Representatives and an Election Board representative must be present. These forums must be in addition to attending the official endorsement hearings and can only be held by groups recognized as legitimate by the Election Board. Any Designated Campaign Representative attending unrecognized endorsement forums shall be sanctioned. The organization holding the endorsement hearing shall also be sanctioned.
  - x. Groups planning to hold endorsement forums in addition to the official endorsement hearings must notify the Election Board, in writing, at most two weeks prior to the Election, at a time to be designated by the Election Board. The notice must include the time, place, and format of the endorsement forum
  - xi. The expenses incurred in the manufacture and distribution of endorsement slips by officially endorsing groups will not be considered as an expense for the campaign(s) endorsed.
  - xii. ASUCLA Communications Board media, although not UCLA registered student organizations, may request to participate in the endorsement process but are not required to do so in order to endorse.
  - xiii. UCLA On-Campus Housing Council, although not a registered campus organization, may request to participate in the endorsement process.
- b. Debate
- The Election Board shall sponsor an official debate for all interested Designated Campaign Representatives no later than two (2) days prior to the commencement of voting. Designated campaign representatives are not required to attend. The Election Board may also, at their discretion, sponsor (a) debate for all other ballot propositions. The debate is subject to the following stipulations:
- i. Candidates and Designated campaign representatives who wish to participate in the debate are required to register with the Election Board at the Campaign orientation meeting.
  - ii. The time and place of the debate will be decided by the Election Board Chairperson and an advertisement will be placed in the Daily Bruin by the Election Board. All other media advertising of the debate must be declared on the campaign expense account.
  - iii. Format of the debate will include equal time allotments for speaking for candidates of a particular office. Times may differ between offices. Candidates and Designated Campaign Representative will be informed of

debate procedures no later than 3 school days after the Campaign Orientation Meeting. Debate procedures will be posted for public view in the Election Board office.

- iv. The Election Board will be responsible for questions administered in the debate. Students may submit suggestions to the Election Board for consideration by the Election Board. The deadline for submission of the suggestions shall be no more than one (1) week before the debate, at a time to be designated by the Election Board.
- v. Other forums in which a debate between candidates and/or Designated Campaign Representatives may occur must be open to all candidates and/or Designated Campaign Representatives and an Election Board representative must be present. These debates must be in addition to the official debate and can only be held by groups recognized as legitimate by the Election Board. Any candidate and designated campaign representative attending unrecognized debates shall be sanctioned. The organization holding the debate shall also be sanctioned.

#### 6. Voter Guide

- a. The Election Board may publish a "voter guide" for the purpose of making election information available to the Association. The voter guide shall not be used for campaigning purposes and shall be published solely by the Election Board. The voter guide may include:
  - i. A 250 word Candidate Statement submitted by designated campaign representatives to the Election Board at a time designated by the Election Board Chair. References for past positions, titles, and/or accomplishments mentioned within the Candidate Statement must be turned into the election board as a separate document along with the Candidate Statement.
  - ii. Main points from the Candidates' campaign.
  - iii. A summary about the role that each office plays as a part of USAC, as per USAC Constitution.
  - iv. Election Calendar.
  - v. Information about Debate.
  - vi. Information about the Endorsement Hearing.
  - vii. It may also include a picture of designated campaign representatives if they so choose.

The voter guide is not limited to the above stipulations. It may include further information at the discretion of the Election Board Chair so long as the additional information is not campaigning.

#### VII. Adjudication and Authority

##### A. Jurisdiction and Authority

- 1. The Election Board Executive Committee shall decide the case and impose the appropriate penalties.
- 2. Penalties for Election Code violations will be set by the Election Board Executive Committee
- 3. In instances where there is an alleged violation of the University Rules and Regulations, the case may be referred to the appropriate University entity.

##### B. Responsibility

1. The candidate and Designated Campaign Representatives are responsible for the Election Code rules and regulations.
  2. Each candidate and Designated campaign Representative is also responsible for the actions of all persons and organizations sponsoring, endorsing, or promoting his/her campaign provided they are operating as an agent of the campaign.
  3. Candidates and Designated Campaign representatives will be held responsible for all information contained within this Election Code as well as for all information posted on the Election Board Bulletin Board during the school days designated by the Election Board Chairperson.
  4. Organizations, whether official or unofficial, may also be sanctioned.
- C. Penalties
1. Violation of the above provisions may result in penalties imposed by the Election Board Chairperson. The penalties may range from suspension of all or part of a campaign to the campaign's disqualification. The appeals procedure is delineated in Section VI.C of this Election Code.
  2. Charges of Election Code violations may be made to the Election Board Chairperson by the Investigations Subcommittee Director or other individuals.
  3. The Election Board Executive Committee shall decide the case and impose the appropriate penalties.
  4. Upon the charge of any violation of this Election Code, the Election Board shall employ the following guidelines in order of decreasing importance in determining penalties:
    - a. The validity of the charge
    - b. The severity and effect of the offense on the election
    - c. The intent of the offender and/or his/her campaign staff and the number of times this same violation has been found to be valid
    - d. The cooperativeness of the offender and/or his/her campaign staff.
- D. Appeals to the Judicial Board:
1. Election Board decisions may be appealed in writing to the Undergraduate Students Association Judicial Board. Initial petitions for hearing shall be made by 5:00pm the second official school day following said decision, unless evidence pertinent to the case is made available after this deadline.
  2. The final appeals board will be the Undergraduate Students Association Judicial Board.
  3. Appeals of decisions made by the Election Board Chairperson and/or the Election Board shall be made to the Undergraduate Students Association Judicial Board. Appeals of decisions made by the Undergraduate Students Association Judicial Board shall be made to the USAC.
  4. Complaints against the Election Board Chairperson shall be filed with the Undergraduate Students Association Judicial Board, which shall be responsible for hearing pertinent evidence and testimony regarding complaints and rendering a decision.

#### VIII. Election Code Amendment

- A. Amendments to this Election Code shall be approved by a two-thirds vote of the USAC.
- B. Amendments to this Election Code shall be presented to the USAC by the Election Board Chair with a complete recommendation as to the approval/disapproval of the particular

amendment. This shall not be construed to allow the Election Board Chair to withhold any suggested amendments from presentation to the USAC.

Election Code last amended February 22, 2011.