



**ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

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## **ADMINISTRATIVE MANUAL**

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### **Elections Committee Code of Procedure**

**Policy 004**

#### **ARTICLE I**

#### **AUTHORITY & FUNCTION**

##### Section 1 - Authority

- A. These codes shall act as the governing Procedure of the Elections Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles.
- B. In the event that the Elections Committee has not been established by the second Bylaws and Codes of Procedure meeting of the academic year, this policy shall be reviewed and taken upon by the Bylaws and Codes of Procedure Committee (see Policy 302, Article 1, Section 2, Item B).

##### Section 2 – Function

- A. It shall be the purpose and function of the Elections Committee to oversee all ASI elections.
- B. The ASI General and Special elections are a function delegated to the ASI through its Bylaws and Title 5. 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.

##### Section 3 – Definitions

- A. Good Standing – Not on academic, disciplinary, or administrative probation.
- B. Applicant – A person who submits an application for elections and has not had their eligibility verified.
- C. Candidate – An applicant whose eligibility has been verified.

#### **ARTICLE II**

#### **MEMBERSHIP AND DUTIES**

##### Section 1 – Membership

The Committee shall be composed of the Election and Outreach Commissioner Election and up to four (4) regular members of the Associated Students, Inc. (as defined in Article I, Section 3, Clause 1 of the ASI Bylaws). No committee member may run as a candidate in the elections.

- A. The Election and Outreach Commissioner shall be recommended by the ASI President, and shall be approved by a 2/3 majority of the Board of Directors (BOD). The Election and Outreach Commissioner will serve as the chair of the Committee.
- B. The remaining committee members shall be recommended by the Election and Outreach Commissioner to the ASI President, and shall be recommended for approval by a 2/3 majority of the BOD.



- C. ASI Chief Justice or designee
- D. ASI Staff (non-voting)
- E. Division of Student Life designee – Staff Advisor (non-voting)
- F. University President or designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as fifty-percent (50%) plus one (1) member of the current voting membership of the BOD - For the purpose of establishing quorum the chair shall be counted towards quorum as a voting member

Section 3 - The ASI Election and Outreach Commissioner shall:

- A. Be responsible for organizing the ASI General and Special elections in accordance with these codes, and promoting all ASI events and elections.
- B. Be a member of the Cabinet of Commissioners and a voting member of the ASI Bylaws and Codes of Procedure Sub-committee.
- C. Work with the ASI staff to develop a strategic marketing and distribution plan for promoting all ASI events to the Cal State LA community.
- D. Work with the Division of Student Life to create a strategic marketing plan for promoting the ASI General and Special Elections.
- E. Assist the Housing Commissioner in publicizing election material in the student housing complex and elsewhere on campus.
- F. Recommend up to four (4) regular ASI members to the Elections Committee in accordance with these codes.
- G. Schedule regular meetings for the elections process starting in the month of September.

Section 4 – Election Days

It shall be the duty of the Elections Committee to recommend the dates and times for an elections timetable for all ASI elections to the BOD

- A. No election shall be held prior to the sixth week of the semester.
- B. No election shall be held later than the thirteenth week of the semester.

Section 5 – Elections Packet

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

Section 6 – 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 Procedure.

Section 7 - Publication of Election Dates

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

Section 8 – 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 ASI 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 online 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 semester 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.

#### Section 3 – Application

All applications for office shall be handled by The Division of Student Life.

- A. The Division of Student Life shall maintain the confidentiality of all applicants.
- B. The Division of Student Life shall issue a receipt delineating the date and time the application was filed.
- C. The Division of Student Life shall coordinate with the University for the purposes of determining eligibility.
- D. An application shall constitute a letter of intent to run for the purposes of all other applicable governing documents.

#### Clause 1 – Platforms

Candidate platforms are due with the application. Platform lengths are limited as follows:

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

The following candidacy requirements must be met by an applicant to be an official candidate on the ballot:

- A. Submit a completed General Elections Application by the said deadline
- B. Eligibility is verified by the Registrar's Office
- C. Good standing as determined by the Office of the Dean of Students

A candidate shall be disqualified from running if they do not attend the following events:

- A. Attendance at a mandatory candidate briefing (see Article III, Section 6)
- B. Attendance at one of the debates sponsored by ASI (see Article III, Section 7)

#### 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 seventh week of the semester in which the election shall be held. Failure to attend shall be sufficient cause for disqualification unless excused by the Election and Outreach Commissioner:

### Clause 1 – Excuses

Excuses must be submitted in writing to the Election and Outreach 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 Election and Outreach 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.

## Section 6 – Candidate Debates

It is mandatory for all candidates to attend at least one (1) debate planned by the Election and Outreach Commissioner. Candidates must notify the Election and Outreach Commissioner one (1) week prior to the debate(s) as to which one they will attend. Failure to attend shall be sufficient cause for disqualification, unless excused by the Election and Outreach Commissioner:

### Clause 1 – Excuses

Excuses must be submitted in writing to the Election and Outreach Commissioner one (1) week prior to the debate(s). 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 BOD and the Academic Senate in an Election shall be as established in the ASI Bylaws. After verification of eligibility, the names of eligible candidates shall be given to the Election and Outreach Commissioner. Candidates who are deemed ineligible shall be given five (5) business days to remedy eligibility with the Office of the Dean of Students and provide verification of eligibility.

### Clause 1 – Chief Justice, Associate Justice, and Election and Outreach Commissioner Eligibility

Once appointed to serve as Chief Justice, an Associate Justice, or Election and Outreach Commissioner they will not be eligible to run for an elected office in that election year even if they resign prior to the application deadline.

## **ARTICLE IV**

## **CAMPAIGNING**

### Section 1 – Pre-Campaigning

A candidate can pre-campaign after submitting an Unofficial Letter of Intent to Run for Office Form to the ASI Administrative Office, U-SU 203 front desk and sign the Letter of Intent to Run requirement contract. Pre-campaigning is defined as campaigning unofficially prior to a candidate's eligibility being verified by the Registrar's Office, the Office of Student Affairs, and verification of completion of all candidacy requirements.



Approved forms of pre-campaigning are:

- A. Public speaking
- B. Electronic media: e.g. Facebook, Twitter, YouTube, online polls, personal websites, AIM, e-mail, etc.
- C. Campaign literature can be handed out but not posted anywhere on campus until the beginning of the official campaigning period.

## Section 2 – Definition of Campaigning

Campaigning is defined as any of the following actions:

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

### Clause 2 – Website Linking Requirement

All online and telecommunications media must reference and link to the ASI Elections website at [www.ASiCalStateLA.org](http://www.ASiCalStateLA.org)

## Section 3 – Improper Use of ASI Property

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

All student government copying privileges will be limited from the 1<sup>st</sup> day of campaigning until the polls close.

## Section 4 – Staff Participation in ASI Elections

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

## Section 5 – Campaign Literature

All campaign literature that shall be posted on campus or be copied by ASI must be presented to and approved by the Elections and Orientation Commissioner.

- a. The posting of campaign literature or materials not registered or approved is strictly prohibited.

### Clause 1 – Copies

All candidates will be provided 250 black and white copies and 250 color copies on 8 ½ x 11 size paper free of charge by ASI for individual candidates' promotion (i.e. these resources cannot be used to promote a slate). This service will not be offered until candidate eligibility is verified by the Division of Student Life. Copies will be ready with 24 – 48 hours by the election committee. Candidate must provide the copy in the exact format they desired copied. No formatting services will be provided. Provide an original through the ASI Administrative Office, U-SU 203.

### Clause 2 - Submission of Materials



Two copies of any campaign literature that is to be posted on campus or is to be copied shall be submitted to the Elections Committee for approval prior to distribution. Receipts for purchased material must also be submitted with the expenditure report. If the material is approved, the Elections Committee will keep one of the copies to maintain a log of all submissions for its records.

#### Clause 3 – Approval Timeline

Campaign literature and materials may be submitted to the Elections Committee during ASI business hours. The Election and Outreach Commissioner will approve or disapprove of the material within twenty-four to forty-eight (24-48) hours.

- A. All candidates must submit a draft for approval to the Election and Outreach Commissioner prior to submitting orders for printing campaign literature.

#### Clause 4 – Disclosure

It is required that all **posted** campaign literature, with the exception of physical material, (i.e. T-shirts, pens, pencils, etc.) has the following information: A.

Name of candidate.

B. Office for which the candidate is applying.

C. Dates of the Election.

D. How and where to vote on Golden Eagle Territory (GET): "<https://get.calstatela.edu/>"

E. Web address to the ASI Elections page: [www.ASICalStateLA.org/elections](http://www.ASICalStateLA.org/elections)

F. ASI General Elections Approval Stamp

#### Section 6 – Posting

Any campaign literature posted up shall be supported in all corners by staples, tacks, painters tape or string only. 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.

Clause 1: Candidates are responsible for ensuring the removal of all campaign materials from all areas no later than 5:00 pm five days after the last day of voting. All candidates/slates will be required to sign a binding agreement for a \$50.00 clean up fee. The individual candidate fee will be billed \$50 and each slate will be billed \$100 that will be divided equally between each slate member. If it is determined that any campaign material is not removed by the date above, all individual candidates and each slate member will be assessed the clean-up fee. An invoice will be generated and failure to pay can and will result in a potential academic hold.

The candidates may post posters on the campus kiosks with prior approval and stamp provided by the ASI Administrative Office, U-SU Room 203.

A. Flyers must be no larger than 8" x 11" B.

Posters must be no larger than 11" x 17".

C. All campaign literature (posters and flyers) must be taken to the ASI Office for notification and approval by the Election and Outreach Commissioner. D. Posting is limited to one poster per kiosk.

E. Only the Elections Committee can remove posters from the kiosks.



- F. Posters must be supported in all corners with staples, string, Painters tape (e.g. blue tape)\_or tacks. Masking tape, duct tape or glue may not be used for posting.
- G. 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 without prior approval.
- B. Candidates should take care to maintain the dignity and aesthetic integrity of the Cal State LA campus and community.
- C. Posting on trees, building walls, pillars or doors is prohibited.
- D. Posting on any cement walls or other textiles (posts, pillars, waste receptacles) on or around campus is prohibited.
- E. Notifications may not be placed on vehicles or left unattended anywhere.
- F. Notifications may not be placed on the grass/dirt areas, in planters nor posted in restrooms.
- G. No posting inside the University-Student Union, except in designated areas with the approval from the University-Student Union, Room 306.
- H. No notification may partially or completely cover another notification.
- I. The placement of table tents shall have prior approval from the jurisdiction in authority of that location.
- J. Flyers shall not be posted in any area that is not pre-approved.

#### Section 8 – Campaign Advocate Limitations

Only continuing or currently enrolled students at Cal State LA, 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. It is the responsibility of the candidate(s) to make sure all campaign workers understand the binding expectations of these codes.

#### Section 9 – Nature of Campaigning

No campaigning shall be done that defames another's character or is libelous. (Refer to the university free speech policy)

#### Section 10 – Campaign-Free Zones

- A. In the case of on-line elections, all computer labs on campus shall be campaign-free zones.



- B. Candidates and campaign advocates cannot use any electronic devices (e.g. smart phones, laptops, etc.) to physically solicit votes on or off campus from the electorate.
- C. In all cases the Cal State LA Library shall be a campaign-free zone.
- D. In all cases the Residence Housing shall be a campaign-free zone unless an officially approved event organized by Housing or the ASI Elections Committee.
- E. During elections 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 ASI and Division of Student Life offices.

#### 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.

- A. All Pre-Campaigning complaints must be submitted to the ASI Administrative Office, U-SU 203.
- B. All campaign complaints must be submitted to the ASI Administrative Office, U-SU 203.

#### Section 15 – Reporting of JRC Actions

All actions taken by the Judicial Review Committee are final recommendations and shall be reported to the BOD for action.

#### Section 16 - Application of General Election Violations

1. Minor violations of the Elections Committee Code of Procedure by an individual/candidate/slate/campaign volunteers shall consist of one entire act, which must be corrected within the twenty-four hour time period from the time of written grievance of such violation. These minor violations may include, but not be limited to:
  - A. Posters partially or completely covering other campus notifications, department notifications, or other candidates' flyers.
  - B. Posting on trees, building walls, pillars or doors
  - C. Posting on any cement walls or other textiles (posts, pillars, waste receptacles) on or around campus





- D. Placement of any posters without prior Election and Outreach Commissioner Approval
  - E. Four minor violations will equal one major violation
2. Major violations of the campaign rules by an individual/candidate/slate/campaign volunteers may include but are not limited to:
- A. Use of menace, force, threat or any unlawful means towards any voter to hinder or deter such voter from voting, or directly or indirectly offering any bribe, reward, or anything of value to a voter in exchange for the voter's vote for or against any candidate.
  - B. Tampering or alteration of any official election material or ballot without authorization.
  - C. Failure to attend and participate in required debates.
  - D. Failure to adhere to ASI campaign spending limits.
  - E. Submitting a false expenditure form. This includes submitting a expenditure form that does not include all expenditures up to the specified date
  - F. Non-compliance in submission of itemized reports on time with receipts attached.
  - G. Removal or defacement of lawfully placed political advertising without authorization.
  - H. Use of ASI equipment or supplies for campaign purposes, including phones, office machines, office space, and email accounts.
  - I. Violating the Cal State LA IT Policy, Residence Hall Policy, or the Facility Services Policy as defined in the Candidate's Packet.
  - J. Interference with the academic instruction of University classes.
  - K. Violating state or federal phone solicitation laws.
  - L. Other gross or intentional misconduct as perceived by the Elections Committee of such violation.
3. In all instances, the actions of a candidate's authorized agents shall be constructed as the action of the authorizing candidate.

#### Penalties for Major and Minor Violations

The Elections Committee and JRC have the right to impose any or all of the following sanctions against an individual/candidate/slate/campaign volunteers who is found to have violated the Elections Committee Code of Procedure. In addition, any major or minor violations that break university policies or procedure concerning student behavior may be subject to student disciplinary action by the University.

- 1. Minor Violation
  - A. Given a warning and required to cease and desist.
  - B. Community Service within the campus.
  - C. Require an individual/candidate/slate/campaign volunteers to refrain from any/all types of campaigning for a period of at least one hour, not to exceed a period of two weeks, prior to or during the course of the election (including during the hours of voting).
- 2. Major Violation



- A. Recommend to the ASI JRC that a candidate/slate be disqualified from assuming office.
- B. Restriction from participating for a period of up to one school year in ASI paid or volunteer positions.

## **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.

### 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 Election and Outreach 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 Slate Grievances

Grievances against a slate may result in the disqualification of the entire slate depending of the decision of the Judicial Review Committee and Elections Committee

## **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 (P)

The following Procedure apply only if the election is manually held (e.g. by paper 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 in online elections.

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

Clause 2 – Use of 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 – Issuance of a Ballot

The following procedure shall be used for electronic ballots:

- A. Students shall register with their Student ID number, CIN, 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 (P)

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 (P)

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



The following procedures apply for elections held manually (e.g. by paper ballot).

Section 1 – Selection of Poll workers

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

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

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 Elections & Orientation 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 – 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 Elections & Orientation 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 Elections & Orientation Commissioner.

Section 1 – BOD Meeting

A meeting of the BOD for which the election is an action item, shall be called for the disclosure of election results. A regular meeting of the BOD 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 BOD 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 BOD meeting minutes.

Section 4 – Complaints & Resolution of Grievances

The ASI 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 BOD All recommendations must be approved by the BOD

Section 7 – Counting Ballots (if election is held manually)

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 severe mutilations, or are unrecognizable shall be voided.
- C. Valid (stamped) ballots that are unmarked shall be voided.
- D. Electronic ballots shall be computed and then printed, as appropriate.

Section 8 – Holding Ballots (if election is held manually)

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.

**ARTICLE IX**

**RECOUNT**

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 BOD and the Judicial Review Committee. The request and just cause must be submitted in writing to the ASI President and Chief Justice of the JRC

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

Itemized reports of all campaign expenditures shall be submitted to the Election and Outreach Commissioner. 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 ASI 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 shall include the following:
  1. List of expenses incurred by the candidate for the purchase of materials.
  2. List of expenses incurred by the candidate for the purchase of services.
  3. List of each expense incurred by all individuals or organizations (supporting the candidate) for purchase of materials.
  4. List of each expense incurred by all individuals or organizations (supporting the candidate) for purchase of services.
    - i. Total of 1, 2, 3, and 4, shall not exceed \$500 for Executive Office and \$300 for all other candidates.
- F. The Slate Budget Expense Report shall include the following:
  1. List names of all slate members and their positions.
  2. List of expenses incurred by the slate for the purchase of materials.
  3. List of expenses incurred by the slate for the purchase of services.
  4. List of each expense incurred by all individuals or organizations (supporting the slate) for purchase of materials.
  5. List of each expense incurred by all individuals or organizations (supporting the slate) for purchase of services.
    - i. Total of 1, 2, 3, and 4, shall 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 ASI Office.
- H. Signature of a witness supporting good character of candidate. Signature of the Election and Outreach 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 ASI



Administrative Office Room U-SU 203 within seven (7) business days after the itemized report deadline.

Section 2 – Public Document

The itemized report shall be available to the public in the ASI Administrative Office Room 203 for one full calendar year.

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 ASI Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submitting the proposed changes to the BOD for their 2/3 approval.

The ASI 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.

**Policy History**

Approved:	12/15/91	Revised:	12/03/09
Revised:	05/11/92	Revised:	12/02/10
Approved:	05/15/92	Revised:	12/01/11
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Revised:	02/05/01	Revised:	11/20/14
Revised:	01/10/04	Revised:	11/19/15
Revised:	01/08/09	Revised:	11/3/16
		<b>Revised:</b>	<b>09/20/20</b>

