



A.S.I. General Election Campus Posting Tabling Guide for Candidates

Candidates TABLING:

Candidates wishing to reserve a table to distribute information regarding their campaigns, they may do so through Union Meeting and Event Services. They are still held to the same requirements as regular tabling reservations (1 table, 2 chairs, no food without a permit, etc).

- An Event Registration Form is not required for this, but a Walkway Form must be completed for all tabling requests.
- A Walkway Form can be received from and submitted at the **U-SU Administration Office**, University Student Union, **Room 306**
- Spaces are reserved on first come, first served bases and based on availability
- Union staff has been provided with a list of the candidates. Be sure to let them know you are reserving a table as an official candidate.

CAMPAIGN BANNERS:

- Banners are no longer allowed on campus for posting of any kind.

General POSTING:

- For posting on bulletin boards, candidates need to ask the respective department (usually located closest to the bulletin board) who oversees that bulletin board.
- According to the Elections codes, you may **NOT** post on any “university-owned property” which includes, “trees, building walls, pillars, doors, waste receptacles, or left unattended on vehicles.” Additionally, you may **NOT** place any notifications on “the grass/dirt areas, in planters nor posted in restrooms.” (Article IV. Section 6 & 7)
This means that basically posting options are limited to the kiosks & bulletin boards.
Human interaction is the suggested means of campaigning during elections.
- **ALL BANNERS and CAMPAIGN LITERATURE posted anywhere on campus must be REMOVED 1 week following the close of Election by 5 pm.** Otherwise, the individual candidate, and/or the slate members, will be fined \$50 clean up fee.

HOUSING Policies:

Housing is committed to providing a safe and fair playing field to ALL candidates. Therefore, while they support activities to promote A.S.I. elections and candidates, it can only be done through A.S.I. when the same opportunities are extended to ALL candidates. If candidates are interested in pursuing this option, they should speak with Malik, the A.S.I. Elections & Orientation Commissioner.

Individual Candidates are held to the following expectations when wanting to promote their campaigns in Housing.

- No postcard style advertising at the stairs leading to/from Housing.
- The Housing Quad and the Lounge cannot be reserved for individual campaigning.



- All posting material must go through the Housing Office for approval (should not exceed 11 x 17 size poster). Housing staff will personally post the posters/fliers in appropriate locations. Candidates are not to do this on their own.
- No staking is allowed
- No door to door solicitation is allowed
- With the exception of week 5 candidates may table in Housing by directly contacting Rebecca Palmer, for Residence Life, at rpalmer@cslanet.calstatela.edu. In the email, specify the dates/times and any set up details such as the items/information being distributed. Limited amplified sound is also permitted.
- Candidates are responsible to notify any Housing Residents supporting their campaigns of all campaigning guidelines—specifically not to post their campaign literature on the outside of their apartment doors/balconies/windows, etc.