



ASSOCIATED STUDENTS, INC.

Administrative Policies

POLICY 004 – ASI Elections Code of Procedure

ARTICLE I

ASI ELECTIONS COMMITTEE

Section 1 - Authority and Function

- A. The Elections Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles, shall engage in the promotion, planning, and execution of ASI's annual general election and special elections.
- B. The Committee shall, in collaboration with university partners, establish the dates for the general election and any special elections.
- C. The ASI General and Special elections are a function delegated to the Committee in the Bylaws and Title 5. As a result of the nature and importance of the elections, the Committee has the authority and responsibility to ensure a fair and equitable election; and as such, shall work with the University President or designee, as well as the ASI staff, to manage the elections process.
- D. The annual election of student leaders for Cal State LA includes the Student Senators and the University Student Union Board members. As such, the Elections Committee shall work with the leadership of the Academic Senate as well as the University Student Union staff in the coordination of the general election.
- E. The Elections Hearing Board, a sub-committee of the Elections Committee, shall hear all candidate grievances and concerns during the campaigning period and shall work with the Dean of Students Office to hear cases and determine outcomes, which shall be final.

Section 2 - Committee Membership

- A. The Elections Committee shall be composed of the following:
 - 1. ASI Staff (non-voting), Executive Director/designee shall serve as Chair
 - 2. ASI Vice President of Community Engagement
 - 3. Three (3) Elections Officers
 - 4. University Student Union- Staff Advisor (non-voting)
 - 5. Academic Senate Advisor (non-voting)
 - 6. University President or designee (non-voting)
- B. The Elections official(s) shall be members of the Student Body, who shall be interviewed and recommended by the ASI Executive Cabinet to the ASI BOD, for approval by a majority vote of the BOD.

Section 3 - Quorum

Quorum shall be defined as a simple majority of the seated voting membership of the Committee. The chair shall be counted for the purpose of establishing quorum.

Section 4 - The Chair of the Elections Committee

- A. The Chair of the Elections Committee shall be the ASI Executive Director or designee
- B. Be responsible for coordinating the ASI General and Special elections in accordance with ASI,

- Cal State LA, CSU policies, and State laws.
- C. Work with the committee and other departments to develop a strategic marketing and distribution plan for promoting all ASI election-related events to the Cal State LA community.
 - D. Schedule regular meetings for the Elections Committee throughout the academic year.

Section 5 - Conflict of Interest

Once appointed to the Elections Committee, a Committee member shall be ineligible to run for elected office for the academic year. Committee members may apply and can be selected for appointed leadership positions. 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 II

ASI ELECTIONS

Section 1 - Elected Student Leader Positions

ASI's elected student leader positions consist of the ASI Board of Directors (ASI Bylaws, Article III). The election of the ASI Board of Directors is set forth in the ASI Bylaws, Article IV and Article X.

The election of the ASI leadership shall coincide with the election of the Student Academic Senators as well as the students serving on the University Student Union Board. The planning and execution of the elections shall therefore be collaborative to make the annual general election efficient and encompassing of all the elected leadership roles on campus.

Section 2 - Election Days

It shall be the duty of the Elections Committee to establish the dates and times in an elections schedule for all ASI elections, in collaboration with the other departments involved in the election.

- A. The Elections Committee, in a manner consistent with the ASI Bylaws Article X, shall publish the dates of all elections.
- B. Notice of the time of such election shall be given at least three (3) weeks in advance and must be placed in various public places on the campus of Cal State LA and published in the following ways (ASI Bylaws, Article X): Campus wide e-mails and The ASI website and/or the University Times

ARTICLE III

CANDIDATE APPLICATION AND FILING

Section 1 - Application

All applications for office shall be handled by the ASI Executive Director/designee for the Senators and ASI Board directors. The applications for University Student Union Board members shall be handled by the U-SU Executive Director/designee.

- A. An application consists of the completed online application form.
- B. The ASI Staff shall maintain the confidentiality of all applicants.
- C. The ASI staff shall issue an email receipt to the applicant that the application was received.
- D. The ASI staff shall coordinate with the AVP/Dean of Students for the purposes of

determining eligibility.

Section 2 - Filing for Elected Positions

- A. Elections Applications shall be made available online through the ASI website a minimum of three (3) weeks prior to the application deadline. 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).
- B. No person shall file an application for more than one elected office for one election.

Section 3 - Platforms

Candidate platforms are due prior to the start of campaigning. Platform lengths are limited as follows:

- A. President - 350 words.
- B. Vice Presidents - 250 words.
- C. All other candidates - 150 words.

Section 4 - Extended Filing

The filing deadline may be extended at the discretion of the Elections Committee to provide additional time for offices in which candidates are unopposed or no one has filed.

Section 5 - Notice of Vacant Office

Positions that have not received any candidate applications and remain vacant after the filing deadline, shall be publicized on the ASI website and promoted to the student body and will be filled through an application, interview, and appointment process.

Section 6 - Mandatory Candidate Briefing

A mandatory candidate briefing(s) shall be scheduled for the purpose of informing the candidates of the rules and expectations of running in the election. Candidates that fail to attend the mandatory candidate briefing shall not be allowed to campaign or participate in the election. The Elections Committee may, at their discretion, hold individual candidate briefings in addition to the group meetings to accommodate students' class and work schedules.

Section 7 - Public Presentation of the Candidates

After the election, ASI shall formally present all the candidates to the student body through a campus-wide email and by posting the candidates on the Elections webpage.

Section 8 - Eligibility for Elected Office

The eligibility requirements for candidates intending to serve as elected student leaders are governed by California State University policy and the ASI Bylaws. Candidates' eligibility shall be verified by the University prior to the start of the campaign period. Candidates who are deemed ineligible may appeal the finding and request an exception to the eligibility requirements through the AVP/Dean of Students, in accordance with [CSU Executive Order 1068-Student Activities](#).

ARTICLE IV

SLATES

Section 1 - Definition

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

Section 2 - Establishing Slates

- A. To establish a slate, the candidates shall complete the Intent to Establish a Slate form and file it with the Elections Committee prior to the start of campaigning.
- B. If a slate is formed, the following information shall be published on all publicity of the slate: The candidate names, positions they are running for, and the name of the slate.

Section 3 - Slate Grievances

Grievances against a slate may result in the disqualification of the entire slate or an individual(s), depending on the decision of the Elections Hearing Board.

ARTICLE V

CAMPAIGNING

Section 1 - Declaration of Candidates

ASI shall publicly announce all approved candidates running in the election via social media, the website, and in an email to the Student Body. Candidates are prohibited from campaigning in any manner prior to the declaration of the candidates.

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.

Section 3 - Improper Use of ASI Property

The unauthorized utilization of ASI property/material by any candidate or their campaign workers is strictly prohibited.

Current ASI student leaders running in the election may not use the ASI offices for any campaign-related purposes (meetings, storing of campaign related material, etc.) during the campaign period, nor can they use the ASI copier for election-related business.

Section 4 - Staff Participation in ASI Elections

Under no circumstances will members of the ASI staff engage in activities which may be construed to have the effect of influencing or supporting an individual candidate running in the election.

Section 5 - Campaign Literature

All campaign literature to be posted on campus or copied by ASI must be presented to and

approved by the Elections Committee. The posting of campaign literature or materials that have not been approved is strictly prohibited and may result in sanctions against the candidate.

Section 6 - 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 for individual candidates' promotion. Copies will not be provided for slates. Copies will be ready with 24 - 48 hours and will be available for pick up at the ASI Offices. Candidates must provide the copy in the exact format they desired copied. No formatting or graphic design services will be provided.

Section 7 - Website Linking Requirement

All online and telecommunications media must reference and link to the ASI Elections website at www.ASICalStateLA.org

Section 8- Submission and Approval of Campaign Materials

Campaign literature and materials shall be submitted to aselections@calstatela.edu and the Executive Director via email. The Election committee shall respond in email to bpeakeapprove, comment, or reject the campaign material within forty-eight (48) hours. Approved campaign materials shall be retained for the duration of the election.

Digital posts on social media and webpages shall also be presented to the Election Committee for approval via email prior to posting.

Section 9 - Disclosure

It is required that all posted campaign literature, except for 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

Section10 - Posting

Clause 1: 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. Prior written approval from a university authority of a specific location is required for all physical posting on campus and a copy of the written approval must be provided to the Election Committee and Executive Director.
- C. Candidates should take care to maintain the dignity and aesthetic integrity of the Cal State LA campus and community.
- D. Posting on trees, building walls, pillars or doors is prohibited.
- E. Posting on any cement walls or other textiles (posts, pillars, waste receptacles) on or around campus is prohibited.
- F. Notifications may not be placed on vehicles or left unattended anywhere.
- G. Notifications may not be placed on the grass/dirt areas, in planters nor posted in restrooms.

- H. No posting inside the University-Student Union, except in designated areas with the approval from the University-Student Union administration, Room 306.
- I. Campaign materials may not partially or completely cover another campaign flyer/poster.
- J. The placement of table tents anywhere on campus must have prior written approval from the authority of that location and the approval shall be submitted to the Election Committee and Executive Director.
- K. Flyers shall not be posted in any area that is not pre-approved.
- L. Any campaign literature posted shall be supported in all corners by staples, tacks, painters tape or string only.

Clause 2: The candidates may place posters on the ASI campus kiosks with prior approval by the ASI Administrative Office, U-SU Room 203.

- A. Flyers (handouts) must be no larger than 8" x 11"
- B. Posters must be no larger than 11" x 17".
- C. Posting is limited to one poster per kiosk.
- D. The Elections Committee may remove posters if there is a posting violation without prior notification to the candidate.
- E. Posters must not partially nor cover completely other campus notifications, department notifications, or other candidates' flyers.

Clause 3: Candidates are responsible for ensuring the removal of all campaign materials from all areas no later than 5:00 pm five business days after the last day of voting. An individual candidate may be billed \$50 for failure to remove their campaign materials by the deadline. Each member of a slate may be billed \$50 for failure to remove the slate's campaign materials by the deadline. Fines will be invoiced to the student and failure to pay may result in an academic hold on the student's account.

Section 11 - Campaign Advocate Limitations

Only continuing or currently enrolled students at Cal State LA, student organizations and 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 this Code.

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 advocates understand the binding expectations of these codes.

Section 12 - Nature of Campaigning

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

Section 13 - 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. smartphones, laptops, etc.) to physically solicit votes on or off campus from the electorate.
- C. The Cal State LA Library shall be a campaign-free zone.
- D. University Housing shall be a campaign-free zone unless there is an officially approved event organized by Housing or the Elections Committee.
- E. During the voting period, there shall be no campaigning near the voting area. The Elections Committee shall determine a suitable distance prior to the voting period and shall inform all candidates of the minimum distance guidelines.
- F. Campaigning is prohibited in any offices on campus.
- G. Campaigning in classes is prohibited unless the candidate has the expressed permission of the professor prior to making an announcement.

Section 14 - Approval of Candidate for Endorsements

No individual, student organization, or their representatives, shall endorse a candidate without written permission from the candidate. Candidate approved endorsements shall be submitted to the Election Committee in writing. The Candidate must receive written acknowledgement from the Election Committee of all endorsements before the Candidate may notify the electorate of the endorsement.

ARTICLE VI

CAMPAIGN EXPENSES

Section 1 - Itemized Campaign Expense Report

An itemized report of all campaign expenditures and donations shall be submitted to the Elections Committee. Failure to submit an itemized report can lead to disqualification and/or impact a candidate's eligibility to hold an ASI elected/appointed position in the future.

The candidates' Campaign Expense Report shall include the following:

- A. The expense report shall include all expenditures made by the candidate, slate (if applicable), and the individual(s) or organization(s) supporting the candidate/slate.
 - a. List of expenses incurred by the candidate for the purchase of materials.
 - b. List of expenses incurred by the candidate for the purchase of services.
 - c. List of each expense incurred by all individuals or organizations (supporting the candidate) for purchase of materials.
 - d. List of each expense incurred by all individuals or organizations (supporting the candidate) for purchase of services.
- B. Materials donated to the candidate, shall be given a value by the Candidate, and confirmed by the Elections Committee, consistent with the current market rates.
- C. All materials or services must be documented with an original receipt attached to the candidate's Expense Report.
- D. The Slate Budget Expense Report shall include the following:
 - a. List names of all slate members and their positions.
 - b. List of expenses incurred by the slate for the purchase of materials.

- c. List of expenses incurred by the slate for the purchase of services.
 - d. List of each expense incurred by all individuals or organizations (supporting the slate) for purchase of materials.
 - e. List of each expense incurred by all individuals or organizations (supporting the slate) for purchase of services.
- E. 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.
- F. All expense reports shall be reviewed by the Elections 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 academic year after the conclusion of the election.

Section 3 - Campaign 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 VII

CAMPAIGN VIOLATIONS

Section 1 - Complaints & Resolution of Grievances

- A. All campaign complaints shall be submitted to the Elections Hearing Board and Executive Director in writing via email using the approved form.
- B. Role of the Elections Hearing Board
The Elections Hearing Board of the Associated Students, Inc. has the power to issue warnings, levy fines, suspend campaigns, disqualify candidates, or debate the validity of an election. Any questions regarding the rules and regulations of the election shall be brought to the Elections Hearing Board. Campaign complaints and alleged violations shall be judged by the Elections Hearing Board. The procedure in which complaints are to be handled shall be determined by the Board. This procedure shall be explained to the candidates at the Candidate Briefing.
- C. Elections Hearing Board Membership
The membership of the Elections Hearing Board shall consist of the three appointed student Elections Officials, the Associate Dean of Students for Conduct, and the ASI Executive Director/designee. The Board may also bring in other University staff in an advisory capacity as needed.
- D. The Elections Hearing Board shall make a decision granting or denying hearings related to the 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.
- E. All complaints regarding alleged campaign violations and balloting discrepancies shall be heard and resolved by the Elections Hearing Board prior to the announcement of election results.

Section 2 - Minor Violations

- A. Minor violations of the Elections 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.
- B. 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 or campaigning in prohibited ways or areas on campus
 - c. Posting campaign material prior to receiving approval from the Elections Committee
 - d. Use of ASI equipment or supplies for campaign purposes, including phones, office machines, office space, and email accounts.
- C. Four minor violations may equal one major violation.

Section 3 - Major Violations

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 an 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 appropriately placed political advertising without authorization.
- H. Violating any campus or ASI policies.
- I. Interference with the academic instruction of University classes.
- J. Violating state or federal phone solicitation laws.
- K. Other gross or intentional misconduct as perceived by the Elections Hearing Board of such violation.
- L. In all instances, the Candidate shall be held accountable for the actions of a candidate's authorized agents.

Section 4 - Penalties for Major and Minor Violations

The Elections Hearing Board has the right to impose any or all the following sanctions against an individual/candidate/slate/campaign volunteers who is found to have violated the Elections Code. 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.

- A. Minor Violation Penalties may include but are not limited to:
 - a. A warning.
 - b. A requirement to cease and desist.
 - c. Community Service within the campus.

- d. Requirement for 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 election (including during the hours of voting).
- B. Major Violation Penalties may include but are not limited to:
- a. Removal of a candidate/slate be disqualified from assuming office.
 - b. Restriction from participating for a period of up to one school year in ASI leadership or volunteer positions.

Section 5– Hearings to Dispute Reported Violations

The Elections Hearing Board 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.

Section 6 - Reporting of Elections Hearing Board Decisions and Actions

- A. All decisions and actions taken by the Elections Hearing Board are final.
- B. Candidates will be notified in writing and via text/phone of the decisions immediately following the decision.

ARTICLE VIII

BALLOTS AND VOTING

Section 1 - Name on the Ballot

The names to be used on the ballot shall be the candidate’s name as it appears on the Candidate Application. Candidates may request a preferred name be listed on the ballot at the time of the Candidate Briefing so that it may be included in all campaign materials and the official announcement of the candidates.

Section 2 - Order on the Ballot

The order that candidates’ names appear on the ballot shall be determined by the Committee.

Section 3 - Write-In Candidate

There shall be no write-in candidates allowed due to required verification of eligibility and in fairness for those who submitted the required applications and documents by the deadline. 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 - Voting

The following procedure shall be used for electronic ballots:

- A. Students shall sign-in to GET, either using the website or app, and select the voting function.
- B. Students will use the digital format to vote for one of the candidates for each position on the ballot.
- C. If there is only one candidate for a given position, a vote must be cast in support of or

against the individual candidate. A candidate must receive a majority vote in favor of the total votes cast to be installed in their position.

ARTICLE IX

CERTIFICATION OF ELECTION RESULTS

Student Life shall provide the election results at the close of the online polls. ITS shall confirm that there was no evidence of fraudulent ballots. The Dean of Students Office shall prepare a report of the elections results for the announcement event.

Section 1 - Certification of the Election Process

The certification of the election results shall be declared by the Dean of Students Office.

Section 2- Disclosure

Results shall be disclosed/announced at an event or campus-wide communication designated for that purpose.

Section 3 - Threshold for Election

In all elections, a plurality of votes shall elect to office. Plurality shall be defined as the number of votes cast for a candidate who receives more than any other but does not receive an absolute majority.

Section 4 - Ties for Office

In the event of a tie, the Elections Committee may choose to host a run-off election to determine a winner or declare the position to be filled by appointment by the BOD. The decision of the Elections Committee shall be made as a recommendation to the BOD and shall be approved with a 2/3 majority vote of the BOD.

ARTICLE X

CONTESTING RESULTS

- A. Any grievance disputing the official results shall be filed within one business day after disclosure of results with the Dean of Students Office.
- B. Within five (5) business days of public disclosure of the official results, the petitioner shall show just cause for a recount to the Dean of Students.
- C. The Dean of Students may consult with other entities on campus engaged in the election process to discern the validity of the dispute.
- D. The Dean of Students shall make a determination upon completion of the investigation, which shall take no longer than five (5) business days from the receipt of the petitioner's complaint. The determination of the Dean of Students shall be final.

ARTICLE XII

AMENDMENTS

Proposed amendments to these codes shall be submitted on an absolute majority of the Elections Committee to the BOD for approval and requires a 2/3 vote of the BOD.

POLICY HISTORY

Approved: 12/15/91
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