



Elections Policy and Procedures

Adopted per BD 07-18 | February 06, 2018

Purpose: To establish the election procedures upon which all Associated Students, Inc. (ASI) elections, general and special, will be operated, and to establish the qualification and criteria for all ASI candidates for office.

Scope: This policy applies to all corporate members who run for an ASI office or those other members who in any way may impact ASI elections or sponsored referenda.

Elections are at the very heart of governing the corporation and its operations; consequently, this policy has been created to ensure that strict standards in the conduct of ASI elections are stated and enforced. Should there be any conflict between this policy and the ASI bylaws, the ASI bylaws will prevail.

A. ELECTIONS COMMITTEE PURPOSE AND RESPONSIBILITIES

The Elections Committee shall administer the Elections Policy and ensure the fairness of the election and the adherence by the candidates to the election regulations.

1) Elections Committee

- a) **Membership.** The Elections Committee shall consist of an Elections Coordinator and up to four other members excluding Palm Desert (PDC) appointees.
- b) **Elections Coordinator.** The Elections Coordinator shall be a currently enrolled student hired by the ASI Executive Director, or their designee, no later than the fifth (5th) week of the winter quarter. In the event the Elections Coordinator is removed or resigns, the ASI Executive Director, or their designee is responsible for hiring a replacement.
- c) **Committee Members.** Committee members shall be appointed by the Elections Coordinator with a majority vote of the ASI BoD no later than the end of the winter quarter. Prior to the end of their term may be suspended by the Elections Coordinator pending a review by the ASI BoD. In the event the Elections Coordinator is removed or resigns, then the ASI Executive Director, or his/her designee, is responsible for hiring a replacement. Elections Committee members are eligible to apply for Elections Coordinator if the position becomes vacant.
- d) **Affiliations.** Members of this committee including the Elections Coordinator must not be affiliated with any of the candidates during the ASI Elections process. Members who are a part of the same organization as a candidate running for office must disclose the information to the ASI Executive Director prior to their confirmation by the ASI Board of Directors.

B. QUALIFICATIONS FOR CANDIDACY FOR AN ELECTED OFFICE

1) Academic and Student Conduct Criteria

- a) **Matriculation Status.** A student must be regularly matriculated to the University, not through the College of Extended Learning, and currently attending classes at CSUSB.
- b) All students running for elected office must meet the academic qualifications set in the Chancellor's and/or ASI policy to hold office. These criteria will be distributed with the elections packet.
- c) Candidates for ASI office must meet the following academic criteria:
 - i) Undergraduate candidates for office
 - (1) Must be currently enrolled on the campus and have completed at least two quarters prior to the quarter in which the election is held;
 - (2) Earn a minimum of 9 quarter units during that election year (an election year is defined as each summer session, as well as fall and winter quarters of school prior to an election).
 - ii) Graduate and Credential candidates for office
 - (1) Must be currently enrolled on the campus and have completed at least two quarters prior to the quarter in which the election is held.
 - (2) Graduate and credential students must be currently enrolled on the campus in a minimum of 3 semester (4 quarter) units per term to be eligible.
- d) **Conduct.** Neither candidates nor incumbents may be on academic probation (including progress point and academic administrative probation) or on disciplinary probation.
- e) **Grade Point Average.**
 - i) Undergraduate candidates for office must maintain a minimum of 2.75 GPA in cumulative work as well as the last quarter prior to elections. Graduate and Credential candidates for office must maintain a minimum of 3.0 GPA in cumulative work as well as the last quarter prior to elections. In order to assume office, Undergraduate candidates must have achieved a 2.75 GPA during the Spring Quarter in which they were elected. Graduate and Credential candidates must have achieved a 3.0 GPA during the Spring quarter in which they were elected. Candidates must be clear of any probation including academic and disciplinary cases for two quarters prior to running for elected office.
- f) **Maximum Allowable Units.** Undergraduate students are allowed to earn a maximum of 225 quarter units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 75 units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible for ASI office. This requirement applies to candidates for ASI office and incumbent office holders.
- g) Before a candidate can hold office, the academic and disciplinary criteria will be verified. If the candidate does not meet the criteria outlined above or has violated anything within this policy, then the runner-up (provide all the criteria are met) will be announced the winner.

- 2) **Student Director (BoD) requirement for Candidacy for an Elected Office**
 - a) All BoD candidates must be a member of the college or major for the office which they are running; or must have filed a change of major with the Admissions and Records Office by petition deadline.
 - b) The Graduate Student BoD candidates must be enrolled in a graduate program.
 - c) The Housing Student BoD candidates must be residents in good standing under the Department of Housing and Residential Education.
 - d) Student-at-large BoD candidates may be any regularly matriculated student.

- 3) **ASI Requirements to Run for an Elected Office**
 - a) Candidates for offices shall be members of the Associated Students, Inc. as defined in Article 1, Section 1 of the ASI Bylaws at the California State University, San Bernardino.
 - b) No member of the ASI can be a candidate for more than one office.
 - c) Candidates running for an elected office must be in good standing with the University with no current or pending disciplinary action with Student Conduct and/or the Department of Housing and Residential Education.
 - d) All candidates, must submit the following completed forms to the office of Associated Students, Incorporated by the stated election deadlines:
 - i) “Statement of Intent” agreeing to all the responsibilities for their respective office as outlined in Article IV (executive officers) or Article III (Board of Directors).
 - (1) An “Application for Elected Positions with A.S.I.”
 - ii) “Candidate’s Statement”
 - iii) “Petition for Student Office” (does not apply to write-in candidates)
 - (1) Executive Office candidates must complete a petition and obtain three hundred (300) student signatures. Students may only sign each candidate’s petition once.
 - (2) ASI BOD candidates must complete a petition and obtain one hundred and fifty (150) student signatures. Students may only sign each candidate’s petition once.
 - (3) All signatures must be on the petition sheets that were included in the initial elections packet given to the candidates provided by the Elections Coordinator. Additional sheets will be provided solely by the Elections Coordinator as needed.
 - (4) All petitions must be returned to the ASI Elections Coordinator by the deadline stated in the Elections Timeline. No petitions will be accepted after the stated deadline. Candidates who fail to turn in their petitions by the stated time and wish to run for office must follow the procedures for write-in candidates.
 - e) All balloted candidates for offices must attend an election and candidate briefing. Special accommodations will be made for students who can prove they have a class during any of the briefings.

- 4) **Write- In candidates**
 - a) To be considered as a write-in candidate, the individual must turn in the following to the Elections Committee by the stated write-in candidate deadline:
 - i) “Statement of Intent” agreeing to all the responsibilities for their respective office as outlined in Article IV (Executive Officers) or Article III (Board of Directors)
 - ii) “Application for Elected Positions with A.S.I.”
 - iii) “Candidate’s Statements”
 - b) Write-in candidates must meet the criteria outlined for all candidates as stated in Section B of this document.

C. ELECTIONS PROCEDURES

1) Roles of the Office of Student Engagement (OSE)

- a) Determine academic eligibility and notify prospective candidates of their eligibility to run for office.
- b) Collect and store all ballots
- c) Oversee the ballot count performed by Elections Committee for both the San Bernardino and Palm Desert Campuses.
- d) Provide timely and accurate election results to the University President, Vice President of Student Affairs, the ASI Advisor and the Executive Director of ASI.

2) Role of ASI Elections Committee

- a) Administer and interpret campaign regulations as established by the ASI Board of Directors (BoD) through the Bylaws and this policy.
- b) Must meet either in person or virtually to rule on any violation of the Elections Policy and Procedures, whether submitted by the Elections Coordinator, a member of the committee or another student, faculty or staff. A simple majority is required to approve a violation and a record of this vote must be kept by the Elections Coordinator.
- c) In the event of the disqualification of a candidate or invalidation of an election, the Elections Committee or Elections Coordinator must present their decision to the BoD for final review and approval.

3) Role of ASI Elections Coordinator

- a) Set the timeline for every election in coordination with the Office of Student Engagement.
- b) Advertise for the positions of Elections Committee members and elections poll workers for both the San Bernardino and Palm Desert Campus.
- c) Hire all poll workers.
 - i) Poll workers shall not have any involvement with any candidates and/or campaign.
 - ii) ASI officers, BoD committee members or ASI employees are prohibited from being poll workers
- d) Be responsible for the proper training and instruction of poll workers particularly in proper election procedures and in facilitating a fair and unbiased voting process.
- e) Supervise and manage the polls at each election ensuring that polls are always attended.
- f) Supervise the printing and transportation of ballots.
- g) Publicize actions of the Elections Committee with regards to violations within 24 hours of the Committee's decision. All decisions made by the Elections Committee regarding violations are final except those resulting in the disqualification of a candidate or the invalidation of an election. These decisions will automatically be submitted to the BoD for review. Decisions made by the BoD are final.
- h) Make timely and necessary reports to the BoD as needed regarding all aspects of the elections process.
- i) Publish election regulations and qualifications for the current election and make them available to all interested persons.
- j) Distribute and collect all petitions and qualifications sheets for candidates for all elected offices.
- k) Count ballots in an expeditious fashion under supervision of Office of Student Engagement.
- l) Post all elections results as soon as they are known. This posting shall include the number of votes received by each candidate.
- m) In collaboration with the ASI Programming Department, coordinate and administer all other activities or elections.
- n) Provide written feedback to the BoD after the election regarding possible improvements for the following year.

4) Role of ASI Election Poll Workers

- a) Ensure that voters are informed in an impartial manner as to the proper procedures in casting ballots.
- b) Make certain that polling tables are clean, organized and clearly visible to students.
- c) Guarantee that candidates are following campaigning guidelines as they relate to the polling tables.
- d) Assist in the counting, as directed by the Elections Coordinator, under the supervision of Office of Student Engagement.
- e) All polling staff are not allowed to wear any clothing displaying Greek or club affiliation while working the polling tables.
- f) All polling staff are not allowed to offer any opinion or advice to voters regarding candidates in the current election.

5) Timeline of Election Process

- a) As Stated under Article II, Section 5 of the ASI Bylaws, the following statements are true:
 - i) A General Election shall be conducted annually in accordance with current ASI Elections Policy
 - ii) Elections may only be conducted during the fall, winter, and spring quarters excluding the fall, winter, and spring breaks. Elections may not be conducted during final exam week of any quarter.
 - iii) All amendments to the Elections Policy shall be made sixty (60) days prior to an election and approved by a simple majority of the ASI BoD.
- b) Petitions for office in a general election must be available no earlier than the eighth (8th) week of winter quarter. The elections must be conducted between weeks four (4) and eight (8) of spring quarter.

6) Palm Desert Campus Elections

Palm Desert Campus (PDC) election will be conducted in accordance with the procedure set forth in the Elections Policy established and approved by the ASI Board of Directors. The Elections Committee will be responsible for the management of the elections process and the transportation of ballots and other elections materials, from the Palm Desert Campus to the San Bernardino Campus.

- a) Any campaigning on PDC will comply with this policy.
- b) The Elections Committee, in collaboration with the PDC administration and the Office of Student Engagement, will coordinate the hiring of PDC students to be official poll workers who also help to advertise the election.
- c) A minimum of one polling location will be set up at PDC with the same guidelines of this Policy.

7) Voting Procedures for General Elections, Run-Off Elections, and Recall Elections

- a) Students may cast their vote on a paper ballot or electronically through an approved administrative computing website procured by the ASI.
- b) Students in need of certain accommodations may choose to cast their ballot in person at the ASI Office on election days so long as they present their California State University, San Bernardino identification card (Coyote One Card) or a valid picture identification card.
- c) Any paper ballots are to be alphabetized once they have all been cast. The ballots will be checked against the PeopleSoft rosters.
- d) Ballots without names and/or student identification number on them will not be counted.
- e) The ASI Elections Coordinator will oversee the vote count and confirm the results of the election. Results of an election shall be posted in a timely manner.

8) Vote Requirements

- a) In order to be elected, a candidate running for executive office must receive a simple majority (50%+1) of the votes cast for the office in question. For the ASI BoD positions, the candidates receiving the largest number of votes will be elected.

- b) If no candidate receives a simple majority of the votes cast for the office in question, a runoff election will be held between the two (2) candidates receiving the largest number of votes in the general elections. In the case where there are only two (2) candidates and neither receives a simple majority (50%+1), the candidate receiving the largest number of votes shall be declared the winner.

9) Term of Office

- a) A term of office for all those elected in the general ASI election shall be in conjunction with one fiscal year (as defined by the University) immediately following their election, unless they resign or are removed according to established procedures.
- b) Anyone elected in a special election shall take office after the results of said election are certified and shall remain in office until the end of the fiscal year they are elected in, unless they resign or are removed according to established procedures.

10) Polling Place Requirements.

- a) The polling place(s) for election shall be easily accessible to all students. There will be at least one polling location at the San Bernardino Campus and at least one polling location at the Palm Desert Campus.
- b) The polling place(s) shall be equipped with the necessary materials to host efficient elections. Such as, tables, chairs, ballots, ballot box, laptops, electronic tablets, candidate information, ASI Elections signage, and tent, if necessary.
- c) The polling place(s) shall be publicized extensively throughout the campus on the voter pamphlet on the ASI website, and other reasonable means.

D. CAMPAIGN REGULATIONS

1. Requirements and Restrictions

- a. Campaign materials or activities must be used or take place only during the time specified by the Elections Committee.
- b. The deliberate or innocent use of ASI and Student Union equipment and supplies is forbidden and will be deemed a level – 2 violation (see Elections Committee Violation Procedure, Section E).
- c. Candidates cannot distribute materials in classrooms once class is in session without the professor’s permission. It is up to the instructor’s discretion to allow candidates to take class time for presentation.
- d. Candidates may not tamper with, remove, relocate, conceal or otherwise touch any other candidate’s campaign materials. Candidates are responsible for the actions of his/her Campaign Team. This is considered a level 4 infraction.
- e. No campaigning in the Pfau Library building. The intent of this provision is to prohibit campaigning, or, any related activities, in all areas of the Pfau Library building that include those areas which are being used as classrooms.
- f. No campaigning, or posting, or distributing of campaign materials may be done within fifty (50) feet of the election polls.
- g. The time and place of the election and polling place must be posted by Elections Committee no later than one week prior to the election dates. All candidates will be required to sign a “Statement of Ethics” form prior to campaigning for any election.
- h. No candidate names shall be broadcasted over any AV equipment. However, music can be played.

2. Campaign Expenses

- a. Campaign Spending Minimums and Maximums
 - i. The campaign expenses, fair market value, including donated or in-kind goods and services, for any candidate shall not exceed a maximum of (\$700) per individual candidate and (\$500) per individual candidate running on a ticket in a non-run-off election.
 - ii. The described campaign expenses shall not exceed (\$250) for run-off elections.
 - iii. Any cost associated with internet campaigning shall be included in the above caps.
- b. All candidates must submit a financial report of campaign expenses by the deadlines listed in the elections timeline. Failure to submit materials will result in a level-1 violation. If elected into office the candidate will be prevented from holding office.
- c. Campaign expenses shall be carefully scrutinized by the Elections Committee, which shall investigate and act on violations by disqualifying violators under provisions in Section E.

3. Materials, Posting, and Advertising

- a. Posters and Signs: All posters and signs may not exceed 8ft. x 5ft. and must follow the restrictions addressed throughout this policy.
- b. A disclaimer must be on all campaign materials, including social media, in 12 point font and read “ASI as a corporation does not endorse any candidate or ticket in the election”. No other wording or variation is acceptable and will be deemed a violation.
- c. No campaign posting (on bulletin boards, walls, glass doors, etc.) in the following locations: Santos Manuel Student Union, Student Affairs offices, or in Pfau Library building. No posting within 50 feet of Pfau Library building or polling locations.
- d. All signs must be posted on campus proper – no off-campus posting. No off-campus campaigning (This does not include internet campaigning).
- e. Food and beverage giveaways are prohibited.
- f. Campaigning at the Palm Desert Campus must follow PDC posting rules. PDC posting rules can be found in the main PDC office building.
- g. Candidates may not post more than (1) one flyer per bulletin board on campus. Flyers or posters may not cover another candidate’s flyer.
- h. Writing on windows of private cars with permission of the owner is allowed. An infraction of this rule is considered a level- 1 violation (see Elections Committee Violation Procedure, Section E)
- i. No posting on glass or paint- especially lamp posts
- j. Taping and chalking any campaign materials to sidewalk is not allowed.
- k. No candidate or ticket will engage in advisement, administration or distribution of election material (e.g., ballots).
- l. The issuance of any money or monetary equivalents that can be exchanged for real goods to potential voters as part of a campaign will be deemed a level – 4 violation (see Elections Committee Violation Procedure, Section E).
- m. All campaign materials must be removed by noon the next business day after the last day of voting.

4. Endorsements

- a. No individual endorsements using ASI titles may be allowed by any executive officer, director, chair or volunteer of the corporation. No endorsement by Associated Students, Inc. may be stated or implied. The current and past Associated Students, Inc. logo may not be used.

- b. Club and Organization Endorsement of Candidates in the Election. Candidates must submit endorsement forms to the ASI office no later than the last business day before campaigning begins in order to use endorsements on any campaign material (with the exception of social media). Endorsement forms will be available to pick up in accordance with the election packet disbursement. False endorsement will be deemed a level-1 violation (see Elections Committee Violation Procedures, Section E).
 - i. Social Media Endorsements: Endorsements via social media will require a valid signature from an authorized club/organization representative within 24 hours of the posting.
 - 1. Candidates who use any social media electronic platforms such as unique pages for campaigning purposes must add the ASI Elections Coordinator to them. Failure to add the ASI Elections Coordinator to these platforms within 24 hours of their creation will result in a level-1 violation.
 - 2. Any candidate who is found participating in the slandering of another candidate or their campaign via social media electronic platforms will be disqualified and referred to the University for disciplinary action.

5. Campaigning in Serrano Village, Arrowhead Village Apartments, and University Village Apartments

- a. Outside Serrano Village Building, Arrowhead Village Apartments, and University Village Apartments.
 - i. Posting will not be allowed in these areas outside the residence halls and apartments: glass doors, on windows, on trees, on garbage cans or ashtrays, and on benches.
- b. No posting inside the Serrano Village Buildings, or the Arrowhead Village apartment buildings, or the University Village apartment building is allowed. All posting must be outside the building per 5.a.
- c. Posting Accountability
 - i. The Director of Housing and Residential Life or his/her appointed designee must approve all postings. A copy must be given to the housing office to keep on file. Materials may stay posted as long as needed. However, outdated materials must be removed immediately and the posting area must be cleaned as necessary.

E. VIOLATIONS

The Elections Committee shall be sole determiner of whether or not a violation has occurred during the elections process.

1. Disqualification of a Candidate or invalidation of an election

- a. Candidates may be disqualified or an election invalidated for a violation of the Elections Policy and poster regulations by a two-thirds vote of the members of the Elections Committee.
- b. Any decision of the Elections Committee is final except those which result in the disqualification of a candidate or in the invalidation of an election. These decisions must be presented to the Board of Directors in accordance with the ASI Bylaws, Article VI, Section 2, paragraph B, subparagraph 1, 6 by the Elections Committee for review and final approval, unless in the case of a disqualified candidate, he/she waives, in writing, his/her right to review.

2. Report of a violation

- a. Any report of a violation by a student or candidate must be submitted to the Elections Committee in the form of a signed statement within 24 hours after the violation took place or was identified (except Saturdays, Sundays, or campus holidays) on a Elections Violation Report Form. ASI Elections Violation Report Forms can be found in the ASI office.
- b. Violation reports must be written and submitted within twenty four (24) hours using the provided violation forms. Violation hearings will be carried out within twenty four (24) hours after the Elections Committee receives the violation form. Violations that require extensive investigations may be excluded from the 24 hour rule by the approval of BoD.
- c. Violations during voting days should be processed within four (4) hours if deemed appropriate by the Elections Coordinator. Decisions on Level 1 and 2 violations can be made by the Elections Coordinator without consultation of the Elections Committee.
- d. No “anonymous” violations will be accepted by the Elections Committee.

3. Election Policy Code Violation Penalties

The Elections Committee has established the following Election Violation Penalties which will be levied against candidates who are judged to be in violation of the spirit or law of the Elections Policy. The purpose of the penalties is to encourage fairness throughout the election for all candidates.

- a. Level-1; up to 1 day campaigning suspension – candidate will have 2 hours to remove all posted campaigning materials on campus and online.
- b. Level-2; from 1 to 4 days campaigning suspension—candidate will have 2 hours to remove posted all campaigning materials on campus and online.
- c. Level-3; from 4 days to 1 week campaigning suspension, candidate will have 2 hours to remove all posted campaigning materials on campus and online.
- d. Level-4; disqualification from Election.

4. Election Committee Rules Violation Procedure

- a. The Elections Committee has the authority to levy penalties as it deems appropriate in the order listed. If a candidate engages in misconduct or violates the Statement of Ethics form, the Elections Committee may assess a higher level penalty.
- b. All suspensions will be set by the Elections Committee (e.g. days and times) in writing. This cycle will continue until either the candidate complies or is assessed a Level-4 penalty. All rulings will be posted on the ASI office window within 24 hours and the candidate will be notified via email, phone or in-person, depending on the circumstance and time of day.
- c. The election penalties may be progressive as deemed necessary by the Elections Committee based on the offense. On the first offense, a candidate will be assessed the level one penalty. On the second, a level two and so on. This will hold until the fourth violation, when the candidate may ultimately be removed from the election.

F. RECALL ELECTIONS

1. Recall Procedures

- a. Recall procedures shall take effect when a petition bearing the signatures of 15% of an office holder’s constituency is presented to the Elections Coordinator of the Elections Committee. In the absence of the Elections Coordinator, any member of the Elections Committee may accept the petition.
- b. The office holder being subject to recall may not replace himself/herself.

2. Petition Requirements

- a. Each petition must contain the printed name, signature and student ID number of all those signing the petition.
- b. Each petition must state who is being recalled and from what office he/she is being recalled. Petitions must contain the following statement: “We, the undersigned, declare under penalty of the perjury that we are members of this ASI office holder’s constituency, and that we wish to have this ASI office holder face a recall election.”

3. Elections Committee Responsibilities

- a. It will be the responsibility of the Elections Coordinator to notify the office holder that is being recalled, the ASI Advisor and the Office of Student Engagement. If there is not an Elections Committee/ Elections Coordinator, the BoD shall appoint a temporary Elections Coordinator for the duration of the recall election.
- b. An election date shall be set by the Elections Committee, which shall fall within fifteen (15) to twenty (20) school days receipt of the petition. The date must fall within a regular academic quarter - fall, winter, or spring (excluding the summer quarter).
- c. The recall election shall be publicized by the committee as soon as possible, but it must be publicized at least five (5) school days after receipt of the petition.

4. Campaign Regulations

- a. All campaign regulations of the Bylaws shall be adhered to. Only those members of the office holder’s constituency shall vote.

5. Ballot Procedures

- a. The ballot for the recall election shall contain the following provisions:
- b. It shall state: “Shall (office holder) be recalled from the office of (office)? “Yes” “No”
- c. If a majority of the vote is “Yes”, then the office holder shall be removed from the office immediately upon the announcement of the results.
- d. If a majority of the voters vote “No”, then the office holder shall be retained in office and shall not again be subject to recall for at least sixty (60) calendar days.
- e. Refer to Section C: 7, for more information on ballot procedures during a recall election.

6. Recall Election Succession Procedures

- a. The succession to an office successfully vacated by a recall election will be in accordance with the ASI Bylaws.
- b. If no candidate wins a majority, a run-off shall be held within one (1) week between the two (2) candidates who received the most votes

7. Resolving conflicts between the ASI Elections Policy and Procedures, and the ASI Bylaws

- a. In the event of a conflict between the provisions of the ASI Elections Policy and Procedures and the ASI Bylaws, the ASI Bylaws shall take precedence over the ASI Elections Policy and Procedures.

Approved with revisions per BD 07-18 / February 6th, 2018