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 Code and ensure the fairness of the election and the adherence by the candidates to the election regulations.

1. Elections Committee Organization
   a. The Elections Committee shall consist of the Elections Coordinator and up to four other members excluding Palm Desert (PDC) appointees.

   b. The elections Coordinator shall be hired by the ASI Executive Director, or his/her designee, no later than the fifth (5th) week of the winter quarter.

   c. 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 the vacant position.

2. Elections Committee Resignations
   a. Resignations from the Elections Committee must be submitted in writing to the Election Coordinator (or, in the case of the Elections Coordinator resigning, the ASI Executive Director) no later than four (4) weeks prior to an election under its jurisdiction.

   b. A resignation submitted after the above date shall not be accepted until after the election and the member involved shall be subject to restrictions regarding participation in any and all aspects of the election process as decided by the Election Committee.
B. QUALIFICATIONS FOR CANDIDACY FOR AN ELECTED OFFICE

1. Academic and Student Conduct Criteria for Candidacy for an Elected Office
   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 qualifications set in the Chancellor’s and/or ASI policy to hold office. These criteria will be distributed with petitions for candidacy.

   c. Candidates for ASI office must meet the following criteria:
      1. Undergraduate candidates for office
         • must be currently enrolled on the campus and have completed at least two quarter prior to the quarter in which the election is held; or, held an ASI position for one quarter prior to the quarter in which the election is held
         • 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).

      2. Graduate and credential candidates for office
         • must earn 6 unites per term of attendance as a graduate or credential student to the eligible. Graduate and credential students who received a bachelor’s degree or credential within the past three years from California State University, San Bernardino must have earned a total of 18 quarter units during their last year as an undergraduate to be eligible. Once elected, all candidates, including incumbent officers must have completed 18 quarter units during the year of the election, including Spring, before they assume office in July.

   d. Neither candidates nor incumbents may be on academic probation (including progress point and academic administrative probation) or on disciplinary probation. In addition, undergraduate and graduate candidates for office must maintain a minimum of 2.75 GPA in cumulative work as well as the last quarter attended at CSUSB. Candidates must be clear of any probation including academic and disciplinary cases for two terms prior to running for elected office.

   e. 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 of 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.

   f. before a write-in candidate can hold office; the academic and disciplinary criteria will be verified. If the write-in candidate does not meet the criteria outlined above, then the runner-up (provided all the criteria are) will be announced the winner.

2. College Registration 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 field a change of major with the Admissions and Records Office by petition deadline. The Graduate Student BoD candidates must be enrolled in a graduate program.
b. Student-at-large BoD candidates may be any regularly matriculated student.

c. Before a write-in candidate can hold office, the registration criteria will be verified. If the write-in candidate does not meet the criteria outlined above, then the runner-up (provided all the criteria is met) in the election will be announced the winner.

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 or record with Judicial Affairs and/or the depart of Housing and Residential Life.

d. All candidates, unless otherwise specified, must submit the following completed forms to the office of Associated Students, Incorporated by the stated election deadlines.
1. “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).
2. An “Application for Elected Positions with A.S.I.”
3. “Candidate’s Statement”
4. Two (2) Letters of Recommendation at least one from a faculty and a professional source.
5. “Petition for Student Office” (does not apply to write-in candidates)
   - Executive Office candidates must complete a petition and obtain four hundred (400) student signatures. Students may only sign each candidate’s petition once. Students cannot sign petitions for multiple candidates for same position.
   - ASI BOD candidates must complete a petition and obtain one hundred fifty (150) student signatures. Students may only sign each candidate’s petition once. Students cannot sign petitions of multiple candidates for same position.
   - 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.
   - 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.

f. Be involved with ASI directly or prove previous collegiate leadership experience for a minimum of 2 quarters or one semester. As determined by the Elections Committee.

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:
   1. “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)
   2. “Application for Elected Positions with A.S.I.”
   3. “Candidate’s Statements”
4. Two (2) Letters of Recommendation at least one from a faculty and a professional source.

b. Write-in candidates must meet the criteria outlined for all candidates as stated in Section B of this document.

C. ELECTION PROCEDURE

1. Roles of the Office of Student Leadership and Development (SLD)
   a. Determination academic eligibility and notifies 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. 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.

   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 Leadership and Development.

   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. Poll workers shall not have any involvement with any candidates and/or campaign and may not include ASI officers, BoD or any ASI committee members or ASI employees.

   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 to by approved poll working staff.

   f. Supervise the printing and transportation of ballots.

   g. Prepare and utilize a detailed Standard Operating Procedure which will require a simple majority approval of the ASI BoD.

   h. 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 BoD in these cases are final.

i. Make timely and necessary reports to the BoD as needed regarding all aspects of the elections process.

j. Publish election regulations and qualifications for the current election and make them available to all interested persons.

k. Distribute and collect all petitions and qualifications sheets for candidates for all elected offices.

l. Count ballots in an expeditious fashions under supervision of Office Student Leadership and Development.

m. Post all elections results as soon as they are known. This posting shall include the number of votes received by each candidate.

n. Coordinate and administer all other activities necessary to prepare for elections.

o. Provide written feedback to the BoD after the election regarding possible improvements for the following year.

4. Role of ASI Elections Poll Workers
   a. Roles of ASI Elections Polling Workers Manager
      1. Ensure that all polling tables are staffed
      2. Assist Elections Coordinator in the training and supervision of polling workers.
      3. Assist Elections Coordinator in the secure transportation of ballots.
      4. Ensure that campaigning policies are enforced in the surrounding area of the polling tables.

   b. Role of ASI Election Poll Workers
      1. Ensure that voters are informed in an impartial manner as to the proper procedures in casting ballots.
      2. Make certain that polling tables are clean, organized and clearly visible to students.
      3. Guarantee that candidates are following campaigning guidelines as they relate to the polling tables.
      4. Assist in the counting, as directed by the Election Coordinator, under the supervision of Office of Student Leadership and Development.
      5. All polling staff are not allowed to wear any clothing displaying Greek or club affiliation while working the polling tables.
      6. All poll staff are not allowed to offer any opinion or advice to voters regarding candidate 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:
      1. A General Election shall be conducted annually in accordance with current ASI Elections Code.
      2. 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.
      3. All amendments to the Elections Code shall be made sixty (60) days prior to an election and approve by a simple majority of the ASI BoD.

   b. Petitions for office un a general election must be available no earlier than the eight (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 existing PDC policies and procedures as well as the ASI PDC Elections policy and procedures.

   b. The Elections Committee, in collaboration with the PDC administration and the Office of Student Leadership & Development, will coordinate the hiring of PDC students to be official poll workers who also help to advertise the election.

   c. Three polling locations will be set up at PDC with the same guidelines of Section 4b of this Policy.

a. The votes will be cast by the students on hands-paper ballots provided by ASI.

   b. A student must present their California State University, San Bernardino identification card (Coyote One Card) or a valid picture identification card before they are allowed to receive a ballot.

   c. The 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. Oversee the vote count and confirm the results of the election. Post the results in a timely manner.

   f. Electronic voting.
      1. Electronic voting will be utilized through the form of lap tops or other e-devices at the polling tables. Paper ballot will be available at the polling tables if the lap top system fails.

      2. Students will be able to vote on-line using their identification and pin numbers. A link to the Administrative Computing website will be provided via the ASI web page.

8. Vote Requirements
a. In order to be elected, a candidate must receive a simple majority (50%+1) of the votes cast for the office in question. For the ASI BoD at-large positions, the three 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. The term of office for all those elected in the general ASI election shall be in conjunction with the 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 five (5) polling locations 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, candidate information, ASI Elections signage, and tent, if necessary.

   c. The polling place(s) shall be placed in predictable traffic areas during the heaviest pedestrian traffic times. Location and voting schedule shall be publicized extensively throughout the campus on the voter pamphlet on the ASI website, and other reasonable means.

D. CAMPAIGNING PROCEDURES

1. Requirements
   a. Campaign materials or activities must be used or take place only during the time specified by the Elections Committee.

   b. No individual endorsements using 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. may be stated or implied. The current and past Associated Students, Inc. logo may not be used.

   c. Club and Organization Endorsement of Candidates in the Election. Candidates must submit endorsement forms to the ASI office no later than the due date for write-in candidate election packets to use endorsements on any campaign material. 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 Election Committee Violation Procedures, Section E).

   d. The deliberate or innocent use of ASI and Student Union equipment and supplies is forbidden and will be deemed a level – 2 violation (see Election Committee Violation Procedure, Section E).

   f. 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.

   e. 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.

   f. 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 in classrooms. No campaign posting in the Santos Manuel Student Union.

   g. No campaigning, or posting, or distributing of campaign materials may be done within fifty (50) feet of the election polls.
h. The time and place of the election and polling place must be posted by Election Committee no later than one week prior to the election dates.

i. All candidates will be required to sign a “Statement of Ethics” form prior to campaigning for any election.

j. No candidate names shall be broadcasted over any AV equipment. However, music can be played.

2. Campaign Expenses
   a. Campaign Spending Minimums and Maximums
      1. 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 non-run-off election.
      2. The described campaign expenses shall not exceed ($250) for run-off elections.
      3. 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 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. Post Policies
   A disclaimer must be on all campaign materials 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.

   No posting 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.

   All signs must be posted on campus proper – no off-campus posting. No off-campus campaigning (This does not include internet campaigning).

   Food and beverage giveaways are prohibited.

   Campaigning at the Palm Desert Campus must follow PDC posting rules. PDC posting rules can be found in the main PDC office building.

   Posters and Signs:
   1. One huge sign, no larger than 8’ wide x 5’ tall is allowed per candidate. The maximum height of top of sign must be no higher than 7 feet from ground level. Wooden plywood sheets are not allowed for the use of these particular signs.
   2. Thirty posters (28” x 22” maximum) on stakes (40” in length) are allowed per candidate or ticket.
   3. Five 3’ x 5’ signs are allowed per candidate or ticket.
   4. No placing flyers on windows of cars in parking lots.
   5. No more than (1) candidate or slate flyer per bulletin board. Flyers may not cover another candidate’s flyer.

   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 Election Committee Violation Procedure, Section E).
No posting on glass or paint—especially lamp posts.

Taping and chalking any campaign materials to sidewalk is not allowed.

Endorsements: No current or past A.S.I executives and board members titles may be used.

The current and past ASI logo cannot be used.

No candidate or ticket will engage in advisement, administration or distribution of election material (e.g., ballots).

The issuance if 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 Election Committee Violation Procedure, Section E).

All campaign materials must be removed by noon the next business day after the last day of voting.

   a. Outside Serrano Village Building, Arrowhead Village Apartments, and University Village Apartments.

   1. 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.
   2. Only masking tape may be used outside of the residence hall and apartments

   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 4.a.

   c. Posting Accountability
   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

Election 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 Election Code 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 results 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 ASI Election 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. No “anonymous” violations will be accepted by the Elections Committee.

3. **Election Code Violation Penalties**
   The Election 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 election code. The purpose of the penalties is to encourage fairness throughout the Election for all candidates.

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

4. **Election Committee Rules Violation Procedure**
   a. The Election Committee had 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 election committee may assess any higher level penalty.

   b. All suspensions will be set by the Election Committee (e.g. days and times) in writing. Should a move to the next higher level penalty. 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 Election 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 Election Committee. In the absence of the Elections Coordinator, any member of the Election 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, the Office of Student Leadership and Development. If this 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
   All campaign regulations of the Bylaws shall be adhered to. Only those members of the office holder’s constituency shall vote.

5. Ballot Procedures
   The ballot for the recall election shall contain the following provisions:
   a. It shall state: “Shall (office holder) be recalled from the office of (office)? “Yes” “No”
   b. If a majority of the vote “Yes”, then the office holder shall be removed from the office immediately upon the announcement of the results.
   c. 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.
   d. 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
   In the event of a conflict between the provisions of the ASI Election Policy and Procedures and the ASI Bylaws, the ASI Bylaws shall take precedence over the ASI Elections Policy and Procedures.