

ELECTIONS HANDBOOK

2023

Approved by the Associated Students, Inc.
Judiciary



The Associated Students Government envisions:

- ❖ *A student body engaged with the Associated Students and its programs, services, and facilities*
- ❖ *Student representatives who actively seek the opinions, concerns, and participation of all students at CSULB, and*
- ❖ *A student electorate who expects its representatives to take a student-centered approach using creative tactics to communicate with students on a face-to-face basis*

TABLE OF CONTENTS

PART I	Elected Officers and Term Limits	1
PART II	Requirements for Running and Holding Office	1
A.	Requirements for Major Student Government Offices	1
1.	Candidate Unit Load	1
2.	Candidate Residency	2
3.	Incumbent Unit Load	2
4.	Candidate and Incumbent Maximum Allowable Units	2
5.	Minor Representative Officers	2
6.	Notification of Ineligibility	2
B.	Appeals	2
C.	Explanation of Terms	3
PART III	Filing for Office	3
A.	Filing Procedure	3
B.	Election packet.....	4
C.	Candidates Meeting.....	4
1.	Attendance	4
2.	Agenda.....	4
3.	CANDIDATE VIDEOs	5
d.	EXECUTIVE OFFICER CANDIDATE MEETING	5
PART IV	Campaigning	5
A.	Definitions.....	5
B.	Timing	5
1.	Regular Election	5
C.	Campaign Activities.....	6
1.	Permitted Campaign Activities.....	6
2.	Prohibited Campaign Activities.....	7
3.	Alcohol	7

4. Digital/ONLINE Platforms	7
5. Telecommunications	8
6. campaign materials	8
7. Copyright Infringements.....	9
8. Campaign WOrker List	9
9. Endorsement	9
10. Income and Expense.....	9
11. Candidate BIO and Platform	9
12. ASI ELECTION EVENTS.....	10
PART V Conduct and Responsibility.....	10
PART VI Reporting Violations	11
A. Reporting Violations	11
B. Notice of Hearing Procedures.....	11
C. Complaint Hearing Procedures	12
D. Decisions	12
E. Minor Violations	12
F. Major Violations	12
G. Sanctions.....	13
PART VII Slates	13
PART VIII Ballot	14
PART IX Voting	14
A. Election Dates	14
B. Voter Eligibility.....	14
C. Elections.....	14
D. Special Election	15
PART X Ballot Counting.....	15
PART XI Election Results.....	15
PART XII Vacancies.....	15
PART XIII Installation of Officers	16

A. Agent of Installation	16
B. Time of Installation	16
PART XIV Initiative, Referendum and Recall (taken from the ASI Bylaws Chapter 1 Article VIII)	16
A. Initiative Petition	16
B. Referendum Petition	16
C. Senate Referendum	16
D. Initiative and Referendum Votes	16
E. Recall Petition	16
F. Recall Election	17
G. Government elections officer's Responsibility	17
H. Initiative and Recall Procedures	17
GLOSSARY	18

PART I ELECTED OFFICERS AND TERM LIMITS

- A. There shall be one general election in each academic year, to be held in the spring semester.
- B. The following officers shall be elected in the general election by the student body:
 - 1. One ASI President
 - 2. One ASI Executive Vice President
 - 3. One ASI Vice President of Finance
 - 4. Six (6) Senators-at-Large
 - 5. Fourteen Senators (2) from each of the academic colleges
 - 6. Five (5) Trustees for the University Student Union Board of Trustees
- C. Each elected officer shall assume office and its duties on the first day of June.
- D. Each elected officer shall serve a term of office for a maximum of one (1) year. Officers may run for re- election at an unlimited number of times with the exception of the President, Executive Vice President, and Vice President of Finance who will have a term limit of two years for serving in the same positions.
- E. A majority of all votes cast shall be necessary to elect ASI officers with the following exceptions:
 - 1. Positions for Senators-at-Large are elected by a plurality.
 - 2. Positions for Senators representing the academic colleges are elected by a plurality of all votes cast for each office by the constituency of which the office is to represent.
 - 3. Positions for USU Board of Trustees are elected by plurality.
 - 4. Positions for President, Executive Vice President and Vice President of Finance are elected by 50% plus one. The Rank Choice Voting method will be used in instances where there are more than two candidates for these selected offices.
- F. No officer shall hold more than one (1) major elected or major appointed office concurrently.

PART II REQUIREMENTS FOR RUNNING AND HOLDING OFFICE

Excerpt from CSULB REGS, 2022-2023, Regulation VII "Academic Eligibility Qualifications for Student Office Holders". Qualifications for Associated Student Body officers are derived from the California State University, Office of the Chancellor, AAAR, dated March 27, 2012, and current University policy. These requirements are considered minimum qualifications to demonstrate academic involvement, achievement, and progress. The University president may establish additional requirements.

All major student government & organization officers must be currently enrolled and matriculated at the University, maintaining a minimum overall, on-campus term and cumulative 2.5 grade point average (GPA) at all times and in the semester (fall/spring) prior to running for office and not be on academic, disciplinary or administrative probation.

A. REQUIREMENTS FOR MAJOR STUDENT GOVERNMENT OFFICES

Major student government offices include ASI President, ASI Executive Vice President, ASI Vice President of Finance, ASI Academic Affairs Officer, ASI Chief Diversity Officer, ASI Chief Government Relations Officer, ASI Government Elections Officer, ASI Associate and Chief Justices, members of the ASI Senate, and others with primary fiduciary responsibilities (e.g., members of the Forty-Niner Shops Board of Directors, the USU Board of Trustees), and the campus representative(s) to CSU Board of Trustees, the Cal State Student Association (CSSA) and CSSA officers. College council chairs or presidents and Fraternity and Sorority Life coordinating council chairs or presidents are also major offices.

1. CANDIDATE UNIT LOAD

Undergraduate candidates must maintain six semester units per term (semester) while running for office. Graduate and credential student candidates must maintain three semester units per term (semester) while running for office.

2. CANDIDATE RESIDENCY

Undergraduate candidates for a major office must have been enrolled on the campus and have completed at least one semester prior to the election or appointment, earning a minimum of six semester units during the year. Graduate and credential candidates do not have a residency requirement.

3. INCUMBENT UNIT LOAD

The undergraduate student must earn six semester units of credit per term (semester) while holding office. Graduate and credential students must earn three semester units of credit per term (semester) while in office.

4. CANDIDATE AND INCUMBENT MAXIMUM ALLOWABLE UNITS

Undergraduate students are allowed to earn a maximum of 144 semester units or 120 percent as applicable toward Timely Graduation Policy units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester 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 major student government office.

5. MINOR REPRESENTATIVE OFFICERS

Minor student officer positions include ASI Presidential Cabinet Commissioners, student representatives to Lobby Corps, and club and organization officers and captains of club sports. Minor office-holders do not have a residency requirement. All other requirements for holding a student office must be met.

6. NOTIFICATION OF INELIGIBILITY

The Dean of Students and the Director, Office of Student Conduct & Ethical Development are responsible for calling to the attention of Associated Students the names of students declared ineligible to participate in student government.

There is no appeal process for candidates for student office who are declared ineligible to hold an office. However, a student who believes that an administrative error resulted in them being declared ineligible may ask the Dean of Students to investigate that error.

B. APPEALS

The Eligibility Appeals Committee exists to consider exceptional circumstances concerning eligibility. The committee is composed of the following voting members: Associate Vice President for Student Affairs, who is the chair; University Registrar; Director of the Office of Student Conduct & Ethical Development; psychologist from Counseling and Psychological Services; faculty representative appointed by the chair of Academic Senate, Assistant Director of Government Affairs & Initiatives from ASI and two student justices from the ASI Judiciary, invited by the Associate Vice President for Student Affairs.

Students wishing to appeal their notice of ineligibility may obtain the CSULB Request for Appeal Form from the Office of the Associate Vice President for Student Affairs, BH-377 or email tami.williams@csulb.edu.

C. EXPLANATION OF TERMS

1. For purposes of these regulations, “earned” means completed within the semester prior to the first day of the following semester.
2. Summer and winter session units attempted may not be applied to the fall or spring semester minimum six units earned requirement.
3. “Probation” refers to academic probation or being subject to a disciplinary sanction as a result of a university judicial process.
4. When referring to “maintaining a 2.50 grade point average,” this means maintaining a minimum overall, on-campus cumulative 2.50 grade point average (GPA) at all times, and a 2.50 grade point average in every semester while in office, and in the semester prior to running for office.

PART III FILING FOR OFFICE

A. FILING PROCEDURE

1. Each applicant shall file an Application to Run for Student Body Office Form.
 - a. A student may file for only one (1) office for: President, Executive Vice President, Vice President of Finance, Senator, or Trustee for University Student Union Board of Trustees.
 - b. Only one (1) title of a position the applicant holds or held (if not currently held will be listed as “former”) may be listed on the Application to Run for Student Body Office Form where indicated. The Government Elections Officer (GEO) has the authority to reject confusing, misleading, or superfluous titles.
 - c. The Application to Run for Student Body Office Form shall be completed on the ASI Elections website by the specified deadline.
 - d. Candidate biography and platform must be submitted with the Application to Run for Student Body Office Form. No edits to campaign platform or biography will be accepted after the application deadline has passed.
 - e. **\$50 DEPOSIT** in cash is required from each candidate prior to the mandatory Candidates Meeting. Deposits must be submitted to the ASI Business Office and the receipt will be collected at the mandatory Candidates meeting. The \$50 deposit will be completely refunded if the candidate removes all of their campaign materials as stipulated in this Handbook, hands in all necessary paperwork and if the deposit is not subject to a campaign violation. Candidates must claim their reimbursement within one month from the election results announcement, otherwise it will be forfeited. This fee will not be considered part of campaign expenses.
2. Each applicant will meet all requirements for running and holding office as stated in the ASI Bylaws Chapter II, Article VI, and Section 1 of this Handbook. The Dean of Students and Director of Student Conduct & Ethical Development will check the eligibility of each applicant and inform the ASI Assistant Director of Government Affairs & Initiatives of eligible and ineligible applicants.
3. An applicant is declared a candidate upon receiving written notification of their eligibility and upon the conclusion of their attendance at the mandatory Candidates Meeting or make-up meeting (if provided).
4. An applicant may withdraw their application up to and including the time of the Candidates Meeting.
 - a. A SIGNED Withdrawal letter shall be submitted in writing via email to the ASI Assistant Director of Government Affairs & Initiatives.
 - b. Withdrawal of an application after the Candidates Meeting may result in the applicant’s name appearing on the ballot as a candidate for office unless it is determined by the Government Elections Officer that it is possible to prepare the ballot without the applicant’s name.
5. The initial filing period for candidacy will be a minimum of ten (10) weekdays. If there are no applicants for a position or if the number of declared certified applicants is less than or equal to the number of seats available for that office, filing will be reopened for a minimum of five (5) weekdays the following week after the initial filing period has ended.

6. Applicants shall be responsible for complying with all materials contained in this packet and will be held personally responsible for their conduct and the conduct of their campaign workers.
7. Questions regarding any information contained in the packet may be directed to the Government Elections Officer or ASI Assistant Director of Government Affairs & Initiatives.
8. All forms contained in the packet must be submitted by the deadlines specified.

B. ELECTION PACKET

The digital election packet, found on ASI Elections website shall include:

1. Elections calendar to include the dates of filing, mandatory candidates meeting, voting and all other dates pertinent to election
2. Position descriptions
3. Application to Run for Office Form
4. Elections Handbook

C. CANDIDATES MEETING

1. ATTENDANCE

Every applicant MUST attend a Candidates Meeting held by the Government Elections Officer.

- a) The applicant must attend the entire meeting until formal adjournment.
- b) If an applicant is unable to attend the mandatory Candidates Meeting because of extenuating circumstances, a make-up Candidates Meeting will be held by the GEO.
- c) Late arrival or early departure from the meeting will result in the applicant's disqualification, unless extenuating circumstances prevented full attendance, as determined by the GEO.
- d) An applicant will not be considered an official candidate until after the completion of the Candidates Meeting.
- e) Candidate photos will be taken at the conclusion of the Candidates Meeting and there will be no make-up photo sessions.

2. AGENDA

The suggested agenda of the Candidates Meeting will be:

- a) Introduction of Government Elections Officer
- b) Review of required and essential documents and the links to where they can be obtained. Documents include: Campaign Income and Expense Record Form, Public Endorsement Form, and Elections Handbook; additional links provided to the current editions of CSULB Campus Regulations (REGS), Campus Scheduling Policies & Procedures and Campus Publicity and Posting Regulations
- c) Review of permitted and prohibited campaign activities
- d) Overview of elections website
- e) Collection of receipt for \$50.00 deposit
- f) Elections events: Executive Candidate Debate/Meet the Candidates/ Reveal and other election events
- g) Campaign Spending Limit and Clean Campaign Pledge
- h) Answer questions concerning the election, timelines and regulations
- i) Government Elections Officer contact information: asi-elections@csulb.edu
- j) Formal adjournment

*Candidates must claim their reimbursement within one month from the election results announcement, otherwise it will be forfeited.

**Candidates photos taken at the end of the meeting (No make-up photo sessions).

3. CANDIDATE VIDEOS

All eligible applicants will have the opportunity to record a one-minute candidate video introducing themselves and highlighting their platform for the ASI Elections website.

- a) Candidate videos will be recorded by ASI Communications Video Productions Team following the Mandatory Candidate Meeting. Videos not recorded following the Mandatory Candidate Meeting will not be uploaded to ASI's digital platforms.

D. EXECUTIVE OFFICER CANDIDATE MEETING

All candidates running for an executive office position are required to meet with the Assistant Director of Government Affairs & Initiatives to review the position duties, responsibilities, and expectations. Once the eligibility check is verified by the Office of the Dean of Students and Office of Student Conduct & Ethical Development, eligible candidates will receive a notification via email from the Assistant Director of Government Affairs & Initiatives, which will include instructions on a timeframe for setting up the executive officer candidate meeting.

PART IV CAMPAIGNING

A. DEFINITIONS

1. **Campaigning** is an intentional organized, planned action, verbal or written medium, for the purpose of electing a particular candidate or advertising the pros and cons of an issue on the ballot. All campaigning shall be the exclusive duty and responsibility of the candidate, their campaign workers, and referendum interest groups. In addition, arbitrary acts and actions may also be found to be campaigning only if they disturb the equity of the electoral playing field established by the Judiciary.
2. **Campaign workers** are individuals who are actively helping a candidate gain support through direct acts such as, distributing or posting any type of campaign materials online and/or those that are supporting a candidate via word-of-mouth with the candidate's knowledge. Additionally, candidate workers are those persons whose names appear on the candidate's Campaign Worker List therefore, granting them the right to work for that candidate. No candidate or campaign worker may begin campaigning until they have been found eligible to run for student body office and have attended an entire mandatory Candidates Meeting.
3. **Referendum interest groups** are those persons who campaign on referendum issues. These groups are required to register with the Government Elections Officer and are subject to all rules in the Elections Handbook.

B. TIMING

1. REGULAR ELECTION

- a) The campaigning period will begin on Monday, March 6, 2023. **Any campaigning before this time may be grounds for disqualification.**

C. CAMPAIGN ACTIVITIES

1. PERMITTED CAMPAIGN ACTIVITIES

Candidates are encouraged to be creative with their campaigning while adhering to CSULB regulations.

Activities suggested below may be carried out by the candidate or their campaign workers. Examples include:

- a) Hosting virtual campaign events such as Q&A sessions, meet & greets and other interactive activities. All campaign event information (date, time, and platform link) **MUST** be provided via email to the GEO 72-hours prior to the event.
- b) Digital platforms such as Facebook, Instagram, Twitter, Snapchat, YouTube and TikTok are permitted.
- c) Soliciting on walkways throughout the campus (see exceptions below as prohibited by CSULB Campus REGS).
- d) Speaking/appearing at student organization meetings/events, only if permission is granted in advance by the organization's President or designee.
- e) Speaking in classes only if permission is granted by the course Instructor.
- f) Requesting any of the Residential College Senates for an opportunity to speak, appear or table at an event sponsored by the respective senates.
- g) Scheduling outdoor facilities as listed below:
 1. Two reservations, includes tabling reservation, per candidate are permitted for candidates not running as a part of a slate. *For further information about reservations for slates, please see section VII on Slates.*
 2. Candidates may begin booking reservations on Monday, February 27th, at the completion of all mandatory Candidates Meetings.
 3. Scheduling is available in four-hour blocks, between 8:30AM-5:00PM in these approved locations using one 6ft table, and two chairs:

Beach Circle	COB East Courtyard
Horn Center West Lawn	International Crossroads Sign Location
SSPA North Lawn near Outpost	*Multicultural Center (MCC) Courtyard
SSPA South Lawn	*Psych Quad
Speaker's Platform East	*University Library Patio
Speaker's Platform West Lawn	FO3 Courtyard
Central Quad North	Beachside Dining Hall
Hillside Dining Hall	Parkside Dining Hall

For reservations, contact the **Campus Events Office** at (562) 985-5205, campuseventsoffice@csulb.edu or in-person at University Student Union room 221.

4. Events may be scheduled at the USU SW Terrace and USU South Plaza (amplification 12-1 PM only). Use of either of these facilities for campaigning will count for one of the two reservations permitted for outdoor locations.
5. Please allow for a three (3) school day turnaround time to confirm your scheduling request.
6. Staging rallies at the Speaker's Platform (voice amplification only, no musical amplification). Reserving this site includes use of the Speaker's Platform West and East Lawns. Sound amplification permitted based on Campus Regulations (www.csulb.edu/regs).
7. Hosting mixers/entertainment/other programs in the USU, Student Recreation and Wellness Center, the Nugget, The Pointe or the Ukleja Room in the Pyramid. Use of any of these facilities for campaigning will count for one of the two reservations permitted.
8. Giving away promotional items. Promotional items must not have a redeemable cash value and must include the candidates' name. Food and beverage is not permitted. Expenses must be included on the Campaign Income & Expense Record Form.

2. PROHIBITED CAMPAIGN ACTIVITIES

The following campaign activities are prohibited, but not limited to:

- a) Utilization of ASI materials or resources including, but not limited to, ASI Communications Department, ASI social media sites (Facebook, Twitter, Instagram and Snapchat, TikTok) and BeachSync.
- b) Posting of any materials on, or affixing to, buildings, doors/door knobs, sculptures, posts, railings, trees, traffic control signs, sidewalks, paved areas, utility poles, vehicles, parking lots, in planted garden areas, newspaper racks, or kiosks.
- c) Posting as to obscure previously posted properly placed materials.
- d) Banners, stickers or chalking at any time.
- e) Using the drought tolerant landscaped area at the West Campus Turnaround.
- f) Placing materials in or on the Student Life & Development (SLD) student mailboxes.
- g) Placing or posting materials in residence hall mailboxes or on any ledges in a resident's windows and/or the viewing space of residence hall windows, resident's doors, bulletin boards, etc.
- h) Placing materials on or under doors or distributing materials or soliciting for votes without materials by going door-to-door inside university buildings, including residence halls.
- i) Campaigning inside any university building except as noted under, Section V, C. 1 Permitted Campaign Activities above.
- j) Campaigning inside the ASI Student Government Office, including wearing campaign materials (ie. Buttons, T-Shirts, etc.), distribution of campaign marketing materials, and the storage of any campaign materials.
- k) Using the FCS bake sale/information table location.
- l) Posting or distributing material of a negative nature. Name-calling, slander, or similar offensive activities are prohibited.
- m) Harassing students, candidates or other campaign workers.
- n) Bribing votes and quid-pro-quo voting.
- o) Campaigning in the vicinity of voting or someone about to vote.
- p) Providing electronic devices to potential voters to vote on or asking potential voters to use their own electronic device to vote on the spot.
- q) Candidates that are current ASI officers and/or employees may not wear ASI gear in candidate and campaign photos or at election events.
- r) Unsolicited Direct Messaging and unsolicited posting through social media and messaging platforms such as Instagram, Facebook, Snapchat, TikTok, Discord, LinkedIn, etc. is prohibited.

3. ALCOHOL

Alcohol cannot be promoted in any campaign materials, including but not limited to social media posts, newspaper ads, flyers/posters, group emails, etc.

4. DIGITAL/ONLINE PLATFORMS

Digital campaigning is allowed. However, all complaints with regards to digital/internet campaigning must be directed to the Government Elections Officer.

- a) Social media and non-interactive websites may be used if it does not impede the educational process as outlined in the CSULB Campus Regulations; the CA Educational Code and/or the local, state or federal laws, ordinances or regulations.
- b) Sponsored ads, filters and other image-based campaign materials must be approved in advance and on file with the GEO.
- c) Use of BeachBoard for anything other than academic purposes is strictly prohibited.
- d) Unsolicited emails using BeachSync and other platforms are strictly prohibited. Unsolicited emails shall be defined as emails that are sent to a person, group or student organization without prior knowledge and consent granted from the receiving person, group or student organization.

- e) Use of ASI social media sites (Facebook, Twitter, Instagram and Snapchat) is strictly prohibited with the exception of the ASI student government election account.
- f) No electronic campaigning shall begin prior to the formal campaigning period.
- g) All candidates using social media must follow and accept the following of the ASI student government elections account.
- h) The use of chat platforms such as Reddit and Discord are not recommended due to the lack of oversight of the sites and the anonymity of account users.

5. TELECOMMUNICATIONS

- a) Telecommunications shall be defined as the use of telephones, pagers, voicemail, fax, TV, radio or cable.
- b) Candidates and referendum interest groups cannot send unsolicited telecommunications to individual students, student groups, or student organization members. Unsolicited telecommunications shall be defined as any form of communication made via telephone, cable, broadcasting and the Internet that are not made with the consent and knowledge of the receiver(s).

6. CAMPAIGN MATERIALS

- a) Poster or flyer, printed and/or digital.
 - a. Poster must be no larger than 17"x22".
 - b. Flyer must be no larger than 8.5"x11".
 - c. Candidates not a part of a slate will be limited to a maximum of fifteen (15) stakes displayed at one time. For quantity of stakes for slates, please see section VII on slates.
 - d. Posters may be displayed on the front and back of the stake.
 - e. Taping or stapling two posters together on one side will be counted as one poster and measured as such.
 - f. Candidates may not rest posters or signs on the ground and/or leave them unattended. Posters/flyers can only be attached to stakes along campus walkways so as not to interfere with irrigation systems.
 - g. No stake from any candidate including one's own will be placed within three (3) feet from another stake, including ASI Elections and non-election stakes.
 - h. Stakes must not exceed a maximum height of three (3) feet from the ground and 12 inches from the sidewalk due to underground drainage. Nothing may be affixed to the stake that exceeds the three (3) feet height rule.
- b) Campaign video (The use of the ASI logo is not permitted).
- c) Newspaper, magazine, and social media ads.
- d) Non-interactive website.
- e) Candidates and referendum special interest groups must have the Government Elections Officer and/or Assistant Director, Government Affairs & Initiatives approve their campaign materials before it can be displayed, posted or distributed. Once a candidate has attended the Candidates Meeting, they may seek poster approval from the Government Elections Officer and/or Assistant Director, Government Affairs & Initiatives.
 - a. Campaign materials must be submitted for review via email to asi-elections@csulb.edu
 - b. Campaign materials must be received between 9 a.m. to 5 p.m. Monday through Friday to receive a response within the same day. Materials submitted after 5pm and/or over the weekend, will not receive a response until the next business day.
 - c. For any printed posters, candidates and referendum special interest groups must show their approved email from the Government Elections Officer and/or Assistant Director, Government Affairs & Initiatives to the Office of Student Life & Development staff (USU-215) between the hours of Monday-Friday 8 a.m. to 4 p.m. to receive the elections sticker, which must be affixed to all printed posters before being staked and/or posted around campus.
- f) Candidates or Referendum Interest Groups must have identifiable information on their posters or flyers such as name, web and social media handles, position they are running for, etc.
- g) Digital posters, flyers and purchased ads must include the voting dates.

- h) Stakes, posters, flyers and other campaign materials must be taken down no later than the day after the election results have been announced.

7. COPYRIGHT INFRINGEMENTS

All campaign materials produced by a candidate or group(s) endorsing a candidate are subject to laws protecting trademarked logos, titles, and images.

8. CAMPAIGN WORKER LIST

The Campaign Worker List must be submitted to the Government Elections Officer via email by 4:30 p.m. on the Friday before campaigning begins. All candidates **MUST** have a Campaign Worker List on file with the GEO, even if there are no campaign workers. In such instances, the candidate should indicate zero or none. The Campaign Worker List must be accurate and kept up-to-date throughout the entire elections process.

9. ENDORSEMENT

- a) A person, organization or corporation is considered to be endorsing a candidate when aiding a candidate indirectly through acts such as, but not limited to, donating or lending materials to the candidate and/or giving the candidate name recognition.
- b) Public endorsement of any candidate or the passage/defeat of any issue, regardless of expense incurred, will be considered a campaign action.
- c) A candidate may not be endorsed by an individual or group until after campaigning has begun.
- d) Any candidate endorsed by any group or individual must file a Public Endorsement Form with the GEO via email at least one weekday **prior** to publicizing the endorsement.
- e) Use of names, pictures, images, or likeness of a staff, faculty, administrator, or university sponsored competitive team, or any other such endorsements are strictly prohibited.
- f) Endorsing groups or individuals are not permitted to sell or give out food and beverage on behalf of a candidate.
- g) All endorsements will be available to the public.

10. INCOME AND EXPENSE

- a) All information contained in the Campaign Income and Expense Record Form is a matter of public record and may be viewed by any person.
- b) There is no limit on the amount that each person or group conducting a campaign can spend in favor of or against a candidate or issue in an ASI election. However, a campaign spending limit pledge is encouraged.
- c) Receipts (or copies) for each itemized expenditure for every election must be attached to the Campaign Income and Expense Report Form.
- d) Campaign donations of any amount must be included in the Campaign Income and Expense Record Form and will be available to the public.
- e) Each candidate, person, or group **must** submit the Campaign Income and Expense Record Form, for compliance, even if the income and/or expense are zero for either election, via email by 4:30PM the Monday immediately following the final election announcement.
- f) Failure to hand in ALL forms by due dates will result in forfeit of your deposit.

11. CANDIDATE BIO AND PLATFORM

- a) Each candidate must submit a first-person biography stating their history. Bios should not exceed one hundred fifty (150) words in length.

- b) Each candidate must submit a platform, which should not exceed one hundred fifty (150) words in length AND should be in numerical or bullet point format, not paragraph. Abbreviations for words will be counted as one word (example: ASI would be counted as one (1) word).
- c) Both bios and platforms should be typed and submitted along with the Application to Run for Office Form.
- d) Bios and platforms will not be edited for grammar or errors and will be uploaded to the ballot and ASI Elections website in the original format that it was submitted.
- e) Bios and platforms that exceed the word count limit will be cutoff at the word limit.
- f) Bios and platforms will be available online at the polling website and ASI Elections website.

12. ASI ELECTION EVENTS

ASI will be hosting candidate meet & greets and an executive candidate debate to connect the student body with the candidates and provide an opportunity for students to learn more about their platforms.

- a) It is mandatory that all candidates running for executive office participate in their respective debate.
- b) If a scheduled ASI Election event conflicts with a candidates' class, please notify the GEO and Assistant Director, Government Affairs & Initiatives immediately to obtain a letter requesting an excused absence from class.

PART V CONDUCT AND RESPONSIBILITY

- A. All candidates and campaign workers are subject to the rules and regulations within this handbook and University policies, including those found in the current editions of CSULB Campus Regulations (REGS), Campus Scheduling Policies & Procedures, and Campus Publicity and Posting Regulations.
- B. All candidates and their campaign workers will be held to the Standards of Student Conduct (Campus Regulations XVI). Candidates will conduct themselves in a professional, ethical and respectful manner towards fellow candidates, campaign workers, Government Elections Officer, Government Affairs staff and the members of the Judiciary.
- C. Persons, who campaign for a candidate with the candidate's knowledge, but without being listed as a campaign worker at the time, will constitute a campaign violation for that candidate.
- D. Persons who campaign for a candidate without the candidate's consent and are also not listed as a campaign worker for that candidate, will trigger an investigation by the GEO for clarification, and may result in the candidate being subject to a campaign violation.
- E. No campaigning, whether specific or implied, may occur within a radius of fifty feet (50) of any voter information table, campus computer lab, candidates' campaign table or any person actively engaged in voting.
- F. Each person or group campaigning in favor of or against an issue will be required to comply with all regulations and deadlines pertinent to campaigning as specified in this Elections Handbook.
- G. All -campaign materials, and all other verbal or written campaigning actions covered in the ASI Election Handbook and Bylaws, shall be utilized exclusively by the candidate and/or their campaign workers.
- H. Any candidate or their campaign workers who are found to have disturbed, defaced or removed, any campaign material of any other candidate and/or posted online material negative in nature about another candidate(s) will be regarded as having committed a campaign violation against that candidate(s).
- I. Each applicant must submit a \$50.00 deposit, which will be completely refunded if the candidate removes all of their campaign materials as stipulated in this Handbook, and hands in all necessary paperwork. Candidates must claim their reimbursement within two weeks from the election results announcement, otherwise it will be forfeited. This fee will not be considered part of campaign expenses.

PART VI REPORTING VIOLATIONS

A. REPORTING VIOLATIONS

Allegations of any violations of the Election Handbook may be presented to the Judiciary for action by filing a "Violation Petition." If there is a violation concern, please bring it to the attention of the GEO.

1. Petitions must be submitted within 24-hours of discovering the infraction between 9am-5pm, excluding holidays and campus closures.
2. Petitions must be completely filled out and submitted to the GEO via ASI Elections website.
3. The submission time/date stamp will be recorded by ASI Government Affairs staff.
4. The GEO and Director of Student Conduct & Ethical Development will review the petition within one (1) weekday.
5. If the petition is complete, the Director of Student Conduct & Ethical Development shall notify the student(s) in writing that a conference has been scheduled or that the student(s) is/are directed to promptly schedule a conference with the Director of Student Conduct & Ethical Development.
6. The Notice of the Conference shall include the ASI Elections Handbook Code that are the subject of the charges, a factual description of the student's alleged conduct that forms the basis for the charges, the proposed sanction(s), and the right of the student(s) to request an ASI Elections Hearing.
 - i. The conference with the student(s) shall be conducted as follows:
 1. The conference shall not be recorded.
 2. The Director of Student Conduct & Ethical Development controls the conference facilitation.
 3. The conference requirement is waived if the student(s) fails to attend the conference or otherwise declines to cooperate.
 4. A resolution agreement may be offered to the student. The student may request an ASI Elections Hearing in lieu of consenting to a resolution agreement.
7. If a resolution agreement is not reached, "Notice of Hearing" procedures will be followed.
8. **If the petition is incomplete, the GEO will contact the complainant and advise the complainant on how to complete and re-submit the petition. The GEO will determine if the petition is complete and will record the submission time/date stamp. Upon receiving the completed form, the GEO and Director of Student Conduct & Ethical Development will review and then follow the "Notice of Hearing" procedures.**

B. NOTICE OF HEARING PROCEDURES

1. The respondent will be informed via email of the alleged violation within two (2) weekdays of the GEO verifying that the petition is completed. They will be provided with:
 - a) Date, time and place of the hearing. Such hearing will take place not less than 12-hours from the date of the Notice of Hearing.
 - b) A copy of the form with the exception that personal information of the complainant shall be redacted.
 - c) Notice that they may bring student witnesses and any relevant evidence to the hearing.
 - d) Notice that such a hearing is an educational process and is to be conducted in a non-adversarial manner.
 - e) Notice that, if they cannot attend the hearing, they may send a student designee provided that person's name is furnished in writing via email to the GEO, not less than 6-hours prior to the hearing.
 - f) A Copy of the proposed resolution agreement from the Director of Student Conduct & Ethical Development.
 - g) Notice that, if they miss the hearing or are tardy by 15-minutes, the hearing will proceed without the respondent and the Judiciary will make a decision.
2. The complainant will be informed via email of the upcoming hearing. They will be provided with:
 - a) Date, time of the hearing. Such hearing will take place not less than 12-hours from the date of the Notice of Hearing.
 - b) A copy of the form with the exception that personal information of the complainant shall be redacted.

- c) Notice that they may bring student witnesses and any relevant evidence to the hearing.
- d) Notice that such a hearing is an educational process and is to be conducted in a non-adversarial manner.
- e) Notice that, if they cannot attend the hearing, they may send a student designee provided that person's name is furnished in writing via email to the GEO, not less than 6-hours prior to the hearing.
- f) Notice that, if they are tardy by 15-minutes, the hearing will be cancelled and the case will be dismissed. The complainant may re-file their Petition only if the GEO and Director of Student Conduct & Ethical Development determine that an emergency prevented the complainant's attendance.

C. COMPLAINT HEARING PROCEDURES

- 1. Hearings of the Judiciary are open to the public.
- 2. Deliberations of the Judiciary shall be conducted in closed session pursuant to California Education Code Section 89307.
- 3. The Judiciary will vote on the decision regarding complaints in public session.

D. DECISIONS

- 1. The respondent and complainant will be notified of the Judiciary's decision in person if time permits. However, both will be notified via email immediately following the meeting of the Judiciary's decision.
- 2. The decision of the Judiciary will be signed by the Chief Justice, GEO and Director of Student Conduct & Ethical Development.
- 3. The Judiciary's decision is final.

E. MINOR VIOLATIONS

Minor violations include, but are not limited to, the following:

- 1. Improper posting such as: excess posters, posting over other candidates' campaign materials, posting in the prohibited locations, and campaign materials that have not been approved by the GEO and/or Assistant Director, Government Affairs & Initiatives
- 2. Campaign workers list not updated
- 3. Failure to send the GEO candidate election event information 72-hours prior to the event
- 4. Sending unsolicited campus emails or text messages
- 5. Failure by the candidate or their campaign workers to correct any violations by the specified time
- 6. Failure to submit the Campaign Income and Expense Form by stated deadline
- 7. Other violations deemed minor by the Judiciary

F. MAJOR VIOLATIONS

Major violations include, but are not limited to, the following:

- 1. Removing, disturbing or defacing other candidates' information
- 2. Falsifying or fraudulently reporting campaign receipts
- 3. Harassing students, candidates or other campaign workers
- 4. Encouraging, aiding, or abetting any student to cast a fraudulent vote
- 5. Bribing votes and quid-pro-quo voting
- 6. Campaigning in the vicinity of voting or someone about to vote
- 7. Providing electronic devices for potential voters to vote on
- 8. Sending email or text message blasts using campus information resources
- 9. Hosting campaign events and/or presentations during the three (3) days of voting
- 10. Two or more minor violations which include the same violation repeatedly or separate minor violations

11. Posting of campaign materials (including posters, handbills, etc.) in a manner or quantity deemed grossly excessive by the Board. Grossly excessive is defined as anything over 50.
12. Other violations deemed major by the Judiciary

G. SANCTIONS

1. Possible sanctions for proven minor violations include but are not limited to the following:
 - a) Campaign restrictions such as: removing all campaign materials for one (1) or more weekdays excluding weekends.
 - b) Loss for one to two (1-2) weekdays of campaigning privileges such as: distributing campaign materials, posting on social media by the candidate and/or campaign workers, promoting themselves at any student organization meetings and classes, or participating in any ASI-sponsored elections events.
2. Possible sanctions for proven major violations include but are not limited to the following:
 - a) Campaign restrictions such as: removing all campaign materials for five (5) or more weekdays excluding weekends.
 - b) Loss for three (3) or more weekdays of campaigning privileges such as: passing out handbills, hanging/staking posters/flyers, posting on social media or online by the candidate and/or campaign workers, promoting themselves at any student organization meetings and classes, or participating in any ASI-sponsored elections event.
 - c) Dismissal of a candidate from the election
 - d) Monetary fine imposed
 - e) Loss of deposit or portion thereof
 - f) Community service
3. Sanctions against a candidate running under the same slate as other candidates may be applied to all candidates in the same slate.
4. Should the Judiciary find a candidate to be culpable of a violation(s) of the Election Handbook and the candidate does not fulfill the sanction; the candidate may be referred to the Office of Student Conduct & Ethical Development for possible violation of the CSULB Student Code of Conduct (CSULB REGS, Regulation XVI).
5. The Director of Student Conduct & Ethical Development, the GEO, and the Judiciary may issue warnings, needed corrections, or other sanctions as deemed necessary.

PART VII SLATES

SLATE DEFINITION

A Slate shall be defined as a group of candidates forming a voluntary coalition who may engage in campaign activities on behalf of the entire membership of the slate.

THE FOLLOWING REGULATIONS SHALL PROVIDE GUIDELINES FOR SLATES:

1. Slates are limited to a minimum of two (2) candidates and a maximum of five (5) candidates per slate.
2. One member of a slate shall be required to fill out the Slate Registration Form.
3. The Slate Registration Form is due on the Wednesday after the Mandatory Candidate Meeting.
4. Slates are limited to a maximum of ten (10) stakes displayed at a time per candidate in the slate. Example: Slate of two (2) candidates will be permitted to post 20 stakes; a slate of five (5) candidates will be permitted to post 50 stakes.
 - a. In addition to the campaign material requirements listed in Section IV.C.6, stakes from slates must include all candidates in the slate.
5. Slates are limited to three (3) space reservations with the Campus Events Office.
6. One Campaign Income & Expense form is required to be submitted to represent the entire slate.
7. Any sanctions resulting from campaign violations from one candidate in a slate may be applied to all members of the slate, not excluding dismissal or disqualification from the election.

PART VIII BALLOT

All voting will be conducted online using a web-based platform provided by an independent, third-party provider. The online ballot shall be sent to the university email address on record with the university for each eligible student and shall include the following items:

1. Voting instructions:
 - a) Follow instructions given online to proceed to your specific voting page.
 - b) When there is more than one position open for a single office, instructions on the on-line ballot shall read: *Vote for x number of positions open.*
2. Offices which candidates are seeking, and the number of vacant positions open for that office.
3. Names of candidates listed and the office for which they are running.
4. Position of names will be randomly rotated on the ballot.
5. Link to ASI Elections Website displaying candidate photos and statements, if provided by candidates. No changes will be made to photos or statements once applications deadline has passed .
6. Any additional matter other than candidates running for ASI office as provided for in the ASI Bylaws such as referenda and arguments in favor and in opposition to a measure.

PART IX VOTING

A. ELECTION DATES

Specific election dates and hours shall be designated by the Government Elections Officer.

1. Election dates for the Regular Election shall last for a minimum of three (3) consecutive school days.
2. Election dates for the Run-off Election shall each be a minimum of two (2) consecutive school days.
3. Polls shall be accessible online for 24-hours each day of the election.
4. Election dates shall be posted on the ASI student government website a minimum of twenty (20) days prior to the first day of voting in an election.

B. VOTER ELIGIBILITY

1. All students officially matriculated and enrolled in the University shall be eligible to vote in all ASI elections in which at-large positions are elected.
2. Voting by proxy shall not be accepted.
3. Unresolved voter eligibility questions must be directed to the GEO or the ASI Assistant Director of Government Affairs & Initiatives.

C. ELECTIONS

1. Candidates appear individually on the ballot, not as part of a political party or slate. Voting is by individual candidate.
2. Elections will be held ONLINE; students must check their email to vote. Voting will be open on Election Days at 12:00 a.m. It will close on the last day at 11:59 p.m.

3. On Election Day, candidates are permitted to continue campaigning. However, *candidates cannot campaign in the immediate vicinity of someone who may be voting or about to vote*. This includes at a candidate's campaign table, all campus computer labs and online campaign activities. *Candidates and campaign workers cannot provide electronic devices to potential voters to vote on.*
4. Voting for the Senate seats from each of the academic colleges shall be limited to declared majors in each college.
5. Undeclared and special majors shall vote only for the ASI Executive Officers, ASI Senator-at Large, Student Representatives positions and any issue or referendum on the ballot.
6. Disciplinary actions by the university shall be taken against any students who:
 - a. attempt to cast multiple ballots, and/or
 - b. forward, sell, or otherwise transfer their voting links to another student.
 Such disciplinary actions may include, but are not limited to, suspension or expulsion from the university.

E. RANK CHOICE VOTING

The Rank Choice Voting method, otherwise known as the instant run-off method, will be used to count the votes for the offices of ASI President, Executive Vice President, and Vice President of Finance when there are more than two candidates running for said office. On the ballot, voters will rank candidates in order of most preferred to least preferred. The Rank Choice Voting method simulates an election with multiple run-offs rounds until a candidate receives a majority.

If no candidate receives a majority of votes in the regular election, the candidate with the fewest votes shall be eliminated. The eliminated candidate's votes are transferred to the other candidates, depending on each voter's preference as stated on their submitted ballot. An instant run-off election will be simulated with the new vote totals. This process will repeat until a candidate receives a majority of votes.

D. SPECIAL ELECTION

1. A student body election held for purposes other than election of ASI officers shall be a special election.
2. A special election may be called by the ASI President or fourteen (14) affirmative votes of the Senate.
3. Special Election dates shall be publicized a minimum of ten (10) school days prior to the first polling day in a Special Election.
4. A Special Election shall be conducted in the same manner as a Regular Election.

PART X BALLOT COUNTING

1. The Judiciary will convene, and votes will be certified in a closed session.
2. Ballots or sections of ballots shall be voided if voting instructions are violated.
3. The following additional persons shall be eligible to be present during ballot certification:
 - a. Dean of Students
 - b. Other interested parties at the discretion of the Judiciary
 - c. Assistant Director, Government Affairs & Initiatives and Designee
 - d. Government Elections Officer

PART XI ELECTION RESULTS

1. The Government Elections Officer will deliver official results of the election to all parties as indicated on the elections calendar.
2. The official results of the election will also be posted on the ASI student government website.

PART XII VACANCIES

Senate vacancies that occur after the general elections shall be filled as stipulated in the ASI Bylaws, Chapter II, Article I, Section 9.

PART XIII INSTALLATION OF OFFICERS

A. AGENT OF INSTALLATION

All ASI Senators and Executive Officers elected in regular elections shall be installed by the President of the University or by their designated representative before assuming their offices and duties.

B. TIME OF INSTALLATION

All ASI Senators-elect and Executive Officers-elect will be sworn in at a designated time established by the Government Affairs Office. Such date and time will be communicated in advance to all ASI Officers-elect.

PART XIV INITIATIVE, REFERENDUM AND RECALL (TAKEN FROM THE ASI BYLAWS CHAPTER 1 ARTICLE VIII)

A. INITIATIVE PETITION

Members of the Associated Students shall have the power to initiate legislation by means of a petition signed by five percent (5%) of the regular membership. Said petition shall be presented to the Associated Students President.

B. REFERENDUM PETITION

Any legislation passed by the Senate, except emergency or financial measures, may be subject to the referendum vote of the Associated Students.

Upon presentation to the Associated Students President of a written petition signed by five percent (5%) of the regular members of the Associated Students, the Senate shall repeal such legislation or submit it to members of the Associated Students.

C. SENATE REFERENDUM

The Senate may, by two-thirds (2/3) vote; refer any proposed legislation to the members of the Associated Students for decision.

D. INITIATIVE AND REFERENDUM VOTES

Upon the presentation to the Associated Students President of an initiative, referendum petition, or notification of Senate referendum, the proposed legislation shall be placed on the ballot of the next election for a vote by the Associated Students body. A favorable vote of the majority by members of the Associated Students body voting in the election, on the proposed legislation, shall be necessary for passage of the legislation.

E. RECALL PETITION

Upon the presentation to the Associated Students President of a petition signed by fifteen percent (15%) of the currently enrolled students of the officer's constituency or three-fourths (3/4) vote of the Senate, any elected officer shall be subject to recall.

F. RECALL ELECTION

A recall election shall be held within fifteen (15) school days after the presentation of the petition. The election shall be conducted in the same manner as a regular election. A favorable vote of two-thirds (2/3) of the members of the Associated Students voting in the election shall constitute a valid recall.

1. The reasons for recall shall be stated on the ballot in not more than one hundred (100) words.
2. The reasons for retaining the incumbent shall be stated on the ballot in not more than one hundred (100) words.

G. GOVERNMENT ELECTIONS OFFICER'S RESPONSIBILITY

In the instances of initiative, referendum and Bylaws amendments, the Government Elections Officer shall submit to the Senate, at least three (3) weeks before voting, an explanatory note of no more than one hundred (100) words explaining in layman's terms, the result of the measure if adopted.

H. INITIATIVE AND RECALL PROCEDURES

Please refer to the Government Elections Officer for specific procedures related to recalls and initiatives.

GLOSSARY

AT LARGE	Any position which represents all students other than those from a particular school
BALLOT	Associated Students, Inc.'s authorized material means by which a voter may communicate their views
BALLOT MEASURE	A measure referred to a vote by the student body from the Associated Students Senate, or a measure in which the petitioning process has publicly begun
BRIBE	A price, reward, gift, or favor given or promised with the intent of influencing the voting choices of a student voting in an election.
BRIBERY	The act of paying, receiving, or soliciting a bribe as defined above.
CAMPAIGNING	Any organized, planned action, verbal or written medium, for the purpose of electing a particular candidate or advertising the pros and cons of an issue on the ballot. All campaigning shall be the exclusive duty and responsibility of the candidate, their campaign workers, and referendum interest groups. In addition, arbitrary acts and actions may also be found to be campaigning only if they disturb the equity of the electoral playing field established by the Judiciary.
CAMPAIGN WORKER	Individuals who are actively helping a candidate gain support through direct acts such as distributing or posting any type of campaign materials and/or those that are supporting a candidate via word-of-mouth with the candidate's knowledge. Additionally, candidate workers are those persons whose names appear on the Candidate's Campaign Worker list, granting them the right to campaign for that candidate.
CAMPAIGN EXPENDITURE	Any expense to engage in political campaign
CAMPAIGN CONTRIBUTION	Any contribution made to a political campaign party
CAMPUS MEDIA	22 West Magazine, Daily Forty-Niner, 22 West Radio, 22 West Video, DIG Magazine
CANDIDATE	An individual who publicly declared their intention to seek an elected office of the Associated Students or other offices elected from the student body
DONATED	Given without monetary compensation or given without adequate monetary compensation
ELECTION	The actual days of voting
ELECTION PERIOD	The period of time between the opening of the initial filing and the final ballot counting for that election
ENDORSEMENT	A person, organization or corporation is considered to be endorsing a candidate when aiding a candidate indirectly through acts such as, but not limited to, donating or lending materials to the candidate and/or giving the candidate name recognition.
ESTIMATED COST OR VALUE	What an object, item, or group of items would normally cost if acquired by an ordinary CSULB student under ordinary circumstances

FRADULENT VOTE	1. When one person votes in place of someone else. 2. When an individual votes multiple times under different names. 3. The use of undue influence or persuading someone to vote who may have had no intention of voting. It does not have to be persuading a voter to vote for a particular candidate.
LOANED	Given for a specified period of time. A thing loaned is expected to be returned.
PROFESSIONAL	Services that would normally cost money if used by CSULB students under ordinary circumstances. The services of a person are PROFESSIONAL SERVICES if that person would normally be paid for rendering that service or services.
QUID PRO QUO	Literally, "Something for something." When a candidate offers something of value in exchange for a vote or in some cases to perform an act, once elected, in exchange for a campaign contribution. On a smaller scale, it can mean offering a "promotional item" in exchange for a vote, even if it is for a candidate other than one who offered the item.
REDEEMABLE CASH VALUE	A property that makes a reward, gift, or favor exchangeable for cash.
REPRESENTATIVE	Any authorized agent of a candidate, as designated in writing by the candidate.
WEEKDAY	Monday through Friday