

ELECTIONS HANDBOOK

2020

Approved by the Associated Students, Inc.
Judiciary



2020 ASI ELECTIONS

#MAKEYOURMARKLB

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*

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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 Vice President
 3. One ASI Treasurer
 4. Six (6) Senators-at-Large
 5. Fourteen Senators (2) from each of the academic colleges. College Senators shall be elected from those majoring in one of the various departments of the particular college.
 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.
- 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, Vice President and Treasurer are elected by 50% plus one.
- 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, 2019-2020, Regulation II “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 student representatives must be matriculated at the university, 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, and not be on probation of any kind.

A. REQUIREMENTS FOR MAJOR STUDENT GOVERNMENT OFFICES

Major student government offices include ASI president, ASI vice president, ASI treasurer, ASI chief academic 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 Greek 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, earning a minimum of six semester units during the year. Graduate and credential candidates must be currently enrolled in a minimum of three semester units to be eligible.

Undergraduate candidates who will be graduating at the end of the semester must be formally re-admitted to the University and their graduate department in order to seek office and subsequently assume the office to which they are elected or appointed.

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 150 semester units or 125 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 the Isabel Patterson Child Development Center Board of Trustees, Lobby Corps, Social Justice & Equity Committee, 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, Vice President, Treasurer, Senator, or Student 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 BeachSync by the specified deadline.
 - d. Two platforms (Voter Guide and Ballot) must be submitted with the Application to Run for Student Body Office Form.
 - e. Required petition form with valid CSULB student signatures must be submitted with the Application to Run for Student Body Office Form.
 - i. Candidates for Executive Office must have 100 signatures of currently registered students of California State University, Long Beach.
 - ii. Candidates for college senator must have 50 signatures of currently registered students of California State University, Long Beach from their respective college exclusively.
 - iii. Candidates for all other offices must have 50 signatures of currently registered students of California State University, Long Beach.
 - f. **\$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.
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 non-eligible applicants.
3. An applicant is declared a candidate upon receiving written notification of their eligibility and upon the conclusion of their attendance at a 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 or via email to the ASI Assistant Director of Government Affairs & Initiatives.
 - b. Withdrawal of an application after the Mandatory or Makeup 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 material 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 turned in by deadlines specified.

B. ELECTION PACKET

The digital election packet, found on BeachSync shall include:

1. Elections calendar to include the dates of filing, mandatory candidates meeting, voting and all other dates pertinent to election.
2. Copy of position description
3. Application to Run for Office Form
4. Petition sheet for required student signatures
5. Copy of the Elections Handbook

C. MANDATORY CANDIDATES MEETING

1. ATTENDANCE

Every applicant or their designated representative must attend a Candidates Meeting held by the Government Elections Officer.

- a) If a candidate is unable to attend, they may designate a representative in writing. Such notification must be given to the Government Elections Officer at least twenty-four (24) hours prior to the time of a Candidates Meeting.
- b) A representative may represent only one (1) applicant.
- c) The applicant or their representative must attend the entire meeting until formal adjournment.
- d) If an applicant, their representative is unable to attend the Mandatory Candidates Meeting because of extenuating circumstances, a Make-up Candidates Meeting will be held by the GEO.
- e) Late arrival to, or early departure from, either meeting will result in the applicant's disqualification, unless extenuating circumstances, as determined by the GEO, prevented full attendance.
- f) Make-up Candidate Meetings will not include a photo session by ASI Communications. If a candidate misses the scheduled Mandatory Candidate Meeting, a placeholder photo will be used for the ballot and voter guide. The GEO will not accept a personal or professional headshot submitted by the candidate.

2. AGENDA

The suggested agenda of the Mandatory and Make-up Candidates Meeting will be:

- a) Introduction of Government Elections Officer
- b) Distribution of Campaign Income and Expense Record Form; Public Endorsement Form; and Elections Handbook; provide link to the current editions of CSULB Campus Regulations (REGS), Campus Scheduling Policies & Procedures and Campus Publicity and Posting Regulations
- c) Overview of elections website
- d) Collection of receipt for \$50.00 deposit
- e) Executive Candidate Debate/Coffee with the Candidates/ and/or other election events
- f) Campaign Spending Limit and Clean Campaign Pledge

- g) Answer questions concerning elections, timelines and regulations
- h) Government Elections Officer contact information: asi-elections@csulb.edu
- i) 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).

D. EXECUTIVE OFFICER CANDIDATE MEETING

All candidates running for an executive office position are highly encouraged 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 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 (or designated a representative to attend) 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, pay the \$50.00 deposit, and are subject to all rules in the Elections Handbook.

B. TIMING

1. REGULAR ELECTION

- a) The campaigning period will begin on the Monday following the last Mandatory Candidates Meeting. **Any campaigning before this time may be grounds for disqualification. The only exception is during the filing period for the purposes of gathering student signatures for the petition.**
- b) Each candidate and referendum interest group must remove all their posted material no later than the day after the General Election results have been announced or, if necessary, Run-off Elections, or forfeit all of their deposit.

C. CAMPAIGN ACTIVITIES

1. PERMITTED CAMPAIGN ACTIVITIES

Candidates are encouraged to be creative with their campaigning while adhering to CSULB regulations. Approval for special campaign events must be requested through Office of Student Life & Development three (3) school days in advance using the Program Regulation Clearance (PRC) process submitted for approval. A copy of approved campaign events PRC must be given to the GEO 24 hours prior to the event.

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

- a) Soliciting on walkways throughout the campus (see exceptions below as prohibited by CSULB Campus REGS).
- b) Speaking/appearing at student organization meetings/events, only if permission is granted in advance by the organization's President or designee.
- c) Speaking in classes only if permission is granted by the course Instructor.
- d) Requesting any of the Residential College Senates for an opportunity to speak, appear or table at an event sponsored by the respective senates.
- e) Tabling in designated areas outside any of the three dining halls upon the approval of the Housing & Residential Life Area Coordinators. Contact Area Coordinator for Hillside Katrina Pratts at katrina.pratts@csulb.edu, Area Coordinator for Parkside Joseph Briones at joseph.briones@csulb.edu and Area Coordinator for Beachside Ariel Tan at ariel.tan@csulb.edu.
- f) Scheduling activities in either of the Residence Halls coffee houses (Parkside or Hillside) with permission of the coffee shop manager or designee. An email verifying approval of the event by the coffee shop manager must be given to the GEO at least 24 hours prior to the event.
- g) Scheduling outdoor facilities as listed below. Two reservations, includes tabling reservation per candidate are permitted. Two new reservations, includes tabling reservation per candidate are permitted for the Run-Off Election, if necessary. Candidates may begin booking reservations on Thursday, March 5th, at the completion of all Mandatory Candidates Meetings. (1) Scheduling is available in four-hour blocks, from 8:30AM-1PM or 1-4:30 PM in these approved locations using one table, two chairs, and maximum 10' x 10' booth depending on the location (*indicates booth not permitted):

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	49ers Statue
Central Quad North	

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

(2) 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.

(3) Please allow for a three (3) school day turnaround time to confirm your scheduling request.

- h) 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).
- i) Hosting mixers/entertainment/other programs in the USU, Student Recreation and Wellness Center, the Nugget, Chartroom, The Pointe or the Ukleja Room in the Pyramid.
- j) 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.

- k) Purchasing ads in 22 West Magazine, Daily Forty-Niner or ads for social media. 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**, Maxson Center paper, ASI Communications Department, ASI social media sites (Facebook, Twitter, Instagram and Snapchat) 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, 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) Harassing students, candidates or other campaign workers.
- m) Bribing votes and quid-pro-quo voting.
- n) Campaigning in the vicinity of voting or someone about to vote.
- o) Providing electronic devices to potential voters to vote on or asking potential voters to use their own electronic device to vote on the spot.
- p) Candidates that are current ASI officers and/or employees may not wear ASI gear in candidate and campaign photos or at election events.

3. ALCOHOL

Alcohol cannot be promoted in any campaigning material including but not limited to newspaper ads, campus flyers/posters, group emails, etc.

4. DIGITAL PLATFORM

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

- a) Social media may be used if it does not impede the educational process as outlined in the CSULB Campus Regulations booklet; the CA Educational Code and/or the local, state or federal laws, ordinances or regulations.
- b) All social media containing campaign material cannot be posted until campaigning begins.
- c) Sponsored ads, filters and other image-based campaign materials must be approved in advance and on file with the GEO.
- d) Use of BeachBoard for anything other than academic purposes is strictly prohibited.
- e) 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.

- f) Use of ASI social media sites (Facebook, Twitter, Instagram and Snapchat) is strictly prohibited with the exception of the ASI student government election account.
- g) All candidates using social media must follow and accept the following of the ASI student government elections account.

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. POSTERS/FLYERS

- a) A poster is any printed material no larger than 17" x 22".
- b) A flyer is any printed material no larger than 8.5" x 11".
- c) Each candidate will be limited to a maximum of fifteen (15) stakes displayed at one time. Posters may be displayed on the front and back of the stake.
- d) Taping or stapling two posters together on one side will be counted as one poster and measured as such.
- e) 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.
- f) 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.
- g) 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.
- h) Candidates and referendum special interest groups must have the ASI Government Office staff (USU-311) approve their campaign posters prior to posting or distribution. Drop-in times for poster approval are Monday-Friday 9AM-4PM. Once a candidate has attended the Mandatory Candidates Meeting, they may seek poster approval from the ASI Government Office staff.
- i) If a candidate's campaign flyer is different than the poster approved by the ASI Government Office staff, the GEO must approve the flier prior to posting or distribution.
- j) Referendum Interest Groups will be limited to a maximum of fifteen (15) stakes displayed at one time.
- k) Referendum Interest Groups or candidates must have identifiable information on their posters or flyers such as name, email address, etc.
- l) Poster, flyers and handbills must include the voting dates.
- m) Stakes, posters, flyers and other campaign materials must be taken down no later than the day after the election results have been announced. In the event that the Run-Off Election occurs the week after the General Election, candidates participating in the Run-Off Election do not need to remove their stakes and posters/flyers. If spring break occurs between the General Election and Run-Off Election, all candidates participating in the run-off election must remove their stakes and posters/flyers after the General Election and placed back up the day before the Run-Off Election begins. Candidates in the run-offs may still use their own social media to promote campaigning until the polls close.

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 by 4:30PM on the Friday before campaigning begins. 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 at least one weekday **prior** to publicizing the endorsement.
- e) The only permitted endorsements consist of student clubs and student organizations. 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.

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) Any in-kind contributions donated to the campaign of candidate(s) or referendum interest groups cannot exceed **\$150** per contributor. Contributions must be listed on the Campaign Income and Expense Form which must be turned into the GEO by 4:30PM the Monday immediately following the final election announcement.
- 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.
- f) Failure to hand in ALL forms by due dates will result in forfeit of your deposit.

11. CANDIDATES PLATFORMS

- a) A platform from each candidate must be submitted with your Application to Run for Office Form.
- b) Platform length for the voter guide should not exceed one hundred and fifty (150) words and the platform length for the ballot should not exceed seventy-five (75) words, both typed and submitted along with the Application to Run for Office Form. Abbreviations for words will be counted as one word (example: ASI would be counted as one (1) word).
- c) Platforms will not be edited for grammar or errors, and will be uploaded to the ballot and voter guide in the original format that it was submitted.
- d) Platforms that exceed the word count limit will be cutoff at the word limit.
- e) Platforms will be available online at the polling website and ASI Elections website.

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 XX). Candidates will conduct themselves in a professional, ethical and respectful manner towards fellow candidates, campaign workers, GEO, 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 posters, handbills, 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 will be regarded as having committed a campaign violation against that candidate.
- 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, excluding holidays and campus closures.
2. Petitions must be completely filled out, and submitted to the GEO via BeachSync.
3. The submission time/date stamp will be recorded by ASI Government Office personnel who will immediately bring the matter to the attention of the GEO.
4. The GEO and Director of Student Conduct & Ethical Development will review the petition within one (1) weekday. If the petition is complete, the "Notice of Hearing" procedures will be followed.
5. **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 issue a second 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 hearing. Such hearing will take place not less than 24 hours from the date of the Notice of Hearing.
 - b) A scanned 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 to the GEO, via the ASI Government Office, 12 hours prior to the hearing.

- f) 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 and place of hearing. Such hearing will take place not less than 24 hours from the date of the Notice of Hearing.
 - b) A scanned 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 to the GEO, via the ASI Government Office, 12 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 and then in writing, within one (1) weekday of the Judiciary's decision. A written decision will be held at the ASI Government Office for pick up by the candidate or a student designated by the candidate, and a copy will also be emailed.
2. The decision of the Judiciary will be signed by the Chief Justice, GEO and Director of Student Conduct & Ethical Development.
3. After the respondent and complainant have been notified of the Judiciary's decision, the decision will be posted on the ASI bulletin board, USU-311.
4. The Judiciary's decision is final.

E. MINOR VIOLATIONS

Minor violations include the following:

1. Improper posting such as: excess posters, posting over other candidates' campaign materials, and posting in the prohibited locations
2. Failure by candidate or their volunteers to correct any violations by the specified time
3. Campaign workers list not updated
4. Failure to submit the Campaign Income and Expense Form by stated deadline
5. Sending unsolicited campus emails or text messages
6. Other violations deemed minor by the Judiciary

F. MAJOR VIOLATIONS

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

1. Removing or defacing other candidates' information

2. Falsifying or fraudulently reporting campaign receipts
3. Two or more minor violations which include the same violation repeatedly or separate minor violations
4. Harassing students, candidates or other campaign workers
5. Encouraging, aiding, or abetting any student to cast a fraudulent vote
6. Bribing votes and quid-pro-quo voting
7. Campaigning in the vicinity of voting or someone about to vote
8. Providing electronic devices for potential voters to vote on
9. Sending email or text message blasts using campus information resources
10. 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.
11. 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 posters for five (5) or more weekdays excluding weekends
 - b) Loss for one to two (1-2) weekdays of campaigning privileges such as: distributing handbills, hanging posters/flyers, or participating in any ASI Elections event such as the Coffee with the Candidates
 - c) Loss of deposit or portion thereof
2. Possible sanctions for proven major violations include but are not limited to the following:
 - a) Loss for three (3) or more weekdays of campaigning privileges such as: passing out handbills, hanging posters/flyers, or participating in any ASI Elections event
 - b) Dismissal of a candidate from the election
 - c) Loss of deposit or portion thereof
 - d) Community service
3. Sanctions against any individual on a slate may be applied to other candidates on that 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 XX).
5. The Judiciary can issue warnings or other sanctions as deemed necessary.

PART VII 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 preferred 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. Candidate photos and statements, if provided by candidates. No changes will be made to photos or statements once the voting begins.
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 VIII 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 bulletin board 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 12:01 a.m. It will close on the last day at 12 midnight.
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 all campus computer labs and at a candidate's campaign table. *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 college shall be limited to declared majors in each college, except Education. Juniors, seniors, and graduate students enrolled in a teaching credential program are eligible to vote for any Senate seat; however, they may only vote in one college: the college of their major or the College of Education.
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. Provisional ballots will be provided on the last day of voting in a location specified by the GEO.
7. Disciplinary actions by the university shall be taken against any students who:
 - a. attempt to cast a ballot or attempt to cast multiple ballots by voting both via the online process **and** the provisional ballot processes, and/or
 - b. forward, sell, or otherwise transfer their voting links to another studentSuch disciplinary actions may include, but are not limited to, suspension or expulsion from the university.

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. Election.
5. A Special Election shall be conducted in the same manner as a Regular Election.

PART IX BALLOT COUNTING

1. The Judiciary will convene and votes will be certified.
2. Provisional ballots shall be compared to the official on-line ballot to determine if the voter has voted for the correct offices and /or the correct number of candidates for each office. If correctly recorded, provisional ballots shall be counted along with regular ballots.
3. Ballots or sections of ballots shall be voided if voting instructions are violated.
4. The following additional persons shall be eligible to be present during ballot certification:
 - a. One (1) representative from Campus Police
 - b. Dean of Students
 - c. Other interested parties at the discretion of the Judiciary

PART X 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 outside of the ASI Government Office and on the ASI student government website.

PART XI 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 XII 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 officers-elect Senators and Executive Officers will be sworn in at the Annual ASI Awards & Officer Installation Banquet (see date on election calendar). This is a mandatory event.

PART XIII 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 TV, 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