



ASI ELECTION CODE

I. GENERAL PROVISIONS

This document shall be called the ASI Election Code.

II. PURPOSE

The purpose of this policy is to establish the regulations for Associated Students of California State University Channel Islands, Inc. elections; to promote the elections as widely as possible; to maintain maximum participation from candidates and electors; to ensure compliance with the ASI Election Code throughout candidates' term of office; and to ensure that proper, fair and impartial ASI CSU Channel Islands elections are held as prescribed by this Code.

The eligibility requirements set forth in this ASI Election Code comply with the minimum qualifications for major student government offices as outlined in the CSU Office of the Chancellor Coded Memorandum AA-2012-05 *Minimum Qualifications for Student Office Holders*. According to the memorandum, major student offices include students who are executive officers or board members on student government; students who serve on campus auxiliary organizations (student union, recreation centers, foundations and commercial enterprises); and students who are officers or board members of California State Student Association (CSSA).

III. CANDIDACY FOR OFFICE

A. Candidacy Filing

1. By the application due date (which can be found on the ASI Elected Office Application), each candidate must submit a signed ASI Elected Office Candidate Application which must include:
 - a) The name of the candidate listed with the University Registrar and student's ID number.
 - b) The office for which that person is declaring candidacy.
 - c) The signature of the candidate certifying:
 - (1) The validity of the submission for papers filed for candidacy.
 - (2) That the candidate has read, understands, and agrees to follow the ASI Election Code.
 - (3) Knowledge of the duties and responsibilities of the office for candidacy.
 - (4) Knowledge of the time and place of the candidate mandatory meeting.
 - (5) That University administration will review candidates' academic and judicial records to ensure eligibility.
 - (6) A list of first and last names of individuals on their campaign team.
 - d) The following items to be posted in the Student Union and on the ASI website:
 - (1) A candidate statement
 - (2) A platform
 - (3) A listing of their leadership experiences
 - (4) A photo (optional)
2. By the application due date (which can be found on the ASI Elected Office Application), all candidates must submit to the Student Union Information Desk:
 - a) A twenty-five dollar (\$25) refundable posting deposit (not counted as campaign expense) to the ASI office.
 - b) Signed and dated ASI Election Code.
3. Each candidate will be provided with pertinent Chancellor's Office mandates, and other policies or documents the Election Council may require for candidate compliance.
 - a) Coded Memorandum AA-2012-05 Minimum Qualifications for Student Office Holders
 - b) CI Policy on Postings and Signage
4. Student Government President and Vice President candidates must run on a combined ticket.

5. Candidates may choose to campaign for a different office before the filing deadline by submitting a new ASI Elected Office Candidate Application. Candidates may not run for or be elected to more than one position within ASI or Student Government.
6. Write-in candidates shall not be permitted under any circumstance.

B. Filing Procedure

1. The ASI Elected Office Candidate Application will be available on the ASI website the first week of the spring semester and must be submitted on the application due date which can be found on the ASI Elected Office Candidate Application.
2. Candidates may withdraw their candidacy at any time by presenting a written statement to the ASI Office. A candidate's name will be removed from the ballot only if ASI, receives a withdrawal statement in writing, before the sample ballot is published.

C. Mandatory Candidate Meeting

1. Regulations governing the election campaign will be set forth at the Mandatory Candidate Meeting.
2. Failure to attend shall be sufficient cause for disqualification. Requests to be excused from the meeting due to a schedule conflict must be submitted in writing with supporting documentation to the Elections Council Chair at least 48 hours before the meeting. The Elections Council Chair will notify the candidate if the absence has been approved and excused.
 - a) If the requested absence is approved, an alternative candidate meeting with the Election Council must be completed before they declare candidacy.
3. A candidate will not be eligible to run for office until they have attended the Mandatory Candidate Meeting or have satisfactorily completed a meeting with the Election Council representative to review the ASI Election Code.

D. Campaign Team

1. A campaign team consists of students that will support you and promote your candidacy throughout your campaigning process.
2. All candidates are required to submit a list of first and last names of individuals in their campaign team.
3. A candidate's campaign team shall be required to uphold the Election Code.
4. Violations of the Election Code by a member of a candidate's campaign team shall be brought to the attention of the Election Council and the candidate to assess appropriate action against the member and possibly the candidate.

IV. ELIGIBILITY FOR OFFICE

- A. Students are eligible to run for and hold any elected or appointed office of ASI and Student Government if they:
 1. Candidate Requirements
 - a) Have earned at time of application, and shall maintain while holding their term of office, a minimum 2.5 semester and cumulative GPA.
 - b) Undergraduate candidates must maintain 6 semester units per term while running for office. Stateside graduate and credential student candidates must maintain 3 semester units per term while running for office.
 - c) Intend to remain enrolled in the University through the spring semester following the election.
 - d) Intend to fulfill the entire term of office.
 - e) Do not have a University hold on their records.
 - f) Are in good judicial standing.
 2. Candidate Residency
 - a) Undergraduate candidates for office must have been enrolled on the campus and have completed at least one semester prior to the election, earning a minimum of 6 semester units during that year. Stateside graduate and credential candidates must be currently enrolled on the campus in a minimum of 3 semester units per term to be eligible.
 - b) Stateside graduate and credential candidates running for Student Government President, Vice President and Senator must have completed 3 units of coursework from CI at the time of application.
 - c) Undergraduate candidates running for Student Government President and Vice President must have completed 30 units of coursework (12 of which are from CI) at time of application.

- d) Undergraduate students running for Student Government Senator must have completed a minimum of 12 units of CI coursework at time of application.
3. Incumbent Requirements
- a) Undergraduate students must earn 6 semester units of credit per term while holding office. Stateside graduate and credential students must earn 3 semester units of credit per term while holding office.
 - b) Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Stateside 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 more than this number of units will no longer be eligible for major student government office. Candidates running for the President or Vice President positions can be enrolled in no more than 18 units of academic coursework while in office.
 - i. The ASI Office will verify the eligibility of all elected candidates by the add/drop deadline for each semester.
 - c) Candidates running for Student Government Senator and Vice President must be able to attend Student Government Senate meetings which take place on Wednesdays from 9:00 a.m. to 11:00 a.m. during the academic year.
 - d) Candidates running for an ASI Board of Director position or Student Government President must be able to attend ASI Board meetings which take place the first Thursday of each month from 7:40 a.m. to 9:00 a.m. during the academic year.
- B. One-year terms will run from June 1 to July 30 of the academic year. Two-year terms will run from June 1 to July 30 of the following academic year.
- 1. Candidates unable to fulfill their entire term of office must:
 - a) Notify the ASI Office, in writing, immediately upon discovery of inability to fulfill term. Forfeit their position.
- C. Candidates must meet the qualifications set forth by the ASI Election Code, the CSU Channel Islands Student Guidebook, and the CSU Chancellor's regulations.
- 1. The ASI Office will verify the eligibility of all candidates before campaigning begins during the election season, which is defined as January 1 of the current election year through the conclusion of the spring semester as noted on the academic calendar.
 - 2. The ASI Office will verify the eligibility of all elected candidates before their terms begin on July 1 and after each semester throughout their time in office.

V. **ELECTION COUNCIL**

- A. Purpose: The Election Council shall be responsible for organizing and implementing all elections through a fair and equitable process. The Election Council will oversee all complaints in alleged violation of the ASI Election Code.
- B. Membership
- 1. The Election Council shall consist of five ASI entity members (ideally ASI Board Members) and one CI or ASI staff member (one non-voting).
 - 2. The Chair of Associated Students Inc. shall serve as the Election Council Chair. The Chair is part of the five members of the Council and shall be a voting member. In the event the Chair is running for an elected position, the Vice Chair of Associated Students Inc. will serve as the Election Council Chair. If the Vice Chair is running for an elected position as well, the Associated Students Inc. Board will appoint a member from the Board to serve as the Election Council Chair.
 - 3. Election Council student members and staff members will be recommended by the Election Chair and approved by the ASI Board.
 - 4. The term of office shall be the election season, defined as January 1 of the current election year through the conclusion of the spring semester as noted on the academic calendar.

C. Duties and Responsibilities

1. The duties and responsibilities of the Election Council shall include, but not be limited to, the following areas:
 - a) To enforce and uphold the Election Code of the Associated Students, Inc., CSU Channel Islands; and when necessary to review and recommend revision of the Election Code to the Associated Students, Inc. Board.
 - b) To conduct all elections held by Associated Students, Inc. and designate others to assist.
 - c) To interpret provisions of the Election Code and rule on complaints of election procedures.
 - d) To prepare and publicize the election schedule of the spring semester.
 - e) To schedule, organize, publicize and implement the candidate forums and/or elections debates.
 - f) To recruit poll workers.
 - g) To supervise the voting and ballot counting.
 - h) To keep reliable records of all Election Council meetings and hearings.
 - i) To have jurisdiction to hear and rule on all complaints in alleged violations of the ASI Election Code.
 - j) Shall have the authority to arrange opportunities for campaigning at various locations on the CI campus.
2. No Election Council member or poll worker may campaign for or show partisanship toward any candidate at any time.

D. Specific Duties of the Election Council Chair

1. To preside at all meetings of the Election Council.
2. To notify the University community of the elections schedule by the widest possible media dissemination.
3. To submit an official elections report pertaining to costs and results to the ASI Board within seven days following a completed election and posting of the election results.

VI. CAMPAIGNING

A. Candidates may not be endorsed by the ASI Board.

B. Campaign Material

1. No candidate may campaign before the established election campaigning date; this date is established each year by the Election Council and is noted on the ASI Elected Office Application.
2. Any use of campaign material must meet the CSU Channel Islands Policy on Postings and Signage and, if applicable, off-campus regulations.
3. Logos: Use of the ASI or CI logo is not permitted on campaign materials.
4. Classrooms: No active campaigning will be allowed in classrooms including campaign speeches, distribution of materials, or any other act that may disrupt the academic process while class is in session. The use of Blackboard as a means of campaigning is prohibited.
5. Civility and Respect:
 - a) Candidate or member of their campaign committee may not deface any other candidate's campaign material; to do such may result in disqualification.
 - b) Profanity, vulgarity, and slander will not be tolerated. Any such materials will be removed and the candidate may be disqualified.
 - c) Candidates should take care to maintain the dignity and esthetic integrity of the CSU Channel Islands campus and community.
6. Approval and Distribution of Flyers: It will be the responsibility of the candidate to have all campaign fliers approved by the S.E.A.L. Center. Posting guidelines can be found on the S.E.A.L. Center website at <http://www.csuci.edu/studentleadership/seal-center/index.htm>.
7. Side Walk Chalk: The use of sidewalk chalk for campaign purposes will be permitted on a first come first serve basis. The designated chalking zone is located near the North Entrance of the Student Union and must be approved by the ASI Associate Director each year. A single space will constitute an area of five feet by five feet (5' x 5'). The Student Union will provide candidates with necessary chalking materials.
8. Electronic Media: Candidates are encouraged to be as creative as possible within these and other established election or University guidelines. Campaigning, advertising and marketing using electronic

media such as Internet or social media will be held to the same standards of accountability as all other means of campaign communication.

9. ASI Website: Candidate statement, platform, list of leadership experience, and photo (optional) will be posted to the ASI website.
10. Solicitation: There is NO soliciting of any kind; such as campus door to door campaigning, or placing flyers on any vehicles. Candidates wishing to hold election rallies may do so under the free speech provisions as outlined in the University Policy on Free Speech and Assembly (Policy Number SA.07.011).
11. Candidates are responsible for ensuring the removal of all campaign materials from all areas no later than 5:00 p.m. on the instructional day following elections. In the case of a run-off election, the candidates involved may leave campaign materials in place until 5:00 p.m. the day following the run-off election.

C. Campaign Finance

1. No ASI entity, committee, funded organization, or budgeted department/program may endorse or use ASI funds, facilities, or materials for the purpose of supporting a candidate or a party of candidates for office. This includes, but not limited to, paints, posters paper, staplers, computers, printers, and tape from the ASI Office. Also no materials can be used from the clubs and organization room.
2. No candidate/ticket may expend more than fifteen cents times the current CI headcount (\$.15 x current CI headcount) for their campaign. This includes any cash, in-kind, or any other services rendered by any person, company, agency, or other entity for campaigning materials. During a run-off election, expenditures for all campaign materials shall not exceed \$250 per candidate/ticket.
3. All receipts for campaign expenses, whether direct or indirect, will be due in the ASI office two days prior to the general election. Failure to comply may result in disqualification.
4. All candidates must submit a twenty-five dollar (\$25) refundable posting deposit (not counted as campaign expense) to the Student Union Information Desk by the application due date (which can be found on the ASI Elected Office Application) or the candidate is not eligible to run. Candidates who fail to remove their campaign materials by 5:00 p.m. on the instructional day following elections will forfeit the deposit. This deposit shall be held in the ASI office.

D. Polling Locations

1. No person may engage in any political activity for any candidate or any ballot measure within a minimum of a fifty-foot radius of any polling precinct on Election Days.
2. The Election Council must provide for the clear demarcation of this area.

VII. RULES FOR STUDENT ELECTION

A. The Election Council shall conduct elections and may authorize outside individuals to assist in their duties.

B. Election Dates and Times

1. The Election Council in accordance with the ASI Election Code shall determine the time and place of the election.
2. The duration of all elections shall be two consecutive instructional days.

C. Voting

1. All CI students who pay the Associated Students Fee are eligible to vote.
2. Students will be allowed to vote only once with proper identification.
3. All elections shall be held by secret ballot.
4. All election results will be made public.
5. Polling Stations
 - a) There shall be no distribution of campaigning materials or verbal campaigning on the days of elections within the 50-foot boundary around each polling place which shall be established by the Election Council prior to the election days.
 - (1) Such boundaries shall be clearly marked and shall be no less than 50 feet from the entrance of the polling place.
 - (2) Violations shall result in immediate confiscation of materials by the Election Council and/or denial of further campaigning.
 - b) All Election Council members shall be identifiable to all candidates during the polling period.
 - (1) Election materials to be provided at each polling station include:
 - i. Poll worker assignment schedule

- ii. Poll worker procedures list
 - iii. Copy of the ASI Election Code
 - iv. Posters or flyers stating voting dates and times, all polling locations, and complete voter instruction
 - v. Information regarding each candidate; including their platform, candidate statement, leadership experiences and photo.
- c) Poll Workers
- (1) No Election Council member or poll worker may campaign or show partisanship toward any candidate at any time while performing the duties of the position.
 - (2) All poll workers shall not be candidates for office, candidate representatives or endorsers.
 - (3) There shall be two poll workers assigned to each polling station at all times.
 - (4) All poll workers must attend a mandatory meeting to become familiar with the Election Code and the operations of elections.
 - (5) Poll workers shall be responsible for notifying a member of the Election Council in the event of an election violation at a polling station.
- d) Counting of Ballots
- (1) The Election Council Chair and ASI staff member shall be responsible for pulling the electronic election results.
 - (2) Students may vote for up to:
 - i. Two (2) students for the ASI Board Member 1 year term
 - ii. One (1) student for the ASI Board Member 2 year term
 - iii. One (1) Student Government President and Vice President ticket
 - iv. Nine (9) Student Government Senators
6. Online voting:
- a. A secured online system will authenticate student identification.
 - b. The online system will allow for a paper trail if needed, yet voter identification will remain anonymous.
 - c. The online voting system will be located on the ASI website.
 - d. A copy of the Election Code will be located on the ASI website.

VIII. ELECTION CODE VIOLATIONS

A. Ombudsperson

- 1. Students wishing to gain a greater understanding of the election complaint process and their rights within this process shall request a meeting with the ASI Election Ombudsperson.
- 2. The Dean of Students will serve as the ombudsperson for the ASI Election Code violation process.

B. Violations

- 1. An alleged violation of the Election Code must be submitted in writing to the Election Council Chair.
 - a) If a member of the Election Council brings a violation forth, that member shall serve as the complainant.
 - b) Alleged violations involving a student's academic record (protected by FERPA), including semester and cumulative GPA and number of units per semester, must be submitted directly to the ASI Executive Director.
 - a) In the absence of the ASI Executive Director, the ASI Associate Director will serve in their place.
- 2. An alleged violation must be reviewed daily and acted upon by the Election Council under the direction of the Chair of the Election Council.
- 3. An alleged violation of the ASI Election Code brought forth after the election season must be submitted in writing to the ASI Executive Director.
 - a) In the absence of the ASI Executive Director, the ASI Associate Director will serve in their place.

C. Authority and Jurisdiction

- 1. The Election Council shall have jurisdiction to hear and rule on all alleged violations, excluding FERPA related violations, of the ASI Election Code.

- a) The ASI Executive Director or ASI Associate Director will hear and rule on all violations protected by FERPA.
 - (1) Such violations may result in immediate and permanent removal from office.
 - 2. If deemed appropriate, it is the responsibility of the Election Council Chair to schedule a hearing within two academic days and to include all concerned parties.
 - 3. An alleged violation of CI or CSU system policy will be referred to the CI Community Responsibility in the Dean of Student's office.
- D. After the conclusion of election season, the ASI Executive Director or ASI Associate Director shall have jurisdiction to hear and rule on all complaints in an alleged violation of the ASI Election Code. Grounds for Complaints
 - 1. A complaint may be filed for a violation of any position of the ASI Election Code, ASI policy and governing documents, University policy, or CSU system policy.
- E. Form and Contents of Complaint
 - 1. Complaints submitted must be in writing and must specify:
 - a) The section(s) of the ASI Election Code, University Policy, or CSU system policy that are allegedly violated and by whom, which could affect the outcome of the election.
 - b) A brief summary of the oral or written evidence to be submitted in support of the complaint including the names of any witnesses expected to testify.
 - c) A request for a remedy may be suggested within the authority of the Election Council.
- F. Conduct of Public Hearing of Complaints
 - 1. *Notice of Hearing.* Notice of the time, place and date of an election complaint hearing shall be posted by the Election Council in the ASI Office prior to the hearing and must be delivered via university e-mail to the complainant and respondent.
 - 2. *Time in Which to Hold Hearing.* The Election Council must convene within two instructional days following receipt of an election complaint.
 - 3. *Record of Hearings.* The Election Council must keep written record of oral statements made and questions asked during the hearing. During the course of the hearing, the Chair shall require speakers to identify themselves and to briefly state their connection or interest in the complaint.
 - 4. *Presentation of Evidence.*
 - a) *Testimony.* Any complaining team or any witnesses may testify about their personal knowledge of facts that support and/or refute a complaint. Individuals offering testimony shall identify themselves and their connection to or interest in the complaint.
 - b) *Documents.* Any interested person may submit documents in support of, opposition to, or otherwise related to complaints to the Election Council Chair prior to the hearing. Documents submitted should bear the title and name of the submitter and a brief statement of the submitter's connection with or interest in the complaint. These documents will be distributed to the individual with the alleged accusation.
 - 5. *Burden of Proof.* The burden of proving a complaint alleging a violation of the ASI Election Code or other election irregularities shall lie with the complainant.
 - 6. *Examination of Witnesses.* Members of the Election Council, the complainant, and the respondent may ask questions of witnesses. Other interested parties or representatives of the party may submit to the Council, in writing, relevant questions.
 - 7. *Factual Accuracy.* No candidate may make false statements in any ASI Election Council hearing. Any individual who deliberately enters false testimony or documents into the record at any hearing shall be subject to disqualification from office.
 - 8. *Ruling.* The ASI Election Council must deliver, via e-mail, its ruling within two instructional days of the last day of the hearing, to both the respondents and the complainants, and must make available copies of its ruling to any person upon request.
- G. Remedies for Violations: After a complaint hearing, the ASI Election Council shall have the authority to order remedies and impose sanctions on sufficient proof, based upon the seriousness of a complaint. The ASI Election Council may:
 - 1. Dismiss the complaint.
 - 2. Refer the complaint to the Dean of Students for potential violation of the Student Code of Conduct.
 - 3. Provide a written warning.

4. Remove candidate from the elections.
5. Call for a new election.

H. All decisions of the Election Council may be appealed to the ASI Executive Director. The ASI Associate Director will hear and rule on the appeal if the ASI Executive Director is unable to do so. If candidates are not satisfied with the ruling of the ASI Executive Director or ASI Associate Director, they may then submit an appeal to the ASI Board of Directors. Decisions rendered by the Board are final.

I. **Complaints Against Election Council**

1. Any complaint against the ASI Election Council or member must be submitted in writing to the ASI Executive Director, with note of ASI Election Code, CI policy or procedure, or CSU system-wide policy in alleged violation. The ASI Associate Director will hear and rule on the appeal if the ASI Executive Director is unable to do so.
 - a) The ASI Executive Director must rule on any alleged ASI Election Code violations brought forth against the Election Council or ASI member.
 - b) If the Election Council or member is found in violation of the ASI Election Code the member must resign their position on the Council. The Election Council Chair must find an immediate replacement for the absent member. If the Election Council Chair is found in violation, the ASI Board will appoint a new Election Council Chair.
 - c) The Election Council member may submit a written appeal to the ASI Board.

2) AMENDMENTS

- a) This is the official ASI Election Code as approved by the ASI Board of Directors.
- b) The Election Council may submit suggested amendments to the Election Code to the ASI Board for review.
- c) The ASI Election Code may be amended at any regular meeting of the ASI Board, or at any special meeting called solely for that purpose, by a majority vote of the Board of Directors, and provided the amendment has been submitted in writing at the previous regular meeting

3) INTERPRETATION OF THE CODE

- a) Interpretation of the ASI Election Code is the responsibility of the Election Council. All questions or matters of uncertainty should be directed to the Election Council Chair, the ASI Executive Director or the ASI Election Ombudsperson.
- b) Candidates are solely responsible for their actions in the ASI Elections. It is the candidate's responsibility to know and to abide by the terms stated in this Code.

-----Cut and submit the section below to the Student Union Information Desk -----

By signing below, I (candidate), acknowledge that I have read and understand the responsibilities, academic requirements and judicial standing requirements for all ASI candidates and officers as outlined in the ASI Election Code.

Additionally, I hereby authorize the professional staff of Associated Students of California State University Channel Islands, Incorporated and/or professional staff within the CSU Channel Islands Division of Student Affairs to confirm my eligibility for candidacy/office with ASI for as long as I remain in office.

Candidate Printed Name: _____

Candidate Signature: _____

Date: _____

ASI Executive Director Printed Name: _____

ASI Executive Director Signature: _____

Date: _____