



ASI ELECTION CODE

I. GENERAL PROVISIONS

This document shall be called the ASI Election Code.

The ASI Board of Directors and its sub-committees are subject to the statutory meeting requirements in California Education Code Section 89922-28 (the Seymour Act).

II. PURPOSE

This ASI Election Code governs the election process for Student Government, which includes the positions of President, Vice President, and Senators, as well as the four student director positions on the ASI Board of Directors.

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 applicant must submit a signed ASI Elected Office Candidate Application which must include:
 - a) The name of the applicant 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 applicant certifies:
 - (1) The validity of the submission for papers filed for candidacy.
 - (2) That the applicant 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 required candidate workshop.
 - (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 may be posted in ASI marketing materials and or ASI website :
 - (1) A candidate statement (500 words maximum)
 - (2) A candidate platform

A headshot photo Edits can be requested to materials posted on the ASI website once, up to one week after the website is launched.
 - e) Signed and dated ASI Election Code.
2. Each applicant should be knowledgeable of pertinent Chancellor's Office mandates, and other policies or documents the ASI Elections Council may require for candidate compliance.
 - a) [Policy on Eligibility Requirements for Membership in Student Organizations](#)

- b) [CI Policy on Postings and Signage Time, Place, and Manner at CSU Channel Islands](#)
(Copies can be provided upon request)

3. Applicants may choose to campaign for a different office before the filing deadline by submitting a new ASI Elected Office Candidate Application. Candidates may not assume office in more than one position within ASI or Student Government. Candidates who run for and are elected to more than one office will be required to choose the office they wish to assume within seven days of the close of the ASI Elections.
 - a) Students may be appointed to vacant positions but cannot assume these position(s) through the ASI electoral process.
4. 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 during the spring semester, as determined by the ASI Elections Council and must be submitted by 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 Elections Council, which can be emailed to asielectionsCouncil@csuci.edu. A candidate's name will be removed from the ballot only if ASI, receives a withdrawal statement in writing, before the ballot is published.

C. Required Candidate Workshop

1. Regulations governing the election campaign will be set forth at the Required Candidate Workshop.
2. Failure to attend shall result in the applicant not being able to be called a candidate and are not able to run for office. The applicant may become an official candidate and run for office if they complete the workshop within the first week of the campaign period...
 - a) Requests to attend an alternate workshop due to a schedule conflict must be submitted in writing with supporting documentation to the ASI Elections Council before the application deadline. The ASI Elections Council will work with the applicants to schedule an alternate meeting.
 - b) If the requested absence is approved, an alternative candidate workshop with the ASI Elections Council must be completed before they can be declared a candidate.
3. An applicant will not be eligible to run for office until they have attended the Required Candidate workshop or have satisfactorily completed a meeting with an ASI Elections Council representative to review the key aspects of the ASI Election Code.

D. Campaign Team

1. A campaign team consists of all students a candidate has charged with supporting and promoting their candidacy throughout the campaigning process.
 - a) A candidate may not give items to a student not on their campaign team with the intention of distributing to other students. If this occurs, that student can be held responsible for upholding the ASI Election Code, and can have actions taken against them and potentially the candidate involved.
2. A campaign team may not include faculty, staff or administrators from the University.
3. All candidates are required to submit a list of first and last names of individuals in their campaign team.
4. A candidate's campaign team shall be required to uphold the ASI Election Code.
5. Violations of the ASI Election Code by a member of a candidate's campaign team should be brought to the attention of the ASI Elections Council and the candidate to assess appropriate action against the member and possibly the candidate.
6. Students listed under section VI B are not permitted to serve as members of any campaign team unless, they themselves are a candidate for office, in which case the student is permitted to campaign for themselves. However, campaigning by candidates must not interfere with their official duties in ASI.
7. Any updates to a candidate's campaign team after submitting the names on the application, must be submitted in writing to the ASI Elections Council.

IV. ELIGIBILITY FOR OFFICE

A. Students are eligible to run for and hold any elected 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 2.25 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:
 - i. 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.
 - ii. Candidates running for Student Government President and Vice President must have completed 24 units of coursework (12 of which are from CI) at time of application.
 - b) Stateside graduate and credential candidates:
 - i. Must be currently enrolled on the campus in a minimum of 3 semester units per term to be eligible.
 - ii. Candidates running for Student Government President, Vice President and Senator must have completed 3 units of coursework from CI at the time of application.
- 3. Incumbent Requirements
 - a) Undergraduate students:
 - i. Must earn 6 semester units of credit per term while holding office.
 - ii. 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.
 - b) Stateside graduate and credential students:
 - i. Must earn 3 semester units of credit per term while holding office.
 - ii. 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.
 - c) Students holding more than the above specified number of units will no longer be eligible for major student government office.
 - d) 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 applicants prior to the campaign period.
 - e) Candidates running for a Student Government position 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.
 - f) Candidates running for an ASI Board of Director position or Student Government President must be able to attend ASI Board meetings which take place usually 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 May 31 of the academic year. Two-year terms will run from June 1 to May 31 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.
 - b) 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 applicants 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 June 1 and after each semester throughout their time in office.

V. ASI ELECTIONS COUNCIL

- A. Purpose: The ASI Elections Council shall be responsible for organizing and implementing all elections through a fair and equitable process. The ASI Elections Council will oversee all complaints in alleged violation of the ASI Election Code.

B. Membership

1. The ASI Elections Council shall consist of five members. Ideally membership on the council would consist of ASI Board members, but may include ASI program members. The council will also include one non-voting CI or ASI staff member to provide procedural support and guidance. If a sufficient number of ASI Board members or ASI program members are unable to serve on the Council, other student members may be appointed by the ASI Board Chair from referral(s) or provided by the DSA process of appointing students to University committees.
2. The ASI Board Chair shall serve as the ASI Elections Council Chair, unless the ASI Board Chair is The CI View Editor in Chief, in which case they may still serve on the ASI Elections Council, but another member of the ASI Elections Council must serve as Chair of the ASI Elections Council. 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 the ASI Board. Will serve as the ASI Elections Council Chair. If the Vice Chair is running for an elected position as well, the ASI Board will appoint a member from the Board to serve as the ASI Elections Council Chair.
3. ASI Elections Council members will be recommended by the ASI Elections Council Chair and approved by the ASI Board.
4. The term of service shall be from appointment date through the conclusion of the spring semester as noted on the academic calendar.

C. Duties and Responsibilities

1. The duties and responsibilities of the ASI Elections 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 ASI Election Code to the ASI Board.
 - b) To conduct all elections held by ASI and designate others to assist.
 - c) To interpret provisions of the ASI 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, as determined by the ASI Elections Council.
 - f) To recruit poll workers, if needed.
 - g) To supervise the voting and ballot counting.
 - h) To keep reliable records of all ASI Elections 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/digital platforms on the CI campus.
2. No ASI Elections Council member or poll worker may campaign for nor show partisanship toward any candidate at any time.

D. Quorum

1. Quorum shall be defined as fifty-percent (50%) plus one (1) member of the current voting membership of the Council. For the purpose of establishing quorum the chair shall be counted toward quorum as a voting member.

E. Specific Duties of the Elections Council Chair

1. To preside at all meetings of the ASI Elections Council.
2. To notify the University community of the elections schedule by the widest possible media dissemination.
3. To notify the University community of the election results and the ASI Board at completion of the election.

VI. CAMPAIGNING

A. Definition of a Candidate

1. An applicant is not officially a candidate until they have completed all the necessary steps, including the application, required candidate workshop, and have been notified by ASI that they are eligible to run for office.

B. Candidate Rights & Responsibilities

1. Candidates have the right to promote their candidacy in a respectful and voluntary manner consistent with University policies and the ASI Election Code. Campaigning is permitted; solicitation and any conduct violating [time, place, and manner](#) or this Code are prohibited.

C. Campaign Material

1. Campaigning is defined as a candidate and/or their campaign team who is directly promoting themselves to students who are eligible to vote.
2. No candidate may campaign before the established election campaigning date. Soft launching a campaign is not allowed, including suggestive language of running. Evidence of any pre-campaigning will lead to review by the ASI Elections Council Chair and/or the ASI Elections Council and automatic disqualification could occur. The election campaign dates established each year by the ASI Elections Council is noted on the ASI Elected Office Application and ASI Elections Website.
3. Any use of campaign material must meet the CSU Channel Islands Policy on Postings and Signage and, if applicable, off-campus regulations.
 - a) Candidates who would like to put up physical posters on campus, may email a digital version to asielectionsCouncil@csuci.edu to be approved. Once approved, the candidate(s) may pick up campus approval stickers from the ASI Administrative Office.
 - (1) Candidates can only post on the designated poster boards outlined in the list provided to them by the ASI Elections Council.
 - b) Campus digital screens are not available for candidates to campaign on.
4. Logos: To avoid the perception of organizational endorsement, placement of the ASI logo, Student Union logo, ASI program logos, or CI logos (including but not limited to the formal CI logo, CI spirit logo, and University seal) on campaign materials is not permitted.
5. Tabling:
 - a) Candidates may table to promote their candidacy.
 - b) To reserve a table, the candidate must email asielectionsCouncil@csuci.edu 5 business days prior to when they want to table with the location, start and end time, and date of the request. One table and two chairs will be supplied either by University Events or the Student Union, depending on the location of the request. Once confirmed the requester will be notified.
6. Classrooms:
 - a) Candidates may make classroom presentations with permission from the class instructor or club president.
 - b) No campaign materials or publicity may be intentionally left or displayed in the room after the presentation. It is the responsibility of the candidate(s) to ensure none is left.
7. Academic Student Portals: The use of academic student portals (i.e. Blackboard, Canvas, etc.) as a means of campaigning is prohibited.
8. Civility and Respect:
 - a) Candidate(s) or member(s) of their campaign team may not deface any other candidate's campaign material; to do so may result in disciplinary action, as determined by the ASI Elections Council or Chair.
 - i. This includes physical and digital spaces.
 - b) Profanity, vulgarity, and any form of defamation will not be tolerated, including via social media. Any such physical or online materials must be removed and the candidate(s) may be disqualified.
 - c) Candidates should take care to maintain the dignity and aesthetic integrity of the CSU Channel Islands campus and community.
9. Approval and Distribution of Flyers: It will be the responsibility of the candidate to have all campaign fliers subject to the approval of the current University posting policy.

10. 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 ASI each year. A single space will constitute an area of five feet by five feet (5' x 5').
 - a) To reserve a spot, please email asielections council@csuci.edu, who will coordinate with the Student Union on the behalf of the candidate.
11. 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.
 - a) Digital campaigning is allowed. However, the following rules will apply:
 - i. Candidates cannot send unsolicited mass emails/correspondence to students. The only exception is when clubs/organizations, who have formally endorsed a candidate, may send out emails to people on their emailing list.
 - ii. All social media platforms used for the purpose of campaigning must follow the guidelines and regulations in this Election Code.
12. ASI Website: Candidate statement, platform, and photo may be posted to the ASI website, social media, and the electronic voting platform.
13. Solicitation: Solicitation refers to intrusive or unauthorized campaigning activities that pressure, compel, or disrupt others in order to gain votes or support. Solicitation is not permitted and includes, but is not limited to, door-to-door campaigning in student housing or University offices, placing campaign materials on vehicles, or leaving campaign materials unattended in University centers, offices, or other shared spaces. Candidates may campaign for themselves by engaging with students in public spaces, tabling, or offering campaign materials to those who wish to receive them. However, campaign interactions must always be voluntary and respectful—campaign materials or conversations must not be forced upon anyone. All campaign activities must comply with the University's Time, Place, and Manner Policy and any additional posting or facility use guidelines established by the campus.
14. Candidates are responsible for ensuring the removal of all physical campaign materials, including chalk, from all areas of campus no later than 5:00 p.m. on the instructional day following elections.

D. Campaign Endorsements and Opposition

1. Endorsement is defined as publicly demonstrating one's personal or group's support or approval of a candidate or candidates for elected office.
2. Opposition is defined as publicly demonstrating one's personal or group's criticism or disapproval of a candidate or candidates for elected office.
3. A person or group is defined as a CI student or CI student organization/club (not a CI staff, faculty, or department).
4. Candidates may not be endorsed or opposed by the ASI Board nor any of its members unless the student is running for office, in which case the student is permitted to campaign for themselves. However, campaigning by candidates who serve on the ASI Board must not interfere with their official duties as a Board member.
5. ASI Programs may not provide organizational endorsement or opposition of a candidate or candidates for elected office.
 - a) Candidates may not be endorsed or opposed by students serving in paid ASI program positions unless the student serving in the paid program position is running for office, in which case the student is permitted to campaign for themselves. However, campaigning by candidates who serve on the ASI Board must not interfere with their official duties in ASI.
6. Any ASI non-compensated student leader, with the exception of students serving in the Student Government Judicial Branch, may endorse or oppose a candidate publicly. However, campaigning by student leaders must not interfere with their official duties in ASI.
7. ASI funds, offices, or supplies may not be used for the purpose of endorsing or opposing a candidate or candidates for office. This includes, but not limited to, paints, poster paper, staplers, computers, printers, and tape from the ASI Office or program offices. Other campus resources are allowed, but must be noted as gifts in kind when submitting finance records to ASI.

E. Campaign Finance

1. No candidate may expend more than fifteen cents times the current CI headcount (\$.15 x current CI headcount) for their campaign. This includes use of personal supplies (i.e. paper and printer) and 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.

2. All receipts for campaign expenses, whether direct or indirect, will be due to the ASI Elections Council two days prior to the general election, for verification of campaign expenses. If a candidate did not spend anything, they will still need to notify the ASI office of no expenses. This is to verify no candidate spent more than the allowed amount. These amounts are internal and will not be posted or shared publicly to maintain fairness and confidentiality.
3. ASI does not reimburse candidates for campaign expenses of any kind.

F. Campaign-Free Areas

1. There shall be no campaigning of any kind during ASI Board meetings or ASI program or committee meetings under the jurisdiction of ASI, nor shall any campaigning take place within the ASI Office, ASI Program Offices and Student Union Information Desk. This includes passive campaigning such as loose fliers and wearing t-shirts or buttons.

No person may engage in any campaigning for any candidate or any ballot measure within the voting area, which will be clearly communicated to candidates by the ASI Elections Council. on Election Days.

VII. RULES FOR STUDENT ELECTION

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

B. Election Dates and Times

1. The ASI Elections 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 have paid the Associated Student Fee in the spring semester, prior to voting are eligible to vote.
2. Students who have not paid the Associated Student Fee will not be allowed to opt-in by paying the fee during the assigned voting period in order to cast a vote.
3. Students will be allowed to vote only once with proper identification.
4. If a student has a technical issue voting, they must email asielectionsCouncil@csuci.edu or speak directly to the ASI Assistant Director prior to the end of voting, who will verify eligibility, check that there would be no duplicate vote, and will document the vote on behalf of the student, as appropriate. Students will be notified of the status of their vote once the issue has been resolved.
5. All elections shall be held by secret ballot.
6. All election results will be made public.
7. 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 ASI Elections 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 ASI Elections Council and/or denial of further campaigning.
 - b) All ASI Elections 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 ASI Elections 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 at least 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 ASI Election Code and the operations of elections.
 - (5) Poll workers shall be responsible for notifying a member of the ASI Elections Council in the event of an election violation at a polling station.
 - d) Counting of Ballots
 - (1) The ASI Elections Council Chair, an Elections Council student member, and an ASI staff member shall be responsible for pulling the electronic election results. All members of the ASI Elections Council may be present during the pulling of electronic election results and may assist as directed by the Chair.
 - (2) Students may vote for up to:
 - i. Two (2) students for the ASI Board Member 1-year term
 - ii. Two (2) or one (1) student(s) for the ASI Board Member 2-year term (depending on vacancies)
 - iii. One (1) Student Government President
 - iv. One (1) Vice President
 - v. Up to nine (9) Student Government Senators (See section 2.2.1 Senate composition in the Student Government Bylaws)
8. 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. A copy of the ASI Election Code will be located on the ASI website.
9. Determining Election Results:
- a) Determining winner: To be deemed the winner of a position, all candidates must receive votes from a minimum of 10% of the total number of students who cast votes in the current ASI election.
 - i. To be deemed the winner of an opposed position, candidate(s) who receive the most votes will be elected to the position.
 - b) Run-off election: A run-off election follows a general election when a tie (equal number of votes) exists between opposed candidates who meet the criteria for winning the election.
 - i. A run-off election shall be held within the following two weeks after the general election, as determined by the ASI Elections Council.
 - ii. To be deemed the winner of a run-off election, candidate(s) who receive the most votes will be elected to the position.

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 ASI Election Code must be submitted in writing to the ASI Elections Council Chair. By submitting a written complaint to the ASI email: asielectionscouncil@csuci.edu.
 - a) If a member of the ASI Elections 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 Assistant Director.
 - i. In the absence of the ASI Assistant Director, the ASI Executive Director will serve in their place.

2. The ASI Elections Council Chair or designee will acknowledge receipt of all complaints within two (2) business days and will communicate next steps within three (3) business days.
3. An alleged violation of the ASI Election Code brought forth after the election season must be submitted in writing to the ASI Assistant Director.
 - a) In the absence of the ASI Assistant Director, the ASI Executive Director will serve in their place.

C. Authority and Jurisdiction

1. The ASI Elections Council shall have jurisdiction to hear and rule on all alleged violations, excluding FERPA related violations, of the ASI Election Code.
 - a) The ASI Assistant Director or ASI Executive Director will hear and rule on all violations protected by FERPA.
 - b) Such violations may result in immediate and permanent removal from office.
2. If deemed appropriate, it is the responsibility of the ASI Elections Council Chair to schedule a hearing within five business days and to include all concerned parties.
 - a) The ASI Elections Council may decide a hearing is not needed, based on the allegation submitted. If this is the case, the Chair will reply to the allegation via email with the reasoning.
3. An alleged violation of CI or CSU system policy will be referred to the Dean of Student's office.

D. After the conclusion of election season, the ASI Assistant Director or ASI Executive 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.
2. All complaints must be submitted by 5 p.m. the Friday after the Elections have concluded.

E. Form and Contents of Complaint

1. Complaints submitted must be in writing to asielectionscouncil@csuci.edu and must specify, and include:
 - 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 ASI Elections Council.
 - d) Any evidence available to support the written complaint (eg. photos, screenshots)
2. All submitted complaints will be reviewed by the ASI Elections Council Chair, who will determine necessary next steps for the complaint, which could include:
 - a) A dismissal of the complaint or warning in writing from the ASI Elections Council Chair
 - b) A review by the full ASI Elections Council for next steps
 - c) Taken to a formal hearing

F. Conduct of Public Formal Hearing of Complaints

1. *Notice of Hearing.* According to California Education Code Section 89922 hearings are considered special meetings or emergency meetings. Notice of the time, place and date of an election complaint hearing shall be posted 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 ASI Elections Council must convene for a formal hearing within seven (7) business days following decision by the Council or Chair to take a complaint to a formal hearing process.
3. *Record of Hearings.* The ASI Elections Council must keep written record through minutes and an audio recording 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 ASI Elections Council (asielectionscouncil@csuci.edu) three (3) business days 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 two (2) business days prior to the hearing. No new documents or evidence may be submitted during the hearing.

- c) *Minutes*. Minutes shall be taken by an ASI Elections Council member or professional staff member chosen by the ASI Elections Council Chair and shall be made available at the next ASI Elections Council hearing.
 - 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 ASI Elections Council, the complainant, and the respondent may ask questions of witnesses.
 - 7. *Factual Accuracy*. No candidate may make false statements in any ASI Elections Council hearing. Any individual who deliberately enters false testimony or documents into the record at any hearing shall be subject to potential disciplinary action.
 - 8. *Ruling*. The ASI Elections Council must deliver, via e-mail, its ruling within two (2) business 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 Elections Council shall have the authority to order remedies and impose sanctions on sufficient proof, based upon the seriousness of a complaint. The ASI Elections 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. Provide sanctions.
 - 5. Remove candidate from the elections.
 - 6. Call for a new election.
- H. All decisions of the ASI Elections Council may be appealed to the ASI Executive Director. A designee will hear and rule on the appeal if the ASI Executive Director is unavailable to do so. If candidates are not satisfied with the ruling of the ASI Executive Director or designee, they may then submit an appeal to the ASI Board of Directors. Decisions rendered by the Board are final.
- I. Complaints Against ASI Elections Council
- 1. Any complaint against the ASI Elections 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. A designee 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 ASI Elections Council or ASI member.
 - b) If the ASI Elections Council or member is found in violation of the ASI Election Code the member must resign their position on the Council. The ASI Elections Council Chair must find an immediate replacement for the absent member. If the ASI Elections Council Chair is found in violation, the ASI Board will appoint a new ASI Elections Council Chair.
 - c) The ASI Elections Council member may submit a written appeal to the ASI Board.
- J. At the conclusion of each ASI Elections, a summary of all hearings, warnings, sanctions, etc., will be consolidated and posted on the ASI website.

2) AMENDMENTS

- a) This is the official ASI Election Code as approved by the ASI Board of Directors.
- b) The ASI Elections Council may submit suggested amendments to the ASI 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.

3) INTERPRETATION OF THE CODE

- a) Interpretation of the ASI Election Code is the responsibility of the ASI Elections Council. All questions or matters of uncertainty should be directed to the ASI Elections Council Chair, the ASI Assistant Director, 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.

-----*Candidates: Sign electronically via the ASI Elected Office Application*-----

By signing digitally, I acknowledge that I have read and understand the responsibilities, academic requirements and judicial standing requirements for all ASI applicants, candidates, and officers, and campaign teams, 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 candidates/office with ASI for as long as I remain in office.