

Associated Students, California State University, Long Beach

Elections  
Handbook

2011

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Associated  
Students  
Board of  
Elections

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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 A.S. President
  2. One A.S. Vice President
  3. One A.S. 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
  7. Four (4) members for the Student Media Board
  8. Three (3) members for the Academic Senate
  9. One member for the Forty-Niner Shops Board (only selected on even election year)
- 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, with the exception of student representatives to the 49'er Shops Board of Directors (term of office is set by the Board). Officers may run for re-election at an unlimited number of times.
- E. A majority of all votes cast shall be necessary to elect A.S. officers with the following exceptions:
  1. Positions for Senators-at-Large shall be elected by a plurality.
  2. Positions for Senators representing the academic colleges shall be elected by a plurality of all votes cast for each office by the constituency of which the office is to represent.
  3. Positions for Student Media Board, USU Board of Trustee and Academic Senate shall be elected by plurality.
- F. No officer shall hold more than one (1) major elected or major appointed office concurrently.

## PART II. INITIATIVE, REFERENDUM, AND RECALL PROCEDURES

### 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 Student body. A favorable vote of the majority by members of the Associated Student 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. A.S. ATTORNEY GENERAL RESPONSIBILITY

In the instances of initiative, referendum and Bylaws amendments, the A.S. Attorney General shall submit to the A.S. Board of Elections, at least three weeks before voting, an explanatory note of no more than one hundred words explaining in layman's terms, the result of the measure if adopted.

## PART III. BOARD OF ELECTIONS

The A.S. Board of Elections shall be specifically governed by the Elections Handbook, in addition to the stated ASI Bylaws Chapter One, Articles V and VI and Chapter Two, Article VI, Section 1-6.

## A. PURPOSE

To plan, supervise and certify all elections held under the auspices of the Associated Students

## B. DUTIES

1. To establish, review, revise, and monitor enforcement of administrative rules and regulations of regular and special elections of the Associated Students, also known as the "Election Handbook", with six (6) affirmative votes
2. To establish with five (5) affirmative votes an election cycle for each regular and special election.
3. To certify through the AVP/Dean of Students Office, qualifications of all potential candidates.
4. To submit to the student newspaper a complete list of candidates and their perspective offices.
5. To organize and coordinate election events
6. To facilitate the tabulation of ballots
7. To act as the original Hearing Board for complaints concerning election violations of the Elections Handbook. Hearings are open to the public; however, the Board deliberations are closed sessions.
8. To maintain complete written records of original copies of minutes, complaints, violations, and other documents, and to make public copies of these if necessary
9. To submit to AS Archives copies of all documents listed in item 2h.

## C. MEMBERSHIP

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### 1. VOTING MEMBERS

Voting members of the Board of Elections shall be appointed for one academic year.

- a) One student representative from each of the academic colleges appointed by their respective College Councils
- b) One faculty representative appointed by the Academic Senate or the Academic Senate Executive Board

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### 2. NON-VOTING MEMBERS

- a) Government Elections Officer
- b) University President or his/her designee
- c) A.S. Executive Director or his/her designee

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### 3. QUORUM

At least five (5) voting members are required to conduct business.

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### 4. APPOINTMENTS

- a) The Board shall appoint a Chairperson and a Vice Chairperson
- b) The Government Elections Officer (GEO) shall serve as Secretary to the Board.
- c) The Chairperson shall chair the Board of Elections meetings. In the absence of the Chairperson, the Vice Chairperson shall chair the meeting and assume other duties as designated by the Chairperson

#### D. BOARD WORKING RULES

- 1. The A.S. Board of Elections shall review the Elections Handbook and make any necessary changes. The Elections Handbook shall include: A.S. Elections procedures, campaign expenditures, method of confirming official results, ballot design, staffing of voter information stations and supervision of ballot tabulation.
- 2. Members of the Board of Elections shall not apply for candidacy, be a representative or campaign worker for any candidate, or the passage/defeat of any issue during his/her appointment to the Board.
- 3. The Board of Elections will hold at least one (1) meeting per week during the election period.
- 4. The election period begins on the opening of the initial filing and ends on the final ballot counting for that election.
- 5. No member of the Election Board shall concurrently hold a position on the A.S. Judiciary with the exception of an Associate Justice serving as Interim Government Elections Officer. Any other potential conflicts of interest should be avoided.

#### PART IV. REQUIREMENTS FOR RUNNING AND HOLDING OFFICE

Excerpt from CSULB REGS, 2008-2009, 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 August 29, 1997, 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 2.0 grade point average (GPA) at all times, and a 2.0 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 A.S. president, A.S. vice president, A.S. treasurer, A.S. chief of staff, A.S. administrator and A.S. chief justice, members of the A.S. Senate and Academic Senate, editor of the Union newspaper, the

general manager of K-Beach radio, and editor of Gold Mine Yearbook and others with primary fiduciary responsibilities (e.g., members of the Forty-Niner Shops Board of Directors, USU Board of Trustees, Isabel Patterson Child Development Center Board of Trustees, Student Media Board and other campus auxiliaries), college council chairs or presidents, and the campus representative(s) to CSSA. Additionally, a candidate for A.S. chief justice must have completed at least 54 units of college work.

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### 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.

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### 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. Additionally, a candidate for A.S. chief justice must have completed at least 54 units of college work. Graduate and credential candidates for office must earn six semester units per term (semester) of continuous attendance as a new graduate or credential student to be eligible. Graduate and credential students who received a bachelor's degree or credential within the past three years from the same campus must have earned a total of 12 semester units during their last year as an undergraduate to be eligible.

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### 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.

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### 4. Candidate and Incumbent Maximum Allowable Units

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.

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.

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### 5. Notification of Ineligibility

The Associate Vice President/Dean of Students and the Director, Office of Student Life and 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 his/her being declared ineligible may ask the associate vice president/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/dean of students who is the chair; university registrar; director of Judicial Affairs; psychologist from Counseling and Psychological Services; a faculty representative appointed by the chair of Academic Senate, and two student justices from the A.S. Judiciary, invited by the associate vice president/dean of students. Designees may serve as necessary in consultation with the associate vice president/dean of students.

Students wishing to appeal their notice of ineligibility may obtain the CSULB Request for Appeal form from the Office of the Associate Vice President/Dean of Students, USU-219, (562) 985-8670 or from the Office of Student Life and Development, USU-215, (562) 985-4181.

## 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. Grade changes. For a grade to be counted in a given semester, the professor must date the grade change within that time period and prior to the following semester.
3. Summer and winter session units attempted may not be applied to the fall or spring semester minimum six units earned requirement.
4. “Probation” refers to academic probation or being subject to a disciplinary sanction as a result of a university judicial process.
5. When referring to “maintaining a 2.0 grade point average,” this means maintaining a minimum overall, on-campus cumulative 2.0 grade point average (GPA) at all times, and a 2.0 grade point average in every semester while in office, and in the semester prior to running for office.

## PART V. 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, Student Trustee for University Student Union Board of Trustees, Student Media Board, Academic Senate, or Forty Niner Shops BOD.
  - 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 GEO has the authority to reject confusing, misleading, or superfluous titles.
  - c) The Application to Run for Student Body Office Form shall be submitted to the A.S. Government Office (USU-311) by the specified deadline.

- d) Any questions should be directed to the GEO.
2. Each applicant will meet all requirements for running and holding office as stated in the A.S. Bylaws Chapter II, Article VI, Section 1, and Section 1 of this Handbook. The Associate Vice President of Student Services/Dean of Students will check the eligibility of each applicant and inform the A.S. Assistant Director of Student Involvement & Leadership of eligible and non-eligible applicants.
  3. An applicant is declared a candidate upon receiving written notification of his/her eligibility **and** upon the conclusion of his/her attendance at a Mandatory Candidates Meeting or Make-Up Meeting.
  4. An applicant may withdraw his/her application up to and including the time of the Candidates Meeting.
    - a) A SIGNED Withdrawal letter shall be submitted in writing to the A.S. Assistant Director of Student Involvement & Leadership or the GEO.
    - 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 Board of Elections 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) school days. 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) school days the following week after the initial filing period has ended.

## B. ELECTION PACKET

Each candidate will receive a packet of information including:

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. List of Campaign Workers Form

### **REMINDERS:**

- **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.**
- **QUESTIONS REGARDING ANY INFORMATION CONTAINED IN THE PACKET MAY BE DIRECTED TO THE GOVERNMENT ELECTIONS OFFICER, THE CANDIDATES' MEETING OR AT ANY BOARD OF ELECTIONS MEETING.**
- **ALL FORMS CONTAINED IN THE PACKET MUST BE TURNED IN BY DEADLINES SPECIFIED.**

## C. MANDATORY CANDIDATES MEETING

### 1. Attendance

Every applicant or his/her designated representative must attend a Candidates Meeting held by the Board of Elections.

- a) If a candidate is unable to attend, he/she 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 his/her representative must be present at the time roll call and must attend the entire meeting until formal adjournment.
- d) If an applicant, his/her representative is unable to attend the Mandatory Candidates Meeting because of the 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.

### 2. Agenda

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

- a) Roll call and return copy of the Application to Run for Student Body Office Form
- b) Collection of the List of Campaign Workers Form
  - i) Names of all campaign workers must appear on the List of Campaign Workers Form
  - ii) Each candidate will be responsible for keeping his/her campaign workers list current with the additions/deletions of appropriate names by regularly submitting a list to the GEO or to the A.S. Department Secretary.
- c) Distribution of Campaign Income and Expense Record Form; Public Endorsement Form; and Elections Handbook; current editions of CSULB Campus Regulations (REGS), Campus Scheduling Policies & Procedures and Campus Publicity and Posting Regulations
- d) Collection of \$50.00 deposit
- e) Overview of elections website
- f) Government Elections Officer contact information: [asi-elections@csulb.edu](mailto:asi-elections@csulb.edu)
- g) Executive candidates forum information
- h) Digital platform information and due date
- i) Repeat roll call

- j) Campaign Spending Limit and Clean Campaign Pledge
- k) Answer questions concerning elections, timelines and regulations
- l) Formal adjournment
- m) Candidates photos taken

## PART VI. CAMPAIGNING

### A. DEFINITIONS

1. **Campaigning** is an 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, his/her campaign workers, and referendum interest groups.
2. **Campaign 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 he/she has been found eligible to run for student body office **and** has 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

#### Regular Election

- a) The campaigning period will begin at the close of the first Mandatory Candidates Meeting for those in attendance. **Any campaigning before this time is grounds for disqualification.**
- b) Each candidate and referendum interest group must remove all his/her posted material by noon of the second school day following the last day of voting in the General Elections or, if necessary, Run-off Elections, or forfeit all of their deposit.

### C. CAMPAIGN ACTIVITIES

#### 1. Permitted Campaign Activities

- a) Campaigning on walkways throughout the campus with the exception of the area from the entrance to the USU at the West Turnaround up to the University Library.
- b) Campaigning on grassy areas throughout the campus.

- c) Campaigning at student organization meetings/events, only if permission is granted by the organization's President or designee.
- d) Campaigning in class meetings, only if permission is granted by the course Instructor.

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## 2. Prohibited Campaign Activities

- a) ASI materials or resources cannot be utilized, such as Maxson Center paper, ASI Communications Department, etc.
- b) Posting- no materials may be on buildings, sculptures, posts, railings, trees, traffic control signs, sidewalks, paved areas, utility poles, vehicles, in planted garden areas, newspaper racks, or kiosks.
- c) Nothing shall be posted as to obscure previously posted, properly placed materials.
- d) NO banners, stickers or chalking are allowed at any time.
- e) No candidate can use the grassy area at the West Campus Turnaround.
- f) No candidate can use Student Life & Development (SLD) student mailboxes.

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## 3. Residence Halls

Permitted activities:

- a) Candidates may campaign outside of a residence hall only if they are 25 feet or more from the building and have scheduled their activities with the Office of Housing and Residential Life.
- b) A Candidate may schedule (with coffee shop Manager or designee) an activity at either of the coffee houses in the Residence Halls to address residents. Candidates must notify the GEO prior to this activity.

Prohibited activities:

- a) No posting is allowed on any ledges in the residence hall windows and/or the viewing space of residence hall windows.
- b) There will be no door-to-door soliciting in that candidates nor supporters cannot distribute flyers or other campaign material under the door or solicit by knocking.
- c) The Residence Hall mailboxes cannot be used for campaigning.

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## 4. Alcohol

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

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## 5. Digital Platform

Digital campaigning is allowed. However, all complaints with regards to digital/internet campaigning must be directed to the Office of the Dean of Students.

- a) Internet resources may be used if they do 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. Use of BeachBoard for anything other than academic purposes is strictly prohibited.

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## 6. Telecommunications

Telecommunications shall be defined as the use of telephones, pagers, voicemail, fax, TV, radio or cable. Candidates and referendum interest groups cannot send unsolicited telecommunications to individual students, student groups, or student organization members.

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## 7. 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 twenty-five (25) flyers/posters displayed at one time.
- d) Posters/flyers can only be attached to stakes along campus walkways so as not to interfere with irrigation system.
- e) Two (2) posters/flyers attached to one another on a stake with the message of each poster facing in the opposite direction are considered to be one poster.
- f) No poster/flyer from any candidate including one's own poster will be placed within three (3) feet from poster end to poster end, of another, with the exception of those placed back-to-back.
- g) Stakes must be a maximum of 3 feet in length.
- h) Candidates and referendum special interest groups must give a sample of all campaign materials to the GEO or A.S. Assistant Director of Student Involvement & Leadership prior to posting or distribution.
- i) Referendum Interest Groups will be limited to a maximum of fifteen (15) flyers/posters displayed at one time.
- j) Referendum Interest Groups or candidates must have identifiable information on their posters or flyers such as name, email address, etc.
- k) 8. Handbills
  - a) The size of each handbill may not be larger than 5" x 7" or 8.5" x 3" bookmark.
  - b) In addition to restrictions listed in Section C, handbills may not be distributed in campus parking lots.

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## 9. Campaign Events

- a) Candidates are encouraged to be creative with their campaigning but University Regulations/Rules must be followed. This can include: putting up tents, reserving tables, holding rallies, etc.
- b) Approval for campaign events must be requested on a PRC-Program Regulation Clearance Form and submitted for approval to the Office of Student Life & Development.
- c) A copy of approved campaign events must be given to the GEO prior to the event.

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## 10. Copyright Infringements

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

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## 11. Endorsement

- a) Public endorsement of any candidate or the passage/defeat of any issue, regardless of expense incurred, will be considered a campaign action.
- b) Any candidate endorsed by any group or individual must file a Public Endorsement Form with the A.S. Assistant Director of Student Involvement & Leadership **prior** to publicizing the endorsement.
- c) Use of names, pictures, images or likeness of a staff, faculty, administrator, or university sponsored competitive team on campaign material will be regarded as an endorsement. A Public Endorsement Form, with the expressed written consent of the person or entity, must be submitted to the Government Elections Officer prior to the material being announced, circulated or displayed.

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## 12. 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 A.S. 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 Wednesday prior to the first day of election. A final Expense Form is due on 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 forms by due dates will result in forfeit of your deposit.**

#### D. SCHEDULING OF CAMPAIGN SPEECHES

1. The Board of Elections is responsible for organizing a schedule of campaign speeches for all interested candidates during the official campaign period of an A.S. Regular Election.
  - a) The Board will inform the campus media, individuals, groups, clubs, societies, organizations, and departmental associations of the opportunity to meet and hear candidates.
  - b) The Board of Elections will coordinate meeting dates and locations for candidates to meet the student body.
2. Schedule of campaign speech meetings will be distributed at the Mandatory Candidate Meetings.
  - a) A platform from each candidate must be submitted by the date designated on the elections calendar.
  - b) Platform length should not exceed two hundred (200) words, typed and emailed to the A.S. Assistant Director of Student Involvement & Leadership. Abbreviations for words will be counted (example: A.S. would be counted as two (2) words).
  - c) Platforms will be available online at the polling site.

#### PART VII. CONDUCT AND RESPONSIBILITY

- A. All candidates and campaign workers are subject to University rules and regulations, including those found in the current editions of CSULB Campus Regulations (REGS), Campus Scheduling Policies & Procedures and Campus Publicity and Posting Regulations.
- B. 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.
- C. 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 Board of Elections for clarification purposes.
- D. No campaigning, whether specific or implied, may occur within a radius of fifty feet (50) of any voter information table.
- E. 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.
- F. All posters, handbills, circulars, and all other verbal or written campaigning actions covered in the A.S. Election Handbook and Bylaws, shall be utilized exclusively by the candidate and/or his/her campaign workers.
- G. Any candidate or his/her 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.
- H. Each applicant must submit a \$50.00 deposit, which will be completely refunded if the candidate removes all his/her campaign materials as stipulated in this Handbook, and hands in all necessary paperwork. This fee will not be considered part of campaign expenses.

## PART VIII. VIOLATIONS

### A. REPORTING VIOLATIONS

Allegations of any violations of the Election Handbook may be presented to the Board of Elections for action by filing a "Violation Petition" at any time during business hours up to noon the day following the closing of the polls.

1. Petitions must be completely filled out, signed, and submitted to the GEO via the AS Government Office.
2. Petitions will be date stamped by the AS Government Office personnel who will immediately bring the matter to the attention of the GEO.
3. The GEO and University President's Designee will review the petition within 24 hours (school days). If the petition is complete, the "Notice of Hearing" procedures will be followed.

***IF THE PETITION IS INCOMPLETE, THE GEO WILL CONTACT THE COMPLAINANT AND ADVISE THE COMPLAINANT ON HOW TO COMPLETE AND RE-SUBMIT THE PETITION. UPON RECEIVING THE COMPLETED FORM, THE GEO AND UNIVERSITY PRESIDENT'S DESIGNEE WILL REVIEW AND THEN FOLLOW THE "NOTICE OF HEARING" PROCEDURES.***

### B. NOTICE OF HEARING PROCEDURES

1. The respondent will be informed via telephone and email of the alleged violation within 24 hours of the GEO verifying that the petition is completed. S/he 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 s/he 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 s/he cannot attend the hearing, s/he may send a student designee provided that person's name is furnished in writing to the GEO, via the AS Government Office, 24 hours prior to the hearing.
  - f) Notice that, if s/he misses the hearing or is tardy by 15 minutes, the hearing will proceed without the respondent and the Board of Elections will make a decision without the respondent.
2. The complainant will be informed via telephone and email of the upcoming Hearing. S/he 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 s/he 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 s/he cannot attend the hearing, s/he may send a student designee provided that person's name is furnished in writing to the GEO, via the AS Government Office, 24 hours prior to the hearing
- f) Notice that, if s/he is tardy by 15 minutes, the hearing will be cancelled and the case will be dismissed. The complainant may re-file his/her Petition only if the GEO and University President's designee determine that an emergency prevented the complainant's attendance.

## C. COMPLAINT HEARING PROCEDURES

1. Hearings of the Board of Elections are open to the public.
2. Deliberations of the Board shall be conducted in closed session. With the exception of the GEO, who is allowed to stay during closed session discussion to provide future information, however, he/she cannot vote or choose sanctions.
3. The Board will vote on the decision regarding complaints in public session.

## D. DECISIONS

1. The respondent and complainant will be notified of the Board's decision in person if time permits. However, both will be notified via phone immediately following the meeting and then in writing, within 24 hours of the Board's decision. A written decision will be held at the AS Government Office for pick up by the candidate or a student designated by the candidate, and a copy will also be mailed.
2. The decision of the Board will be signed by the GEO and the University President's Designee to the Board.
3. After the respondent and complaint have been notified of the Board's decision, the decision will be posted on the AS bulletin board, USU-311.

## E. APPEALS PRIOR TO ELECTION ANNOUNCEMENT

1. If the complainant is unsatisfied with the Board of Election ruling, he/she can appeal to the Judiciary.
2. In accordance with AS Bylaw, Chapter 2, Article XI, Section 8, decisions of the Board of Elections may be appealed by the respondent to the A.S. Judiciary within five (5) business days from an initial ruling of the Board.
3. Should the Judiciary fail to hear an appeal within 4 days or, for any reason, is unable to hear the appeal, the appeal may be filed with the Office of the Dean of Students. Such an appeal must take place within 24 hours (school day) of being notified by the University's designee to the AS Judiciary that Judiciary is unable to hear the appeal.

## F. MINOR VIOLATIONS

Minor violations include the following:

1. Improper posting such as: excess posters, posting over other candidates campaign materials, posting in the wrong 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 deadlines.
5. Sending unsolicited campus emails or text messages
6. Other violations deemed minor by the Board

## G. MAJOR VIOLATIONS

Major violations include 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. Sending email or text message blasts using campus information resources
7. Posting campaign materials in a manner or quantity deemed grossly excessive by the Board.
8. Other violations deemed major by the Board

## H. 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 5 or more school days excluding weekends.
  - b) Loss of campaigning privileges for 1-5 school days such as: distributing handbills, hanging posters/flyers, or participating in any Board of Elections event such as the Candidates Meet and Greet.
  - c) Loss of deposit or portion thereof.
  - d) Attendance at an educational workshop.
2. Possible sanctions for proven major violations include but are not limited to the following:
  - a) Loss of campaigning privileges for 6 or more school days such as: passing out handbills, hanging posters/flyers, or participating in any Board of Elections event.
  - b) Dismissal of a candidate from the election.
  - c) Loss of deposit or portion thereof.

- d) Attendance at an educational workshop.
  - e) Community service.
3. Should the Board of Election 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 Judicial Affairs for possible violation of the CSULB Student Code of Conduct (CSULB REGS, Regulation XX).
  4. The Board can issue warnings or other sanctions as deemed necessary.

## PART IX. BALLOT

### A. BALLOT COMPOSITION

All voting will be conducted online using a web-based platform provided by an independent, third party provider. The on-line ballot shall be sent to the preferred e-mail 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 A.S. office as provided for in the A.S. Bylaws such as referenda and arguments in favor and in opposition to a measure.

## PART X. VOTING

### A. ELECTION DATES

Specific election dates and hours shall be designated by the Board of Elections.

1. Election dates for the Regular Election shall last for a minimum of 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 A.S. 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 A.S. 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, University President's designee or the A.S. Assistant Director of Student Involvement and Leadership.

## C. ELECTION DAY

1. Elections will be held ONLINE, students must check their email to vote. Voting will be open on Election Days at 12:01am. It will close on the last day at 12 midnight.
2. On Election Day, candidates are permitted to continue campaigning. However, *candidates may not campaign in the immediate vicinity of someone who may be voting or about to vote*. This includes all campus computer labs.
3. 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.
4. Undeclared and special majors shall vote only for the A.S. Executive Officers, A.S. Senator-at Large,
5. Student Representatives positions and any issue or referendum on the ballot.
6. 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 student

shall be subject to disciplinary actions by the university. Such 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 A.S. officers shall be a special election.
2. A special election may be called by the A.S. President or fourteen (14) affirmative votes of the Senate.
3. Special Election dates shall be publicized a minimum of ten (10) school days prior to the first polling day in a Special Election.
4. A Special Election shall be conducted in the same manner as a Regular Election.

## PART XI. BALLOT COUNTING

1. The Board of Elections will convene and votes will be certified.
  - a) 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.
  - b) Ballots or sections of ballots shall be voided if voting instructions are violated.
2. The following additional persons shall be eligible to be present during ballot certification:
  - a) One (1) representative from Campus Police.
  - b) Associate Vice President/Dean of Students
  - c) Other interested parties at the discretion of the Board of Elections
3. Results shall be tabulated twice to assure the validity and reliability of the outcome, if necessary.

## PART XII. ELECTION RESULTS

1. The Board of Elections will deliver official results of the election.
  - a) All candidates and the campus media will be informed of the official results of the election within twenty-four (24) hours of the computation, except for any position where a major alleged violation is pending. This will be done by posting results on the A.S. Bulletin Board, located outside the student government office, USU 311.
  - b) The certification of results will include the following information:
    - i. Total of votes for each candidate and their respective percentages of votes
    - ii. Designation of winners
    - iii. Signature of Government Elections Officer
    - iv. Signature of Dean of Students or his/her designee
  - c) Copies of the official certification will be distributed to the following within four (4) school days of the last day of voting unless the nature of a filed violation complaint, as determined by the A.S. Judiciary, necessitates the suspension of the publication of results until such time as the complaint is finally resolved:
    - v. A.S. bulletin board, USU 311
    - vi. A.S. President and Vice President
    - vii. A.S. Executive Director
    - viii. A.S. Communications Coordinator

- ix. Associate Vice President of Student Services/Dean of Students
- x. Director, Student Life and Development
- xi. A.S. Election Files
- xii. Campus media
- xiii. Each candidate

2. Recount

The Board of Elections will honor a request for a recount from any candidate(s) if the request is made in writing to the Board within two (2) school days of the announcement of voting results.

### **PART XIII. VACANCIES**

Senate vacancies that occur after the general elections shall be filled as stipulated in the A.S. Bylaws, Chapter II, Article I, Section 6.

### **PART XIV. INSTALLATION OF OFFICERS**

#### **A. AGENT OF INSTALLATION**

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

#### **B. TIME OF INSTALLATION**

All A.S. officers-elect Senators and Executive Officers will be sworn in at the Annual A.S. Awards Installation Banquet (see date on election calendar).

AT LARGE	Any position which represents all students other than those from a particular school
BALLOT	The Board of Elections' authorized material means by which a voter may communicate his/her views
BALLOT MEASURE	A measure referred to a vote by the student body form the Associated Students Senate, or a measure in which the petitioning process has publicly begun
CAMPAIGNING	Any organized, planned action, verbal or written medium whose purpose is to elect a particular candidate or advertise the pros or cons of an issue on the ballot
CAMPAIGN WORKER	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	The Union, Daily Forty-Niner, K-Beach Radio, College Beat
CANDIDATE	An individual who publicly declared his or her 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	Occurs when an individual or group publicly supports a candidate(s) in his/her bid for elected office
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
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.
REPRESENTATIVE	Any authorized agent of a candidate, as designated in writing by the candidate.