ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI CSUSM

ASSOCIATED STUDENTS, INC. OF

CALIFORNIA STATE UNIVERSITY SAN MARCOS
ASI Elections Guidelines and Procedures

ASSOCIATED STUDENTS, INC. OF CALIFORNIA STATE UNIVERSITY SAN MARCOS
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These guidelines and procedures shall be established by the authority given in the Bylaws of Associated Students, Incorporated of California State University San Marcos.

I. TYPE OF ELECTION (ASI Bylaws Article 22: Elections)

A. General Election: A regularly scheduled election for all Associated Students, Inc. elective positions. Special issues, such as a fee referendum or amendments to the ASI Bylaws, may also be included in the general election. The general election is held annually during the spring term the Monday- Wednesday prior to spring break. If students are not in session due to university closure, alternate dates for the general election shall be determined by the ASI Elections Committee.

B. Special Election: An election called to determine special issues, including but not limited to fee referendum, recall elections, amendments to the ASI Bylaws, or to fill a vacancy of office. A special election may be called at the discretion of the ASI Board of Directors. Exact dates shall be determined by the ASI Elections Committee.

C. Run-off election: Follows a general or special election when a tie (equal votes) exists between candidates, or a tie regarding special issues. Run-off elections shall be held the second or third academic week after a general or special election. Exact dates shall be determined by the ASI Elections Committee.

II. REGULATION OF ASI ELECTIONS

A. The ASI Elections Committee is governed by the ASI Bylaws. The ASI Elections Committee has authority to oversee the Elections process and complaints received. Specifics regarding the ASI Elections Committee are stated in ASI Bylaws.

B. The ASI Elections Committee is required to follow the CA Education Code, which states, "The election shall be called by posting notices in three public places on the campus at least two weeks before the election and by publishing the notice once a week for two weeks in the campus newspaper published by the student body organization, if there be such a newspaper. The notice shall set forth the time and place of the election, the purpose of the election, the location of the polls, and the hours during which the polls will be open." The posting shall also take place online and in campus announcements.

C. ASI Elections shall take place the week prior to the University Spring Break. Exact dates shall be determined by the ASI Elections Committee. Reference approved ASI Elections Timeline for current year.

D. In the event of a conflict between the provisions of the ASI Bylaws and any Policy or Procedures; the ASI Bylaws shall take precedence.

E. The following positions shall be elected in the general election of the student body:
    1. ASI President (1)
    2. ASI Vice President of Finance & Operations (1)
    3. ASI Vice President of Student & University Affairs (1)
    4. ASI Chair & Chief of Staff (1)
    5. Representatives from each of the academic colleges. College senators shall be elected from those majoring in one of the various departments of the particular college. (8)
    6. ASI Student at Large for Diversity, Equity & Inclusion (2)
    7. ASI Sustainability Representative (1)
F. The ASI Elections Committee is responsible for promoting elections and outreaching to the campus community to encourage voter turnout. ASI Elections marketing material will be prepared by ASI Media and Communications Team.
G. The ballot will contain pre-approved names running for each office with a space provided for a write-in candidate.
H. The person receiving the most votes from such ballots will be deemed the winner.
I. Candidates running unopposed must receive 10% of those students who cast votes in ASI election that year to be deemed winner of that position.
J. The final result will be provided by the ASI Elections Committee the day after the last election date, provided there are no pending outstanding investigations.
K. Current Executive Officers, ASI Board of Directors Representatives, and ASI Student Employees may endorse candidates as students themselves and not as members of ASI, at their own discretion.
L. No member of ASI Elections Committee shall be a candidate for any elective office appearing on the ballot or engage in any activity promoting campaigning for or against any candidate.
M. The ASI Elections Committee Chair will be authorized to confirm all election results after the closing of the polls. The vote counting process will be held under the direct supervision of the advisors to the ASI Elections Committee. ASI Elections results will then be approved by the ASI Elections Committee prior to the announcement of winners.

III. VOTERS ELIGIBILITY

A. All matriculated students who pay the ASI student body fee at California State University San Marcos are eligible to vote during general, special, and run-off elections.

B. No proxy voting will be permitted during general, special, and run-off elections. Students may be asked to give their student identification number.
C. Students will vote for representative candidates of their college, student-at-large representatives, special officers, and executive officers.

IV. QUALIFICATIONS FOR OFFICE (ASI Bylaws Article 8: Executive Officers and Board of Directors Eligibility)

A. Qualifications for Associated Student, Inc. officers are derived from the California State University, Office of the Chancellor, and current University policy. These requirements are considered minimum qualifications to demonstrate academic involvement, achievements, and progress. The CSUSM President may establish additional requirements.
B. Undergraduate students must maintain at least six (6) CSUSM units per semester while running for office and must earn at least six (6) CSUSM units per semester while holding office. Graduate and credential students must maintain three (3) CSUSM units per semester while running for office and must earn at least three (3) units per semester while holding office.
C. Undergraduate candidates running for office must have been enrolled at CSUSM and have completed at least one semester prior to the election, earning a minimum of six (6) CSUSM units. Graduate and credential candidates running for office must be currently enrolled on campus in a minimum of three (3) CSUSM units to be eligible.
D. All student representatives, candidates, and incumbents for office must be enrolled and in good standing at CSUSM, maintain a minimum 2.0 CSUSM semester grade point average per CSU Chancellor's Office requirements, and minimum 2.5 cumulative grade point average (GPA) at CSUSM. Student representatives, candidates, and incumbents for office shall not be on any academic, disciplinary, or administrative probation. This status must be maintained for the duration of any member's time in office.
E. All GPA, units, and transcript requirements, including from other institutions, must be confirmed by CSUSM and finalized by application deadline. Applicants are responsible for verifying transcripts with Registration and Records by deadline.
F. Undergraduate students are allowed to earn a maximum of 150 CSUSM semester units or 125 percent of the units required for their declared baccalaureate degree(s), whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 CSUSM semester units or 167 percent of the CSUSM units required for their declared graduate

degree(s) or credential, whichever is greater. Students holding more than this number of units will no longer be eligible for office.

G. Each elected officer shall assume office and its duties at the last ASI Board of Directors meeting of the fiscal year or when appointed to the position.
H. Candidates for office must not hold or run for more than one Associated Students, Inc. office per term.
I. Each candidate may only hold a position for a maximum of two (2) consecutive academic years.

V. FILING PROCEDURES

A. Applicants shall be responsible for complying with all material contained in the elections packet and will be held personally responsible for their conduct and the conduct of their campaign supporters.
B. Each applicant shall receive an elections packet that includes:
    a. Candidate Letter
    b. Elections Timeline and mandatory dates
    c. Application
    d. Code of Conduct Pledge
    e. ASI Bylaws
    f. ASI Elections Guidelines and Procedures
    g. Summary of Duties & Responsibilities for ASI Executive Officers and Representatives
    h. Campus posting policies
C. A student may submit an application for only one (1) office on the ASI Board of Directors
    a. Applicants for College Representatives will be limited to first declared majors in each college. Undeclared and special majors can apply for the ASI Executive Officers, Representatives at Large, and any issue or referendum on the ballot.
D. All candidates for office must sign a statement acknowledging receipt of all election materials & abide by all requirements.
E. All candidates for office must complete application and all forms provided by the ASI Elections Committee by stated deadlines.
F. Candidate statements must be submitted with your applications to run for office.
G. Candidate will submit two statements: one for the voting ballot and one for online candidate guide. Candidates may not use any swear words, hate speech, derogatory terms, slander or bashing of any other candidates in either statement.

a. Candidate ballot statements, which will be accessible to voters on the voting ballot, shall not exceed a maximum of 350 words. This will be submitted with candidate application.
    i. Applicant will receive candidate guide questions upon approval of candidacy.
    ii. ASI Elections Committee shall approve candidate guide questions.
b. Candidate online candidate guide statements, which will be accessible on the ASI website during campaigning weeks, shall not exceed a maximum of 550 words.
    i. Candidate will submit statement by requested due date or it will not appear on the ASI elections website.

H. Each applicant must meet all requirements for running and holding office as stated in the ASI Bylaws and ASI Elections Guidelines and Procedures. The Dean of Students Office shall maintain responsibility for calling attention to ASI the names of students declared ineligible to participate in the ASI Board of Directors.
    a. There is no appeal process for applicants who are declared ineligible to hold office. However, a student who believes that an administrative error resulted in the declaration of ineligibility may ask the Dean of Students Office to investigate the error.
I. A candidate must attend one mandatory candidate meeting or will be declared ineligible as a candidate. An applicant is declared a candidate upon the conclusion of attendance at the mandatory Candidates Meeting or make-up meeting. Applicant will receive written notification of approved candidacy.
J. Questions regarding any information related to ASI Elections including but not limited to violations, hearings, or elections results, shall be directed to asielections@csusm.edu.

VI. WITHDRAW FROM ASI ELECTIONS

A. Any official candidate can withdraw their candidacy by notifying the ASI Elections Committee via email of their intention to withdraw.
B. Once a candidate files an application to run for office, the application cannot be withdrawn for the purpose of submitting another application for another office after the application deadline.
C. Votes cast for a candidate who has withdrawn shall not be counted by the ASI Elections Committee under any circumstances.
D. If a sole candidate for an office withdraws after the application deadline is passed, no further applications for election to that office shall be accepted, and the position shall be filled in accordance with the applicable ASI Bylaws.

VII. WRITE IN CANDIDATES

A. A write-in candidate may run for any one office for which an election is being held.
B. Write-in candidates will not appear on the candidates' statement page accessible to voters and will not appear on the ballot. ASI will not promote write-in candidates as official ASI candidates.
C. A write-in candidate is responsible for complying with all provisions of the ASI Elections Guidelines and Procedures. Votes received by a write-in candidate who fails to comply will all provisions of the ASI Elections Guidelines and Procedures will not be counted.
D. A write-in candidate must meet all the qualifications for the office for which the write-in candidate is running. If it is determined that a write-in candidate does not meet the qualifications, the write-in candidate will be ineligible to take office.
E. Write-in candidates running unopposed must receive 10% of those students who cast votes in ASI election to be deemed winner of that position.

VIII. BALLOT

A. Candidate ballot photos will be scheduled upon applicant approval as a candidate and will be taken by members of the ASI Media & Communications Team. Photo will be provided to candidate for their personal and campaigning purposes.
B. Candidates appear individually on the ballot not as part of a political party or slate; voting is by individual candidate.
C. ASI Elections will be held online. Voting will be open on elections days starting at 7a.m. on the first day until 5p.m. on the last day. All voting will be conducted online using a web-based platform provided by an independent third-party provider. The online ballot information shall be sent to the primary email address on record with the university in myCSUSM for each eligible student and shall include the following:
    a. Voting Instructions.
    b. Offices which candidates are seeking, and the number of positions open for that office.
    c. Names of candidates listed alphabetically by last name and by the office for which they are running.
    d. Candidate photos and statements, if provided by the candidates. No changes will be made to the photos or statements when submitted.
    e. Any additional matter or information for any referendums or surveys.
D. Voting for College Representatives will be limited to first declared majors in each college. Undeclared and special majors shall vote only for the ASI

Executive Officers, Representatives at Large, Special Officers, and any issue or referendum on the ballot.

E. Disciplinary actions by the University shall be taken against any student who:
    a. Attempts to cast ballot or attempt to cast multiple ballots.
    b. Forward, sell, or otherwise transfer their voting links to another students.

IX. CAMPAIGN PROCEDURES

A. All candidates for office may campaign only during approved times as outlined in the approved ASI Elections Timeline in elections packet.
B. No ASI materials (photos, paper, printers, computers, markers, ASI social media and website, etc.) may be used for campaigning. The only exception is ASI ballot photo provided to each candidate.
C. Candidates cannot use campus department A-frames.
D. ASI can reserve Forum Plaza staking bank for candidates to utilize for lawn signage.
E. No campaigning of any kind is permitted in ASI spaces, including but not limited to Cougar Pantry, Board of Directors, Campus Activities Board, as well as ASI sponsored events during campaign weeks. This includes at any non-election related ASI virtual events and on any ASI social media unrelated to ASI elections.
F. The ASI Board of Directors or any of its sub-boards or committees, as governing bodies, shall not endorse any candidates for any office. This includes but is not limited to verbal or written campaigning (use of flyers, buttons, stickers, signs, iPads, etc.). This also includes social media posts as their ASI position.
G. Campaign signs or online posts must specifically state name of candidate and the position they are seeking. Any signs that might pose a hazard to pedestrians or campus traffic and are deemed unsafe by University Facilities and/or ASI Elections Committee will be removed and report to ASI. Candidates must follow the University Posting Policy, A-frame policy, and the CSUSM Posting Policy and Social Media policy, both of which are provided in the application materials.
H. Candidate can inform voters of elections but not campaign while an individual is voting nor confirm actual voting has taken place.
I. Only ASI or ASI Elections Committee may distribute “I voted” buttons, stickers, or materials.
J. Only ASI or ASI Elections Committee may post elections flyers in USU bulletin board. Each center or space in the USU may allow candidates to post in their center or space pending approval and their own discretion.

They may also host events for candidates if approved by Center or Space Assistant Director.

K. Campaigns/Candidates are prohibited from creating a portable polling place. This includes providing electronic devices to potential voters to vote on. This also includes verifying that a student has voted in order to receive swag materials.
L. Campaigning may be permitted in University Village Apartments, North Commons, and The Quad subject to permission of the Executive Director of Housing & Residential Life.
M. Candidates may not remove or cover other candidate's campaign materials.
N. All campaign materials must be removed not later than the day after the announcement of elections results.
O. Social media may be used if it does not impede the educational process as outlined in the CSUSM Campus Regulations, the CA Educational Code, and/or the local, state, or federal laws, ordinances or regulations. The use of CSUSM official, University Department, ASI social media sites is strictly prohibited.
P. Candidates are able to utilize student organization social media accounts with permission from the student org leadership team.
Q. Use of Cougar Courses for anything other than academic purposes is strictly prohibited. ASI Elections Committee will include a link to the ASI Elections website in each student's Cougar Courses homepage.
R. If you use email as a campaigning tool, you must abide by the following guidelines.
    a. Emails must be sent from your @ csusm.edu email account.
    b. Do not put multiple email addresses in the "to" or "cc" areas. You need to protect the privacy of others email addresses.
    c. You must include asielections@csusm.edu on all promotional campaign emails. This should be the only email address that appears in the "to" or "cc" field. You must tag asi.csusm in any campaign related social media posts.
    d. You must indicate at the top of the email that it is a campaign advertisement.
    e. Request that the email not be forwarded.
    f. Do not include deceptive wording in your subject line.
    g. All emails must include a link to the main ASI elections website (www.csusm.edu/vote)
    h. You need to provide an opt-out system so that recipients may unsubscribe from receiving further emails.

i. You may only send one promotional email per day per individual and/or slate to an individual or group. This includes messages from social media accounts.
j. Do not copy and paste your voting link into the email. Links are specific to each student.
k. You may only use email addresses obtained from honest means. You may not use Cougar Courses or the CSUSM directory to collect emails. You may not send unsolicited emails to recipients to whom you are not affiliated in some way.

S. All campaign materials produced by a candidate or group(s) endorsing a candidate are subject to laws protecting trademarked logos, titles, and images. This includes social media accounts and online posts.

X. CAMPAIGN FINANCES

A. Each candidate running for office can spend up to $500. If running on a slate, each candidate is allowed to spend up to $500.
B. Candidates need to be able to provide receipts to ASI by 5:00pm on the last day of voting upon request.
C. Candidates are not permitted to utilize any portion of their finances to incentivize voting. Candidates may not offer items for confirmation of vote. See section IX. Campaigning, Sections H – J.

XI. CAMPAIGN VIOLATIONS

A. Any candidate attempting to intentionally harm the dignity and/or character of the election process will be subject to a review by the ASI Elections Committee that could result in removal from the election process. Candidates who fail to follow the ASI Elections guidelines and procedures may be recalled out of office by the ASI Elections Committee, up to one month after the election results. The person having the second highest votes will be placed in the recalled position.
B. If a candidate is elected to a position and resigns within one month of the election, the candidate with the second highest number of votes in the election will be offered the position.
C. If an elected candidate resigns beyond one month or if the other qualifying candidate declines the position, the vacant position will be filled through a process at the discretion of the ASI President, with ratification by the ASI Board of Directors. The ASI Vice President of Finance & Operations will oversee the process to fill the vacancy if the position in question is the ASI President.

1. REPORTING VIOLATIONS

a. Any report of a violation by a student or candidate must be submitted to the ASI Elections Committee via the online ASI Elections Violation Form within 24 hours or the next available business day –after the violation took place or was identified (except Saturdays, Sundays, or campus holidays).
b. ASI Elections Violation Report Forms can be found on the ASI website.
c. No "anonymous" violation reports will be accepted by the ASI Elections Committee
d. Incomplete complaints will not be accepted.

2. VIOLATION RESOLUTION

a. The ASI Elections Chair will review and respond to complaints. An email receipt will be sent within 24 hours.
b. The ASI Elections Chair will have designated authority to review if a violation occurred and determine sanctions. At the discretion of the ASI Elections Chair, violations will be subject to committee review.
c. A decision regarding the complaint will be determined within 72 hours of submission.
d. If the committee determines a violation potentially warrants disqualification of a candidate, then committee will begin hearing process.

3. NOTICE OF HEARING COMPLAINT

a. The candidate will be informed via email of the alleged violation within two (2) business days from ASI Elections Committee verifying that the complaint is received. The respondent will be provided with:
    i. Date, time and place of hearing. Such hearing will take place not less than 24 hours from the date of the violation notice.
    i. A copy of the complaint with personal information redacted.
    ii. Notice that candidate may bring student witnesses and any relevant evidence to hearing.
    iii. Notice that such a hearing is an educational process and is to be conducted in a non-adversarial manner.
    iv. Notice that, if the candidate cannot attend the hearing, they may send a student designee provided that person's name is furnished in writing to the Dean of Students at least 12 hours prior to the hearing.
    v. Notice that if the candidate misses the hearing or is tardy by 15 minutes, the hearing will proceed without the respondent and the committee will decide.
b. The complainant will be informed via email of the upcoming hearing. The complainant will be provided with:

i. Date, time, and place of hearing. Such hearing will take place not less than 24 hours from the date of the notice.
ii. A copy of the complaint with personal information redacted.
iii. Notice that complainant may bring student witnesses and any relevant evidence to hearing.
iv. Notice that such a hearing is an educational process and is to be conducted in a non-adversarial manner.
v. Notice that, if the complainant cannot attend the hearing, they may send a student designee provided that person's name is furnished in writing to the Dean of Students at least 12 hours prior to the hearing.
vi. Notice that if the complainant misses the hearing or is tardy by 15 minutes, the hearing will be cancelled, and the case will be dismissed. The complainant may re-file only if the Vice President of Student Affairs or designee determines that an emergency prevented the complainant's attendance.

4. COMPLAINT HEARINGS

a. Hearings are open to the public.
b. Deliberations of the ASI Elections Committee shall be conducted in closed session pursuant to CA Education Code Section 89307.
c. ASI Elections Committee Advisors will oversee any complaint hearings.
d. The ASI Professional staff members involved with the ASI Elections may be asked to stay during closed session in order to provide further information but will not vote or choose sanctions.
e. The respondent and complainant will be notified of the Committee's decision via email immediately following the meeting or within one (1) business day.
    i. After the respondent and complainant have been notified, the decision will be posted on the ASI website at csusm.edu/asi/vote/.

5. SANCTIONS

a. Sanctions against any individual on a slate may be applied to other candidates on that slate
b. Should the ASI Elections Committee find a candidate to be culpable of a violation(s) of the ASI Elections guidelines and procedures or packet and the candidate does not fulfill the sanction, the candidate may be referred to the Dean of Students Office for possible violation of the CSUSM Student Code of Conduct.
c. Possible sanctions for minor violations include but are not limited to the following:

i. Immediate removal of campaigning items in violation of ASI guidelines and/or procedures.
ii. Campaign restrictions such as removing all posters for three (3) or more weekdays.
iii. Loss of one to two (1-2) weekdays of campaigning activities such as hanging posters/flyers or participating in any ASI Elections Committee events such as but not limited to Meet the Candidates.
iv. Possible sanctions for major violations include but are not limited to the following:
    a. Campaign restrictions such as removing all posters for five (5) or more weekdays.
    b. Removal of candidate from the election

6. APPEALS

a. Candidates removed from the elections process will have 24 hours from the date of removal to file a written appeal to the ASI Elections Committee.
b. Appeals must be based on administrative error, incorrect reporting, or other outstanding campaign violations. The Office of Vice President of Student Affairs will review all appeals.
    i. The decision of the office of Vice President of Student Affairs regarding the appeal is final.