

CODE ON ASSOCIATED STUDENTS ELECTIONS

- I. **NAME:** This Code shall be named Code #08i, the Code on the Associated Students Elections.
- II. **AUTHORITY:** This Code is established under the authority of Article XV of the Associated Students Constitution of California State University, Northridge.
- III. **PURPOSE:** The Purpose of this Code shall be to define and outline the procedures governing Associated Students Elections.
- IV. **DATE OF EFFECTIVENESS:** This Code shall be effective when approved by a simple majority vote of the Associated Students Senate.
- V. **AMENDMENTS:** This Code may be amended by a two-thirds (2/3) vote of the total voting membership of the Associated Students Senate in accordance with Article XV, Section 2 of the A.S. Constitution.
- VI. **APPOINTMENT, TENURE AND RESPONSIBILITY:**
 - A. Director of Elections
 - i. The Director of Elections shall be appointed by the A.S. President with the approval of the A.S. Senate.
 - ii. In the event of a vacancy in the position of Director of Elections, the president may issue a non-renewable 30 day appointment to fill the position.
 - iii. The tenure of office for the Director of Elections shall be one year, to be concurrent with the A.S. President's term of office who appoints them.
 - iv. The Director of Elections shall be directly responsible for the discharge of their duties to the A.S. President.
 - v. The Director of Elections is advised by the A.S. Coordinator for Student Leadership, as well as a university-assigned advisor.
 - vi. The Director of Elections may not hold any other elected A.S. office nor be eligible for election to any A.S. office. They may not take part in any campaign for or against any candidate(s) or ballot issue(s) during their tenure in office, with the exception of the right to vote.
 - vii. The Director of Elections shall be a student in good standing as defined in Article V, Section 1 of the A.S. Constitution.
 - viii. The Director of Elections position may, at the discretion of the A.S. President and with the approval of the Senate, be shared by two Co-

Directors. Anywhere this Code references “Director of Elections” would then apply to both Co-Directors.

B. Assistant Director of Elections

- i. The Assistant Director of Elections shall be appointed by the A.S. President with the approval of the A.S. Senate.
- ii. In the event of a vacancy in the position of Director of Elections, the Assistant Director may be given a non-renewable 30-day appointment to fulfill that role while a search is conducted for a new Director.
- iii. The tenure of office for the Assistant Director of Elections shall be one year, to be concurrent with the A.S. President’s term of office who appoints them.
- iv. The Assistant Director of Elections shall be directly responsible for the discharge of their duties to the A.S. President.
- v. The Assistant Director is advised by the A.S. Coordinator for Student Leadership.
- vi. The Assistant Director of Elections may not hold any other elected A.S. office nor be eligible for election to any A.S. office. They may not take part in any campaign for or against any candidate(s) or ballot issue(s) during their tenure in office, with the exception of the right to be vote.
- vii. The Assistant Director of Elections shall be a student in good standing as defined in Article V, Section 1 of the A.S. Constitution.

C. Elections Committee

- i. The Elections Committee shall be composed of two (2) types of members:
 1. Voting members:
 - a. The Director of Elections, who shall also serve as the Chair, and shall vote only in the case that their vote will change the outcome of a decision.
 - b. The Assistant Director of Elections, who will serve as secretary for the Elections Committee. In the absence of the Chair, the Assistant Director will serve as committee chair, and designate a member of the committee to serve as secretary.
 - c. No less than four (4), but no more than seven (7) student members.
 - i. Student members must be students in good standing as defined in Article V, Section 1 of the A.S. Constitution.
 - ii. Student members are appointed by the A.S. President and approved by the Senate.
 - iii. Student members serve one year terms, beginning with the date of their appointment. Their terms are concurrent with the Director of Elections.

- iv. Student members are directly responsible for the discharge of their duties to the Director of Elections.
- 2. Non-Voting members: (Ex-Officio)
 - a. The A.S. Vice President, who shall serve as the Senate's delegate to the A.S. Board.
 - i. In the event that the A.S. President is unable to perform their duty as the Senate representative, an A.S. Senator not currently running for any office in the A.S. General Election may be appointed.
 - ii. If the Senate representative decides to run for office, they must immediately vacate their seat on the committee, and the Senate may appoint another qualified Senator to serve.
 - b. At least one of the two Advisors to the A.S. Elections Committee:
 - i. The A.S. Coordinator for Student Leadership
 - ii. The University Advisor to the Elections Committee.
 - c. The Student Leadership Graduate Assistant for Programming
 - d. The Student Leadership Graduate Assistant for Training and Development
- ii. Members of the Elections Committee shall not hold any other A.S. office, nor will they be eligible for election to any other A.S. office, nor shall they take part in any campaign for or against any candidate(s) or ballot issue(s) during their term in office, with the exception of the right to vote.
- iii. Members of the Elections Committee shall be students in good standing as defined in Article V, Section 1 of the A.S. Constitution.
- iv. Any member of the Elections Committee who is absent in excess of three (3) times from any Elections Committee meeting, hearing or other official Elections Committee obligation shall be considered as having vacated their seat on the Committee.

VII. DUTIES

A. Director of Elections

- i. Director of Elections shall administer the A.S. Elections, and ensure that all election publicity and campaigning be carried out pursuant to the rules, regulations, procedures and policies of this Code, the A.S. Constitution, and those of the university. The duties of the Director of Elections shall include, but not be limited to the following:
 - 1. Recruit, train, process payroll documents and evaluate all paid elections employees.
 - 2. Assist students in entering A.S. elections;
 - 3. Work with advisor(s) to complete all requirements for the on-line voting system including ballot preparation, candidate statements

- and pictures, e-mail alerts, requests for voter information and Institutional Research data;
4. Arrange for preparation of all elections materials including election packets, official publicity and marketing, etc.
 5. Preside over all complaints regarding elections conduct, violations of the AS elections code, and/or applicable university policies and procedures;
 6. Maintain documentation of all election committee agendas and minutes, including those that address election irregularities;
 7. Supervise voting and balloting during election days;
 8. Arrange for the secure handling of all elections materials including confidential information;
 9. Arrange for, publicize and mediate all press conferences and presidential debates;
 10. Coordinate requests for students needing special voting accommodations due to disability;
 11. Coordinate the elections fine/sanctioning process;
 12. Ensure agendas and minutes are submitted within forty-eight (48) hours of any meeting, and that such agendas and minutes are also publicly available on the AS Web Page;
 13. Oversee the purchase, management and storage of all election-related supplies.
- ii. The Director of Elections shall have the power, through the Elections Committee process, to conduct a formal hearing on any candidate charged with violating any section of this Code, the A.S. Constitution, and all related university policies and procedures.
 - iii. The Director of Elections shall be responsible for publicizing and making available the guidelines and policies on campaigning, campaign publicity and posting relations pertinent to the elections process.
 1. The Director of Elections shall publicize the elections schedule through the official student newspaper and the AS web page, beginning with the first day filing opens, and running through the last day of the election. All necessary filing information and applications should be available according to the same timetable.
 - iv. The Director of Elections shall be responsible for scheduling Elections Committee members to oversee the various aspects of the elections process.
 - v. The Director of Elections shall preside over the mandatory candidate orientation meeting, which is scheduled for the purpose of distributing and explaining the various elections rules and processes to candidates.
 - vi. The Director of Elections shall preside over the mandatory student employee (street team) training meeting, which is scheduled for the purpose of distributing and explaining the various elections rules and processes to election employees, as well as to obtain necessary hiring information.

- vii. The Director of Elections shall submit a summary report on every election to the Senate at the first meeting following the last day of voting. This report will include the voting results, and should be attached officially to the minutes for the Senate meeting at which the report is presented.
- viii. The Director of Elections shall submit an evaluation report at the second A.S. meeting following the last day of voting. This report should be automatically referred to both the AS Internal Affairs and AS Policies Committees for follow-up.

B. Assistant Director of Elections

- i. The Assistant Director shall be responsible for assisting the Director of Elections in carrying out their duties.
- ii. The Assistant Director's duties shall include but not be limited to:
 - 1. Prepare and distribute agendas for all Elections committee meetings and hearings;
 - 2. Prepare and distribute minutes for all Elections committee meetings and hearings;
 - 3. Serve as Chair of meetings if/when Director of Elections is unable to attend regular meetings/hearings;
 - 4. Maintain a historical archive of Elections Committee documents, election results, marketing plans etc.

C. Elections Committee

- i. Under the direction of the Director of Elections, the Elections Committee shall carry out their duties as prescribed in this Code.
- ii. The Elections Committee shall assist the Director and Assistant Director of Elections in administering and ensuring that all campaigning and publicity be carried out according to the policies, procedures, rules and regulations of this Code, the A.S. Constitution and those of the university.
- iii. The Elections Committee shall focus on two primary goals:
 - The recruitment of students to run and vote in A.S. Elections
 - The administration of a secure elections process.

In order to fulfill these goals, the Elections Committee duties will include but not be limited to the following:

- 1. Work with the AS Coordinator of Marketing and Public Relations to develop an election marketing plan, including a theme, materials, key information and Election Information Stations (EIS) designed to inform the student body about upcoming elections.
- 2. Make marketing presentations in classrooms and at club/organization meetings to publicize election information.
- 3. Recruit senators and directors to help with election publicity and marketing.
- 4. Recruit, train and manage a street team of paid student workers to publicize the elections during the day prior to, and the days of each election.

5. Publicize voting information, location(s), including the locations of on-campus computer labs, at least two (2) school days before each election.
 - a. Publicity shall include: Associated Students Election, date(s), time(s).
6. Set-up and supervise all EIS, to be open 8 am – 7 pm on each day of voting.
7. Members of the Elections Committee shall be assigned to supervise each EIS during their operating hours.
8. EIS Supervisors are responsible for accounting for all official elections materials assigned to the area they are supervising
9. Elections Committee members may observe, document and collect complaints from candidates at EIS during the hours they are officially open.
10. Hear all formal complaints and render binding decisions concerning election disputes and violations of the Code, the A.S. Constitution, and those applicable university rules and regulations.

VIII. ELECTIONS EMPLOYEES (Street Team)

A. Hiring and Responsibility:

- a. Applications for street team members shall be due one (1) day prior to the official training for street team.
- b. Availability of positions for the street team and the deadline dates for applications shall accompany all A.S. announcements concerning elections.
- c. All street team members shall be hired in accordance with standard hiring practices.
- d. All street team members must attend an orientation meeting prior to beginning work. The orientation meeting must include training on the AS Elections Code, the A.S. Constitution, and all applicable university rules and regulations governing A.S. Elections.
- e. Street Team members will be assigned hours based on the availability of their schedule, hours available, and their successful completion of the mandatory orientation.
- f. The hourly rate for street team members will be determined as part of the A.S. Elections annual budget request.

B. Duties:

- a. Street team members may not be candidates for office, candidate representatives, or someone endorsing or opposing any candidate.
- b. Street Team members violating any aspect of their position may be dismissed from their positions by the Director of Elections or Elections Advisors. They will not be paid for hours currently worked, and not for any hours scheduled to be served following their removal.

IX. MEETINGS AND QUORUM

- A. The Director of Elections shall Chair all meetings of the Elections Committee. In the absence of the Director, the Assistant Director will serve as Chair.
- B. The Elections Committee meeting time is permanently designated for every Wednesday at 2:00 pm during the regular semester.
- C. The business of the Elections Committee meetings shall be open to the public for any person to attend.
- D. The Director of Elections shall have the power to call special meetings as warranted. Twenty-four (24) hours notice of special meetings shall be posted and provided to all Elections Committee members indicating the purpose of any special meetings.
- E. A quorum shall consist of at least five (5) individuals:
 - i. The Director of Elections (Chair)
 - ii. No less than four (4) voting student members (which may include the Assistant Director).
 - iii. At least one of the advisors to the Elections Committee (non-voting).
- F. A quorum is necessary to conduct business and take formal action.

X. ASSOCIATED STUDENTS ELECTIONS

A. General Elections

- i. General student body elections will be conducted once a year during the Spring semester in accordance with the A.S. Constitution. A general election will be held not less than six (6) academic weeks nor more than ten (10) academic weeks prior to the close of each Spring semester. All A.S. elections will be conducted over a two-day consecutive period.
- ii. The elective offices available will be those defined in Article V, Section 4.C. of the A.S. Constitution
- iii. Candidates and/or their respective campaign manager must attend the mandatory candidate orientation meeting. Failure to do so will result in the candidate being disqualified from running in the election.
- iv. In the event that no ticket for President/Vice President receives a majority of the votes cast, the A.S. will utilize Instant Run-Off (or similar) provisions of the electronic voting system to determine the winner.
- v. In the event that no senate candidate receives a plurality of the votes cast, the A.S. will utilize Instant Run-Off (or similar) provisions of the electronic voting system to determine the winner.
- vi. A.S. Elections will not include write-in candidates, or abstaining votes.

B. Special Elections

- i. Special elections shall be held for, but not limited to, the following:
 - 1. In the event that the results for an official election are declared null and void, a special election shall be held no sooner than two (2) regular school days and no later than two (2) weeks after the last day of voting was held.

2. Upon the successful petitioning to recall any member of the Senate.
 3. Upon the successful petitioning of initiative legislation.
- ii. The A.S. President, with the approval of the A.S. Senate, may call special elections.
 - iii. Special elections will be conducted in conformity with the general provisions of this Code, the A.S. Constitution, and the university.
 - iv. The Director of Elections, in consultation with the A.S. President and with the approval of the A.S. Senate, may direct the Elections Committee to establish and publicize particular election procedures for a special election.

C. Recall and/or Initiative Elections

- i. Recall and/or initiative elections will be held in accordance with Article XI of the A.S. Constitution.

D. Referenda:

- i. Referenda are questions the A.S. poses to its electorate that, if passed, will result in a specific change or action occurring. These can include the assessment, amendment or repeal of an A.S. fee.
- ii. Referenda may be placed on the ballot in an A.S. election by a two-thirds (2/3) vote of the total voting membership of the A.S. Senate.
 1. Action by the A.S. Senate to place a referendum on the ballot must occur not less than twenty-eight (28) calendar days (four weeks) prior to a scheduled A.S. Election.
- iii. Any members of the A.S. Senate may submit proposed referenda. They should come to the Senate through the Standing Committees whenever reasonable and feasible.

E. Constitutional Amendment:

- i. Constitutional amendments are questions the A.S. poses to its electorate that, if passed, will result in a specific addition, amendment or deletion of language to the A.S. Constitution. Constitutional amendments may not address the issue of an A.S. or University fees.
- ii. Constitutional amendments may be placed on the ballot in an A.S. election by a two-thirds (2/3) vote of the total voting membership of the A.S. Senate.
 1. Action by the A.S. Senate to place a constitutional amendment on the ballot must occur not less than twenty-eight (28) calendar days (four weeks) prior to a scheduled A.S. Election.
- iii. Any member of the A.S. Senate may submit proposed constitutional amendments. These should come to the Senate through the Standing Committee process whenever reasonable and feasible.

F. Survey Questions

- i. Survey questions are questions the A.S. poses to its electorate for informational purposes only.
- ii. Survey questions may be placed on the ballot in an A.S. election by a simple majority vote of the total voting membership of the A.S. Senate.
 1. Action by the A.S. Senate to place a survey question on the ballot must occur not less than fourteen (14) calendar days (two weeks) prior to a scheduled A.S. Election.
- iii. Any member of the A.S. Senate may submit proposed survey questions. These should come to the Senate through the Standing Committee process whenever reasonable and feasible.

XI. **GENERAL ELECTIONS – BASIC PROCEDURES**

A. Filing

- i. Prior to each general election, the Director of Elections, with the assistance of the Elections Committee, will:
 1. Establish timelines for candidates to make a formal declaration of candidacy and to file the standard application form.
 2. Announce and publicize an open filing period of at least ten (10) school days (two calendar weeks).
 3. Prepare an electronic elections packet for potential candidates, to include:
 - a. A standard candidate application
 - b. A letter from the Director of Elections
 - c. The general elections calendar,
 - d. Candidate eligibility information
 - e. Permission to check candidate's academic eligibility
 - f. An official candidate statement form.
 - g. The Statement of Financial Disclosure Form
 4. Ensure that the packet is available via the A.S. Central Office and web page on the first day of filing.
 5. Election packets can be filed electronically or in hard copy according to the directions and timetables in the packet. Failure to file according to those directions will result in the candidate being disqualified from running in the election. Electronic date and time verifications are those from materials received and printed in the A.S. Student Leadership office via the official Elections mailbox.
 6. No candidate for A.S. office may file for more than one seat.
 7. Candidate's for A.S. President and Vice President will declare themselves as filing jointly for the respective positions, which will be known as a Ticket. The joint names of each Ticket will occupy one box on the final ballot.
 8. In the event of withdrawal or disqualification of either candidate on a Ticket, the remaining candidate shall have until the filing

deadline to find a replacement and declare that replacement to the Director of Elections in writing. Failure to do so before the deadline will result in automatic disqualification from the ballot. Disqualification or withdrawal of either candidate on a Ticket after the filing period through the close of voting on the last day of the election will result in disqualification of the Ticket from the ballot and holding office.

9. Candidate eligibility will be determined by the Director of Elections in consultation with the Office of Admissions and Records, the University Advisor to Elections, and the Elections Committee, pursuant to the A.S. Constitution, Article V Section I.A.
 - a. It is the ultimate responsibility of the candidate to ensure that they are eligible to run for and hold office.
 - b. The Director of Elections will advise all candidates of their official determination of eligibility to run within one (1) calendar week of the close of filing.
10. All eligible candidates and/or their campaign manager are required to attend the mandatory candidate orientation meeting. Failure to attend will result in the disqualification of the candidate from the ballot.
 - a. The Director of Elections will present candidates with an overview of the elections process including distribution of the following:
 - i. Current A.S. Code on Elections
 - ii. The A.S. Constitution
 - iii. Current A.S. minimum academic requirements for A.S. Personnel
 - iv. Copies of the current posting and distribution policies from the Matador Involvement Center (MIC).
 - v. Paper copies of the Statement of Financial Disclosure form.
 - vi. On-line voting information including rules on pop-ups, candidate statements, and result timelines.
11. A candidate may begin campaigning once they have officially filed for the election.
 - a. Campaigning includes but is not limited to:
 - i. On-line posts
 - ii. Club, organization or classroom presentations
 - iii. Printed or distributed materials, billboards or signs of any kind
 - iv. Web site/pages/presence
 - b. Any candidate determined to be ineligible, or who has been disqualified from running must cease campaigning upon

notice from the Director of Elections of ineligibility or disqualification.

- c. Any candidate or Ticket found campaigning prior to being officially recognized by filing for the A.S. elections by the Director of Elections will be notified to cease campaigning or face being disqualified.

B. Withdrawals

- i. All qualified candidates or Tickets who choose not to participate in the general election must notify the Director of Elections in writing of their intent to withdraw.

XII. GENERAL ELECTIONS: WAYS TO RUN

A. Independent:

- i. A candidate may run for A.S. Senate as an individual, unaffiliated with any slate. Such a candidate is an “independent”, and is referred to in this Code as “candidate”.
- ii. Slate names may not include “Independent” or “Independents”.
- iii. Independent candidates are prohibited from appearing in any campaign literature with any other candidate or slate.
- iv. Independent candidates have the option of declaring a campaign manager.
- v. Independent candidates will have the word “independent” follow their name on the ballot.

B. Slate

- i. Candidates may decide to seek A.S. office as an affiliated group. Such groups are “slates”.
 1. Tickets for President/Vice President are not considered slates, but may run as part of a slate.
- ii. Each slate may designate a responsible person, hereinafter referred to as a “slate manager”.
- iii. A slate must declare a formal name which it will be used throughout the duration of the campaign.
 1. Slate names must be approved by the Director of Elections and with consultation from both Elections Advisors.
 2. Slate names must be filed as part of the slate’s official application to run.
 3. Slate applications must include the names of each person to be considered part of the slate, the formal name of the slate, and listing an optional Slate manager.
 4. Candidates who fail to file a slate statement by the close of filing will not be permitted to campaign as a slate or appear on any literature, ballot etc. as a slate.
- iv. Candidates running as part of a formal slate will have their slate name follow their name on the ballot.

- C. All candidates, as well as campaign/slate managers, are advised and encouraged to consult with the Director of Elections and Elections Committee throughout the general elections process.

XIII. CAMPAIGNING AND PUBLICITY

A. General Policies

- i. All student activities related to elections must be in accordance with both the A.S. Elections Code and all university policies and procedures.
- ii. The Elections Committee will distribute the MIC statement of current policies and procedures to all candidates at the mandatory candidates meeting. It is the responsibility of the candidate to be knowledgeable of what can and cannot be done during the elections period. Any questions should be posed to the Director of Elections or Elections Committee advisors.
- iii. All campaign materials are subject to review and approval by the Director of Elections and the MIC.
- iv. No publicity may be intentionally distributed inside campus buildings.
- v. Candidates may make classroom presentations with permission from the class instructor.
- vi. A “no-campaigning” zone exists 40 feet from every outside polling station.
 - 1. Candidate/slate information flyers are included.

B. Posting and Distribution

- i. All posting and distribution of materials, billboards and other materials will be done in accordance with current university guidelines and policies
 - 1. Failure to follow posting and distribution rules may result in disqualification.

C. Debate

- i. All candidates for A.S. President and Vice President, and only those candidates, will be required to attend a debate to be administered by the Elections Committee.
 - 1. Time, place and format for the debate will be determined by the Director of Elections.
 - 2. The Director of Elections will moderate the debate and be present throughout it.
 - 3. The format of the debate shall be determined by the Director of Elections in consultation with the Elections Committee. The Committee may consult with the candidates in determining the format if they choose.
 - 4. No representatives shall be allowed to speak on a candidate’s behalf.

XIV. VOTING

A. Balloting:

- a. Voting in A.S. Elections is limited to those current members of the A.S. corporation as designated in the A.S. Constitution, Article III, Section A.
- b. Any student who is a member of Associated Students and has more than one major in different academic Colleges is allowed one vote in each of the respective College Senate races.
- c. Membership in the Associated Students of California State University, Northridge will be considered demonstrated upon presentation of proof of enrollment for the current semester.
- d. Prior to each general election, the Elections Committee will prepare and publicize (subject to approval by the A.S. Senate) a statement of policies and procedures regarding the use of a third party provider for on-line voting.
 - i. The statement will include the method of preparation for official ballots, the security of ballots before and after general elections, and the method for counting ballots including determining the outcome of a run-off election through Instant Run-Off voting procedures.
- e. The A.S. Senate will have the authority to approve the on-line, third-party provider for elections based on consultation with the Director of Elections and A.S. Coordinator for Student Leadership.
- f. If for any reason the on-line voting system ceases to work during the general election, voting may be terminated at the discretion of the Director of Election after consultation with the Elections Committee and both Elections Advisors. A new on-line election date would then be scheduled within two (2) calendar weeks of the first election. All results from the first election would be null and void.
- g. Election results may be obtained by the Director of Elections following the close of voting. The Director of Elections, A.S. Coordinator for Information Technology, the University Advisor to Elections, and the A.S. Coordinator for Student Leadership may be in the room while the computer results are being pulled.
- h. Unofficial election results will be posted as available:
 - i. Outside the A.S. Central Office.
 - ii. Online at www.csunas.org
 - iii. Electronically via email to the Daily Sundial.
- i. Each Spring semester candidates from the USU Elections may be placed on the A.S. Elections ballot.
 - i. The University Student Union is responsible for notifying the Director of Elections a list of USU candidates for the ballot within twenty-eight (28) calendar days (four weeks) prior to the date of elections.

B. Results

- a. A majority (50% +1) of the votes cast for the A.S. President/Vice President, or any referenda, recall, special or initiative legislation, or constitutional amendment are required to win the election.

- b. All other offices will be decided by a plurality vote.
- c. In the event of a tie in any race, the Instant Run-Off procedure will be used to determine a winner.
- d. The Director of Elections will submit a summary of the unofficial election results at the first A.S. Senate meeting, along with a summary report from the University Advisor to Elections. When the A.S. Senate has accepted these two reports, the elections results will then be considered “official”.

C. Election Information Stations (EIS)

- a. The Elections Committee, with the approval of the A.S. Senate, will annually prepare procedures for the establishment, security and publicizing of EIS, as well as whether voting compatible devices will be made available.
 - i. Dates, times and locations of EIS, including any hours when voting compatible devices will be available, will be part of the recommended procedures.
 - ii. EIS information must be included in the general elections calendar each spring.

XIV. GENERAL ELECTION FINANCES

A. General Policies

- i. The Director of Elections, in consultation with the Elections Committee, will explain the purpose and proper use of the Statement of Financial Disclosure form to all candidates, including the possibility of disqualification for not completing the forms as required.
- ii. In accordance with the laws of the State of California and the policies of the university, campaign funding may not come from any university department, contracting auxiliary, or from Associated Students funds.
- iii. To give the AS corporation and its student members a general accounting of campaign finances, each candidate, ticket, and slate will submit a Statement of Financial Disclosure relating to their campus expenses. This statement shall be filed at the A.S. Central Office no later than 4:30 pm on the Friday following the last day of voting.
 - 1. Failure to do so may result in a recommendation to the Senate that the candidate/slate/ticket be declared ineligible to hold office.
- iv. The Statement of Financial Disclosure form must be accompanied by original dated receipts that account for each campaign cost.
 - 1. It must disclose all food and beverage items given to campaign workers or to potential voters.
 - 2. The cost of clothing/apparel, materials, printing/duplicating, prizes, hand-outs, decorations, giveaways, and web page fees are all required disclosures.
- v. The maximum campaign expenditures are:

1. Slate (Absolute Maximum)	\$1000
2. President/Vice President Ticket	\$500
3. Independent candidates	\$500

4. Donations of any kind are deducted from the limits listed above at the fair market value, all receipts and invoices are required.
- vi. Final approval of the Statement of Financial Disclosure for each candidate/slate/ticket shall lie with the Elections Committee. Any forgery of the receipts or information provided on or with the form may result in a recommendation to the Senate that the candidate/slate/ticket be declared ineligible to hold office.
- vii. Candidates/slate/ticket web pages are subject to financial disclosure, including all set-up, maintenance and associated fees.

XV. INAPPROPRIATE ELECTION CONDUCT

- A. The Director of Elections and the Elections Committee shall have general authority over the conduct of the elections for this corporation.
- B. If any candidate or student observes a candidate, slate, ticket, or campaign team member violating the elections code or university policies and procedures that govern student conduct, they are permitted to report the offense formally (in writing).
- C. Formal complaints will be accepted beginning with the date a candidate files for office through 4:30 pm on the Friday following the last day of voting.
- D. Formal complaints should be:
 - i. In writing
 - ii. Turned in to the A.S. Central Office or to Director of Elections (during the days of elections).
 - iii. Complaints should include the name and contact information of the person filing the complaint.
- E. The Director of Elections, Elections Committee and Advisors will make every effort to resolve any and all complaints or disputes informally. Candidates who run for office are expected to comply with all efforts to resolve complaints informally whenever possible.
- F. Failing to reach an informal resolution, the Elections Committee will have the ability to hold a formal hearing to resolve the complaint according to the following procedures:
 - i. The Elections Committee may decide to hold a hearing within twenty-four (24) hours of receiving any formal complaint. The Elections Committee may also decide to dismiss complaints without a hearing or to hold a hearing at any time up until or at their next regularly scheduled committee meeting. If the complaint is against the Director of Elections, that complaint should be filed directly with the A.S. Judicial Court.
 - ii. The Director of Elections will notify the Elections Committee, Advisors and candidates involved (or campaign managers involved) of the date and time of the hearing.
 - iii. Both parties involved in the complaint may present pictures, eye-witness accounts, or written statements at the hearing. Ten (10) copies of all materials must be brought to the hearing (on-site copy service is not available).

- iv. The Director of Elections will Chair the hearing and make sure that order ensues. If a candidate and/or slate fails to maintain order during a hearing, the Elections Committee has the right to cancel the hearing, or to decide the complaint without the evidence that candidate/slate would have provided.
- v. The candidate/slate making the complaint will have the opportunity to present their complaint and evidence first (along with all their witness statements).
- vi. Following the presentation of evidence from both sides, the Elections Committee will have the opportunity to ask questions and gather information from any persons present.
- vii. Complainants will not use the elections hearing as an opportunity to question or challenge one another. The hearing is an opportunity for the Elections Committee to gather information on issues pertaining to the complaint in question only.
- viii. The Elections Committee may vote at any time to close the hearing and move into closed session for deliberations,
- ix. The Elections Committee has the right to impose any or all of the following sanctions against an individual candidate, slate or ticket who is found to have violated the AS Elections Code, university policies or procedures concerning student behavior:
 - 1. Require an individual/candidate/slate/ticket/campaign volunteers to refrain from any/all types of campaigning for a period of at least one hour, not to exceed a period of two weeks, prior to or during the course of the election (including during the hours of voting).
 - 2. Recommend to the AS Senate that a candidate/slate/ticket be disqualified from assuming office.
 - 3. Recommend to the A.S. Senate that the Presidential and/or specific Senatorial elections be declared null and void.
 - a. A special election would then be held according to the procedure outlined in Article X of this Code.
- x. The Senate will not take action on the recommendations of the Elections Committee if the recommendation has been appealed to the A.S. Judicial Court (pursuant to the guidelines outlined in the Code on the A.S. Judicial Court).
 - 1. If the decision is not appealed to the A.S. Judicial Court within two (2) business days, the recommendation will go directly to the A.S. Senate for appropriate action.
 - 2. If the decision is upheld by the A.S. Judicial Court, the Senate will hear the Elections Committee recommendation(s) at their next regularly scheduled business meeting.

XVI REGULATIONS:

- A. The Director of Elections and the Elections Committee shall, in the execution of the responsibilities, uphold and comply with the policies of the:
 - i. United States Constitution

- ii. State of California
- iii. California State University
- iv. Associated Students, Inc.

XVII PARLIAMENTARY PROCEDURE: All meetings called by the Director of Elections shall be conducted according to parliamentary procedure as set for in Robert's Rules of Order, Newly Revised.

XVIII. ENABLING CLAUSE: This Code shall supersede all previous Codes on Associated Students Elections and the Elections Committee passed prior to February 22, 2011.