



Spring 2014 Elections



CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

ASSOCIATED STUDENTS GENERAL ELECTIONS

FILING PACKET

Spring 2014

Associated Students
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Dear All Prospective Candidates:

We are excited about your interest in becoming a member of the Associated Students!

Members of the Senate will have the opportunity to develop skills in: parliamentary procedure, decision making/critical analysis, goal setting, communication, group processing and multiculturalism.

Serving on the Senate enables students to apply what they learn in the classroom to real-life situations as they gain a more thorough understanding of fiscal issues, personnel matters, facilities, marketing and public relations.

Members of the Senate:

- Serve as one of the 24 students representing a 33,000+ student body
- Gain valuable leadership experience
- Initiate and approve policy and legislation
- Preside over a multi-million dollar operating budget
- Serve on committees that affect change on campus
- Network with people from various backgrounds
- Work with faculty and campus administrators

Elections applications will not be taken after the deadline - NO EXCEPTIONS!!! Also note: Acceptance of an elections packet by the A.S. Office is not a guarantee of eligibility to run.

The Office of Admission and Records will determine official eligibility. Should you need any assistance or additional information please feel free to contact any A.S. Elections Committee Member because we are ready to help you succeed.

Once again, thank you for your interest in running in the upcoming election. We wish you the best of luck during the campaign process.

Sincerely,

Hannah Andrews
A.S. Chair of Elections

Associated Students
California State University Northridge
General Elections – Spring 2013

SCHEDULE OF ELECTIONS

Filing Opens: Monday, February 17, 2014, 8:00am
Filing Closes: Wednesday, March 12, 2013 by 12pm.

Candidate's Meeting: Wednesday, March 12, 2014, 5:00 p.m., **and/or**
Thursday, March 13, 2014 at 5:00 p.m.

Elections: April 1st and 2nd (Tuesday and Wednesday)
Online Tuesday, at 8:00 a.m. through
Wednesday, at 6:00 p.m.

Poll Locations: Oviatt Lawn, 8:00 a.m. – 4:00 p.m.
Bookstore Lawn, 8:00 a.m. – 4:00 p.m.
SRC, 8:00 a.m. – 4:00 p.m.

Associated Students
California State University Northridge

General Elections – Spring 2013

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. Chair of Elections
 - i. The Chair 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 Chair of Elections, the president may issue a non-renewable 30 day appointment to fill the position.
 - iii. The tenure of office for the Chair of Elections shall be one year, to be concurrent with the A.S. President's term of office who appoints them.
 - iv. The Chair of Elections shall be directly responsible for the discharge of their duties to the A.S. President.
 - v. The Chair of Elections is advised by the A.S. Coordinator for Student Leadership, as well as a university-assigned advisor.
 - vi. The Chair 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 Chair of Elections shall be a student in good standing as defined in Article V, Section 1 of the A.S. Constitution.
 - viii. The Chair of Elections position may, at the discretion of the A.S. President and with the approval of the Senate, be shared by two Co-Chairs. Anywhere this Code references "Chair of Elections" would then apply to both Co-Chairs.

B. Assistant Chair of Elections

- i. The Assistant Chair 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 Chair of Elections, the Assistant Chair may be given a non-renewable 30-day appointment to fulfill that role while a search is conducted for a new Chair.
- iii. The tenure of office for the Assistant Chair of Elections shall be one year, to be concurrent with the A.S. President's term of office who appoints them.
- iv. The Assistant Chair of Elections shall be directly responsible for the discharge of their duties to the A.S. President.
- v. The Assistant Chair is advised by the A.S. Coordinator for Student Leadership.
- vi. The Assistant Chair 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 Chair 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 Chair 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 Chair of Elections, who will serve as secretary for the Elections Committee. In the absence of the Chair, the Assistant Chair 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 Chair of Elections.
 - iv. Student members are directly responsible for the discharge of their duties to the Chair 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. Chair of Elections

- i. Chair 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 Chair 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 Chair 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 Chair 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 Chair 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 Chair of Elections shall be responsible for scheduling Elections Committee members to oversee the various aspects of the elections process.
 - v. The Chair 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 Chair 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 Chair 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 Chair 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 Chair of Elections

- i. The Assistant Chair shall be responsible for assisting the Chair of Elections in carrying out their duties.
- ii. The Assistant Chair'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 Chair 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 Chair of Elections, the Elections Committee shall carry out their duties as prescribed in this Code.
- ii. The Elections Committee shall assist the Chair and Assistant Chair 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 chairs 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 Chair 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 Chair of Elections shall Chair all meetings of the Elections Committee. In the absence of the Chair, the Assistant Chair 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 Chair of Elections shall have the power to call special meetings as warranted. Twenty-four (24) hour 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 Chair of Elections (Chair)
 - ii. No less than four (4) voting student members (which may include the Assistant Chair).
 - 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 Chair 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 Chair 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 Chair 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. Candidates 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 Chair 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 Chair 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 Chair 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 Chair 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 Chair 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 Chair 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 Chair 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 Chair 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 Chair 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 Chair of Elections or Elections Committee advisors.

- iii. All campaign materials are subject to review and approval by the Chair 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 Chair of Elections.
 - 2. The Chair of Elections will moderate the debate and be present throughout it.
 - 3. The format of the debate shall be determined by the Chair 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 Chair 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 Chair 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 Chair of Elections following the close of voting. The Chair 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 Chair 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 Chair 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 Chair 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 Chair 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 Chair of Elections (during the days of elections).
 - iii. Complaints should include the name and contact information of the person filing the complaint.
- E. The Chair 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 Chair of Elections, that complaint should be filed directly with the A.S. Judicial Court.
 - ii. The Chair 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 Chair 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 Chair 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 Chair 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 June 14, 2012.

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QUALIFICATIONS & OFFICES AVAILABLE

GENERAL QUALIFICATIONS

In order to become a member of the Senate, a candidate must be at the time of filing for election, in good standing at California State University, Northridge, as certified by the Office of the Registrar, and must remain in good standing during his/her tenure in office. A candidate must meet and maintain the minimum academic requirements stipulated in current directive(s) from the Office of the Chancellor.

Freshmen and transfer students shall be in good standing with the Office of the Registrar upon entrance to California State University, Northridge, in order to apply for Associated Students offices. A Senator must be a regular member during his/her respective office as prescribed in these Bylaws and current directive(s) from the Office of the Chancellor.

ACADEMIC QUALIFICATIONS

The following qualifications apply to the following positions within Associated Students; California State University, Northridge, Inc.: President, Vice President, Senators, Finance, Attorney General, all directorships and Administrative Assistants:

1. In addition to having earned a 2.5 undergraduate or 3.0 graduate GPA in the semester prior to the election or appointment, each candidate or applicant for these positions, at the time of filing, must also have a minimum cumulative CSUN GPA of 2.5 for undergraduates; 3.0 for graduates.
2. All of the above must maintain a minimum of 2.5 CSUN cumulative GPA for the duration of their term.
3. Executive officers of the corporation, President and Vice President, must be enrolled in and earn a minimum of nine (9) undergraduate, or six (6) graduate units during their candidacy and be enrolled in and earn a minimum of six (6) undergraduate, or six (6) graduate units each semester while in office, except in their last semester before graduation, when they may enroll in the minimum number of units required for graduation.
4. Senators, Attorney General, and major Directors must be enrolled in a minimum of nine (9) units undergraduate or four (4) units graduate each semester during candidacy and while in office, except when in their last semester before graduation when they may enroll in the minimum number of units required for graduation.

5. Candidates and Incumbents shall not be on disciplinary probation.
6. Any member of the Associated Students holding any of the aforementioned offices who does not meet the above qualifications must resign within two weeks of notification. Exceptions to the time frame may be made by the A.S. General Manager.
7. The Attorney General will ensure that all of the aforementioned qualifications for all of the aforementioned positions are met by the close of the fourth week of each semester.

PRESIDENT

Qualifications: In order to seek election for the Office of the President, a student must have completed at least sixty (60) units of college work, including at least six (6) units, or three (3) graduate units at California State University, Northridge, prior to taking office, except when taking office by succession.

VICE PRESIDENT

Qualifications: In order to seek election for the Office of the Vice President, a student must have completed at least forty-five (45) units of college work prior to taking office.

GRADUATE DIVISION SENATOR

Qualifications: In order to seek election for the office of Graduate Division Senator, a student must have a baccalaureate degree and be in good standing as certified by the Office of the Registrar.

LOWER DIVISION SENATOR

In order to seek election for the office of Lower Division Senator, a student must have completed the enrollment requirements for a Lower Division student as defined in the current University Undergraduate & Graduate Catalog, under the section referred to as Enrollment Regulations. Lower Division Senators may exceed the maximum unit limit during their term of office.

UPPER DIVISION SENATOR

In order to seek election for the office of Upper Division Senator, a student must have completed the enrollment requirements for an Upper Division student as defined in the current University Undergraduate & Graduate Catalog, under the section referred to as Enrollment Regulations. Upper Division Senators may enter Graduate School during their term of office.

ACADEMIC COLLEGE SENATOR

(Note – the term “College” replaces previous language referring to Academic School – i.e. School of Science and Math, etc.)

In order to seek election for the office of Senator of an Academic College, a student must have completed at least twenty-four (24) units of college work before taking office and shall be certified as a specific major in the academic College, having successfully completed at least nine (9) units within that College, except for the College of Education, prior to taking office. The Senator of the College of Education shall have been admitted to that school previously.

Senate seats are available for the following:

- Graduate Division (2)
- Lower Division (2)
- Upper Division (2)
- College of the Arts, Media, and Communication (2)
- College of Business Administration and Economics (2)
- College of Health and Human Development (2)
- College of Education (2)
- College of Engineering and Computer Science (2)
- College of Humanities (2)
- College of Science and Math (2)
- College of Social and Behavioral Sciences (2)

TERM OF OFFICE:

The term of office for the President, Vice President, and Senators shall be from the first day following the end of the Spring Semester, to and including, the last day of the Spring Semester.

As a Senator you will be in charge of passing laws that directly affect students at CSUN, as well as allocating money from a six and a half million dollar budget to various programs and organizations.

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Campaign Resources

Student Development & International Programs
Matador Involvement Center

Policy on Posting of Literature

A privilege enjoyed by University Recognized and Associated Students chartered student clubs or organizations and University departments is the publicizing of events and activities on campus. The Associated Students (A.S.) maintains 6 bulletin boards, and there are also several board located in departmental areas.

One method of publicizing is to post material in appropriately designated areas. It is strictly forbidden for handbills or circulars of any kind to be affixed to trees, walls, doors, windows, light poles, or cars in the parking lots.

The following are policies and procedures governing posting on campus:

1. The time limit for posting on Associated Students boards is three weeks for A.S. Sponsored events and two weeks for others. On-going services sponsored by A.S. may be posted indefinitely as space provides. The time limit for University Student Union (USU) boards is two weeks for all groups.
2. There are 6 A.S. bulletin boards which are labeled with an identification card. A list of approved bulletin boards is available in the Matador Involvement Center (USU Room 121).
3. Other bulletin boards and display areas such as classrooms have been reserved for departmental and faculty use. They are not for A.S. purposes or individual use, unless approved by the appropriate department.
4. All materials to be posted must clearly bear name of the sponsoring organization or department, must be no larger than 11 ½” x 14 ½”, and must be stamped “APPROVED FOR POSTING” by the Matador Involvement Center. Organizations are cautioned that they must bear the responsibility for any materials they wish to display on campus. As sponsors, they are subject to the same laws applying to private individuals, including libel, defamation, sedition, and the regulations cited in Section 42352, Article IX of Title V.
5. Only non-commercial literature may be posted. University regulations prohibit the use of bulletin boards for commercial advertising by individuals, groups, organizations, or commercial entities.
6. Associated Students provides a posting service through the Matador Involvement Center. However, it is sometimes more expeditious to post your own material. If you wish to use the posting service, material should be left at the Matador Involvement Center. Only one flyer per board for each event is allowed. All others will be immediately removed.
7. Any materials posted covering other materials will be removed.

8. Materials posted by a University Recognized and Associated Students chartered student club or organization and University departments must not conflict with policies of the State of California or with those of California State University, Northridge. They may not include the name of CSUN unless that name is a recognized portion of the organization's name, or unless it is an activity sponsored by CSUN. Otherwise, the name CSUN may not be used to designate the location of the event.

9. NON-COMMERCIAL NOTICES: Individual students may place personal, non-commercial notices on 3" x 5" cards, as space permits, on A.S. boards. These notices may include advertisements offering for sale personal property owned by members of the campus community. These cards must be dated and are subject to a two week time limit for posting.

Policy on Distribution of Literature

Non-Commercial Literature: Students, student organizations, employees of the University, and persons not associated with the University may distribute non-commercial literature on campus in compliance with campus regulations. Non-commercial is defined as any "written or printed matter devoted to the expression of views, opinions, beliefs or contentions relating to, or the notices or announcements or meetings to be held for the discussion of religious, political, or sociological subjects, or public or private civic affairs, or other controversies, or which treat any social or economic order or which relate to the arts or sciences or which otherwise are not distributed for the purpose of soliciting business..." (Section 42352, Title V, Chapter 5 Education Code).

Commercial Literature: Only currently enrolled students sponsored by a University Recognized and Associated Students chartered student club or organization and presently employed faculty and staff sponsored by an organization of University employees at CSUN may distribute commercial literature on campus as part of the activity of that group or organization. Commercial literature is defined (Section 42352, Title V, Chapter 5 California Administration Code) as "any commercial advertising, hand-billing or circulars... distributed for the purpose of advertising any merchandise, commodity, property, business, service, art, or skill, offered, sold or rendered for hire, reward, price, or profit...". All commercial literature must be distributed free of charge. Any students desiring a copy of commercial literature must be given the material without obligation, e.g. an address or membership card.

Procedures: Persons interested in distributing literature must complete the "Application for Permit to Distribute Literature" in the Matador Involvement Center, stating their awareness of campus policies regarding all facets of distributing literature on campus and their subsequent responsibility in fulfilling these obligations. Sample copies of the literature to be distributed must be submitted to the Matador Involvement Center, inside the University Student Union, Room 121, and be stamped "Received for Distribution." This regulation is to protect the organization in the event that an individual should be questioned regarding the distribution of the material.

One copy of any material to be distributed will be retained in the Matador Involvement Center for information purposes only. One stamped copy must be processed by each distributor and produced on request. This copy will serve as a permit for distribution. It is expected that the

organization and individuals disseminating material will take all possible precautions to preserve the beauty and order of the campus, including picking up from University grounds any materials handed out by the organization. Materials may be distributed at any time on campus. Material stamped "Received for Distribution" may not be posted on campus bulletin boards. No material may be affixed to walls; light posts, or otherwise displayed, or put on cars in the parking lots.

Locations: Literature may be distributed in all outside areas on campus and is prohibited in buildings. The distribution of literature, the setting up of tables or similar furniture may not limit traffic flow; interfere with classes in session or students studying in the library. "It must be carried out without shouting, voice amplification or other noise louder normal conversation and without deliberate provocation, harassment, or disturbance of the peace" (President's Directive, March 1969).

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RECOMMENDED QUESTIONS TO BE ANSWERED IN YOUR CANDIDATES BIO

This year the Elections Committee plans to disperse an electronic Voter Guide the week before and on the days of Elections to inform students of all the Candidates. Included in this Voter Guide will be a picture of yourself and candidates bio.

- 1.) Why would you like to be involved with Associated Students?
- 2.) What are your plans for your position if you are elected?
- 3.) What experience do you bring to this organization that will help you in your position?
- 4.) What is the biggest problem facing your college or CSUN in general?
- 5.) Is there any other information you would like voter's to know?

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COMPLAINT FORM

DATE OF COMPLAINT: _____

DATE AND TIME OF OBSERVATION: _____ **AM/PM**

LOCATION OF OBSERVATION: _____

WHO WAS INVOLVED: (Slate Name/Candidates/Campaign members):

- 1. _____
- 2. _____
- 3. _____

WHAT HAPPENED (be specific, attach evidence and additional sheets if needed):

Signature of filing complaint

Please Print here

Phone number

E-mail Address

Please give this complaint form to an Elections Committee Member, Supervisor or the Director of Elections immediately.

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PRESS RELEASE AGREEMENT

I, _____ hereby assert and I agree that I will give permission to the Sundial use and release of the following contact information to anyone from any club or campus press that needs it.

Please check and supply the following information

_____ E-mail _____

_____ Phone Number _____

Or, I want to be contacted using: _____

_____ I do not want to be contacted by the Campus Press and/or clubs

(Sign Here)

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ELECTIONS CANDIDATE AGREEMENT

I, the undersigned, hereby assert and I agree that I have been given copies of the Elections materials listed below and am willing to abide by the provisions listed in them regarding my participation in this A.S. Election.

- A.S. Constitution, A.S. Elections Code, Complaint procedures, Posting and Distribution policies, Elections Calendar, Financial Statement form, Press Candidate information, Candidate Agreement, and Statement of Understanding.

In addition to those items:

1. I understand that campaigning and campaign related-material is not allowed in any indoor area where voting may occur. This includes, but is not limited to, campus computer labs, the library, and university housing.
2. I understand that students MAY NOT vote from any computer that is designated primarily for CSUN employee (faculty/staff/student employee) use.
3. I understand that I am NOT allowed to hand out any voting-capable device to any student and ask them to use it to vote from. I understand that this rule applies to everyone associated with my campaign, including but not limited to any running mate, campaign manager, slate members, or campaign workers.
4. I understand that I am NOT allowed to escort any voter to a place of voting.
5. I understand that I am NOT allowed to be in any meeting, gathering, or situation where voting is occurring, and that this rule applies to everyone associated with my campaign, including my running mate, campaign manager, slate members, and campaign workers.
6. I understand that students may not give a proxy vote to another student and allow them to vote for them, nor may students give their CSUN web access information to any other person and allow them to vote on their behalf.
7. I understand that staff and faculty are not to be involved in student body elections, including providing voting-capable devices to students, or making CSUN employee computers available for voting.
8. I understand that any violation of the above provisions will result in sanctions by the A.S. Elections Committee, including my disqualification from office.
9. I understand that students, clubs, organizations, faculty, or staffs who violate the rules stated above could jeopardize my candidacy for office as well.

I understand that violations of this document and the A.S. Code on Elections will result in a disciplinary hearing before the A.S. Elections Committee. I understand that any violation of the Student Code of Conduct for CSU Northridge will result in my being subject to the disciplinary measure of the campus.

Print Name

Signature

Date