POLICY ON BALLOT HANDLING
SPRING 2020

Electronic Voting:

1. Big Pulse will continue to be our service provider for the Spring 2020 elections.
2. The ballot will be developed in-house by the Chair of Elections, with advisement from the MIC and AS Advisors to Elections, and in consultation with the AS Information Technology Coordinator. The ballot will include elections for:
   a. AS President and Vice President ticket (2 candidates total on one ticket)
   b. Senator for the College of Arts, Media & Communication (2 seats)
   c. Senator for the College of Business & Economics (2 seats)
   d. Senator for the College of Education (2 seats)
   e. Senator for the College of Engineering and Computer Science (2 seats)
   f. Senator for the College of Health and Human Development (2 seats)
   g. Senator for the College of Humanities (2 seats)
   h. Senator for the College of Science and Mathematics (2 seats)
   i. Senator for the College of Social and Behavioral Sciences (2 seats)
   j. Upper Division Senator (2 seats)
   k. Lower Division Senator (2 seats)
   l. Graduate Division Senator (2 seats)
   m. Referendum as approved by the AS Senate by the appropriate deadlines.
   n. USU Board of Directors candidates (To be determined)
3. The USU will determine their own policies related to the election of their officers, and the handling of their ballot through Big Pulse.
4. Only CSUN students who pay the AS fee will be able to vote in the AS Elections.
5. Students may vote from any PC or laptop, and from compatible hand held/mobile devices. Voting may not occur from any computer or device that is primarily for use by CSUN faculty/staff.
6. Students who vote, or attempt to vote on behalf of another student will be subject to the provisions of the campus Student Code of Conduct.
7. AS will have three official on-campus polling stations:
   a. On Matador Walkway east of Sierra Tower
   b. South of Arbor Grill
   c. Matador Bookstore Lawn
   Each polling station will have a minimum of three (3) active IPads and be open for voting from 8 am – 6 pm on both days of the election.
8. AS receives data for all students that includes first and last name, email, major/college and whether they paid the AS fee. The AS IT Coordinator removes ID numbers for all students who do NOT pay the AS fee, and forwards that data to Big Pulse electronically. Only students who pay the AS fee are eligible to vote.
9. On or before March 18th Big Pulse will send out a “spam test” email to all students to check the system.
10. Eligible voters will receive the official link to Big Pulse and voting instructions via email to their my.csun.edu account. The email will be sent at 7:50 am on the 1st day of voting to all eligible students. Subsequent emails will be sent at the following time periods to students who have not yet voted:
   a. The evening of the first day of voting
   b. The morning of the second day of voting
   c. The afternoon of the second day of voting.
11. The AS Chair of Elections must provide the following information to the AS Coordinator for Information Technology no less than two weeks (14 calendar days) prior to the election:
   a. Names and slate names for all candidates eligible to run in the election.
b. Candidate photos for the ballot (taken by AS)
c. Candidate information to run on ballot (provided by candidate)
d. Language for all referendum to appear on the ballot
e. Language for all constitutional amendments to appear on the ballot
f. Language for all survey questions to appear on the ballot.
g. Information from the USU regarding their ballots.

12. The ballot will be previewed and proofed five days prior to the start of elections by the AS Chair of Elections, University Advisor to Elections, and AS Advisor to elections.
13. Ballots will not contain the option to abstain, or to write-in a candidate.
14. Ballots will ask students to make their first, second, third (etc) choice for a winner on each candidate-based race, as well as for the President/Vice President race.
15. Ballots will ask students to choose between “yes” and “no” votes for referendum and constitutional amendments.
16. Rankings will be considered by the computer program when and if the “instant run-off” provision is used to break ties.
17. The AS IT Coordinator has the ability to add to or delete information from the ballot up to the beginning of the election and, if circumstances warrant, during the election. Any changes to the ballot can only be initiated by the Chair of Elections.
18. The AS IT Coordinator has the ability to add a student to the eligible voters list, and to designate which ballots they may vote from. This can be done during the period when voting is live, as well as prior to the election, when directed to do so by the Elections Committee.

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<tr>
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<th>Steve DeLuca</th>
<th>Elections Chair</th>
<th>University Advisor</th>
<th>AS Advisor</th>
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19. The electronic ballot proof will be viewed by the Chair of Elections and the Elections Advisors. It will be finalized and secured no later than 48 hours prior to the start of voting. After that period, the ballot may not be changed without the specific approval of the Chair of Elections.
20. No one will have access to by-the-minute-voting results throughout the time that the ballot is “live”. Only the AS IT Coordinator, in the company of both the Chair of Elections and University Advisor will be able to view the total number of votes cast on any ballot. At NO time during voting will any breakdown of votes per candidate be available for anyone to view.
21. The ballot will be activated at 8:00 am Pacific Standard Time on Wednesday, April 1, 2020 and will remain live (active) until 7:00 pm Pacific Standard Time on Thursday, April 2, 2020
22. As soon as the on-line voting time is completed, the Chair of Elections, the AS Advisor to Elections, and University (MIC) Elections Advisor will meet with the AS IT Coordinator to view the completed elections ballots and print off unofficial election results for each race, as
well as totals for the entire election. The following persons may be present in the room while the election results are tallied:
   a. AS IT Coordinator
   b. Secondary Technology Assistant
   c. Chair of Elections
   d. University Advisor to Elections
   e. AS Advisor to Elections

23. The electronic ballot results will remain viewable within the Big Pulse system for at least one year following the end of the election.

24. If any President/Vice President ticket fails to reach the number of votes stipulated in the AS Elections Code in order to win, the automatic run-off programming provision of Big Pulse will automatically determine the top two vote getters, and then determine the final winner of the election.

25. Election results will be considered “unofficial” until accepted by the AS Senate (see AS Code on Elections for further clarification).

26. Unofficial voting results will be posted according to the AS Code on Elections.

27. The unofficial election results will be revealed to candidates at or after 7:30 p.m.