



ASI Elections Code

SB 2016-2017:03

Associated Students, Inc.
California State Polytechnic University, Pomona

Approved by ASI Senate on 2/16/2017

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Terms and Definitions:

The following words, phrases, and abbreviations that appear in the ASI Elections Code are defined below.

ASI: refers to Associated Students, Incorporated

ASI By-Laws: refers to the corporate bylaws governing the ASI at California State Polytechnic University, Pomona

At-Large Senator: refers to the senatorial position that represents one of the four at-large councils (Greek Council, Inter-Hall Council, Multicultural Council, and Student Interest Council)

Business Day(s): refers to any day of a work week, Monday through Friday, that is not an university-recognized holiday

Calendar Day(s): refers to any day of the week, including weekends and university-recognized holidays regardless of whether the campus is open or closed

Campaign Member(s): refers to anyone actively campaigning on behalf of a candidate

College Senator: refers to the senatorial position that represents one of the eight (8) academic colleges (Don B. Huntley College of Agriculture, College of Business Administration, College of Education and Integrative Studies, College of Letters, Arts, and Social Sciences, The Collins College of Hospitality Management, College of Environmental Design, College of Engineering, and College of Science)

CSU: refers to California State University

MDPR: refers to ASI's marketing department, Marketing, Design, and Public Relations

OSLCC: refers to the Office of Student Life and Cultural Centers

Slate: refers to a group of candidates that run in multi-seat or multi-position elections on a common platform

UHS: refers to University Housing Services

Write-in Candidate: refers to a candidate in an election whose name does not appear on the ballot, but for whom voters may vote by writing in the person's name

I. Purpose:

The purpose of the ASI Elections Code is to designate the time and manner of operating the ASI General and Special Elections, to establish a set of rules to determine eligibility of candidates for all ASI elective offices, to set forth a procedure for nomination of such candidates, and to establish all other regulations concerning elections at the California State Polytechnic University, Pomona also known as Cal Poly Pomona.

Any violation of the policies listed in the Elections Code may result in the consequences listed in Article XIX – ASI Elections Violations.

II. Organization:

There shall be an Elections Committee, which shall meet the following conditions:

- A. An Elections Chair shall be appointed by the ASI President and confirmed by the ASI Senate.
- B. There shall be an Elections Committee of three (3) to seven (7) voting student members, including the Elections Chair, plus the ASI Attorney General (or designee) and the Elections Advisor (or designee) as ex-officio, non-voting members.
- C. No member of the Elections Committee shall hold any other ASI office, including but not limited to, offices on councils, or ASI boards and committees.
- D. No member of the Elections Committee shall run for office during the ASI elections.
- E. No member of the Elections Committee shall campaign on behalf of any candidate, initiative, recall or referendum during the member's term in office, except to vote.
- F. Membership is open to any currently enrolled student at California State Polytechnic University, Pomona (Cal Poly Pomona) who meets eligibility requirements as defined by the University.

III. Duties and Responsibilities of the Elections Chair:

- A. Shall serve as the Chair of the Elections Committee
- B. Shall give periodic progress reports to the ASI Senate
- C. Shall appoint, from submitted applications, students to the Elections Committee who shall serve at the Elections Chair's discretion
- D. Shall call meetings of the Elections Committee
- E. Shall prepare the Election Packet for the ASI General Election

- F. Work closely with MDPR to publicize ASI elections
- G. Chair the orientation meetings for ASI elections
- H. Review all complaints to determine action
- I. Have the authority to make executive decisions, in consultation with the Elections Advisor and Vice Chair, about all violations and/or issues to expedite and ensure a fair election
- J. Maintain a closed file on all submitted campaign publicity, materials and endorsement forms. Following the posting of election results, said file shall be considered public domain
- K. Shall determine the procedures for operation of all ASI elections
 - 1. To determine the dates, times and locations of the ASI elections
 - 2. To approve and finalize the ballot
 - 3. To ensure compliance with CSU record retention requirements for any ASI election
 - 4. To be responsible for any recounts
 - 5. To manage physical voting locations, if there are any, during any ASI elections
 - 6. To supervise along with the Elections Advisor (or designee) the validation of any ASI elections
 - 7. To make public the results of any ASI election as soon as possible, in accordance with the Elections Code
- L. Since not all potential election practices can be anticipated or covered by the Elections Code, the Elections Chair has the authority and responsibility to make and enforce minor rule additions dealing with day-to-day issues

IV. Duties and Responsibilities of the Elections Committee:

A. Vice Chair

The Vice Chair, in addition to other responsibilities as an Elections Committee member, shall:

- 1. Be elected from the voting members of the Elections Committee by a majority vote within two weeks after establishing a full committee and be reported to the ASI President in writing

2. Serve as co-counsel to the Elections Chair
3. Preside over all meetings and assume the duties of the Elections Chair in the event of an absence or resignation

B. Elections Committee

The Elections Committee shall:

1. Assist the Elections Chair in fulfilling the position's responsibilities
2. Facilitate all ASI General and Special Elections
3. Conduct and supervise any ASI General Election run-off
4. Ensure that all ASI elections are properly publicized, in particular, the application period, voting times, and locations
5. Attend all Elections Committee meetings unless excused
6. Supervise, if any, poll(s) at designated ASI voting location(s)
7. Be vigilant for ASI Elections Code violations during ASI Elections and submit violations report form(s) as necessary
8. Prepare a Voter Information Guide before online voting starts
9. Plan and prepare for ASI Elections events
10. Hear all complaints, grievances, or any other illegal activities referred by the Elections Chair and take appropriate action
 - a. A majority of the voting members present and voting, including the Elections Chair, is required to arrive at a decision on such issues
11. Keep a permanent record of all ASI election results
12. Follow and enforce the spirit and integrity of the ASI Elections Code
13. Participate in a hearing held by the Elections Chair in regards to the disqualification of a candidate
14. Sign a non-bias statement upon joining the Elections Committee

V. Dates, Times and Locations of ASI Elections:

A. Elections

1. General Election is defined as a regularly scheduled election for all ASI elected positions (President, Vice President, and Senators) held every year. Amendments to ASI By-Laws, initiatives, and referenda that may be on the ballot.
 2. Special Election is defined as an election held outside of the regularly scheduled election on special issues.
 3. Run-Off Election is defined as an election held as a result of a tie-vote during general or special elections. The ASI General Elections shall be held annually in the spring term for a minimum of three (3) consecutive school days at least two weeks before finals.
- B. All ASI Special Elections (initiatives, recalls, and referenda) shall be held as deemed necessary by ASI for a minimum for three (3) consecutive school days.
- C. All ASI run-off elections shall be held within two (2) weeks after the announcement of the results.
- D. Dates for ASI General Elections shall be posted a minimum of thirty (30) days prior to election.
1. Exact voting dates and times shall be posted at least seven (7) calendar days prior to all ASI elections.
 2. All voting dates, times and locations shall be published in the campus newspaper seven (7) calendar days prior to any ASI election.
- E. All ASI Elections shall be held in accordance with California State Law, the ASI Bylaws, and CSU policies and executive orders.

VI. Procedures for Special Elections:

- A. Orientation for Proponents/Opponents for ASI Special Elections
1. At least one (1) orientation meeting shall be held before the official campaign period begins.
 2. The date, time and location of the orientation meeting shall be posted in OSLCC.
- B. Campaign Expenses for ASI Special Elections
1. Proponents/opponents shall not be limited in their campaign expenses, as they may have a fiduciary responsibility to members of their organization. This does not apply to the election of candidates.
 2. All proponents/opponents shall submit an expense report for public record, subject to verification by the Elections Committee.

VII. Eligibility of Candidates for ASI General Elections:

- A. Students who are eligible to run for and hold any elected office in ASI Student Government shall meet the CSU Minimum Qualifications for Student Office Holders (per attached).
- B. Candidates for ASI General Elections shall:
 - 1. Submit a completed application form
 - 2. Submit supplemental application materials, including but not limited to: candidate agreement, campaign plan, expense plan, personal statement, headshot, and petition signatures
 - 3. Attend and actively participate in all ASI Elections events unless excused by ASI Elections Chair
 - 4. A candidate, shall be an individual or ticket, who has submitted an application, a petition, has been declared eligible by OSLCC, and meets the University as well as ASI eligibility requirements
- C. Tickets are limited to the offices of the President and Vice President and cannot extend to individual candidates for any other elected office.
- D. Candidates running for individual offices cannot partner with other candidates; slates are not allowed.
- E. Candidates running for a Senator position of a college must have declared a major in that college.
 - 1. Don B. Huntley College of Agriculture
 - 2. College of Business Administration
 - 3. College of Education and Integrative Studies
 - 4. College of Letters, Arts, and Social Sciences
 - 5. The Collins College of Hospitality Management
 - 6. College of Environmental Design
 - 7. College of Engineering
 - 8. College of Science
- F. Candidates running for At-Large Senator positions must declare the council they choose to represent.

1. Greek Council
2. Inter-Hall Council
3. Multicultural Council
4. Student Interest Council

VIII. Procedures for Filing for Candidacy for ASI General Elections:

- A. Candidates shall obtain an Elections Packet from OSLCC, the ASI Office, or any other designated area.
- B. The following items must be completed before a student is declared an eligible candidate:
 1. Candidates shall fill out and submit an ASI Elections application and petition, which are included in the Elections Packet, to the location designated in the ASI Elections Packet.
 2. Candidates may not file for more than one elected office.
 3. College Senator candidates shall obtain fifty (50) signatures of students majoring in the college that the candidate seeks to represent (e.g. Science Senator candidate needs 50 signatures from students within the College of Science).
 4. At-Large Senator candidates shall obtain one hundred (100) signatures from the entire student body.
 5. ASI President and Vice President shall run as a ticket. The ticket must obtain two hundred (200) signatures from the entire student body.
 6. Only candidates themselves may obtain the required petition signatures.
 7. Elections packets and petitions shall be available a minimum of six (6) weeks prior to the election. All other timelines and deadlines will be established in the Elections Packet.
 8. All candidates who have completed and returned petitions shall check on the designated posting day, prior to the official campaign period, to see whether they are eligible. If any candidates are determined to be ineligible, they shall have two (2) school days to appeal to the Director of OSLCC.
- C. Candidate Orientation
 1. At least one (1) orientation meetings shall be held before the official campaign period begins.
 2. Candidates shall attend this orientation meeting.
 3. The date, time and location of the regularly scheduled orientation meeting shall appear in the Elections Packet, and shall be posted on campus at least two (2) weeks prior to the meeting, with the exception of an emergency orientation meeting to be called by the Elections Committee.
 4. Failure to attend the orientation meeting shall result in termination of a candidate's campaign privileges, unless the candidate can arrange for an appointment with the

Elections Chair and advisor or advisor's designee to go over the items covered in the orientation meeting, within a one (1) -week period set by the committee after the last orientation meeting held.

IX. Disqualification or Withdrawal of Candidacy:

- A. Candidates are disqualified due to failure to meet eligibility requirements or campaign violations. Disqualified candidate(s) will be deemed to have withdrawn from the Election and their name will not appear on the ballot if the ballot has not been made available yet. All votes that the candidate(s) receive will be void.
 - 1. It is strongly recommended that candidates are mindful of the deadlines to submit forms and familiarize themselves with the campaign rules to avoid disqualification.
- B. All qualified candidates can withdraw from the ASI Elections at any time by notifying the Elections Chair in writing. The candidate(s) will not be placed on the ballot if the ballot has not been made available yet. All votes that the candidate(s) receive will be void.

X. Campaigning for all ASI Elections:

- A. Types of Campaigning
 - 1. Passive Campaigning is defined as the act of wearing campaign paraphernalia, carrying signs to influence voters, and the usage of other non-verbal methods.
 - 2. Active Campaigning is defined as the act of posting out campaign materials, passing out campaign materials, seeking endorsements from clubs and/or organizations, interacting with students on behalf of the campaign, and the usage of other physical and verbal methods.
- B. Types of Campaign Material
 - 1. Printed Campaign Material is defined as any printed material, advertisement, or activity, written or verbal, used to promote or oppose either a candidate or issue. Examples include but are not limited to banners, flyers, posters, t-shirts, buttons, and pens.
 - 2. Electronic Campaign Material is defined as any digital material used to promote or oppose either a candidate or issue. Examples include but are not limited to digital flyers, online platforms, and social media.
- C. The official campaign period, including active and passive campaigning, is to be specifically designated each year, shall last a minimum of fourteen (14) calendar days up to a maximum of ninety (90) calendar days prior to the election.
- D. Campaigning shall not begin until the prescribed time on the first day of the official campaign period as provided in the Elections Packet.

- E. Candidate headshot, list of leadership experience, personal statement, and/or platform (as provided) will be posted to the ASI website.
- F. Candidates running for office can request ASI wear or paraphernalia from the Elections Chair.
- G. Restrictions to active campaigning includes no door-to-door soliciting within UHS or the University Village and no campaigning of any kind shall take place within a specified distance of an official ASI Voting location as designated by the Elections Committee.
- H. All campaign publicity, whether print or electronic, shall be submitted to the Elections Chair, or designee, prior to distribution. The Elections Chair or designee shall offer advice regarding the potential consequences of distributing certain campaign materials or the exercise of certain campaign activities.
- I. Printed and Electronic Campaign Materials and Resources:
 - 1. All printed and other marketing on campus shall be in accordance with the approved University Posting and Chalking Policy, ASI Posting Policy, any housing policies and college/department policies.
 - 2. Posters and/or flyers must be submitted in compliance with UHS and University Village policies if posters and/or flyers are to be posted in housing.
 - 3. All campaign publicity to be posted requires the approval stamp of OSLCC.
 - 4. ASI logos are not permitted on printed and electronic campaign materials.
 - 5. No candidate may use any University, ASI, or Foundation property that is inaccessible to all candidates. Such property includes, but is not limited to, student government offices and their resources, council offices and their resources, printers, copiers and shuttles that are not paid for by the candidate or the candidate's team.
 - 6. No candidate shall be endorsed and assisted by any University, ASI or Foundation staff, with the exception of paid marketing services.
 - 7. Posters, banners, and flyers' appearance must be maintained.
 - 8. Posters, banners, and flyers shall be confined to the campus.
 - 9. Posters, banners, and flyers must be removed within the established deadline after the official closing of the polls; if not, a maintenance fee may be assessed.
 - 10. No campaign material soliciting a vote shall be posted until the official printed campaign period begins.
 - 11. No campaign material shall cover another candidate's campaign material.
 - 12. The Elections Chair or designee has the authority to take reasonable and appropriate action against what is deemed to be inappropriate or unfair campaign material/activity only after distribution/exercise.

- J. Use of campus mail services or use of campus telephones for solicitation of votes is strictly prohibited.
- K. No campaigning shall take place via the use of the Cal Poly Pomona databases or directories.
 - 1. The only exception is that clubs and/or organizations which have formally endorsed a candidate or ticket may send out emails to people on their emailing list.
- L. University Faculty and/or Staff involvement:
 - 1. Candidates may not solicit or accept any material, funds, assistance or endorsement from any faculty, staff or administrative personnel.
 - 2. Active campaigning during class is not allowed. Passive campaigning (such as wearing a campaign shirt or button) is allowed as long as it is not disruptive.
- M. Candidates must schedule space in compliance with OSLCC guidelines.
- N. No candidates or campaign members can distribute any device that can be used for voting.

XI. Campaign Expenses for ASI General Elections:

- A. The maximum campaign expenses allowed are:
 - 1. Presidential/Vice Presidential ticket: \$900
 - 2. College Senators: \$300
 - 3. Senators-at-Large: \$400
 - 4. Candidates running for the same position may raise or lower campaign expense limit by a unanimous vote.
 - a. This vote can only be made with all candidates present and must be done at the candidate orientation meeting.
 - 5. Candidates in a run-off election may spend up to 50% of their maximum campaign expenses.
 - 6. Maximum campaign expenses allowed may be revisited in the future, as needed.
- B. All candidates shall turn-in a final, detailed actual expense report, with receipts of expenses and documentation of donations received during the campaign prior to the end of the election period. This deadline will be noted in the Elections Packet.
 - 1. The Elections Committee may refer to Cal Poly Pomona's printing services as a reference for market value. The market price of donated material must be used in computing the expense.

2. All receipts of purchases and a signed Expense Report shall be turned into the location designated in the Elections Packet.
3. The Elections Chair or designee and Advisor shall scrutinize the campaign expenses.

XII. Campaign Endorsements for all ASI Elections:

- A. An endorsement is the action of publicly declaring one's personal or group's support of a candidate for elected office.
- B. Organizational Endorsement: Candidate(s) may solicit the endorsement of a Cal Poly Pomona organization by submitting an Organization Petition of Endorsement form.
 1. The organization shall authorize the endorsement of the candidate(s) by a majority vote of its quorum, as defined in the organization's bylaws.
 2. This document requires the signature of the current organization president to authenticate that the candidate is endorsed by the organization.
 - a. If the person authenticating the vote is the same as the person running for office, then the next officer in succession shall authenticate the vote.
- C. Individual Endorsement: Candidate(s) may solicit the endorsement of any currently enrolled Cal Poly Pomona student by submitting an Individual Petition of Endorsement.
 1. This document requires the signatures of both the student endorsing and the candidate(s) being endorsed.
 2. Candidate(s) choosing to use an official Individual Endorsement of an organization official in a campaign must clearly indicate the actual title of the individual (ex. John Doe, President of Club X is acceptable; John Doe, Club X is unacceptable).
 3. An Individual Endorsement shall not be used as an Organizational Endorsement.
 4. Candidates are not allowed to officially endorse other candidates.
- D. Endorsement forms can be found in the Elections Packet and on the ASI website.
- E. Endorsement forms shall be completed and submitted to the location designated in the Elections Packet prior to use in any campaign literature of any kind anytime during the campaign period.
- F. False endorsements are considered a violation and can be grounds for disqualification.

XIII. ASI Election Regulations:

- A. The Elections Committee has the authority and responsibility to formulate and enforce new rules and procedures dealing with major issues as deemed necessary and appropriate to the conduct of a fair election. Neither minor nor major rule additions may change the intent or contradict the current ASI Elections Code as written.
- B. Candidates and/or proponents/opponents shall be familiar with and responsible for any special announcements or postings and any new publications or regulations established.

XIV. Responsibilities of Candidates (Proponents/Opponents) for All ASI Elections:

- A. It is the responsibility of all candidates to be completely familiar with all regulations contained in the ASI Elections Code, the Elections Packet, and all other documents mentioned in this Code.
- B. Each candidate is responsible for the actions of all persons and organizations participating in the candidate's campaign. Furthermore, it shall be the responsibility of each candidate to inform and educate all persons and organizations involved with the candidate's campaign of the spirit and letter of the ASI Elections Code.

XV. Ballot:

- A. For ASI General Elections, all candidates' first and last names with an option for middle initial shall be placed on the electronic ballot under the respective position the candidate is seeking.
- B. ASI Special Elections ballots for referenda, initiatives, or recalls must provide unbiased information and must be drafted into a yes/no form. All Special Elections ballot language is subject to the approval of the Elections Committee to verify the unbiased language.
- C. For all ASI elections, necessary instructions and the names of the candidates, amendments, initiatives, and/or referenda must appear on the electronic ballot and/or an electronic ballot instruction sheet.
- D. Each candidate will appear on the ballot as a single candidate and not as a slate.
- E. A sample ballot will be made available on the ASI website and emailed to students at least three (3) days before voting starts.
 - 1. Referendums involving a Category II fee (Campus mandatory fees that must be paid to enroll in or attend the university) must have the ballot and information regarding the dates, times, and polling locations available to students and published in the campus newspaper and in other public locations around campus at least thirty (30) days prior to the referendum.

XVI. Voter Information Guide:

- A. The voter information guide will be available on the ASI website and emailed out to students at least three (3) days before voting for ASI General or Special Elections starts.
 - 1. Referendums involving a Category II fee must provide objective analysis of the proposed fee action and statements solicited by the Fee Advisory Committee for and against the proposed fee action in a voter pamphlet and copies of the voter pamphlet shall be available to students and published in the campus newspaper and in other public locations around campus at least thirty (30) days prior to the referendum.

- B. Candidate headshots and statements, objective analysis and summary of amendments, initiatives, and/or referenda, and pro and con statements for amendments, initiatives, and/or referenda will be featured.
 - 1. There is a maximum word limit of 250 words.
 - 2. Spelling, grammar, and factual accuracy will be amended only with approval of the submitter.
 - 3. Formatting of the text will be at the discretion of the Elections Committee.

XVII. Voting:

- A. Final voting procedures shall be established by the Elections Committee.

- B. All currently enrolled Cal Poly Pomona students are eligible to vote once.
 - 1. In elections within an academic college, voting is limited to those students with majors within that specific college.
 - 2. Students who are undeclared may not vote for candidates running for an academic college.
 - 3. Students are able to vote for the President, Vice President, Senator of their respective college, and all of the Senators At-Large.
 - 4. Those voting shall use official Cal Poly Pomona credentials to identify themselves.

- C. Voting is by online vote.

- D. Voting will be open for a minimum of three (3) days.

- E. No write-in candidates are allowed.

- F. The method of voting may be changed in the event of an unforeseen circumstance.

- G. Plurality vote is necessary to elect a candidate to office in an ASI General Election.

1. A winning candidate must achieve a minimum vote of 50% + 1 of the required number of petition signatures of the office in order to be declared elected in an ASI General Election.
 2. The minimum vote necessary to win the election for the President/Vice President ticket is one hundred one (101), College Senators is twenty-six (26), and At-Large Senators is fifty-one (51).
- H. For any ASI elections, the number of votes to affirm a position shall be determined by consulting all applicable laws and legal documents.
- I. Any protest of any ASI elections results must be filed, in writing, to the location designated in the Elections Packet within five (5) business days after the election results are announced.

XVIII. ASI Elections Certification Procedure:

- A. The Elections Committee shall certify all ASI elections with a two-thirds (2/3) vote. The certification process shall include review of candidate expenses, Violation Reports that have been filed, and other elections related documents and procedures. The Elections Committee shall issue the official elections results with the signatures of at least the Elections Chair and the Elections Advisor after certification. Examples of reasons not to certify an election would include, but not be limited to, the following:
1. Hacking, or intentions of hacking, the Online Voting System
 2. Tampering with, or intentions of tampering with, the Online Voting System
 3. Violence or disruption that would significantly affect the operation or result of any ASI election
- B. The announcement of official election results cannot take place until after certification. Certification must occur within five (5) school days after the elections.
- C. Elections results will be posted on the ASI website, outside the ASI office, and sent in an email to all students.

XIX. ASI Elections Violations:

- A. A violation is defined as a formal complaint that has been filed with and validated by the Elections Chair and/or Elections Committee.
1. The Elections Chair shall review all cases of alleged violations of the ASI Elections Code in consultation with the Elections Advisor and Vice Chair.
 - a. All violations of the ASI Elections Code that arise after the General or Special Election orientation meeting shall be reported and submitted in writing to the location designated in the Elections Packet within three (3) business days after the violation occurred.

2. No action will be taken on any violation after the three (3) business day period has expired, except as provided in the Appeal Section of the ASI Elections Code, but must still be reported.
 3. Candidates will be held responsible for any violations of the Student Conduct Code through the University disciplinary process.
 - a. Under unforeseen or extenuating circumstances, the Elections Committee reserves the right to review violations provided that the reasonable cause can be shown for not meeting the established deadline.
 4. A violation by one candidate does not justify reciprocal action by another candidate.
 - a. The ASI Elections Violation Report form shall be used to submit any and all alleged violations. The forms can be found in the Elections Packet and on the ASI website.
 - b. Incomplete Violation Report forms shall not be considered.
 5. The Elections Chair shall call a meeting of the Elections Committee, if deemed necessary, to discuss alleged violations and determine the appropriate action to address said violations.
 6. The Elections Committee may, if deemed necessary, suspend the tabulation of votes or the publication of results until such time that the allegations filed are finally resolved by the procedures set forth in the ASI Elections Code.
- B. Violations will only be reviewed when a Violation Report form is completed in its entirety and submitted. The Elections Chair will determine what constitutes a violation.
- C. There are two designated categories of violations; minor and major violations. Three (3) minor violations are equivalent to one (1) major violation.
1. Minor violations may include, but are not limited to, the following:
 - a. Approaching voters in person or outside the established polling locations to solicit votes through the use of electronic devices like laptops, tablets, smartphones, etc.
 - b. Campaigning before the start of the official campaigning period
 - c. Campaigning within the restricted area of a polling location and all University computers
 - d. Failure to attend an Elections event without notifying the Elections Chair

- e. Failure to remove posters, banners and flyers by the specified deadline
 - f. Failure to submit an expense report by the designated deadline
 - g. Posters partially or completely covering other campus notifications, department notifications, or other candidates' flyers
 - h. Posting campaign material in an unauthorized location
2. Major violations may include, but are not limited to, the following:
- a. Accepting faculty and/or staff assistance
 - b. Destroying the campaign materials of another candidate
 - c. Distributing false or misleading campaign, endorsement, or informational materials
 - d. Failure to comply with any and all penalties imposed for violations
 - e. Falsification of campaign or expense information
 - f. Falsification of information or evidence presented at an Elections Committee hearing
 - g. Improper conduct or activity, which affected the results of any ASI election
 - h. Violation of the campaign spending limit
 - i. The use of the Cal Poly Pomona databases or directories, such as, but not limited to, Cal Poly Pomona issued e-mail addresses or mailing lists to solicit votes
 - j. Use of menace, force, threat, or any unlawful means to deter or coerce a voter into voting for or against any candidate
- D. The Elections Chair, in consultation with the Elections Advisor, reserves the right to impose penalties and sanctions as deemed necessary and appropriate, following the approval by the Elections Committee. Such penalties may include, but are not limited to:
- 1. Oral reprimand
 - 2. Written reprimand
 - 3. Restrain specific campaigning behavior
 - 4. Letters of apology
 - 5. Suspension of campaign privileges
 - 6. Call for a recount of votes
 - 7. Deduction of votes from the election count

8. Call any ASI elections void and reconduct any ASI election as necessary
- E. Candidates shall be informed of any sanctions imposed on them by email within one (1) business day of the decision being made.

XX. Violation Hearing

- A. The Elections Chair will inform the complainant and respondent before the violations hearing of its date, time, and location, if a hearing is deemed necessary, or an appeal is made.
 1. If the hearing is called by the Elections Committee:
 - a. The complainant and respondent will be contacted by their Cal Poly Pomona email.
 - b. The complainant and respondent are not required to attend the hearing, but they may attend or have designate someone attend in their place.
 - c. The complainant (or designee) and respondent (or designee) can prepare statements and supporting evidence on their respective sides.
 2. If the hearing is the result of an appeal:
 - a. The appellant must submit the rationale for the appeal to the Elections Chair within three (3) business days following the Elections Chair and/or Elections Committee decision.
- B. The violation(s) hearings are open to the public.
- C. Deliberations of the Elections Committee shall be conducted in closed session.
- D. The Elections Committee will vote on the decision concerning the complaint in public session.
- E. The decision of the Elections Committee will be signed by the Elections Chair and kept as part of records until the end of the ASI Elections.
- F. The complainant and respondent will be informed within 24 business hours about the Elections Committee decision by email.
- G. The results of a violation hearing appeal shall be final.

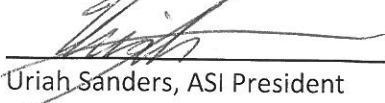
FOR ASI USE ONLY:

ASI Senate Approval Date: February 16, 2017

Verified By:

 3/2/17
Brandon Whalen, ASI Attorney General Date

Approved By:

 3/2/17
Uriah Sanders, ASI President Date