



ASI Election Candidate Code

I. Purpose:

- A. The purpose of the ASI Election Candidate Code is to establish a set of rules to determine the eligibility of candidates for all ASI elected offices, and to set forth a procedure for nomination and elections of such candidates at the California State Polytechnic University, Pomona (Cal Poly Pomona).

II. Dates, Times, and Locations of ASI Elections:

A. Elections

1. General Election is defined as regularly scheduled election for all ASI elected positions (President, Vice President, and Senators, amendments to ASI By-laws, initiatives, and referenda that may be on the ballot held during a regularly scheduled time).
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.

B. Dates for ASI Elections

1. General Election

- a. Shall be posted a minimum of thirty (30) day prior to the election.
- b. Shall be held annually in the spring term for a minimum of three (3) days with a maximum of ten (10) consecutive days completed at least three (3) weeks before finals.

2. Special and Run-Off Elections

- a. All ASI Special Elections (initiatives, recalls, and referenda) shall be held as deemed necessary by ASI for a minimum of three (3) consecutive days.

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- b. All ASI Run-Off Elections shall be held within two (2) weeks after the announcement of the results.
 - c. Exact voting dates and times shall be posted at least seven (7) calendar days prior to all ASI Run-Off and Special Elections.
- C. All ASI Elections shall be held in accordance with California State Law, the ASI By-laws, and CSU policies and executive orders.

III. Eligibility of Candidates for ASI General Election:

- 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.
- B. Candidates for ASI General Election shall:
 - 1. Submit a completed application form and supplemental application materials including but not limited to: candidate agreement, campaign plan, expense plan, personal statement, and headshot.
 - 2. Attend and actively participate in all ASI Election events unless excused by the ASI Election Chair.
 - a. See Section X, Subsection C, Point 1, Subpoint d
 - 3. Declared eligible by the Office of Student Life and Cultural Centers (OSLCC) and meet the University and ASI eligibility requirements.
- C. Candidates running for an ASI Senator position except President and Vice President cannot partner with other candidates; slates are not allowed.
- D. Candidates running for an ASI Senator position of an academic 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. Collins College of Hospitality Management
 - 6. College of Environmental Design
 - 7. College of Engineering
 - 8. College of Science
- E. Candidates running for an ASI At-Large Senator position must declare the council they choose to represent.
 - 1. Greek Council
 - 2. Inter-Hall Council
 - 3. Multi-Cultural Council
 - 4. Student Interest Council

IV. Procedures for Filing for Candidacy for ASI General Election:

- A. Candidates shall obtain an ASI Election Packet from OSLCC, the ASI Student Government Office, or any other designated area.
- B. The following items must be completed before a student is declared an eligible candidate:

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1. Candidates shall fill out and submit an ASI Election application which is included in the ASI Election Packet, to the location designated in the ASI Election Packet.
 - a. Candidates may not file for more than one elected office.
2. ASI Election packets shall be available a minimum of six (6) weeks prior to the election. All other timelines and deadlines will be established in the ASI Election Packet.
3. All candidates who have completed and returned applications 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) business days to appeal to the Director of OSLCC.

C. Candidate Orientation

1. At least three (3) orientation meetings shall be held before the official campaign period begins.
2. Candidates shall attend one (1) orientation meeting.
3. The date, time, and location of the regularly scheduled orientation meeting shall appear in the ASI Election 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 ASI Election 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 ASI Election Chair (or designee(s)) or Election Advisor(s) (or designee(s)) 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.

V. 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 ASI Election.
- B. All qualified candidates can withdraw from the ASI Election at any time by notifying the ASI Election Chair in writing and their name shall be removed from the ballot.

VI. 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 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 ASI Election.
- D. Campaigning shall not begin until the prescribed time on the first day of the official campaign period as provided in the ASI Election Packet.
- E. Candidate headshot, list of leadership experience, personal statement, and/or platform (as provided) will be posted to the ASI website.
 1. Refer to the ASI Election Packet
- F. Candidates running for office can request ASI wear or paraphernalia for themselves from the ASI Election Chair, who shall appropriately distribute ASI wear and paraphernalia to candidates depending on quantity available.
- G. Restrictions to active campaigning include no door-to-door soliciting within University Housing Services (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 ASI Election Committee.
- H. All campaign publicity, whether print or electronic, shall be submitted to the ASI Election Chair, or designee, prior to distribution. The ASI Election 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 any University posting and chalking policy, any ASI posting policy, any housing policies, and college/department policies.
 2. ASI logos are not permitted on printed and electronic campaign materials.
 3. 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.
 4. No candidate shall be endorsed and assisted by any University, ASI, or Foundation staff, with the exception of paid marketing services.
 5. Posters, banners, and flyers' appearance must be maintained and confined to the campus.
 6. 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.
 7. No campaign material soliciting a vote shall be posted until the official printed campaign period begins.
 8. No campaign material shall cover another candidate's campaign material.

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9. The ASI Election Chair or designee has the authority to remove and to take appropriate action against what is deemed to be inappropriate or unfair campaign material/activity only after distribution/exercise.
- J. Use of campus mail service or use of campus telephones for solicitation of votes is strictly prohibited.
- K. No campaigning shall take place via the use of Cal Poly Pomona databases or directories.
 1. The only exception is that registered clubs and/or organizations which have formally endorsed a candidate or ticket may send out emails to people on their mailing 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 disrupting class.
- M. Candidates must schedule space for tabling in compliance with OSLCC guidelines.
- N. No candidates or campaign members can distribute any device that can be used for voting.

VII. Campaign Expenses for ASI Candidate Elections:

- A. The maximum campaign expenses allowed are:
 1. Presidential and 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 or special meeting with the ASI Election Chair or designee.
 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 all expenses and documentation of donations received during the campaign prior to the end of the election period. This deadline will be noted in the ASI Election Packet.
 1. The ASI Election Committee may refer to Cal Poly Pomona's printing services as a reference for market value. The market price of donated material will be determined by the ASI Election Chair (or designee(s)) and must be used in computing the expense.

VIII. 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 ASI elected office.

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- B. Organizational Endorsement: Candidate(s) may solicit the endorsement of a Cal Poly Pomona registered 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's 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 excluding current ASI office holders by submitting an Individual Petition of Endorsement.
 - 1. This document requires the signatures of both the student endorsing and the candidate(s) being endorsed.
- D. 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).
 - 1. An Individual Endorsement shall not be used as an Organizational Endorsement.
- E. Endorsement forms can be found in the ASI Election Packet and on the ASI website.
- F. Endorsement forms shall be completed and submitted to the location designated in the ASI Election Packet prior to use in any campaign literature of any kind anytime during the campaign period.
- G. False endorsements are considered a violation and can be grounds for disqualification.

IX. Responsibilities of Candidates/Sponsors for all ASI Elections:

- A. It is the responsibility of all candidates to be completely familiar with all regulations contained in the ASI Election Code, ASI Election Committee Code, the ASI Election Packet, and all other documents mentioned in these Codes.
- 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 Election Code.

X. ASI Elections Violations:

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

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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 Election Committee Code, but must still be reported.
 - a. Under unforeseen or extenuating circumstances, the ASI Election Committee reserves the right to review violations provided that the reasonable cause can be shown for not meeting the established deadline.
 3. Candidates will be held responsible for any violations of the Student Conduct Code through the University disciplinary process.
 4. A violation by one candidate does not justify reciprocal action by another candidate.
 - a. The ASI Election Violation Report form shall be used to submit any and all alleged violations. The forms can be found in the ASI Election Packet and on the ASI website.
 - b. Incomplete Violation Report forms shall not be considered.
 5. The ASI Election Chair shall call a meeting of the ASI Election Committee, if deemed necessary, to discuss alleged violations and determine the appropriate action, if any, to address said violations.
 6. The ASI Election 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 Election Code.
- B. Violations will only be reviewed when a Violation Report form is completed in its entirety and submitted. The ASI Election Chair with the collaboration of the ASI Election Committee 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.
 - d. Failure to attend an ASI Elections event without notifying the ASI Election 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.

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- 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 ASI Election Committee hearing.
 - g. Improper conduct or activity, which affected the results of any ASI Elections.
 - 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 ASI Election Chair, in consultation with the ASI Election Advisor, reserves the right to impose penalties and sanctions as deemed necessary and appropriate, following the approval by the ASI Election 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. Disqualification of candidate
 - 9. 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.

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ASI: refers to Associated Students, Incorporated.

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

ASI Office: refers to a person who is holding an elected position in Senate or an appointed position in Cabinet.

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).

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, Collins College of Hospitality Management, College of Environmental Design, College of Engineering, and College of Science).

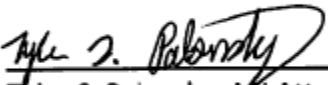
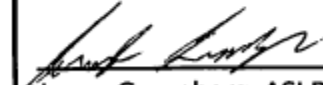
CSU: refers to California State University.

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.

FOR ASI USE ONLY:	
ASI Senate Approval Date: <u>November 29, 2018</u>	
Verified By:	
 Tyler S. Palonsky, ASI Attorney General	<u>11/29/18</u> Date
Approved By:	
 Jenny Greenberg, ASI President	<u>11/29/18</u> Date