



ELECTION PACKET

*Information for Associated Students, Incorporated Elected Positions
compiled and distributed by the 2019 Elections Committee*

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January 21, 2019

Dear Candidates,

Congratulations on taking the first step to becoming one of next year's student leaders! Student leadership is a wonderful opportunity for any Bronco to make the most of their Cal Poly Pomona experience. As a student leader, you will be able to advocate for students, network with campus leaders, and so much more.

In your hand, you hold a packet that is key to you becoming the next student leader. The next steps in the election process are detailed in this packet. Please read the packet carefully and do not lose it. Deadlines are hard with no exceptions. Mark your calendars to ensure you do not miss important dates. Follow the steps outlined in this packet and you will find your name on the ballot to be the next member of the ASI Senate. During the elections, the Elections Committee will work diligently to uphold the Elections Code and provide you with the fairest election possible.

Again, congratulations on taking this big step into Student Government and I wish you the best of luck! Please feel free to contact me if you have any questions or concerns. I will be happy to address them.

Sincerely,

Maricruz Santander
ASI Elections Chair

Contact Information

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REASONS TO BE AN ASI STUDENT LEADER

- ASI Student Leaders represent the student voice and advocate on behalf of the students to the University and the State
- ASI Student Leaders closely collaborate with faculty, staff, and administrators in a professional capacity
- ASI Student Leaders are eligible for scholarships, depending upon their position
- ASI and University staff advise ASI Student Leaders and help them develop:
 - Leadership Skills
 - Effective Communication
 - Interpersonal Relationships
 - Critical Thinking and Problem Solving
 - Organizational Planning
 - Social Responsibility

ASI STUDENT LEADER EXPECTATIONS

- **MUST** be available for summer meetings (**Monday-Thursday**) starting June 18
 - Meetings will be called in advance
- **MUST** attend ASI Student Government Retreats and Transition Retreats (see appendix 1)
- **MUST** consult with advisor about any significant time commitments outside of ASI Student Leader position (campus or off campus work, internships, etc.)
- **MUST** sign a Conflict of Interest Statement
- **MUST** maintain University eligibility *throughout* term in office
- **MUST** make time in your schedule for:
 - Approximately 10-15 hours of ASI work per week, including:
 - Senate meetings on Thursdays from 3-5pm
 - At least 4 office hours per week
 - Time to prepare, attend and handle at least 2 committee assignments
 - All ASI retreats and trainings
 - One-on-one meetings bi-weekly, with an Advisor
 - Emergency meetings with 24 hours of notice (72 hours for regular meetings)
- **MUST** exhibit professionalism, examples of this from past administrations include:
 - 24-hour response on email and phone calls
 - Check your ASI mailbox daily
 - Be prepared and prompt to all meetings
 - Respond to RSVP requests for ASI
 - Follow all University conduct rules and policies

ASI ELECTED POSITIONS

ASI PRESIDENT:

- As Chief Executive of the student government branch of ASI, the President is responsible for appointing and holding accountable all ASI student government leaders, including the Cabinet, Senate, Elections Committee, and all student representatives on ASI and University committees.
 - Interviews and appointments for appointed position are projected to be completed before the summer retreat
- The ASI President is the official representative of ASI to the students of Cal Poly Pomona, the University Administration, the Chancellor's Office, the California State Student Association (CSSA), the Board of Trustees, the State of California, and the General Public
- The ASI President serves as Chair of the Cabinet and is a member of various committees, such as: Foundation Board; ASI Senate; ASI Finance Committee; ASI Personnel Review Committee; ASI Rules and Policies Committee; ASI Facilities and Operations Committee
- The ASI President has regular meetings with ASI advisors, University advisors, and Cabinet members
- The ASI President attends and votes at monthly CSSA meetings beginning in July along with the Secretary of External Affairs
- The ASI President participates in planning with a committee the Student Government retreats beginning in June

ASI VICE PRESIDENT:

- The ASI Vice President assists the president in the oversight of the ASI student government's goals and objectives
- The ASI Vice President serves as Chair of the ASI Senate, Vice-Chair of the Cabinet, and serves on University committees and ASI committees such as: ASI Finance Committee; ASI Personnel Review Committee; ASI Rules and Policies Committee; ASI Facilities and Operations Committee
- The ASI Vice President has regular meetings with ASI advisors, University advisors, and Senate members
- The ASI Vice President coordinates ASI Senate meetings beginning in June

ASI SENATORS:

- There are 12 ASI Senators (8 college senators and 4 at-large senators):
 - College Senators are elected by students in each college: Don B. Huntley College of Agriculture, Business Administration, Education and Integrative Studies, Engineering, Environmental Design, Collins College of Hospitality Management, Letters, Arts and Social Sciences, and Science
 - At-Large Senators are elected by any enrolled student to represent the at-large councils: Student Interest Council, Greek Council, Inter-Hall Council, and Multicultural Council
- Senators are responsible for policy and financial decisions for ASI, and approval of the ASI and BSC budgets
- Senators must attend ASI Senate meetings; meetings are held regularly throughout the year, including summer
- Senators are required to serve on at least two committees; this includes ASI standing committees and other University committees
- Senators work closely with their respective colleges and councils so they can best speak on behalf of the students they represent

To be **eligible** to run for an office in ASI you ...

REQUIRED CANDIDATE INFORMATION SESSIONS		
<i>Candidates are required to attend at least ONE of the following sessions</i>		
<u>Date:</u>	<u>Time</u>	<u>Location</u>
Monday, January 28, 2019	4:00 pm – 6:00pm	BSC – Orion
Thursday, January 31, 2019	4:00 pm – 6:00pm	BSC – Perseus
Wednesday, February 6, 2019	11:00 pm – 1:00pm	Building 5 – Room 118
Monday, February 11, 2019	6:00 pm – 8:00pm	Multipurpose Room (by Denny's)
Tuesday, February 12, 2019	11:00 pm – 1:00pm	Building 5 – Room 118
Wednesday, February 20, 2019	4:00 pm – 6:00pm	BSC – Andromeda

*If candidate is unable to attend one of the following scheduled sessions, candidate must contact the Elections Chair at **asielections@copp.edu** before February 4, 2019.*

- **MUST** be enrolled and in good standing with the University.
- **MUST NOT** be on probation of any kind, including academic, disciplinary, or administrative.
- **MUST** maintain a 2.0 GPA overall and for each semester.
- **MUST** have been enrolled at Cal Poly Pomona two semester prior to the election, earning a total of nine (9) semester units during the year.
- **MUST** earn nine (9) semester units of credits per term while running for and holding office.
- **MUST NOT** exceed the required unit load. Undergraduate students are allowed to earn a maximum of 150 semester units. Students holding over that number of units will no longer be eligible for major student government offices. (Graduate students are allowed to earn a maximum of 50 semester units.)
- **MUST** submit a completed application form.
- **MUST** submit supplemental application materials, including but not limited to: candidate agreement, campaign plan, expense plan, and personal statement
- **MUST** attend campaign rules orientation where headshots will be taken such headshots will be used for all candidate marketing
- **MUST** declare which position you plan to run for; College Senators must have a declared major in the college you wish to represent

2019 ASI ELECTIONS TIMELINE

<u>IMPORTANT ELECTION EVENTS AND DUE DATES</u>	
Wednesday, February 27 th	ASI Election Candidate Applications DUE by <u>5:00PM*</u>
Monday, March 4 th	Candidates Eligibility posted by <u>5:00PM*</u>
Wednesday, March 6 th	Personal Statement is due via email to Election Chair by <u>5:00 PM</u>
Thursday, March 7 th	Appeal of Candidate Eligibility DUE by <u>5:00PM*</u>
Friday, March 8 th	Campaign Rules Orientation, <u>Mandatory 1:00PM to 3:00PM</u>
Monday, March 25 th	Campaigning (Printed, Online, and Endorsements) Begins at <u>7:00AM</u>
Tuesday, April 9 th	Candidate Event at <u>12pm</u> in University Park U-Hour
Thursday, April 11 th	Candidate Event at <u>12pm</u> in University Quad U-Hour
Monday, April 15 th	Elections via Online Voting Begins at <u>7:00AM</u>
Monday, April 15 th	Campaign Expenses DUE by <u>5:00PM*</u>
Thursday, April 18 th	Elections via Online Voting Ends by <u>7:00 AM</u>
Thursday, April 18 th	Elections Results Announced at <u>12:00PM to 1:00PM</u> in University Park
Wednesday, April 24 th	Campaign Publicity removed by <u>11:00PM</u>
Friday, April 26 th	Leader Elect Roundtable Discussion <u>2:00PM to 4:00PM</u>
April 29 th to May 1 st	Run-Off Elections via Online Voting (if necessary)
Thursday, May 2 nd	Run-ff Elections via Online Voting announced (if necessary)

*Location for submissions or postings: OSLCC Main Office, Building 126-24

2019 Cal Poly Pomona Associated Students, Incorporated Elections Candidate Application

Name _____ Bronco # _____
As you wish it to appear on the ballot

Position Desired _____

If running for President or Vice President, name of your running mate:

Current Address _____
Address City Zip Code

Phone () _____

CPP Email _____ Alternative Email _____

Major _____ Expected date of graduation _____

My signature indicates that I understand that my University records will be checked to verify my eligibility.

Signature: _____ Date _____

FOR OFFICE USE ONLY

Winter Quarter GPA _____ Total Units Earned _____ Cumulative GPA _____

Mandatory Workshop _____ Winter Units Earned _____ Consecutive Qtrs. _____

JA File _____ Info Confirmed by JA: _____ /OSLCC: _____

Notes:

Application Received By: _____ Date Received: _____

Submit the following items via email to asielections@cpp.edu:

Personal Statement:

- A statement describing why you are seeking this position, your qualifications, and your goals for the position.
- Statement will be posted on the ASI website, and may be used for other promotional purposes.
- Statement should not exceed 250 words.
- Statement should include: Name, Position Running For, Major, and Year in School.

Campaign/Marketing Plan:

- Describe your plan for marketing your candidacy throughout the campaign period.
- Include any printed, electronic, or guerilla marketing you may use.
- Include when/where you plan to have your marketing appear.
- Note: ALL campaign materials (print, electronic, etc.) must be approved by the Elections Chair before use

Submit the following items to Office of Student Life and Cultural Centers:

ASI Candidate Agreement:

- Sign and submit the ASI Candidate Agreement.

ASI Clean Campaign Pledge:

- Sign and submit the ASI Clean Campaign Pledge.

Expense Plan:

- Describe your proposed budget for how and where you will use your campaign funds.
- Provide a detailed budget outline of your planned expenses.
- Include your plan for how you will spend money and any donations.
- Note: As campaigning concludes, you will submit a detailed report of your actual expenses. Your Expense Report, due **Monday, April 15th by 5:00pm**, will include all receipts, purchases, donations, etc. related to your campaign.

ASI Candidate Agreement

General Expectations

- I have read, understand, and will abide by the spirit and letter of the ASI Elections Code.
- I have attended one required ASI Elections Information Session.
- I have read, understand, and have completed the ASI Elections Packet.
- I agree to be respectful and gracious to candidates, candidate supporters, and those involved in the ASI Elections process.
- I agree to abide by the deadlines/dates and will attend all outlined dates presented in the Election Packet.

Campaigning and Elections Week Expectations

- I agree to the following campaign expectations:
 - I will not post, print, or acquire endorsements either online or in person, prior to 7:00am on Monday, March 25, 2019.
 - Per the ASI Elections Code, I will not post anything on Facebook, Twitter, Instagram, or any other social networks before the official campaign start time.
 - I will submit all campaign publicity, whether print or electronic, to the Elections Chair or designee for their signature of approval prior to distribution.
 - I have read, understand, and will abide by the spirit and letter of the campus Posting and Chalking Policy.
 - My campaign material will be distinctly different from ASI and ASI marketing material.
 - I will take down all campaigning materials at the end of campaigning by 11:00pm on Wednesday, April 24, 2019.
- Neither I, nor any of my campaign members, will distribute any device that can be used for voting.
- I understand that I am responsible for the actions of other students promoting my campaign should an infraction occur.
- I will not use campus mail services or campus telephones for solicitation of votes.
- I will not use resources paid for with ASI or State money, which include items owned by ASI, councils, and clubs (this includes storage rooms owned by councils as well as the Cultural Centers).
- I will not campaign by using any Cal Poly Pomona databases or directories such as, but not limited to, Cal Poly Pomona issued e-mail addresses unless attained personally by the owner of the email address.
- I understand that I am not to publicize my campaign in class during scheduled instruction hours.
- I understand that staff and faculty members may not endorse and/or publicize my campaign to other students, which includes, but is not limited to, posting material around offices or discussing my candidacy with other students whether through in-person contact or digital publicity.
- I will participate in candidate events.

Term of Office Expectations

- I understand that my term of office starts June 1, 2019.
- I agree to be available for meetings from June 18, 2019 – May 31, 2020.
 - Meetings may be held Monday through Friday between 7:00am and 6:00pm.
 - Meetings will be scheduled in advance.
 - Meetings will not be held on days when the University is closed.
- I agree to attend all ASI Student Government Retreats.
- I will maintain office hours during the summer and the academic school year.
- I will respond to emails and phone calls in a timely manner throughout my term.

By signing this document, I agree to the above and I acknowledge that the ASI Elections Chair and ASI Elections Committee have provided me with the applicable ASI Elections information.

Name _____

Date _____

Cal Poly Pomona Associated Students, Incorporated

CLEAN CAMPAIGN PLEDGE

This pledge is to ensure that you are upholding the proper ethics as a candidate and run a clean, fair campaign in the 2019-2020 ASI Elections. The ASI Elections Chair will keep this document and candidates who have signed the pledge will be denoted on the ASI website.

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Being an elected officer of the Associated Students Incorporated, I will be assuming not only leadership responsibilities, but also moral responsibilities to serve as a role model to my fellow students as well as a representative of the student body at California State Polytechnic University, Pomona (Cal Poly Pomona). Therefore, I _____, hereby voluntarily pledge myself to conduct my campaign in accordance with the following principles and practices:

- I **pledge** to conduct my campaign accurately and honestly, discussing issues relevant to the student body at Cal Poly Pomona, and participate in public debate with respect to my views and qualifications.
- I **pledge** to not engage in, permit, or condone character defamation of other candidate(s) or participate in invasions of personal privacy unrelated in campaign issues.
- I **pledge** to not use or permit any negative appeal based on race, religion, ancestry, ethnicity, color, gender, sexual orientation, marital status, age, mental or physical disability, veteran’s status, or any other covered status.
- I **pledge** to not to use or permit the use of any campaign material or advertisement which uses quotations or images taken out of context and to misrepresent the other candidate(s) or other candidate(s)’s message.
- I **pledge** to not use or permit the use of any dishonest or unethical practice of political campaigning, which corrupt or undermine the principles of free elections and the democratic society and hinder the ability of the student body to freely express and exchange their views and beliefs.
- I **pledge** to publicly repudiate any campaign material or advertisement of any individual or group who engages in activities on the behalf of my campaign or in opposition to opponent(s)’ candidacy which violate the Clean Campaign Pledge.
- I, the undersigned, understand that by signing this pledge, I assume personal control and responsibility for the conduct of my campaign.

Candidate’s Signature: _____ Date: _____

.....

Received by the ASI Elections Chair

Signature: _____ Date: _____

IMPORTANT REMINDERS

Turn in at OSLCC (bldg. #26-124):

Application

Candidate Agreement

Clean Pledge Campaign

Submit via email to asielections@cpp.edu:

Personal Statement

***Your completed Election Candidate application is due
by Wednesday, February 27th by 5pm.***

Should you have questions or concerns contact
Maricruz Santander at asielections@cpp.edu or
La'Keisha Beard at ldgilford@cpp.edu

Elected Officials Summer Training

DATE	TIME	WHAT	WHERE	WHO
Friday, June 8- Sunday, June 10	all day/travel	CSSA	CSU Monterey Bay	President Elect & Vice President
Monday, June 11-Friday, June 14	all day/travel	Panetta Insitute	CSU Monterey Bay	President Elect
Monday, July 22	10am-2pm	Executive Board Training	SG Chambers Conference Room	EBOARD Members
Thursday, July 25	10am-2pm	Senator Training	SG Chambers Conference Room	Senators
Monday, July 29	Soft Deadline	ALL OFFICER Positions Filled		
Thursday, August 1	10am-2pm	Officer and Secretary Training	SG Chambers Conference Room	Officers & Secretary
Friday, August 2- Sunday, August 4	all day/travel	ASI SG Member Summer Retreat	off campus	All SG Members/Staff
Friday, August 9-Saturday, August 10	all day/travel	CSSA	Southern California	President, VP, GA
Saturday, August 10-Monday, August 12	all day/travel	CSUnity	Southern California	
TBA	8am-12pm	ASI Fall Kick Off	TBA	All SG Members/Staff

*subject to change

2019 Cal Poly Pomona

Associated Students, Inc. PETITION OF ENDORSEMENT FROM AN INDIVIDUAL STUDENT

*Endorsements may be sought once campaigning begins, starting Monday, March 25th at 7:00am
Completed Endorsements must be submitted to the Office of Student Life and Cultural Centers prior
to use in campaign materials*

I, _____ do hereby acknowledge that this document
Name (please print)

certifies that I am making a personal endorsement of the following candidate and/or ticket.

I understand that this is an endorsement in my official capacity of my position and not of my organization.

NAME OF CANDIDATE AND/OR TICKET:

Signature

Date

Title/Position in Club/Organization
(If applicable)

Club/Organization
(If applicable) (No abbreviations)

Council of Club/Organization
(If applicable)

Candidate(s) Signature

Date

2019
Cal Poly Pomona
Associated Students, Inc.
PETITION OF ENDORSEMENT

FROM A REGISTERED CAL POLY POMONA ORGANIZATION

*Endorsements may be sought once campaigning begins, starting Monday, March 25th at 7:00am
Completed Endorsements must be submitted to the Office of Student Life and Cultural Centers prior
to use in campaign materials*

I, _____ do hereby acknowledge that I am the official Organization
Name (please print)

President for _____ under _____ this
Club/Organization (No abbreviations) Council

date of _____ and that this signed document certifies that an official vote of the
mo/day/yr

organization resulted in the official endorsement of the following candidate(s) and/or ticket(s).

Candidate Name/Ticket

Candidate Name/Ticket

Club/Organization President Signature

Club/Organization Advisor Signature