



ASI Election Committee Code

I. Purpose:

- A. The ASI Election Committee Code designates the time, manner, and regulations for operating the ASI General and Special Elections at the California State Polytechnic University, Pomona (Cal Poly Pomona).

II. Composition:

- A. ASI Election Chair.
- B. Voting Members: A minimum of three (3) but a maximum of seven (7) student representatives appointed by the ASI Election Chair, who will receive a scholarship.
- C. Election Advisor(s) or designee(s).

III. Duties and Responsibilities of the ASI Election Committee:

- A. The ASI Election Chair, in addition to other responsibilities as an ASI Election Committee member, shall:
 - 1. Serve as the Chair of the ASI Election Committee.
 - 2. Provide reports to the ASI Board of Directors (BOD).
 - 3. Call meetings of the ASI Election Committee.
 - 4. Prepare the ASI Election Packet for the ASI General Election.
 - 5. Ensure all ASI Elections are properly publicized, in particular, the application period, voting times, and locations.
 - 6. Chair orientation meetings for ASI Elections.
 - 7. Review all complaints to determine any action to be taken.
 - 8. Make executive decisions, in consultation with the Election Advisor and Vice Chair.

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9. Establish and 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.
10. Facilitate the operation of all ASI Elections with full compliance to the ASI Election Code and ASI Election Committee Code.

B. The Vice Chair, in addition to other responsibilities as an ASI Election Committee member, shall:

1. Be a voting student representative elected by a majority of the committee no later than the second meeting of the established full committee.
2. Preside over all meetings and assume the duties of the ASI Election Chair in the event of an absence or resignation. C. The Election Committee member shall:
 1. Advise all ASI General, ASI Special, and ASI Run-Off Elections.
 2. Not hold any other ASI office.
 3. Not run for ASI elected office during the appointed year of the ASI Elections.
 4. Not endorse nor campaign on behalf of any candidate, initiative, recall, or referendum during the member's term.
 5. Sign the Conflict of Interest Statement Memorandum.
 6. Be completely familiar with all regulations contained in the ASI Election Candidate Code, ASI Election Committee Code, and all other documents mentioned in this Code.
 7. Attend all ASI Election Committee meetings unless excused.
 8. Supervise any ASI voting location(s).
 9. Be vigilant for violations during ASI Elections and submit Violation Report form(s).
 10. Prepare a Voter Information Guide before official campaigning starts.
 11. Hear and take actions on all complaints, grievances, or violations referred by the ASI Election Chair.
 12. Keep a permanent record of all ASI Election results.

IV. Meetings: A. Open Meeting

1. Meetings shall be called by the Chair or by two-thirds (2/3) of the voting members of the Committee. The agenda must be posted 72 hours (3 business days) in advance to comply with the Gloria Romero Open Meeting Act, or if replaced, its successor act.

B. Closed Meeting

1. Closed sessions of the ASI Election Committee are closed to the public and are only permitted for deliberation of a violation hearing. The ASI Election Committee shall publicly report any action taken in closed session.

V. Procedures for ASI Special Election:

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A. Orientation for candidates or sponsors for a referendum for the ASI Special Election.

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 the Office of Student Life and Cultural Centers (OSLCC) two (2) weeks prior to the orientation.

B. Campaign Expenses for ASI Special Election

1. Sponsors for the referendum shall not be limited in their campaign expenses. This does not apply to the election of candidates.
2. All candidates shall submit an expense report for the public record, subject to verification by the ASI Election Committee.

VI. Disqualification or Withdrawal of Candidacy:

- A. Disqualified candidate(s) will be deemed to have withdrawn from the ASI Election.
- B. Withdrawn or disqualified candidate(s) name(s) will be removed from the ballot. All votes received by the candidate(s) prior to removal will be deemed void.

VII. ASI Election Regulations:

- A. The ASI Election 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 Election Code as written.

VIII. Ballot:

- A. For the ASI General Election, all candidates' names including first and last name, as recognized by the University, shall be placed on the electronic ballot under the respective position the candidate is seeking.
- B. ASI Special Election ballots for referenda, initiatives, or recalls must provide unbiased information and must be drafted into a yes/no form by the Election Advisor(s) or designee(s). The ASI Special Election ballot language is subject to the approval of the ASI Election 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 ASI Senator candidate will appear on the ballot as a single candidate, and the ASI President and Vice President will appear on the ballot as a ticket and not as a slate.

IX. Voter Information Guide:

- A. The Voter Information Guide will be available on the ASI website and emailed to students at the start of campaigning for the ASI General Election.

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1. Referendums involving a Category II fee must provide an 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 public locations around campus at least thirty (30) days prior to the referendum.
 - B. Candidate headshots, statements, objective analysis, summary of amendments, initiatives, and/or referenda, and pro and con statements will be featured.
 1. For each section of the Voter Information Guide, there is a maximum word limit of 250 words.
 2. All materials in the Voter Information Guide must meet standards set forth by the ASI Election Packet, Student Conduct Code, and other Cal Poly Pomona and ASI policies.
- X. Voting:
- A. Voting procedures shall be established by the ASI Election Committee.
 - B. All currently enrolled Cal Poly Pomona students are eligible to vote once.
 1. In ASI 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 ASI President, ASI Vice President, ASI Senator of their respective academic college, and the ASI Senators-at-Large (Greek Council, InterHall Council, Multi-Cultural Council, and Student Interest Council).
 4. Those voting shall use official Cal Poly Pomona credentials to identify themselves.
 - C. Voting will be completed through an online server.
 - D. Voting will be open for a minimum of three (3) days with a maximum of ten (10) days.
 - E. No write-in candidates are allowed.
 - F. The method of voting may be changed in the event of an unforeseen circumstance.
 - G. Majority vote is necessary to elect a candidate in an ASI General Election.
 - H. For all ASI Elections, the number of votes to affirm a position shall be determined by consulting all applicable laws and legal documents for the Associated Students, Incorporated Cal Poly Pomona.

XI. ASI Elections Certification Procedure:

- A. The ASI Election Committee shall certify all ASI Elections with a two-thirds (2/3) vote. The certification process shall include a review of candidate expenses, violation reports, and other elections-related documents and procedures. The ASI Election Committee shall issue the official election results with the signatures of at least the ASI Election Chair and the ASI Election Advisor(s) after certification. Examples of reasons not to certify an election would include but not limited to the following:

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1. Tampering with, or intentions of tampering with, the online voting system.
 2. Violence or disruption significantly affecting the operation or any result of any ASI Election.
- B. The announcement of official election results cannot take place until after certification. Certification must occur within five (5) business days after the elections.
- C. Election results will be posted on the ASI website and sent in an email to all students.

XII. Violation Hearing:

- A. The ASI Election 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 ASI Election Committee calls the hearing:
 - 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 to attend in their place.
 - c. The complainant (or designee) and respondent (or designee) can prepare statements and supporting evidence on their respective sides.
 - Any questioning will be facilitated by the ASI Election Chair 2.
- If the hearing is the result of an appeal:
- a. The appellant must submit the rationale for the appeal to the Election Advisor(s) within three (3) business days following the ASI Election Chair and/or ASI Election Committee decision.
- B. The violation(s) hearings are open to the public.
- C. Deliberations of the ASI Election Committee shall be conducted in closed session.
- D. The ASI Election Committee will vote on the decision concerning the complaint in public session.
- E. The decision of the ASI Election Committee will be signed by the ASI Election Chair and kept as part of records until the end of the ASI Elections.
- F. The complainant and respondent will be informed within 24 hours about the ASI Election Committee decision by email.
- G. The results of a violation hearing appeal shall be final.

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 BOD 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, College of Engineering, Collins College of Hospitality Management, College of Environmental Design, College of 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.