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Owner Ilke Suzer  
Department ASI Board Documents

## ASI Election Committee Code

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### I. Preamble

- A. **Purpose.** The Election Committee shall be responsible for conducting all elections and determining election rules outlined in the ASI Election Code.
- B. **Authorization.** The rules of the Election Committee are subject to review by the ASI Attorney General and approved by the ASI Board of Directors and shall be consistent with the ASI Bylaws. The committee shall;
  - 1. Recommend revisions to the ASI Elections Code subject to review by the ASI Attorney General and approval by the Board of Directors.
  - 2. Post a list of all candidates who meet qualifications as required in the ASI Election Candidate Code.
  - 3. Determine candidate eligibility according to CSU, University, and ASI requirements confirmed with the Election Committee Advisor(s) or designee(s)
  - 4. Give periodic progress reports to the ASI Cabinet.
- C. **Compliance.** All actions taken by the ASI Elections Committee and material in this Committee Code must comply with the ASI Articles of Incorporation and Bylaws; CSI and University Policies; the California Education Code; and the California Nonprofit Code.

### II. Composition:

- A. **ASI Election Chair.**
  - 1. The ASI Election Chair shall be appointed by the ASI President subject to approval by a majority vote of the ASI Board of Directors. (from bylaws)
- B. **Voting Members:**
  - 1. 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. Liasion (non-voting):**

1. ASI Elections Assistant (staff position)

**D. Election Advisor(s) or designee(s).**

1. ASI Executive Director or designee
2. Univesrity Advisor or designee

## **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. Review all complaints to determine any action to be taken.
5. Make executive decisions, in consultation with the Election Advisor and Vice Chair.

**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. [GT - reword]
7. Attend all ASI Election Committee meetings unless excused.
8. Prepare a Voter Information Guide before official campaigning starts. [GT - Move to staff position?]
9. Hear and take actions on all complaints, grievances, or violations referred by the ASI

Election Chair.

**D. ASI Elections Assistant, paid staff position, and non-voting liaison shall:**

1. Prepare the ASI Election Packet for the ASI General Election.
2. Ensure all ASI Elections are properly publicized, in particular, the application period, voting times, and locations.
3. Chair orientation meetings for ASI Elections.
4. 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.
5. Facilitate the operation of all ASI Elections in full compliance with the ASI Election Code and ASI Election Committee Code. [GT - Rephrase and move to staff position. "Support the chair in the facilitation of all ASI Election operations to ensure compliance with the ASI Election Code and ASI Election Committee Code ."
6. Supervise any ASI voting location(s).
7. Be vigilant for violations during ASI Elections and submit Violation Report form(s).
8. 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. References:

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.

**SELS: refers to the Office of Student Engagement, Leadership and Success.**

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.

## Supersedes:

SB 2018-19:02

## Approval Signatures

Step Description	Approver	Date
Signed by ASI President	Ilke Suzer	Apr 17, 2024
Signed by ASI Attorney General	Amary Corona	Apr 17, 2024
The Policy Owner Presents To The ASI Board of Directors For Discussion and Action	Amary Corona	Apr 17, 2024
The Policy Owner Presents Changes To The ASI Rules and Policies Committee For Discussion and Action	Amary Corona	Apr 17, 2024
The Policy Owner Reviews An Existing Policy Based On The Next Review Date	Amary Corona	Apr 17, 2024