

ELECTIONS

2025

Information for the
Associated Students, Incorporated
Elected Positions

Compiled and Distributed By the
2024-2025 ASI Elections Committee

Dear Candidates,

Congratulations on taking the first step to becoming one of next academic year's ASI Student Government Leaders! Student leadership is a wonderful opportunity for any Bronco to make the most of their Cal Poly Pomona experience. As an ASI Student Government Leader, you will be able to advocate for students, network with campus leaders, and you'll open the door to many more opportunities.

This packet is essential to your candidacy during the 2025 ASI Elections, and it details the steps you'll need to take for the elections process. Please read the packet carefully and do not lose it. Deadlines are hard with no exceptions. Be mindful of them and 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 potentially be a member of the ASI Board of Directors.

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,

Amy Tjeltveit

ASI Elections Assistant
asielections@cpp.edu

Expectations

Elected ASI Student Government Leaders are expected to do the following during their term in office:

Represent the student voice and advocate on behalf of the students to the University and the State

- Closely collaborate with faculty, staff, and administrators in a professional capacity
 - Be available for summer Board of Directors meetings and trainings.
 - Attend all summer and winter meetings, trainings, and retreats.
 - Consult with the Director of People, Culture, and Governance about any significant time commitments outside of ASI Student Leader position (campus or off-campus work, internships, etc.)
 - Maintain University eligibility throughout campaign period and during term in office
 - Make time in your schedule for:
 - ◊ Approximately 10-15 hours of ASI work per week, including:
 - Attending ALL of Board of Directors meetings
 - At least 4 office hours per week
 - Time to prepare, attend, and handle at least two committee assignments
 - All ASI retreats and trainings
 - One-on-one meetings bi-weekly, with an advisor
 - Follow all University conduct rules and policies
 - ASI Student Government Leaders are eligible for scholarships and priority registration
- ASI and University staff advise Student Government Leaders and help them develop:
 - Leadership skills
 - NACE Career Readiness Competencies:
 - ◊ Career & Self-Development
 - ◊ Communication
 - ◊ Critical Thinking
 - ◊ Equity & Inclusion
 - ◊ Leadership
 - ◊ Professionalism
 - ◊ Teamwork
 - ◊ Technology

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, Board of Directors, Elections Committee, and all student representatives on ASI and University committees
 - ◊ Interviews and appointments for appointed positions 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: Enterprises Board, ASI Board of Directors, ASI Finance Committee, ASI Human Resource 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 attends the Panetta Institute in Summer of 2025

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 Board of Directors, Vice-Chair of the Cabinet, and serves on University committees and ASI committees such as: ASI Finance Committee, ASI Human Resources Committee, ASI Rules and Policies Committee, ASI Facilities and Operations Committee. The ASI Vice President has regular meetings with ASI advisors, University advisors, and Board of Director members
- The ASI Vice President has regular meetings with ASI advisors, University advisors, and Board of Director members
- The ASI Vice President coordinates ASI Board of Director meetings beginning in June with the ASI Executive Director

ASI Board of Directors-Senators

- Senators must attend ASI Board of Director meetings; meetings are held regularly throughout the year, including summer.
- Senators are required to serve on at least three (3) committees per BOD Committee Code
- Senators work closely with their respective colleges and councils so they can best speak on behalf of the students they represent

Info Sessions

If a candidate is unable to attend one of the following scheduled sessions, the candidate is encouraged to schedule a one-on-one meeting with the Elections Assistant for more information. Candidates can reach the Elections Assistant via email at asielections@cpp.edu.

Drop-In Candidate Info Sessions:

- Wednesday, January 29, in person
 - ◊ BSC, Student Government Office (Bldg. 35-1339)
12:30 p.m. - 1:30 p.m.
- Thursday, February 6, in person
 - ◊ BSC, Student Government Office (Bldg. 35-1339)
2:30 p.m. - 3:30 p.m.
- Monday, February 10, in person
 - ◊ BSC, Student Government Office (Bldg. 35-1339)
12:30 p.m. - 1:30 p.m.
- Friday, February 14, in person
 - ◊ BSC, Student Government Office (Bldg. 35-1339)
11:00 a.m. - noon

More details and Zoom links will be added to <https://linktr.ee/asicppelections>

REQUIREMENTS TO RUN FOR OFFICE

- Cannot concurrently be an ASI student employee while holding office
- Be enrolled and in good standing with the University while running for and holding office
- Cannot be on probation of any kind, including academic, disciplinary, or administrative
- Maintain a 2.0 GPA overall and for each semester before running, during campaign, and while in office
- Have been enrolled in one semester prior to the election, earning a total of six (6) semester units during the year at Cal Poly Pomona
- Earn six (6) semester units of credits per term while running for and holding office
- Cannot 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)
- Submit a completed application form via online portal
- Submit supplemental application materials, including but not limited to: candidate agreement, campaign plan, expense plan, and personal statement
- Attend one (1) Candidate Orientation where headshots will be taken such headshots will be used for all candidate marketing
- Declare which position you plan to run for; College Senators must have a declared major in the college you wish to represent

2025 ASI Elections Timeline

IMPORTANT ELECTION EVENTS AND DUE DATES

DATE	EVENT INFO
Monday, November 25, 2024	ASI Election Candidate Applications OPEN at 9 a.m. PST
Wednesday, January 29, 2025	Informational Session, 12:30 p.m. - 1:30 p.m., Student Government Office
Thursday, February 6, 2025	Informational Session, 2:30 p.m. - 3:30 p.m., Student Government Office
Monday, February 10, 2025	Informational Session, 12:30 p.m. - 1:30 p.m., Student Government Office
Friday, February 14, 2025	Informational Session, 11 a.m. - noon, Student Government Office
Monday, February 17, 2025	Application Deadline
Wednesday, February 19, 2025	Verification of Eligibility (VOE) Checks Due
Monday, February 24, 2025*	Candidate Orientation, 1:30 p.m. - 2:30 p.m, Student Government Office
Thursday, February 27, 2025*	Candidate Orientation, 3:30 p.m. - 4:30 p.m, Student Government Office
Friday, February 28, 2025*	Candidate Orientation, 11 a.m. - noon, Student Government Office
Monday, March 17 - Thursday, March 27, 2025	Campaigning (Printed, Online, and Endorsements) Begins

* MUST attend at least ONE Candidate Orientation

2025 ASI Elections Timeline

IMPORTANT ELECTION EVENTS AND DUE DATES

DATE	EVENT INFO
Tuesday, March 25, 2025	Candidate Event: Music Mixer , noon - 1 p.m., University Park
Thursday, March 27, 2025	Candidate Event: Polls and Pastries , noon - 1 p.m., University Park
Monday, April 7, 2025	Candidate Event: Elections Candidate Fair , 11 a.m. - 1 p.m., University Park
Tuesday, April 8, 2025	Candidate Event: Connect with the Candidates Social , 11 a.m. - 1 p.m., University Park
Wednesday, April 9, 2025	Candidate Event: Tacos with the Candidates , 11 a.m. - 1 p.m., University Park
Thursday, April 10, 2025	Elections via Online Voting Begins at 11 a.m. via myBAR
Wednesday, April 16, 2025	Elections via Online Voting Ends at 11 p.m. via myBAR
Thursday, April 17, 2025	Election Results Party , noon - 1:00 p.m., University Park
Monday, April 21, 2025	Candidate campaign expense report due by 5 p.m. to Elections Assistant
Thursday, May 1, 2025	MANDATORY Leader Elect Roundtable Discussion, 3:30 p.m. - 5 p.m., Student Government Office

Submissions and Contact Info

After submitting your application by the February 17, 2025 deadline, the following materials must be sent to the Elections Assistant at asielections@cpp.edu.

Campaign/Marketing Plan due by March 13, 2025 at 11:59 p.m.

- ◇ 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 Assistant (asielections@cpp.edu) before use.

Expense Report:

- ◇ Note: As campaigning concludes, you will submit a detailed report of your actual expenses. Your Expense Report, due April 21, 2025 by 5 p.m. must include all receipts, purchases, donations, etc. related to your campaign.

Contact Information

Amy Tjeltveit

ASI Elections Assistant
Associated Students, Inc.
asielections@cpp.edu

Anita Roberts

University Advisor
Student Engagement Leadership and Success
(909) 869-5007
arroberts@cpp.edu