ASSOCIATED STUDENTS

ASSOCIATED STUDENTS INC
SF STATE UNIVERSITY

Student Government
Election Code Packet
Spring 2016

* In the event that there are missing items within this packet, please contact the Elections Commissioner (electionscommissioner@asi.sfsu.edu) or the Assistant Elections Commissioner at (asst_electionscommissioner@asi.sfsu.edu). It is the candidates’ responsibility to check if any of these items are missing – please refer to page two for a complete list of items that are included within the Elections Code.

AS Executive Committee Approved: 10/14/15
AS Board of Directors Approved: 10/28/15

Complete and return pages 25-28 to the Associated Students Office in the Cesar Chavez Student Center, Room M-102, by 5:00 PM on February 19, 2016.
Approved by the AS B.O.D on
Introduction

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* You must return the information that is requested within this packet to the AS Business Office in M-102 of the Cesar Chavez Student Center no later than **February 19, 2016 at 5:00 PM**. The Elections Commissioner reserves the right to add a second filing period if the need arises and candidates shall be notified should such an extension becomes initiated.

ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY
MISSION STATEMENT:
Associated Students (AS), the student government at San Francisco State University, serves as the official voice of students. AS promotes an enriched co-curricular student life experience and is dedicated to the empowerment of SF State’s diverse student body through a commitment to social justice and shared governance. AS provides and supports services and programs, maintains fiduciary responsibility, and engages in campus-wide collaborations and external advocacy efforts.

ASSOCIATED STUDENTS ELECTIONS COMMISSIONER:
The Elections Commissioner of Associated Students (AS) provides the following election packet to potential candidates who are interested in running for a Board of Directors (B.O.D.) position with AS at San Francisco State University. The elections process is facilitated through the information that is provided within the packet, as well as any correspondence that will occur between the commissioners, candidates, AS directors, AS programs and services, the university, etc.
Questions and/or disputes, including all Grievances, shall be answered on the basis of the content within the code. Any candidate who fails to comply with the information and requirements that are provided within the packet might be subject to disqualification. Please direct any general questions or concerns to the Elections Commissioner or Assistant Elections Commissioner (electionscommissioner@asi.sfsu.edu OR asst_electionscommissioner@asi.sfsu.edu for the Assistant Elections Commissioner) at the AS Business Office, M-102. Office hours for both the Elections and Assistant Elections Commissioner will be available in M-102.

All correspondence shall be done through email.

AVAILABLE POSITIONS FOR ASSOCIATED STUDENTS OFFICE:

Executive Officers:
- President
- Vice President of Internal Affairs
- Vice President of External Affairs
- Vice President of Finance
- Vice President of University Affairs
- Vice President of Facilities & Services

Class and College Representatives:
- Graduate Representative
- Senior Representative
- Junior Representative
- Sophomore Representative
- Business Representative
- Education Representative
- Ethnic Studies Representative
- Health & Social Sciences Representative
- Liberal & Creative Arts Representative
- Science and Engineering Representative

* The Associated Students Board of Directors meetings are on Wednesday at 2:00pm to 4:00pm and are bi-weekly as determined by the B.O.D. The availability to participate in the bi-weekly meetings is an expectation for ALL candidates who are interested in running for a B.O.D. position.
OVERVIEW OF ASSOCIATED STUDENTS OFFICER GOALS AND OBJECTIVES:

• Increase student awareness of and involvement in local, national and international issues effecting higher education
• Assess current students' needs in order to enhance AS including programs, services and responsibilities
• Increase student knowledge on student based AS services, operations, and resources through transparency
• Maintain AS as a visible and participating member of Student Life
• Strengthen relationships and communication between AS and student leadership across the university
• Sustain student leadership and involvement in the planning and development of the Masouf Wellness Center

AS EXECUTIVE OFFICER RESPONSIBILITIES AND SKILL GUIDE:

• Outstanding leadership skills
• Commitment to excellence and high standards
• Excellent written and oral communication skills
• Strong organizational, problem-solving, and analytical skills
• Ability to manage priorities and workflow
• Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
• Acute attention to detail
• Demonstrated ability to plan and organize projects
• Ability to work independently and as a member of various teams and committees
• Ability to handle multiple projects and meet deadlines
• Creative, flexible, and innovative team player
• Ability to work on complex projects with general direction and minimal guidance

President

SUMMARY:

The President is the chief executive officer of AS and is responsible for ensuring the smooth operation, accountability and representation of the Board of Directors (BOD) by providing strategic direction on student-related issues, policies, and services that affect SFSU students and by representing the BOD. In addition, the President provides guidance and ensures focus on the goals of the BOD as developed during
the AS retreat and maintains a close working relationship with the Executive Director for guidance, support and in organizing the annual student body election process.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to meeting and maintaining SFSU's academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS's Board of Directors may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

- Masters parliamentary procedure to facilitate and chair AS Board meetings
- Performs all duties of the Chairperson according to Robert's Rules and the AS bylaws
- Appoints members of the Board of Directors to serve as Chairs of the standing committees within (30) thirty calendar days of inauguration, unless otherwise specified within the AS Bylaws
- Makes appointments of members of the Board of Directors to serve as Chair(s) within (30) thirty calendar days of the creation of any ad hoc committees
- Serves as a student member of the University Budget Advisory
- Acts as the Co-chair for the Student Fee Advisory Committee
- Exercises general supervision of the business of the Board of Directors
- Serves as the Chair of the Executive Committee and shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or the bylaws, or as may be prescribed by the Chair and/or the Board of Directors
- Serve as an ex-officio member on all other Board committees
- Represents the Associated Students before boards, commissions, and other policymaking groups on and off campus of the California State University, and other entities as appropriate
- Advocates the student perspective on issues that affect the quality of student life, including the quality of education, student rights, student life, and campus issues
- Serves as a liaison between the BOD and the SFSU President
- Sits on two (2) AS standing committees and one (1) university committee
- In conjunction with the Executive Director and Leadership Development Coordinator, gains a solid understanding of the powers and limitations of AS through researching executive orders, auxiliary policies, state mandates, and other relevant codes
- Attends the Student Fee Advisory Committee (SFAC) meetings
- Keeps current on changes to the state budget which affect CSU students such as fee increases and cuts to outreach programs
- Interprets past AS board actions, and researches former referendums to advise and to have a strong depth of knowledge when making Board decisions
- Identifies possible resources and establishes and maintains working relationships with
administration, faculty and staff
• Maintains constant communication with all of the Board members to help them to define and achieve the objectives developed by the current BOD

VP Finance

SUMMARY:

The VP Finance is responsible for overseeing and monitoring AS's budget as the Treasurer of the Corporation. As the Treasurer, the Vice-President of Finance shall perform such executive functions for the financial management of the Board of Directors of the Associated Students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to meeting and maintaining SFSU's academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS's Board of Directors (BOD) may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

• Provides the Board with an accurate accounting of account balances of reserves and allowances at each meeting
• Maintains an accurate list of funding received by the Finance Committee
• Chairs and attends all Finance Committee Meetings to:
  o Develop and submit the AS budget
  o Implement the financial policy of the AS
  o Hold RFP mandatory meetings
  o Review and approve all Student Organization proposal forms
  o Award Jenny Low Chang and AS Scholarship recipients
  o Provide the Business Office Manager with all original minutes on a monthly basis
  o Reports recommendations of the AS Finance Committee to the Board and makes budget proposals
• Attends all AS Board meetings, serving as Vice-Chair of the Board
• Attends the Student Fee Advisory Committee (SFAC) meetings and serves as a member
• Provides the BOD with a mid-year budget reappraisal
• Sits on two (2) AS standing committees and one (1) university committee

VP University Affairs

SUMMARY:

The VP University Affairs is responsible for identifying qualified student representatives to SFSU Committees from the Academic Senate Standing and Ad
Hoc Committee List and other areas of the campus that do not have adequate shared government.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to meeting and maintaining SFSU's academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS's Board of Directors may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

- Attends all AS Board Meetings
- Serves as Chair of the AS University Affairs Committee
- Sits on two (2) AS standing committees and one (1) university committee
- Serves as Chair of the AS University Affairs Committee
- Serves on the Academic Senate
- Represents the AS along with the President, at any appropriate University committee relating to University Affairs
- Submits proposals to the University Affairs committee and the Board of Directors to initiate reforms in the area of university affairs
- Reports to the University Affairs Committee and the full Board of Directors on changes or proposed changes in academic or administrative procedures on campus including information from the Academic Senate
- Recommends designees to the AS President for appointment to Academic Senate's standing committees, and other University committees open for student input

**VP Internal Affairs**

**SUMMARY:**

The VP Internal Affairs is responsible for the publicity and communication of AS's programs to the student body as well as the coordination and oversight of AS's personnel, in conjunction with management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to meeting and maintaining SFSU's academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS's Board of Directors may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons. Designs, develops, and implements publicity plans for AS.

- Plans, coordinates and attends AS Outreach events to publicize AS programs
- Conducts the performance evaluation of the Executive Director
• Facilitates the hiring of directors for student-run programs
• Attends all AS Board Meetings, serving as Vice-Chair of the Board
• Meets with Student Directors on a monthly basis
• Monitors program criteria for student programs
• Coordinates the continuance of AS employee morale and recognition programs such as Staff Appreciation Day
• Sits on two (2) AS standing committees and one (1) university committee
• Attends the Student Fee Advisory Committee (SFAC) meetings

VP External Affairs

SUMMARY:

The VP External Affairs is responsible for serving as the primary representative for the Associated Students before the California State Students Association (CSSA), United States Student Association (USSA), boards, commissions, and other policymaking groups of the California State University, the State of California, and other entities as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to meeting and maintaining SFSU's academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS's Board of Directors may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

• Attends all Board of Directors (BOD) meetings
• Attends and votes on behalf of AS at all California State Student Association (CSSA) Meetings
• Attends United States Student Association (USSA) events
• Provides monthly reports to the BOD on CSSA, USSA and any other external organization events
• Appoints at least one (1) alternate representative to CSSA and USSA with Board of Directors approval within thirty (30) calendar days of inauguration
• Serves as the Chair of the External Affairs Committee, and shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by
• AS Bylaws, or as may be prescribed by the Board of Directors
• Attends all external affairs meetings to carry out any external affairs work delegated or acquired at CSSA
• Assists with the organization and planning of hosting of CSSA plenary meeting at SFSU for one weekend out of the year if the Board members choose to bid for the hosting of the
event
  • Sits on two (2) AS standing committees and one (1) university committee
  • Attends the Student Fee Advisory Committee (SFAC) meetings
  • Runs the voter registration campaign though out the fall for November elections
  • Attends Executive Committee meetings

VP Facilities & Services

**SUMMARY:**

In The VP Facilities & Services shall serve as chair of the Facilities and Service Council; which is the Council that is charged to implement shared governance through student participation in University Corporation Affairs and; which has oversight of the Vendor Services Assembly and the Master Plan Assembly.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to meeting and maintaining SFSU's academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS's Board of Directors may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

  • Attends all AS Board meetings
  • Serve as chair of Vendor Services assembly
  • Serve as chair of Social Engagement assembly
  • Serve as a member of the Executive Committee
  • Other campus committees and boards as requested
SFSU Election Campaign Policies

The following regulations apply to all candidates and all agents. Any violation of these procedures by a candidate, agent, or slate will be forwarded to the Judiciary Committee for possible disciplinary action, which may include expulsion from AS elections.

General Campaigning Regulations

A. Associated Students shall not endorse any candidates. Candidates, in turn, shall not direct AS employees, staff, etc. to campaign on his or her behalf. Additionally, candidates shall not direct SFSU administrators, staff, professors, teacher assistants, faculty members, etc. to campaign on his or her behalf.

B. Candidates shall not campaign while wearing AS paraphernalia (i.e. – nametags, t-shirts, etc.) or utilize any AS resources for the campaigning purposes (i.e. – distribution of Voter Pamphlets, use of AS email addresses/signatures, including AS logos for campaigning materials, etc.).

C. If a candidate is an AS employee (i.e. Info Desk, AS program employees, etc.) they shall not campaign during employment hours within the workplace. In addition, candidates shall not direct work colleagues to campaign on their behalf while on the clock. The same regulation applies to candidates who are employed by the university (i.e. – SFSU Bookstore, Café 101, Natural Sensations, etc., while keeping in mind of the additional regulations that are specific to campus housing employees such as Residential Assistants). Furthermore, candidates, agents, and slates shall not campaign for themselves or on behalf of others while tabling for another AS-related program or event.

D. All and any AS sponsored events that explicitly allow general campaigning shall provide all candidates equal opportunity and access to participate.

E. Candidates may campaign in classrooms (i.e. – announcements, passing out fliers, etc.) given that it does not disrupt instruction and the instructor has given permission, while keeping in mind of the regulations outlined in clause “C” of this section.

F. Similarly, candidates may campaign before a student organization, and organizations, in turn, may support and campaign on behalf of the candidate as long as both parties abide by the rules and regulations that are set force by this election code. Candidates must keep in mind that any organization campaigning on their behalf will behave as their agent and are required to follow the guidelines that dictate the use of an agent (please refer to page 14, under “SFSU Election Code Policies”). The candidate will be held responsible for any rules or regulations that are broken by the agent(s).
G. Candidates cannot campaign within fifteen feet (15ft) of a voter or a potential voter.

H. Door-to-Door soliciting on campus housing is not permitted; please refer to Section II for campaign posting regulations concerning the Residence and Housing Community.

I. The Elections Commissioner reserves the right to add additional site restrictions if the need arises, with reasonable notification via email twenty-four (24) hours in advance to all candidates.

**General Regulations Regarding Campaigning Materials**

A. Traditional materials: Candidates may create campus flyers, literature, and paper materials of any size. Posters, t-shirts, buttons, pens, and other items and giveaways are also permitted.

B. Online materials: Online materials include, but are not limited to, social networking platforms such as, Facebook, Twitter, Instagram etc.
   a. The Internet may be used if its use does not impede the educational process as outlined by San Francisco State University, the California Educational Code, or violate another subsection within the Election Code.

C. Candidates are REQUIRED to submit a copy of ALL available campaign materials via email to the Elections Commissioner within the appropriate time frame as indicated below:
   a. Copies of traditional materials AND digital materials shall be submitted to the Elections Commissioner twenty-four (24) hours prior to actual posting
      i. In the case of digital materials, candidates shall only be required to submit their material once when posting on their account, public or private, on any social media site (i.e. – Facebook, Instagram etc.).

   b. Candidates must provide a valid URL to any operating online campaigning platform. For instance, a link to a candidates’ or slate’s social media account (i.e. – a “like” page on Facebook, Twitter account, Instagram page, etc.) must be submitted to the Elections Commissioner within twenty-four (24) hours of its creation and/or use. Candidates shall not be required to submit a copy of each digital posting (i.e. – Facebook “status,” “tweet,” Instagram post, etc.) following the submission of the URL.

   c. Any unique campaigning procedures not specifically covered by this code must abide by the Code of Fair Campaign Practices and are subject to review by the Elections Commissioner.
General Regulations Regarding Conduct

A. Any attempt by a candidate to unduly coerce or require another member of AS to vote (for a specific candidate, slate, or at all) shall be submitted to the Judiciary Committee for possible disciplinary action, which may include expulsion from the election.

B. Use of abusive or threatening language and, or physical force by candidates or agents against other candidates, agents, or voters is strictly prohibited and shall be grounds for student disciplinary action including, but not limited to, disqualification.

C. Defacing or removing of other candidates’ or slate’s election material is strictly prohibited and may result in possible disciplinary action.

D. Voters are to be given unhindered privacy of voting (i.e. – no hovering over voters while they are voting; guidance of voting site navigation; etc.) Any candidate violating a voter’s privacy shall be subject to immediate review by the Elections Commissioner or referred to Judiciary Committee.

General Rules Regarding Constituents’ Votes

Class and academic college representative candidates can only obtain votes from constituents from the specific class or college division that they are seeking to represent.

For example, only students with current sophomore class standing during election season are eligible to vote for the sophomore representative candidate(s); the same policy applies to all class representative positions.

Similarly, only students who are declared majors within a specific college such as, the College of Business, are eligible to vote for the Business Representative; the same policy applies to all academic college representative positions.

I. Campaign Posting

Candidates and agents under the direction of the candidates shall comply with the following regulations and procedures for campaign posting:

A. Approval and signature by an authorizer (i.e. – department chair; organization president, etc.) shall be submitted to the Elections Commissioner via email in order to provide proof of campaign posting in designated departmental or official bulletin board(s). This shall be submitted twenty-four (24) hours prior to actual posting.

B. No posting is allowed in the Residence and Housing Community unless written approval (via email) from the Area Coordinators of a particular Residential Area (i.e.
C. Campaign posting within the J. Paul Leonard Library shall only be permitted on public bulletin boards.

D. Campaign posting within the Cesar Chavez Student Center through the use of, but not limited to, AS-program bulletins, railing of upper levels, etc., will not be permitted. Candidates may, however, post campaigning materials on public bulletin boards within CCSC, as well as non-AS organization bulletins with written permission (via email) that is to be submitted to the Elections Commissioner.

E. No campaign posting shall be allowed on walls, doors, plants, lampposts, or garbage cans on campus.

F. Campaign material shall not be placed in such a way as to obstruct pedestrians or automobile traffic.

G. All campaign material shall be removed and disposed of within forty-eight (48) hours of the closing of polls.

II. Campaign Financial Requirements

A candidate shall not accept a donation from student organizations that are subsidized by AS. Additionally, at no time shall a candidate use AS funds for their campaigns. Otherwise, candidates are free to accrue their campaign funds through personal finances, fundraising, etc.

SFSU ELECTION CODE POLICIES

I. Purpose

The following code shall be used for conducting the elections of the Associated Students (AS).

II. Jurisdiction

This code covers elections of Associated Students officers who are chosen by the student body as a whole and by students of separate class and college divisions. This code also covers special elections, as well as initiatives and recalls.
III. Definition of Terms

The following definitions apply to this Elections Code:

A. Campaign
To publicly solicit support for an elected office through such means as leafleting, public speaking, participation in elections interviews and debates, e-mailing, online posting, and other Internet-based outreach activities.

B. Candidate
An individual who has met all qualifications for election to the AS Board of Directors or an individual campaigning as a write-in.

C. Plurality
A number of votes cast for a winner, which exceeds that of the closest runner-up, in a race with at least three candidates, which does not constitute a decisive majority of all votes cast.

D. Academic Division
The current division of colleges are as determined by University policy.

The college divisions are currently listed as the following:

- College of Business
- College of Ethnic Studies
- College of Education
- College of Health and Social Sciences
- College of Liberal and Creative Arts
- College of Science and Engineering

E. Official Candidate
An individual who has gone through qualification procedures and whose name appears on the ballot.

F. Agent
An individual who is directed by, and is acting on behalf of, a candidate. Candidates must submit formal documentation specifying and empowering any agents to the Elections Commissioner. Additionally, the agent is bound by the same rules and regulations as the candidates.

G. Slate
A list of candidates considering to be nominated for election together; however, this does not mean that they MUST all be voted on together on the official ballot.
IV. Elections Commissioner

The Commissioner shall implement and enforce all provisions of the Election Code.

The Commissioner shall receive all grievances, infractions, quarrels, disputes, and disagreements involving campaigns and elections and refer them to the Judicial Committee for adjudication.

The Commissioner shall neither campaign for any candidates nor run in the election.

Complaints against the Commissioner and employees on the elections staff, or complaints regarding the elections process, shall be filed with the Judiciary Committee. If the complaint is upheld, the Judiciary Committee shall notify the Board of Directors and recommend action for final approval and decision by the Board.

Upon the recommendation of the Judiciary Committee, the Commissioner may be removed from the position of Elections Commissioner.

The Elections Commissioner shall reserve the right to add or subtract any addendum that occurs during the elections process with approval from the Executive Director.

V. Qualification Procedure Requirements

All official candidates shall comply with the following qualification and candidacy procedures as implemented by the Elections Commissioner. Failure to do so may result in disqualification.

Candidates shall meet all filing and qualification deadlines and regulations in order to be eligible for the elections.

Election Packets, containing all information needed to run, will be available in the AS Business Office, M-102 of the Cesar Chavez Student Center.

A. Notice of Qualification

a. Following an official academic check by the Dean of Students, as well as an approval of a completed elections packet by the Elections Commissioner, candidates will be notified confidentially as to whether or not they are qualified at the mandatory Candidates’ Meeting.

b. If a candidate is unable to attend the mandatory meeting, the Elections Commissioner must be informed, in writing, of at least one (1) business day prior to the meeting by the candidate. The candidate must provide the name of the agent who will represent the candidate at the meeting, as well as a verifiable excuse for the candidate’s absence.
B. Grade Point Average (GPA)

a. The candidate must have a minimum of a 2.5 GPA at the completion of the previous semester, not cumulatively. The candidate’s GPA is based on the previous semester work completed as reflected by the Registrar’s official record. It is the sole responsibility of the candidate to ensure that the registrar is provided with accurate records from all other postsecondary institutions attended in order to make verification.

b. Each candidate shall sign, return, and abide by the Code of Fair Campaign Practices that is found on page 29 of this packet.

c. Each candidate shall complete and submit the Election Code packet in accordance to the deadline that is set forth within the packet.

C. Withdrawal of Candidacy

a. Any official candidate may withdraw their candidacy by notifying the Elections Commissioner, in writing, of their intent to withdraw. The intent to withdraw must be submitted, by latest, five (5) business days before the beginning of the voting period.

b. Failure to provide sufficient notification for the intent to withdraw will not remove the candidate from the elections. In the event that the candidate who wished to withdraw did not provide timely notice but received the most votes, they will still be required to accept or decline the position that they are offered.

VI. Ballot Design

The candidates’ last names shall appear in alphabetical order under each position.

Candidates’ names shall appear as requested on the candidate questionnaire, within limitations, as determined by the Elections Commissioner.

If applicable, the names of slates shall also be included beside each candidate’s name.
VIII. Voting Procedure and Polling Places

A. Voting

San Francisco State University students may vote with a valid SFSU student ID number on the official voting website. Additional instructions for voting shall be provided on the voting website. Students can only vote once. Extended Learning students are not eligible to vote.

B. Polling Places

Polling places shall be public and accessible to all students. Individual candidates and Slates shall not be permitted to conduct polling places and are prohibited from providing voters with personal, portable electronic devices to solicit votes (i.e – laptops or similar devices, including cell phones or iPads, with internet capabilities) in order to ensure privacy and non-biased setting for voters (Please refer to Section I, A).

Candidates and students shall be notified of the locations and times of AS Elections polling places prior to the start of Voting Week.

IX. Grievance Procedures for Candidates

ALL GRIEVANCES ARE TO BE FILED WITH THE ELECTIONS COMMISSIONER

Grievances shall be submitted via hard copy within the close of one (1) business day from the alleged election code violation in order to be forwarded to the Judiciary Committee. If the violation occurs on a Friday, hard copy grievances shall be filed on the following Monday by 5:00 PM. Grievances must be signed and completed by the candidate initiating the grievance. In addition, grievances cannot be submitted more than twenty-four (24) hours after polls have closed unless the grievance relates to the tabulation and results.

Failure of a candidate to follow all procedures will render the grievance null and void. The decision on a grievance may be appealed to the Judiciary Committee with reasonable claim within forty-eight (48) hours of having received that decision.

X. Disqualification of Candidates

Candidates shall be subject to disqualification for Election Code violations. Upon review of the violation, a majority vote by the Judiciary Committee is sufficient to recommend disqualification of a candidate. The Judiciary Committee may choose to take less severe action than disqualification at their discretion.

CANDIDATES WHO FAIL TO ATTEND THE MANDATORY MEETINGS WITHOUT SUFFICIENT NOTICE OR PROXY SHALL BE DISQUALIFIED.
XI. Determining a Winner

After all grievances have been settled, any candidate who wins a majority of plurality of votes casted shall be declared the winner. **If the winner is disqualified, the runner-up shall be appointed.**

In the event of a tie, a general meeting shall be called in accordance with the procedures set forth in the AS Bylaws prior to the first Monday in May. Only candidates who have tied will be addressed in a special general meeting, as addressed in the Bylaws, for the purpose of determining a winner.

Unofficial election results shall be posted in the glass display case in front of the AS Business Office, room M-102, the following Monday after voting week.

XII. Vacancies

In the event that a vacancy occurs in any AS Board of Directors position, be it through lack of candidates, disqualification, withdrawal or removal, the AS Board of Directors shall use an appointment process to fill the vacancy, or leave the position vacant.

XIII. ASI Mandatory Retreat AND Leadership Training Retreat

All elected officers shall attend both the mandatory AS Retreat and Leadership Training. Dates for the retreat and Leadership Training will be announced after the winners have been declared.

**CSU REGULATIONS**

In addition to meeting all SFSU Election Codes, Campaign Policies and qualifications, all officers are also required to meet the standards set by California State University Qualifications, as stated below:

**General Academic Qualification for all Candidates**

**THE ASSOCIATED STUDENTS ELECTION CODE SHALL COMPLY WITH THE MINIMUM ACADEMIC REQUIREMENTS AS WRITTEN BY THE CHANCELLOR OF THE CSU SYSTEM; AS THE CSU CODE CHANGES, SO SHALL THIS ELECTIONS CODE.**
A. Minimum Academic Qualifications for Participation in Student Government

Given the representative, fiduciary, legal and other long-range policy-making responsibilities and influence of student office holders, it is the policy of the CSU that such persons have an obligation to demonstrate a reasonable degree of the academic involvement and achievement.

All student representatives shall be enrolled and in good standing at the university, maintain a 2.0 grade point average (GPA) each term, and not be on probation of any kind. This requirement applies to the major student government offices defined below, minor student representative offices as defined by the campus, and the student representatives to system wide committees.

These requirements should be considered minimum qualifications. Campus presidents may establish additional requirement as determined locally. Major student government offices include president, members of the student governing board, or others with fiduciary responsibilities (e.g., other campus auxiliaries), and the campus representative of CSSA.

B. Unit Load

A. Incumbent - Undergraduate incumbents shall earn 6 semester or 9 quarter units of credit per term while holding office. Graduate and credential students shall earn 3 semester or 4 quarter units of credit per term while holding office. Students at quarter campuses shall attend a minimum of two quarters during the academic year to maintain eligibility. However, year-round quarter campuses may require student office holders to be enrolled a minimum of three quarters during the calendar year to maintain eligibility.

B. Candidate - Undergraduate candidates must maintain 6 semester or 9 quarter units per term while running for office. Graduate and credential student candidates must maintain 3 semester or 5 quarter units per term while running office.

C. Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester or (225 quarter) units or 125 percent of the units required for a special baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester or (75 quarter) units of 167 percent of the units required for the graduate or credential objective,
whichever is greater. Students holding over that number of units will no longer be eligible for major student government office.

D. Candidate Residency

Undergraduate candidates for office must have enrolled on the campus and have completed at least one semester or two quarters prior to the election, earning a total of 6 semester (9 quarter) units during that year. Graduate and credential candidates for office must earn 6 semester (or 9 quarter) units per term of continuous attendance as a new graduate or credential student to be eligible. Graduate and credential students who received a bachelor’s degree or credential within the past three years from the same campus must have earned a total of 12 semester (18 quarter) units during their last year as an undergraduate to be eligible.

Year-round quarter campuses may establish a lower number of quarter units new graduate and credential students must earn to fulfill candidate residency requirements for major student government offices.

E. Class Level Requirements

Candidates for President and Vice President shall, at the completion of the semester in which they are candidates, have an accumulated minimum of 60 units.

Candidates for Sophomore Representative shall, at the completion of the semester in which they are candidates, have an accumulated a total of at least 30 units, but less than 60 units.

Candidates for Junior Representative shall, at the completion of the semester in which they are candidates, have an accumulated a total of at least 60 units, but less than 90 units.

Candidates for Senior Representative shall, at the completion of the semester in which they are candidates, have an accumulated a total of at least 90 units.

Candidates for Graduate Representative shall, at the completion of the semester in which they are candidates, have accumulated a minimum of 3 units per term enrolled in a graduate program.

F. Declared Major Requirement

Candidates for academic college representative positions shall be declared majors in the college they seek to represent at the time they seek office.
Candidacy Qualifications Checklist

CSU Regulations require that all candidates and officers are to meet the standards that are set by California State University Qualifications, in addition to meeting the San Francisco State University Election Code, all campaign policies, and qualifications.

All candidates:
- Received a minimum of a 2.5 GPA at the completion of the previous semester (fall semester), not cumulatively.
- If you are an undergraduate candidate: Is maintaining a minimum of 6 semester units (full time student) while running for office.
- If you are a graduate candidate: Is maintaining a minimum of 3 semester units (full time student) while running for office.
- If you are a transfer student candidate: Have completed at least one semester at SFSU prior to the election and have earned a minimum of 6 semester units from that semester.

Executive Position candidates:
- Have accumulated a minimum of 60 units at the completion of the semester in which they are candidates (spring semester).

Sophomore Representative candidates:
- Have accumulated a minimum of 30 units at the completion of the semester in which they are candidates (spring semester) but less than 60 units.

Junior Representative candidates:
- Have accumulated a minimum of 60 units at the completion of the semester in which they are candidates (spring semester) but less than 90 units.

Senior Representative candidates:
- Have accumulated a minimum of 90 units at the completion of the semester in which they are candidates (spring semester).

Graduate Representative candidates:
- Have accumulated a minimum of 3 units at the completion of the semester in which they are candidates (spring semester) or must be enrolled for a minimum of 3 units per term in a graduate program.

Academic college representative candidates:
- Is currently a declared major within the college you seek to represent.
Reminders When Posting Campaigning Materials

Materials may be posted on the following designated surfaces:

- Public, non-designated bulletin boards in the Cesar Chavez Student Center and the J. Paul Leonard Library.
- Public, non-designated bulletin boards in any campus buildings.
- AS-sponsored events/Elections-sponsored events, given the candidate(s)/slate(s) have obtained prior permission to do so.
- Designated bulletin boards for AS programs or organizations, given the candidate(s)/slate(s) have obtained written permission (email) to do so.
- Online posting – please refer to “General Regulations Regarding Campaigning Materials” C. a – b (pg 11).

Materials may **NOT** be posted in/on the following surfaces:

- Walls
- Doors
- Windows
- Lampposts
- Garbage cans
- Railings along the upper levels and walls of the Cesar Chavez Student Center (bulletin boards ONLY).
- Other structures that are not designated as approved areas – campaign materials shall not be placed in such a way as to obstruct pedestrians or automobile traffic.
## Associated Students
### Spring 2016 Election Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Room</th>
<th>Mandatory (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25-February 19</td>
<td>Filing Period</td>
<td>9:00AM – 5:00PM</td>
<td>AS Business Office (M-102)</td>
<td>Yes</td>
</tr>
<tr>
<td>February 3</td>
<td>*Election Code Meeting</td>
<td>11:00AM – 12:00PM and 2:00PM – 3:00PM</td>
<td>T-160 and T-152 (2:00PM – 300PM)</td>
<td>Recommended</td>
</tr>
<tr>
<td>February 22 – 26</td>
<td>1\textsuperscript{st} Qualifications</td>
<td>9:00AM – 5:00PM</td>
<td>Student Affairs</td>
<td>N/A</td>
</tr>
<tr>
<td>February 29 – March 4</td>
<td>2\textsuperscript{nd} Qualifications</td>
<td>9:00AM – 5:00PM</td>
<td>Student Affairs</td>
<td>N/A</td>
</tr>
<tr>
<td>February 29</td>
<td>Candidate Meeting</td>
<td>1:00PM – 2:00PM</td>
<td>T-160</td>
<td>Yes</td>
</tr>
<tr>
<td>March 14 – April 15</td>
<td>\textbf{CAMPAIGN PERIOD}</td>
<td></td>
<td>Student Affairs</td>
<td>N/A</td>
</tr>
<tr>
<td>April 11 – April 15</td>
<td>\textbf{VOTING}</td>
<td></td>
<td>Polling Station locations TBD</td>
<td>N/A</td>
</tr>
<tr>
<td>April 11</td>
<td><strong>Online Debate</strong></td>
<td>12:30P – 2:00PM</td>
<td>TBD</td>
<td>No</td>
</tr>
<tr>
<td>April 21</td>
<td>Post-Election Meeting</td>
<td>1:00PM – 3:00PM</td>
<td>T-160</td>
<td>Yes</td>
</tr>
<tr>
<td>April 29 - May 1</td>
<td>***\textbf{AS RETREAT}</td>
<td></td>
<td>Chaminade</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Attendance to both meetings will not be mandatory; it is recommended that you attend depending on which time fits best with your schedule
** Candidates will receive prior notice and details for this event
*** This Retreat is highly mandatory for elected candidates
Associated Students
Election Qualification Questionnaire

For this petition to be valid, **ALL** information requested below must be provided (Please print or type).

1. Class Level of Candidate: ____________________________

2. Total number of official college units accepted by San Francisco State University: (INCLUDE CURRENT SEMESTER) __________________

**YOU WILL BE INELIGIBLE TO HOLD A STUDENT GOVERNMENT OFFICE ONCE YOU HAVE Earned 150 UNDERGRADUATE SEMESTER UNITS OR 50 GRADUATE SEMESTER UNITS.**

3. What is your declared major? ____________________________________

4. How many units are you currently enrolled in at SFSU?______________

5. Number of units enrolled in the previous two semesters: 1. ________ 2. __________

*I have read and understand the rules governing the procedure of the election, and I realize that I might be disqualified for not upholding them. I have become familiar with the functions, duties and academic eligibility requirements of the office for which I am a candidate. I have filled out the above questionnaire, and to the best of my knowledge, find the answers to be true and correct. I realize that falsification of the information could be grounds for disqualification.*

I am filing for the position of: _____________________________________________

Signed: _____________________________ Date: __________________

I wish my name to appear on the ballot as follows: Note: The candidate's name will appear as you request it within limitations as determined Elections Commissioner (Election Code §XVI).

Name: ____________________________ SFSU ID: ______________________

Address: ___________________________________________________________

Phone: ______________________ Email: ________________________________
AS Candidate Information Sheet for the Mandatory Officer’s Retreat

Name: _____________________________________________

Current Address: ____________________________________________________________

Permanent Address: __________________________________________________________

Summer 2014 Address (if different from above): ________________________________

Phone Number: Daytime: (______________)  
Evening: (______________)  

Do you have any dietary needs?  _____________________________________________

Do you have a disability?  Yes  No  (circle one)  

Will you need to take medicine?  Yes  No  (circle one)  
If yes, please describe ______________________________________________________

Emergency Contact (Relationship):  __________________________________________

Other Notifications:  ________________________________________________________
Associated Students Election 2016 Candidate Statement

Name:__________________________________________________

Declared Major: ________________________________

Class (circle one): Sophomore  Junior  Senior  Graduate

Position applying for: ________________________________

Using the questions below, please write a personal statement on why you are choosing to run for an AS position. This information will be printed in the voter information guide that will be distributed throughout the campus. Please be advised that this information will be printed exactly as it is typed below. AS is neither responsible for any spelling nor grammatical errors.

In 250 words or less, describe your platform. How will your candidacy benefit the SFSU campus? What are your main goals if elected?

*All statements MUST be on USB with a completed statement to ensure accuracy. No handwritten statements will be accepted.

Return a digital copy of this document on USB to the Associated Students Office in the Cesar Chavez Student Center, M-102, by 5:00 PM on February 20, 2014.

AS Approval Stamp
Associated Students
San Francisco State University
Elections Receipt

COMMITTEE'S COPY

Nomination material for the AS Election was received by the AS Information Desk in room M-102 of the Cesar Chavez Student Center.

Date:________________________________________________________________

Candidate's Name:______________________________________________________

Candidate's Student ID #: ______________________________________________

Application Received by:________________________________________________

This receipt certifies submission of election documents in the Associated Students Office in the Cesar Chavez Student Center, M-102, by 5:00 PM on February 19, 2016. AS keeps this receipt portion.

Associated Students
San Francisco State University
Elections Receipt

CANDIDATE'S COPY

Nomination material for the AS Election was received by the AS Information Desk in room M-102 of the Cesar Chavez Student Center.

Date: ________________________________________________________________

Candidate's Name:______________________________________________________

Candidate's Student ID #:________________________________________________

Application Received by:________________________________________________

This receipt certifies submission of election documents in the Associated Students Office in the Cesar Chavez Student Center, M-102, by 5:00 PM on February 19, 2016. Candidate keeps this receipt portion.
CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty and fair play which every candidate for public office in the State of California has moral obligation to observe and uphold, in order that, after vigorously contested, but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE...

I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit such criticism.

I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel slanders or scurrilous attacks neither on any candidate nor his personal nor family life.

I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on race, sex, religion, national origin, physical health, or age.

I SHALL NOT USE OR PERMIT any dishonest or unethical practice which tends to corrupt or undermine our San Francisco State University system of free elections, or which hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent eligible persons from registering to vote, enrolling to vote, or voting.

I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.

I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual group or which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any agent who violates any provision of this code or the laws governing elections.

I SHALL DEFEND AND UPHOLD the right of every qualified San Francisco State University voter to full and equal participation in the electoral process.

I, the undersigned, candidate for the election to public office in the State of California on San Francisco State University campus hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

SIGNATURE __________________________________ DATE________
Please specify which rules and/or regulations you feel were violated within the Fair Campaign Practices and/or the 2013 ASI Elections Packet. (I.E.: Leafleting, Physical/Verbal Abuse, Posting/Campaigning in Non-Designated Areas, etc.)

Incident Specifics:

Date of Occurrence: ____________________________  Time of Occurrence: ____________________________  AM/PM

Location: ______________________________________

Medical Assistance Needed?  Yes  No

University Police Notified?  Yes  No

Case #: _______________________________________

Individuals Involved:

Name: ________________________________________  Unknown  Agent  Candidate

Name: ________________________________________  Unknown  Agent  Candidate

Name: ________________________________________  Unknown  Agent  Candidate

Witnesses:

Name: ________________________________________  Phone: ______  Email: ______

Name: ________________________________________  Phone: ______  Email: ______

Name: ________________________________________  Phone: ______  Email: ______

If more individuals are involved, please list them under the incident summary.

Incident Summary:

Please attach a written statement or statements (if applicable) describing the situation leading up to and involving the alleged violations. Be sure to include all the pertinent information, such as, any and all persons involved, how they were involved, what actions occurred and how these actions violated the agreed upon terms in the Fair Campaign Practices set within the 2013 Elections Packet, and/or terms set within the 2013 Elections Packet as a whole. Please also attach any photos or documents you might have to help make your case.

Statement By: ________________________________________

Statement By: ________________________________________

Photo: ________________________________________

Other: ________________________________________

FOR OFFICE USE ONLY

Routing: Chief Justice  Date: ________________  Executive Director  Date: ________________

Judiciary Committee  Date: ________________