

ASSOCIATED STUDENTS



ASSOCIATED STUDENTS INC
SF STATE UNIVERSITY

Student Government Election Code Packet Spring 2017

*** Approved by the Board of Directors 02/08/2017**

Complete and return **pages 27-31** to the Associated Students Office in the Cesar Chavez Student Center, **Room M-102, by 5:00PM on Friday February 24th, 2017**

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* In the event that there are missing items within this packet, please contact the Elections Commissioner (electionscommissioner@asi.sfsu.edu). All correspondence with the Elections Commissioner shall be done through email

* You must return the information that is requested within this packet (pages 27-31) to the AS Business Office in M-102 of the Cesar Chavez Student Center no later than **Friday February 24th, 2017 by 5:00pm**

Section I - 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.

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Section II - AVAILABLE POSITIONS FOR ASSOCIATED STUDENTS ELECTED OFFICE:

The following Board of Director (BoD) positions are open for students who meet the qualifications of each position to declare their candidacy in the Associated Students election, of which this policy governs.

1. 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

2. 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

Section III - AVAILABLE POSITIONS FOR ASSOCIATED STUDENTS APPOINTED OFFICE

The following Board positions will be appointed by the newly elected Board within the first 30 days of the term and are listed here for INFORMATIONAL PURPOSES ONLY. These positions are not part of the elections process, and go through a separate appointment process. For more information contact the Elections Commissioner or current President of Associated Students.

1. Non-Voting Advisory Executive Officer:
 - Chief Justice

2. Class Representative:
 - Freshman Representative

3. Department Representatives:
 - Athletics Representative
 - Campus Recreation Representative
 - Residential Hall Association Representative
 - Student Health Advisory Committee Representative

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Section IV - IMPORTANT SCHEDULING AND TERM INFORMATION

1. The board term runs from **May 1st 2017 to April 30th 2018**. It is expected that elected board members remain in their position for the entirety of the term.
2. Board members must maintain availability **Wednesdays from 12-4pm** for trainings and meetings. BoD meetings are every other week from 2-4pm or as determined by the Chair or BoD. Additional time for weekly committee meetings are also required to be scheduled.

Section V - OVERVIEW OF ASSOCIATED STUDENTS OFFICER GOALS AND OBJECTIVES

- Represent and serve the needs of the student body.
- Increase student awareness of and involvement in programs, services, and local, national, and international issues affecting higher education.
- Assess current students' needs in order to enhance AS programs, services and responsibilities.
- Maintain transparency and strong outreach and communication with student body to increase student knowledge on student based AS services, operations, and resources
- Maintain AS as a visible, collaborative and vital participating member of student life and Shared Governance within the campus and community.
- Strengthen relationships and communication between AS and student leadership across the university.
- Sustain student leadership and involvement within the governance of Associated Students and the campus; including all student fee fund matters and other University initiatives.

Section VI - OVERVIEW OF OFFICER SKILLS AND ABILITIES GUIDE

1. AS Executive Officers
 - 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
 - Ability to oversee implementation of goals and projects and lead teams and group work
 - 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

AS Class, College, & Dept. Representatives

- Outstanding leadership skills

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- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Ability to work independently and as a member of various teams and committees
- Strong public speaking abilities
- Strong outreach and collaboration skills

*****REVIEW FULL POSITION JOB DESCRIPTIONS AND RESPONSIBILITIES PRIOR TO DECLARING CANDIDACY (See Attachment B)**

Section VII - SFSU ELECTION CODE POLICIES

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

2. Jurisdiction
 - a. 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.

3. Definition of Terms
 - a. The following definitions apply to this Elections Code:
 - i. *Campaign*
 - a. 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.

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

 - iii. *Plurality*
 - a. 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.

 - iv. *Academic Division*
 - a. The current division of colleges are as determined by University policy, and are currently listed as the following:
 - i. College of Business
 - ii. College of Ethnic Studies
 - iii. College of Education
 - iv. College of Health and Social Sciences
 - v. College of Liberal and Creative Arts

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vi. College of Science and Engineering

v. *Official Candidate*

- a. An individual who has gone through qualification procedures and whose name appears on the ballot.

vi. *Agent*

- a. 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.

vii. *Slate*

- a. 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.

viii. *Polling Place*

- a. Any place a person can vote and voting is occurring, is considered a polling place. This includes, if a student is using an electronic device to vote, or a designated voting station.

4. Elections Commissioner

- a. The Elections Commissioner of Associated Students (AS) provides the following election packet to potential candidates who are interested in running for the Board of Directors (BoD) positions with AS at San Francisco State University. The elections process is facilitated through the information that is provided within the packet in accordance with the AS Bylaws and California State University (CSU) Regulations, as well as any correspondence that will occur between the commissioners, candidates, AS directors, AS programs and services, the university, etc.
- b. 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 at the AS Business Office, M-102. Office hours for both the Elections Commissioner will be available in M-102.
- c. All correspondence shall be done through email **ONLY**.
- d. Responsibilities of the Elections Commissioner:
 - i. The Commissioner shall implement and enforce all provisions of the Election Code.

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- ii. The Commissioner shall receive all grievances, infractions, quarrels, disputes, and disagreements involving campaigns and elections and refer them to the Judicial Council for adjudication.
- iii. The Commissioner shall neither campaign for any candidates nor run in the election.
- iv. Complaints against the Commissioner and employees on the elections staff, or complaints regarding the elections process, shall be filed with the Judicial Council. If the complaint is upheld, the Judicial Council shall notify the Board of Directors and recommend action for final approval and decision by the Board.
- v. Upon the recommendation of the Judicial Council, the Commissioner may be removed from the position of Elections Commissioner.
- vi. 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.

Section VIII - QUALIFICATIONS FOR ALL CANDIDATES

1. QUALIFICATION REQUIREMENTS SET BY ASSOCIATED STUDENTS OF SFSU

The following qualifications set by the AS BoD comply with the requirements of the CSU Regulations minimum qualifications for student office holders, and may stipulate additional requirements above such minimums, as set out below.

- a. Candidates shall meet all filing and qualification deadlines and regulations in order to be eligible for the elections.
- b. Candidates may not seek candidacy in more than one position.
- c. Each candidate shall complete and submit the Election Code packet in accordance to the deadline that is set forth within the packet. Each candidate shall sign, return, and abide by the Code of Fair Campaign Practices that is found on page 31 of this packet. (The Election Packet, containing all information needed to run, will be available in the AS Business Office located in M-102 of the Cesar Chavez Student Center.)
- d. Grade Point Average (GPA)
 - i. **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

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ensure that the registrar is provided with accurate records from all other postsecondary institutions attended in order to make verification.

e. Notice of Qualification

- i. 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.
- ii. If a candidate is unable to attend the mandatory meeting, the candidate must inform the Elections Commissioner in writing, ~~of~~ at least one (1) business day prior to the meeting. The candidate must provide the name of the agent who will represent the candidate at the meeting, as well as reasonable for the candidate's absence.

f. Withdrawal of Candidacy

- i. 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.**
- ii. 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.

2. **CSU MINIMUM QUALIFICATIONS FOR STUDENT OFFICE HOLDERS**

The following qualifications are the minimum qualifications set by the CSU. Associated Students of SFSU may stipulate additional requirements beyond such minimums, as set out in Section VIII 1 – Qualifications Set by AS of SFSU. (See <http://www.calstate.edu/acadaff/codedmemos/aa-2012-05-attachment.pdf>)

Given the representative, fiduciary, legal, and other long-range policy-making responsibilities and influence of student office holders, it is the policy of the California State University (CSU) that student office holders and systemwide committee appointments have an obligation to demonstrate academic involvement, achievement, and progress.

All student representatives, candidates, and incumbents for major and minor office positions must be matriculated at a CSU campus maintaining a minimum on-campus 2.0 term grade point average (GPA), are in good standing, and must not be on academic, disciplinary or administrative probation. This requirement applies to the major student government offices defined below, minor student representative offices as defined by the campus, and student representatives to systemwide committees.

These requirements are minimum qualifications. The campus president or designee is authorized to increase the minimum qualifications and establish additional requirements as determined by

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the campus.

MAJOR STUDENT GOVERNMENT OFFICES

Major student offices include students who are executive officers or board members on student government; students who serve on campus auxiliary organizations (student union, recreation centers, foundations and commercial enterprises); and students who are officers or board members of California State Student Association (CSSA).

Candidate Requirements

A. Candidate Unit Load

Undergraduate candidates must maintain 6 semester (9 quarter) units per term while running for office. Graduate and credential student candidates must maintain 3 semester (4 quarter) units per term while running for office.

B. Candidate Residency

Undergraduate candidates for office must have been enrolled on the campus and have completed at least one semester or two quarters prior to the election, earning a minimum of 6 semester (9 quarter) units during that year. Graduate and credential candidates must be currently enrolled on the campus in a minimum of 3 semester (4 quarter) units per term to be eligible.

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

Incumbent Requirements

A. Incumbent Unit Load

Undergraduate students must earn 6 semester (9 quarter) units of credit per term while holding office. Graduate and credential students must earn 3 semester (4 quarter) units of credit per term while holding office.

Students enrolled at quarter campuses must 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. Incumbent Maximum Allowable Units

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

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MINOR REPRESENTATIVE OFFICERS

CSU student presidents and treasurers of campus-approved student clubs and organizations shall be defined as minor representative student officers. The campus president or designee retains the authority to define additional minor representative officers as appropriate.

Candidate Requirements

Requirements regarding unit candidate unit load and candidate residency are determined by the campus president or designee.

Incumbent Requirements

A. Incumbent Unit Load

Undergraduate incumbents must earn 6 semester (9 quarter) units per term while holding office. Graduate and credential incumbents must earn 3 semester (4 quarter) units per term while holding office.

Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

B. Incumbent Maximum Allowable Units

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

SYSTEMWIDE COMMITTEE APPOINTEES

All students who are appointed by the CSU to serve on regular or ad hoc systemwide committees must meet the following criteria.

Candidate Requirements

A. Candidate Unit Load

Requirements regarding candidate unit load are determined by the campus president or their designee.

B. Candidate Residency

Undergraduate nominees for systemwide committee appointment must have been enrolled in the CSU system and have completed one semester (two quarters) prior to the appointment, earning a minimum of 6 semester (9 quarter) units during that year. Graduate and credential candidates must be currently enrolled on the campus in a minimum of 3 semester (4 quarter) units per term to be eligible.

A. Incumbent Unit Load

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Undergraduate students must earn a minimum of 6 semester (9 quarter) units per term while serving on a committee. Graduate and credential students must earn a minimum of 3 semester (4 quarter) units per term while serving.

Students at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

B. Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 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 to participate on systemwide committees.

EXCEPTIONS

Under extraordinary circumstances the campus president or designee may make an exception to the requirements for unit load, maximum allowable units, residency, and GPA.

Section IX - 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 Judicial Council through the Chief Justice for possible disciplinary action, which may include expulsion from AS elections.

1. General Campaigning Regulations and Conduct Expectations

- 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. – name tags, t-shirts, etc.) or utilize any AS resources for 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 or businesses on campus (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 which can be found in Section IX - SFSU Election

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Campaign Policies Section 5, Subsection “c”). Furthermore, candidates, agents, and slates shall not campaign for themselves or on behalf of others while tabling for another AS sponsored 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 Subsection “a” of this section.
- f. Door-to-Door soliciting on campus housing is not permitted; please additionally refer to the section on Campaign Posting (please refer to Section 5 of page 15)
- g. Upon approval of the Interim Executive Director, the Elections Commissioner reserves the right to add additional site (physical or virtual) restrictions if the need arises, with reasonable notification-via email twenty-four (24) hours in advance to all candidates.
- h. 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 Judicial Council for possible disciplinary action, which may include expulsion from the election.
- i. 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.
- j. Defacing or removing of other candidates’ or slate’s election material is strictly prohibited and may result in possible disciplinary action.
- k. Voters are to be given unhindered privacy of voting (i.e. – no hovering over voters while they are voting). **Candidates and campaign activity must be at least fifteen feet (15 ft) away from voters that are voting.** Candidates violating a voter’s privacy shall be subject to immediate review by the Elections Commissioner and/or referred to the Judicial Council.
- l. By signing and submitting the Code of Fair Campaign Practices (page 32), candidates are agreeing to abide by additional regulations of conduct as listed and indicated on the form, which may or may not be included under the general rules and regulation sections of this Election Code.

2. Student Organization Campaigning Rules and Regulations

- a. Candidates may campaign before a student organization, and organizations,

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in turn, may support and campaign on behalf of the candidate as long as both parties abide by the general rules and regulations set forth 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 11, SFSU Election Code Policies).

- b. Student organizations shall be permitted to endorse a candidate(s), and/or slate as an agent of said candidate(s), and/or slate. The candidate(s), and or slate receiving a student organization's endorsement must notify the Elections Commissioner via email in order to officially declare the said student organization as an agent. The email shall include the name of the student organization and current President, as well as their contact information such as, primary student organization email or phone number. The student organization shall receive a copy of the Election Code packet upon approval. **The candidate will be held responsible for any rules or regulations that are broken by the agent(s).**
- c. Student Organizations shall not utilize any AS funding for the purpose of endorsing and campaigning on behalf of a candidate. Student Organizations may campaign for the candidate(s), and or slate within the Cesar Chavez Student Center.
- d. Student organizations shall abide by the Campaign Posting rules and regulations for campaigning within Cesar Chavez Student Center (CCSC).

3. Campaigning Rules and Regulations for Current BoD Members

- a. Candidates holding an elected position with the current BoD term and running for re-election shall not campaign so as to interfere with BoD duties and obligations. Such candidates shall not utilize any AS resources for campaigning purposes (i.e. Use of BoD budget for printing, distributing, advertising, etc. for campaign, use of BoD events to campaign for oneself or on behalf of another, etc.) BoD members are expected to follow the same rules and procedures that dictate campaigning regulations upon AS and University employees as mentioned on page 11 Subsection "c."
- b. Current BoD members not seeking re-election may endorse another member or non-BoD candidate running for office. BoD members wishing to endorse a candidate and, or slate must notify the Elections Commissioner via email on their agreement and intent in becoming a candidate and/or slate's agent. The same rules and regulations including, but not limited to, those pertaining to use of AS funds and campaign conduct, apply to BoD members serving as agents.
- c. Students-at-large sitting on the Judicial Council cannot run for elections or endorse candidates or slates.

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4. General Regulations Regarding Campaigning Materials

- a. All candidates are prohibited from using AS materials or resources to endorse their candidacy or slate.
- b. 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.
- c. Online materials: Online materials include, but are not limited to, social networking platforms such as, Facebook, Twitter, Instagram etc.
 - i. The Internet may be used if its use does not impede the educational process as outlined by San Francisco State University, the California Education Code, or violate another subsection within the Election Code
- d. 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:
 - i. Copies of traditional materials AND digital versions of such shall be submitted to the Elections Commissioner twenty-four (24) hours prior to actual posting
 - ii. Candidates must provide a valid URL to any operating online campaigning platform. For instance, a link to a candidate's 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.
 - A. In the case of digital materials, candidates shall only be required to submit their material once when posting on their disqualification or withdrawal from the election (i.e. – Facebook, Instagram etc.).
- e. 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.

5. Campaign Posting

- a. Upon approval of traditional campaign materials by the Elections Commissioner, posting is allowed on all public bulletin boards.
- b. Written approval with contact information of 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

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twenty-four (24) hours prior to actual posting.

- c. 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. – Village, Towers, etc.) is presented to the Elections Commissioner. This shall be submitted twenty-four (24) hours prior to actual posting. Candidates may only post in areas that are designated by the Area Coordinator.
 - d. Campaign posting within the J. Paul Leonard Library shall only be permitted on public bulletin boards.
 - e. Campaign posting within the Cesar Chavez Student Center (CCSC) through the use of, but not limited to, AS-program bulletins, railing of upper levels, etc., will not be permitted
 - a. 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.
 - f. No campaign posting shall be allowed on walls, doors, plants, lampposts, or garbage cans on campus.
 - g. Campaign material shall not be placed in such a way as to obstruct pedestrians or automobile traffic.
 - h. All campaign material shall be removed and disposed of within forty-eight (48) hours of the closing of polls.
6. Campaign Financial Requirements
- a. 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.
 - b. Student Organizations may donate funds to a candidate's campaign or own candidate/slate endorsement campaign, but are restricted from using AS funding for this purpose.

Section X – BALLOT DESIGN AND AS VOTER PAMPHLETS

1. Ballot Design

- a. The candidates' names shall appear in alphabetical order under each position, using the first letter of their last name. Candidates' names shall appear as written by the candidate in submitted Election Code forms. If applicable, the names of slates shall also be included beside each candidate's name. Candidates' headshots

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shall appear with the candidates' names, positions, and statements. Dates to take headshots will be announced by the Elections Commissioner via email.

2. AS Voter Pamphlets

- a. Voter Pamphlets shall be compiled by the AS Marketing Department, where submitted candidates' statements shall appear with the candidates' names, position seeking in election, and headshots. Voter Pamphlets shall be made available to students at official AS polling places and AS Elections tabling events during Voting Week. The pamphlets shall also be available electronically on the AS website. The distribution of pamphlets is the responsibility of Associated Students. Candidates shall not use AS materials for campaigning purposes.

Section XI - SFSU ELECTION VOTING POLICIES

1. General Rules Regarding Constituents' Votes

- a. 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.
 - i. 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.
 - ii. 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.

2. Voting Procedure, Polling Places and Ballot Count Reporting

- a. Voting
 - i. San Francisco State University students may vote with a valid SFSU student ID number on the official voting website. In the event the official voting website crashes during the voting week, the voting week will be extended the period of time it was not functional (e.g. the website was down for a 24 hour period, so the voting week will be extended another 24 hours). Additional instructions for voting shall be provided on the official AS website during Voting Week. Students can only vote once. College of Extended Learning students are not eligible to vote. Foreign Exchange students who are studying at SFSU are not eligible to vote as well.
- b. Polling Places
 - i. Polling places shall be public and accessible to all students. Candidates must be at least fifteen feet (15 ft) away from voters that are voting (refer

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to Section IX - SFSU Election Campaign Policies, Subsection “k”). Any candidate violating a voter’s privacy shall be subject to immediate review by the Elections Commissioner and/or referred to Judicial Council. (refer to Section IX - SFSU Election Campaign Policies, Subsection “k”). Additionally, an eligible student wishing to vote cannot be denied access to vote. Candidates and agents must provide accurate information to potential voter regarding all available voting options.

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

c. Ballot Count Reporting

i. Ballot counts shall be provided every day during Voting Week on the official AS website as well as outside M-102.

3. Grievance Procedures for Candidates

See Attachment I - Grievance Form

a. All grievances are to be filed with the Elections Commissioner.

b. 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 Judicial Council. 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.

c. 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 Judicial Council with reasonable claim within forty-eight (48) hours of having received that decision.

4. Disqualification of Candidates

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

b. **CANDIDATES WHO FAIL TO ATTEND THE MANDATORY MEETINGS WITHOUT SUFFICIENT NOTICE OR PROXY SHALL BE DISQUALIFIED.**

5. Determining a Winner

a. Daily results of the votes during voting week will be posted at 2PM in the glass display case in front of the AS Business Office, room M-102, as well as online via

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the AS website asi.sfsu.edu. Unofficial election results shall be posted in the glass display case in front of the AS Business Office, room M-102, within twenty four (24) hours of the closing of the polls. Results will become “official” at the last BoD meeting of the previous term.

- b. After all grievances have been settled by the Judicial Council and Board, any candidate who wins a majority of plurality of votes casted shall be declared the winner. **If the winner is disqualified prior to inauguration or resigns within 60 days of confirmation by the BoD of the official election results, the runner-up shall assume the position. Otherwise, an appointment process shall determine any vacancies.**
- c. 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 (Article XII, Section 2), for the purpose of determining a winner.

6. Vacancies

- a. In the event that a vacancy occurs in any AS Board of Directors position, be it through lack of candidates, fiduciary, legal, and removal, the AS Board of Directors shall use an appointment process to fill the vacancy, or leave the position vacant. Please refer to the most current appointment process.

Section XII - Once Elected

1. AS Mandatory Retreat AND Leadership Training Retreat

- a. All elected officers shall attend **both** the mandatory AS Retreat and Leadership Training. Dates for the retreat and Leadership Training will be announced during the course of the Elections. Once given the date and time of the Retreat, candidates are expected to arrange for their attendance accordingly. In the event that a candidate requires extra support in accommodating academic or work-related commitments, they may speak to the Elections Commissioner in arranging possible support from the Executive Director.

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Attachment A:

Candidacy Qualifications Checklist

CSU Regulations require that all candidates and officers are to meet the standards that are set by CSU 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 (part time student) while running for office.
- If you are a **graduate candidate**: Is maintaining a minimum of 3 semester units (part 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.

Options for all candidates:

- Attend an AS Executive Meeting and/or AS BoD Meeting. For information on when and where the meetings are held, one can go down to the AS Business office or look on the AS website.
- Attend an AS Committee Meeting. For information on when and where the meetings are held, one can go down to the AS Business office or look on the AS website.

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:

- Are currently declared in a major within the college you seek to represent.

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Attachment B:

Board of Director Job Descriptions

The following Job Descriptions are housed within the Associated Students Bylaws.

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 administration, faculty, 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.

- Oversees the Executive Director and implements the will of the Board
- In charge of conducting the annual performance evaluation of the Executive Director
- Serves as the primary point of contact for AS, and liaison between the BOD and the SFSU President
- 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 and policies
- 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
- Serves 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,

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including the quality of education, student rights, student life, and campus issues

- 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
- Keeps current on changes to the state budget which affect CSU students such as fee increases and cuts to 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 CSSA, USSA, and other student associations.
- Maintains constant communication with all of the Board members to help them to define and achieve the objectives developed by the current BOD

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.

- Chairs the Internal Council
- Chairs the Personnel Committee
- Attends the Marketing and Communication Committee
- Serves as Vice-Chair of the Board
- Facilitates the process for the performance evaluation of the Executive Director
- Facilitates the hiring of directors for student-run programs
- Meets with Program Directors on a monthly basis personally with support from the Vice Chair and committee.
- Monitors program criteria and supports development for all Associated Students programs
- Coordinates and attends AS Outreach events to publicize AS programs with collaboration Marketing & Communications.
- Coordinates the continuance of AS employee leadership development, and morale and recognition programs such as a Staff Appreciation Day
- Sits on two (2) AS standing committees and one (1) university committee
- Attends the Student Fee Advisory Committee (SFAC) meetings

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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.

- Chairs the meetings of the Finance Committee
- Chairs the Vendor Services Assembly
- 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
- Develop and submit the AS budget
- Implement the financial policy of the AS
- Review and approve all Student Organization proposal forms
- Hold RFP mandatory meetings
- Award AS Scholarship recipients at the Associated Students Scholarship Award Ceremony
- Reports recommendations of the AS Finance Committee to the Board and makes budget proposals
- Oversee recommendations of the AS Finance Committee's sub-committees and sub-assemblies in regards to student finances within AS.
- Attends the Student Fee Advisory Committee (SFAC) meetings
- 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 governance. University Affairs will oversee Senate/University committees (Senate committee recommendations; coordination of student perspective on Senate policy matters); Outreach Initiatives (oversee/facilitate community meetings, Town Halls, roundtables, open forums, University policy matters, etc.) It will also act as a voice for each assembly it represents, including the Graduate assembly, Student Org.

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assembly, College & Class assembly, and Social Justice & Equity 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
- Serves as Chair of the AS University Affairs Council
- Sits on two (2) AS standing committees and one (1) university 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 Council and the Board of Directors to initiate reforms in the area of university affairs
- Reports to the University Affairs Council 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
- Manages the following University Affairs Council assemblies, Graduate Assembly, Student Life & Engagement Assembly, Class & College Assembly, and the Social Justice & Equity Assembly
- Reports back on matters of the Student Success Graduation Initiative
- Establish shared governance by identifying qualified student representatives through the requirement policy.
- 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

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- Attends all external affairs meetings to carry out any external affairs work delegated or acquired
- 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
- Attends and votes on behalf of AS of SF State at all California State Student Association (CSSA) Meetings
- Authorized to attend 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 Council, that oversees the following four Assemblies; Advocacy, CSSA, Community Relations, and Legislative Research.
- Research legislation on pertinent higher education bills/resolutions, and track legislation pertinent to higher education as it moves through the legislative process. Maintain Board positions on legislative bills and identify key partners and leverage relationships to push legislation and initiatives forward.
- In charge of facilitating and providing strategic direction to matters related to lobbying and relationship building.
- Authorized to charge and guide the Marketing & Communications Department with developing effective communication and action response plans for issues pertaining to the SF State campus community and community at-large.
- May develop action plans to generate and respond to campaigns, legislation or other pertinent external affairs items. This may involve organizing rallies, actions, informational meetings, presentations or other special events.
- Design, organize, and implement advocacy training for the students of SF State.
- Oversees a voter registration plan each year aimed at the students of SF State, throughout the fall for November elections.
- Primary liaison with University Government Relations. Offers support and direction in choosing students to lobby our representatives in the CA State Capitol and Federal Government, and any other related areas.
- Shall have other powers and perform such other duties as may be prescribed by the Board of Directors.
- 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.
- Attends Executive Committee meeting.
- Attends the Marketing and Communication Committee
- Coordinates with University Government Relations and the San Francisco Department of Elections to advocate for and sustain a voting place on campus for students during all Elections.

VP Facilities & Services

SUMMARY:

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The VP Facilities & Services shall serve as chair of the Facilities and Services 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
- Chairs the Facilities and Services Council
- Administrates the facilities and services aspects of the organization
- Serve as chair of the Master Plan Assembly
- Serve as one of the Associated Student representatives on the University Corporation
- Serve as a member of the Executive Committee
- Attends the Student Fee Advisory Committee (SFAC) meetings.
- Other campus committees and boards as requested
- Sits on two (2) ASI standing committees and one (1) university committee

Duties and Responsibilities of Class and College Reps

The following is a general outline for the class and college representatives:

- Attend all AS Board meetings
- Outreach to and represent respective constituencies
- Attend College/Class Assembly
- Chair respective Class or College Sub-Assemblies as laid out in the AS Governance Structure
- Maintain office/outreach hours each week
- Relays information from meetings back to specific groups
- Relays information from specific groups back to AS
- Represent the voice of class or college in all AS meetings
- Sits on two (2) ASI standing committees and one (1) university committee
- Directors elected into class or college positions must meet with class or college personnel on a regular basis and report back to the board on these meetings

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Attachment C:

**Associated Students
Spring 2017 Election Timeline**

(Please keep for reference)

Date	Event	Time	Room	Mandatory (Y/N)
February 13- February 24	Filing Period	9:00AM – 5:00PM	AS Business Office (M- 102)	N/A
February 21	*Election Code Meeting	11:00AM – 12:00PM	Terrace Level of CCSC (T-160)	Recommended
February 27 – March 3	1 st Qualifications	9:00AM – 5:00PM	Student Affairs	N/A
March 6- March 10	2 nd Qualifications	9:00AM – 5:00PM	Student Affairs	N/A
March 7	** Candidate Meeting	12:00PM – 1:00PM	Terrace Level of CCSC (T-160)	Yes
March 13 – April 7	CAMPAIGN PERIOD		Student Affairs	N/A
April 3 – April 7	VOTING		Voting Site TBA	N/A
April 11	Post-Election Meeting	12:00PM – 1:00PM	Terrace Level of CCSC (T-160)	Yes
April 28- April 30	***AS RETREAT		TBD	Yes

* Attendance to the Election Code Meeting is not mandatory; first-time candidates are strongly recommended to attend

**** CANDIDATES WHO FAIL TO ATTEND THE MANDATORY CANDIDATES MEETING WITHOUT SUFFICIENT NOTICE OR PROXY SHALL BE DISQUALIFIED.** (please refer to page 17)

*** The AS Retreat is **mandatory** for elected candidates (please refer to page 18)

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Complete and return **pages 27-31** to the Associated Students Office in the Cesar Chavez Student Center, **Room M-102, by 5:00PM on Friday February 24th, 2017**

Attachment D:

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 (II. SFSU Election Code Policies, Section 5).

Name: _____ SFSU ID: _____

Address: _____

Phone: _____ Email: _____

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Complete and return **pages 27-31** to the Associated Students Office in the Cesar Chavez Student Center, **Room M-102, by 5:00PM on Friday February 24th, 2017**

Attachment F:**Associated Students Election 2017 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 submitted via email with a completed statement to ensure accuracy. No handwritten statements will be accepted.***

**** Please request then attach a digital copy of this document along with the Candidate Statement. Please forward all required material to electionscommissioner@asi.sfsu.edu no later than Friday, February 24th 2017 by 5PM.**

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Complete and return **pages 27-31** to the Associated Students Office in the Cesar Chavez Student Center, **Room M-102, by 5:00PM on Friday February 24th, 2017**

Attachment G:

**Associated Students
San Francisco State University
Elections Receipt**

COMMITTEE'S COPY

Nomination material for the AS Election was received by the Elections Commissioner 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 24, 2017. **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 Elections Commissioner 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 24, 2017. **Candidate keeps this receipt portion.**

*** Approved by the Board of Directors 02/08/2017**

Complete and return **pages 27-31** to the Associated Students Office in the Cesar Chavez Student Center, **Room M-102, by 5:00PM on Friday February 24th, 2017**

Attachment H:**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 untrammled 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 slander or scurrilous attacks neither on any candidate nor their personal, nor family life.

I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on race, gender, sexual orientation, religion, national origin, disability, citizen status, 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 _____

*** Approved by the Board of Directors 02/08/2017**

Complete and return **pages 27-31** to the Associated Students Office in the Cesar Chavez Student Center, **Room M-102, by 5:00PM on Friday February 24th, 2017**

Attachment I:



Associated Student Incorporated San Francisco State University Grievance Form

FOR OFFICE USE ONLY
 Received Date: _____
 Time: _____
 By: _____

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 Occurance: _____ Time of Occurance: _____ AM/PM

Location: _____

Medical Assistance Needed? Yes No
 University Police Notified? Yes No Case #: _____

Individuals Involved:

Name: _____	<input type="checkbox"/> Unknown	<input type="checkbox"/> Agent	<input type="checkbox"/> Candidate
Name: _____	<input type="checkbox"/> Unknown	<input type="checkbox"/> Agent	<input type="checkbox"/> Candidate
Name: _____	<input type="checkbox"/> Unknown	<input type="checkbox"/> Agent	<input type="checkbox"/> 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.

<input type="checkbox"/>	Statement By: _____
<input type="checkbox"/>	Statement By: _____
<input type="checkbox"/>	Photo
<input type="checkbox"/>	Other: _____

FOR OFFICE USE ONLY

Routing: Chief Justice	Date: _____	Executive Director	Date: _____
	Judiciary Committee	Date: _____	

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Complete and return **pages 27-31** to the Associated Students Office in the Cesar Chavez Student Center, **Room M-102, by 5:00PM on Friday February 24th, 2017**