

# **Associated Students of San Francisco State University**



**ASSOCIATED  
STUDENTS**  
SAN FRANCISCO STATE UNIVERSITY

## **Student Government Election Code**

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## **ARTICLE I - MISSION AND PURPOSE**

### **Section I: Associated Students of San Francisco State University Mission**

The Associated Students of San Francisco State University (the “Associated Students”) is the student government at San Francisco State University (“the University”) and serves as the official voice of students. Associated Students promotes an enriched co-curricular student life experience and is dedicated to the empowerment of the University’s diverse student body through a commitment to social justice and shared governance. Associated Students provides and supports services and programs, maintains fiduciary responsibility and engages in University-wide collaborations and external advocacy efforts.

### **Section II: Purpose of the SFSU Student Government Election Code**

The following code shall be used for administering the elections of the Associated Students in accordance to the approved Bylaws of the Associated Students of San Francisco State University (the “Bylaws”) and regulations set forth by the California State University (the “CSU”). This Election Code governs the student government election of the Associated Students Board of Directors (the “Board”), who are chosen by the student body of the University as a whole and by students of separate classes and Academic Divisions.

### **Section III: Election Commissioner of Associated Students**

- A. All elections for office in the governance of Associated Students shall be administered by the Election Commissioner and follow the procedure outlined in the most recent Election Code approved by the Board.
- B. The Election Commissioner shall neither hold nor seek an elected or appointed office during the election cycle. The Election Commissioner shall neither endorse nor campaign in any election.
- C. The Election Commissioner shall maintain availability to complete training on Board duties and responsibilities.
- D. The Election Commissioner shall be assigned the following powers and duties in addition to those assigned by the Board, Executive Director or an Associate or Assistant or Interim Executive Director, or full-time staff designee supervising the Commissioner:
  1. Conduct all regular and special elections within the provision of this Election Code and the Bylaws;
  2. Work with Associated Students to employ an election staff for assistance in the set-up, operation and organization of all regular and special elections;
  3. Implement and enforce all provisions of this Election Code, including the qualifications for all elected or appointed members of the Associated Students consistent with the Election Code;

4. Refer all infractions, quarrels, disputes, and disagreements involving campaigns and elections, as well as filed Grievances to the Judicial Council within twenty-four (24) hours for adjudication;
  5. Receive and address questions or concerns regarding this Election Code and Associated Students elections;
  6. Oversee and facilitate all election related events indicated on the approved Associated Students Election Timeline;
  7. Reserve the right to add additional campaign site restrictions with reasonable notification to all Candidates by email at least one Business Day beforehand, before or by 5:00pm;
  8. Reserve the right to actively monitor, approve and/or prohibit the distribution of campaign materials to ensure ethical appropriateness and fairness; and
  9. Reserve the right to review any campaigning not specifically permitted by this Election Code and as determined in accordance with the Code of Fair Campaign Practices, attached as Attachment C.
  10. Reserve the right to add or subtract any addendum that occurs during the elections process with approval from the Interim/Executive Director.
- E. Complaints against the Election Commissioner, an employee on the election staff or the election process shall be filed with the Judicial Council. If the complaint is upheld, the Judicial Council shall notify the Board and recommend action for final approval of direction or action. Upon the recommendation of the Judicial Council, the Election Commissioner may be removed from the position of Election Commissioner.

## **ARTICLE II - DEFINITIONS**

Capitalized terms not otherwise defined shall have the following meanings:

“Academic Division” means the current division of colleges as determined by University policy, and 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

“Agent” means any individual student or Student Organization officially campaigning under the direction or on behalf of Candidates or Slates through specified campaigning duties and roles.

“Associated Students Election Timeline” means the timeline attached as Attachment B.

“Business Day” means any day that is not a Saturday, a Sunday or any day on which University or State of California offices are authorized or obligated by law or executive order to be closed.

“Campaign” means publicly soliciting support for elected office through means such as, but not limited to: leafleting; public speaking; participation in election interviews and debates; online posting; or other Internet-based outreach activities.

“Candidate” means a student who has met all qualifications as determined by the California State University Regulations for student office holders; San Francisco State University; and the Bylaws, confirmed by the Student Affairs & Enrollment Management to participate in the annual Associated Students Board of Directors elections and whose name appears on the official ballot. Candidates are currently enrolled at the University and have paid all University fees or have received waivers of University fees, including the Associated Students fees.

“Content” means any material including, but not limited to: Text; images; audio; videos; etcetera posted online and under the reasonable amount of control by Candidates, Slates and/or the account holder. Content is considered public documents.

“Election Code” means this Election Code, as the Board may research and propose new amendments.

“Endorsement” means individual students or Student Organizations who give public approval and support of a Candidate or Slate. Endorsements are a specific limited form of campaigning conducted by persons not seeking official agency.

“Filing Period” means the period of time, following one week after the Election Code is posted, in which students may submit an application for candidacy.

“First Qualification Period” means the period of time, five Business Days, in which students’ eligibility for candidacy are determined by SAEM. Students will receive a notice of eligibility or ineligibility by SAEM by 5pm of the last Business Day of the First Qualification Period.

“Grievance” means a formal complaint that is raised and filed due to a breach in the policies, regulations or conduct expectations set forth in this Election Code for the purposes of conflict resolution, submitted through the Grievance Form, attached as Attachment E.

“Grievance Policy” means the most recent policy used by the Judicial Council for adjudication of Grievances, approved by the Judicial Council and Board, available at <http://asi.sfsu.edu/as-policies/>.

“Inauguration” means the ceremony to mark the commencement of the newly elected Board.

“Plurality” means the number of votes cast for a Candidate who receives the most votes but does not receive the absolute majority.

“Polling Place” means the official voting stations designated by Associated Students.

“President” means the president of Associated Students.

“Proxy” means a student who may represent another at mandatory meetings upon notifying the Election Commissioner.

“SAEM” means the Student Affairs & Enrollment Management at the University.

“Second Qualification Period” means the period of time, five Business Days following SAEM’s first notice of eligibility to potential Candidates, in which students may resolve any issues with SAEM regarding SAEM. There are no further steps for students to complete during the Second Qualification Period if they have been deemed eligible.

“Slate” means a group of Candidates running for elected office on a common platform, who has submitted a Slate Form to the Election Commissioner.

“Student Organization” means any organization that has been officially registered with and approved by the University, abiding by the constitution for Student Organizations.

“Unofficial Winner” means Candidates who have obtained the Plurality or majority of votes.

“Voter” means students currently enrolled at the University and who have paid all University fees or have received waivers of University fees, including the Associated Students fees.

“Voting Period” means the period of time in which Voters are able to access the ballot and vote for Candidates.

### **ARTICLE III - ASSOCIATED STUDENTS BOARD OF DIRECTORS**

- A. The Board shall be composed of a maximum of twenty-four (24) directors (each a “Director”), elected or appointed.
- B. Job descriptions and responsibilities of each position can be obtained at <http://asi.sfsu.edu/board-training-manual/> or by contacting Associated Students Human Resources at [asihr@asi.sfsu.edu](mailto:asihr@asi.sfsu.edu) or at C-134 in the Cesar Chavez Student Center.
- C. All students interested in becoming Candidates may attend the Executive Committee meeting, Board meeting or other Committee meetings, which are open to the general public. For more information on the times, locations and agendas of scheduled meetings, contact the current President at [president@asi.sfsu.edu](mailto:president@asi.sfsu.edu) or visit M-102 of the Cesar Chavez Student Center.

#### **Section I: Positions for Elected Office**

The following Board positions are open to students who meet the qualifications set forth by Associated Students and the minimum qualification requirements set forth by the CSU.

Approved by the Associated Students of San Francisco State University Board of Directors: 2/14/2018

**Executive Committee:**

President  
Vice President of Finance  
Vice President of University Affairs  
Vice President of Internal Affairs  
Vice President of External Affairs  
Vice President of Facilities & Services

**Class & 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 & Engineering Representative

**Section II: Positions for Appointed Office**

The following Board positions will be appointed by the newly elected President and confirmed by the newly elected Board. The positions listed below are not elected positions that will appear on the official ballot. Consideration for appointed positions undergo the procedure outlined in the most recent Appointment Policy approved by the Board. For further inquiries on the appointment process, term information and job descriptions, contact the current President at [president@asi.sfsu.edu](mailto:president@asi.sfsu.edu).

**Non-Voting Advisory Executive Officer:**

Chief Justice

**Class Representative:**

Freshman Representative

**Department Representatives:**

Athletics Representative  
Campus Recreation Representative  
Residential Housing Association Representative  
Student Health Advisory Committee Representative

**Section III: Overview of Officer Goals and Objectives**

All appointed and elected officials shall:

- Represent and serve the needs of the student body

Approved by the Associated Students of San Francisco State University Board of Directors: 2/14/2018



- Increase student awareness of and involvement in Associated Students programs and services, as well as local, national and international issues affecting higher education
- Assess current students' needs in order to enhance Associated Students programs, services and responsibilities
- Maintain transparency, as well as strong outreach and communication with the student body in order to increase student knowledge on student-based Associated Students services, operations and resources
- Maintain Associated Students as a visible, collaborative and vital participating member of student life and Shared Governance within the University and community
- Strengthen relationships and communication between Associated Students and student leadership across the University
- Sustain student leadership and involvement within the governance of Associated Students and the University including, but not limited to, all student fee fund matters and other University initiatives

#### **Section IV: Overview of Officer Skills and Abilities Guide**

##### **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, as well as lead teams and group work
- Versatility, flexibility and a willingness to work with constant changes in priorities
- 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

##### **Class & College Representatives:**

- Outstanding leadership skills
- 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

#### **Section V: Terms of Office and Meetings of the Board**

- A. Terms of Office: The student officers shall be elected for a one-year term to commence at noon on the first Monday in May and to terminate the next calendar year at noon on the first Monday of May. It is expected that officers will remain in their elected position for the entirety of the term.

- B. Meetings of the Board: Board members must maintain availability for weekly committee meetings, which shall be determined once elected. For further inquiries on time commitments, Attendance Policy, meeting dates and times for Board Meetings, contact the current President at [president@asi.sfsu.edu](mailto:president@asi.sfsu.edu).
- C. Trainings: Appointed Board members must maintain availability to complete training on their duties and responsibilities, facilitated by the President, partners of Associated Students and the University. The President shall determine dates for trainings and provide notice to all appointed Board members.
- D. Summer Commitments: Newly elected Board members must understand and shall adhere to the most recent Attendance Policy approved by the Board. Summer commitments may include Board meetings and additional trainings as determined by the newly elected Board.

## ARTICLE IV - CANDIDATES AND SLATES

### Section I: Minimum Qualifications

- A. The University president or designee is authorized to increase the minimum qualifications and establish additional requirements as determined.
- B. The following minimum qualifications are set by Associated Students and comply with the CSU minimum requirement of qualifications for student office holders. Additional requirements may be established by Associated Students at any time, provided such additional requirements comply with the Bylaws.
  - 1. Grade Point Average Requirement: Students must have a minimum of 2.5 term GPA at the completion of the recent fall semester, not cumulatively. Compliance with the GPA requirement is determined solely by Student Affairs & Enrollment Management (“SAEM”). Under extraordinary circumstances, the University president or designee may make an exception to the requirements for unit load, maximum allowable units, residency and GPA.
  - 2. Candidate Unit Load:
    - i. Undergraduate Candidates must maintain six (6) semester or nine (9) quarter units per term while running for office.
    - ii. Graduate and credential student Candidates must maintain three (3) semester or four (4) units per term while running for office.
  - 3. Candidate Residency:
    - i. Undergraduate Candidates for office must have been enrolled on the campus and have completed at least one (1) semester or two (2) quarters prior to the election, earning a total of six (6) semester (nine (9) quarter)

- units during that year.
- ii. Graduate and credential Candidates for office must earn six (6) semester (or nine (9) quarter) units per term of continuous attendance as a new graduate or credential Candidate to be eligible. Graduate and credential students who received a bachelor's degree or credential within the last three years from the same campus must have earned a total of twelve (12) semester (eighteen (18) quarter) units during their last year as an undergraduate to be eligible.

4. Incumbent Unit load:

- i. Undergraduate incumbents must earn six (6) semester or nine (9) quarter units of credit per term while holding office.
- ii. Graduate and credential students must earn three (3) semester or four (4) quarter units of credit per term while holding office.

5. Incumbent Maximum Allowable Units:

- i. Undergraduate students are allowed to earn a maximum of one hundred-fifty (150) semester (or two hundred twenty-five (225) quarter) units or one hundred twenty-five percent (125%) of the units required for a specific baccalaureate degree objective, whichever is greater.
- ii. Graduate and credential students are allowed to earn a maximum of fifty (50) semester (or seventy-five (75) quarter) units or one hundred sixty-five percent (165%) 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.

- C. Slates: Candidates may decide to run for office as a group based on a common platform; such groups are referred to as Slates. Candidates who wish to run as a Slate must submit a Slate Form no later than 5:00pm of the first day of the Campaign Period. Each Slate shall designate one individual as a Slate Manager, who will serve as a point of contact between the Slate and Election Commissioner and/or Judicial Council during and after the elections process.

## **Section II: Eligibility for Candidacy**

- A. Eligibility for candidacy is determined solely by Student Affairs and Enrollment Management (SAEM). SAEM shall confidentially notify all students of their eligibility by 5:00pm of the last day of the First Qualification Period. Associated Students cannot and does not access transcripts and other official student records. Students determined as ineligible for candidacy in the First Qualification Period will have the designated five (5) Business Days in the Second Qualification Period to resolve any issues with SAEM directly. Candidates must not be on academic, disciplinary or administrative probation.
- B. Students of the College of Extended Learning and foreign exchange students are not eligible to apply for candidacy.

C. All interested students shall complete and submit a candidacy application by 5:00pm of the last day of the Filing Period. Students may only submit one application, and cannot edit the application once it has been submitted. Incomplete candidacy applications will render the student ineligible for candidacy. Students who fail to comply with the information and requirements provided within this Election Code in completing a candidacy application shall be ineligible for candidacy. No applications shall be accepted beyond the designated Filing Period.

D. Class Level Requirements:

1. Candidates for President and Vice President positions shall, at the completion of the semester in which they are Candidates, have accumulated a minimum of sixty (60) units;
2. Candidates for Graduate Representative shall, at the completion of the semester in which they are Candidates, have accumulated a minimum of three (3) units per term enrolled in a graduate program;
3. Candidates for Senior Representative shall, at the completion of the semester in which they are Candidates, have accumulated a total of at least ninety (90) units, but not more than one hundred fifty (150) units;
4. Candidates for Junior Representative shall, at the completion of the semester in which they are Candidates, have accumulated a total of at least sixty (60) units, but less than (90) units; and
5. Candidates for Sophomore Representative shall, at the completion of the semester in which they are Candidates, have accumulated a total of at least thirty (30) units, but less than sixty (60) units.

D. 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.

### **Section III: Candidate Responsibilities**

- A. Candidates shall comply with all deadlines set forth in this Election Code and as requested by the Election Commissioner.
- B. Candidates shall adhere to all regulations set forth by the Code of Fair Campaign Practices, this Election Code, the Bylaws, the University Code of Student Conduct (<https://conduct.sfsu.edu/standards>) and the California Education Code regarding student government elections.
- C. Candidates shall ensure that Student Organizations endorsing their candidacy are informed of and understand the campaign posting policies and conduct expectations set forth by this Election Code.
- D. Candidates shall ensure that students or Student Organizations acting as declared Agents for their campaign are informed of and understand the campaign regulations and conduct expectations set forth by this Election Code.

- E. Candidates and Agents shall be held accountable for any violations of regulations or conduct expectations, as determined by the Judicial Council, Board or the Office of Student Conduct.
- F. Candidates shall be familiar with and adhere to the Associated Students Election Timeline.
- G. Candidates shall ensure that all correspondence with the Election Commissioner is done through email in a timely manner.
- H. Candidates shall not seek candidacy in more than one elected position.
- I. Candidates shall encourage eligible students to vote in the Associated Students elections and provide accurate information to all Voters.
- J. Candidates are encouraged to participate in election events hosted by Associated Students.
- K. Candidates are informed that if elected, there may be meeting and training commitments over the summer as determined by the newly elected Board.

#### **Section IV: Withdrawal of Candidacy**

Candidates may withdraw from the election by informing the Election Commissioner of their intent to do so in writing at least five (5) Business Days prior the start of the Voting Period. Failure to provide sufficient notification for this intent will not remove the Candidate from the ballot.

#### **Section V: Commitments of Candidacy**

- A. Mandatory Meetings: All qualified students shall attend the mandatory meetings that are indicated on the Associated Students Election Timeline. Such students shall inform the Election Commissioner by email at least one (1) Business Day prior to any mandatory meetings if they cannot be present and must provide a verifiable excuse for their absence. The name and contact information of the Proxy who will be representing them at the meeting must be included. Any qualified students who fail to attend any mandatory meeting without verifiable excuse and proxy shall be disqualified from the election.
- B. Mandatory Retreat: All unofficial winners shall attend the mandatory Associated Students Retreat and arrange for their attendance accordingly. Additional support in accommodating work or academic commitments may be provided by Associated Students if necessary. Unofficial winners who are not able to attend must provide prior notice to the President and Interim/Executive Director.

### **ARTICLE V - AGENTS AND ENDORSEMENTS**

## **Section I: Agents**

- A. Students and Student Organizations seeking to officially campaign on behalf of a Candidate or Slate shall declare agency with the Election Commissioner through email by 5:00pm of the Business Day before the first day of the Voting Period.
- B. Students interested in agency must indicate the name of the Candidate or Slate they are seeking to represent, as well as their specific roles and duties to that campaign as empowered by the Candidate or Slate, and include the Candidate or Slate Manager in the email thread through carbon copy.
- C. Student Organizations interested in agency must include the name of the president and the primary email address for the Student Organization. If a Candidate is the president of the Student Organization seeking agency, the vice president or other officer shall file for agency in the manner described above. Student Organizations must include their president, vice president, all officers, faculty/staff advisor and the Candidate or Slate Manager in the email thread through carbon copy.
- D. All Agents are bound by the campaign regulations and conduct expectations set forth by this Election Code. Students and Student Organizations interested in agency shall sign and submit an Agency Acknowledgement Form, substantially in the form of Attachment D, in person to the Election Commissioner in order to receive confirmation of agency. Upon confirmation of agency, Agents may immediately begin campaigning.
- E. All correspondence between Agents and the Election Commissioner must include the Candidate or Slate Manager in the email thread.
- F. Student Organizations granted funding from Associated Students shall not utilize such funds for any campaigns.

## **Section II: Endorsements**

- A. Students and Student Organizations seeking to formally endorse a Candidate or Slate must submit an intent for endorsement to the Election Commissioner through email by 5:00pm of the Business Day before the first day of the Voting Period. Interested individuals shall indicate the manner and duration of which the endorsement is to be carried out.
- B. Student Organizations must include the name of the organization's president and their primary email address. If a Candidate is the president of the Student Organization seeking agency, the vice president or officer next in command shall file for endorsement in the stated manner.

## **ARTICLE VI - ASSOCIATED STUDENTS OF SFSU ELECTION CODE POLICIES**

### **Section I: Conduct Expectations**

The following applies to all Candidates, Slates and Agents. Violations shall be forwarded to the Judicial Council for adjudication and possible disciplinary action, which may include disqualification from the election. For policies regarding violations, see Article IX of this Election Code.

- A. Associated Students shall not endorse or campaign for any Candidate or Slate. Candidates shall not solicit, coerce or accept endorsements, campaign materials and assistance or funds from any Associated Students or Cesar Chavez Student Center employee.
- B. Candidates shall not campaign while wearing Associated Students paraphernalia including, but not limited to: Issued name tags; official Associated Students merchandise; the Associated Students logo; etcetera.
- C. Candidates shall not use any Associated Students resources for campaigning purposes including, but not limited to: use of Associated Students email accounts and signatures; Associated Students letterheads; the official Associated Students logo; any Associated Students social media platforms; Associated Students giveaways and promotional items; student and/or Student Organization information or relevant data stored within Associated Students documents, forms and archives; etcetera.
- D. Candidate shall not use any Associated Students property without purchase for campaigning purposes, including but not limited to: copy machines; office supplies; Associated Students-issued computers and other electronic devices or equipment; etcetera purchased with or acquired by Associated Students with student fees. This prohibition does not include purchases made from the Copy Center.
- E. Candidates shall not campaign during any Board meetings; committee meetings; and Associated Students events, unless the event explicitly allows for campaigning with equal opportunity and access to all Candidates and participants.
- F. Candidates employed by Associated Students, University or University vendors shall not campaign during employment hours or use their position to influence the election. Additional restrictions may apply to university Resident Assistants (“RA”). Contact the Election Commissioner with questions or concerns about RA duties or events conflicting with the election.
- G. Candidates shall not solicit or accept endorsements, campaign materials and assistance or funds from any University administrative staff or faculty members. Candidates may request that such persons assist in the general promotion of Associated Students elections and voting.
- H. Candidates may campaign in classrooms with the instructor’s permission if it does not disrupt classroom instruction. Candidates shall abide by the Code of Fair Campaign Practices when doing so.
- I. Students shall not campaign in any form prior to becoming Candidates. All eligible

students as determined by SAEM shall be recognized as Candidates at the mandatory Election Code meeting. Any qualified students who fail to attend the mandatory Election Code meeting without verifiable excuse and proxy shall be disqualified from the election.

- J. Candidates, Slates and Agents shall not use abusive or threatening language and/or physical force against other Candidates, Slates, Agents or Voters whether in person or online. Any party found to have engaged in such behavior by the Judicial Council may face disciplinary action or disqualification.
- K. Candidates, Slates and Agents shall not campaign using libel or slander to other Candidates, Slates or Agents whether in person or online. Any party found to have engaged in such behavior by the Judicial Council may face disciplinary action or disqualification.
- L. Candidates, Slates and Agents shall not deface or remove another campaign's election material. Any party found to have engaged in such behavior by the Judicial Council may face disciplinary action or disqualification.
- M. Candidates, Slates or Agents shall not attempt to unduly coerce, bribe or require a Voter to vote for a specific Candidate or Slate whether in person or online. Any party found to have engaged in such behavior by the Judicial Council may face disciplinary action or disqualification.
- N. Candidates, Slates or Agents shall give voters unhindered privacy when voting. Candidate shall remain 15 (fifteen) feet away from any eligible Voter who is voting. Any party found to have engaged in such behavior by the Judicial Council may face disciplinary action or disqualification.
- O. Candidates, Slates and Agents shall not provide Voters with personal electronic devices with internet accessibility to solicit votes. Such devices include, but are not limited to, cell phones, laptops, and tablets.
- P. By signing and submitting the Code of Fair Campaign Practices, Candidates are agreeing to abide by additional regulations of conduct as listed and indicated on the form, which may or may not be explicitly stated in this Election Code.
- Q. Grievances shall be filed within the intended purpose of the Grievance procedure, as determined by the approved Grievance Policy.

## **Section II: General Campaign Regulations and Campaign Materials and Posting**

- A. Candidates shall submit a copy of all campaign materials, regardless of format, i.e. electronic, printed, or traditional to the Election Commissioner, subject to review by the Election Commissioner, twenty-four (24) hours before the material is posted to determine Candidates' ownership and accountability of such campaign materials.
  - 1. All submissions shall be made electronically by submitting such materials in PDF



format by email.

2. Candidates shall contact the Commissioner for the approval of traditional campaign materials that cannot be submitted by email such as, but not limited to: T-shirts; buttons; pens; and other promotional items and giveaways.
- B. The Election Commissioner will review the material such that it adheres to the Election Code. Campaign material that does not follow the Election Code must be modified and resubmitted to the Election Commissioner before posting. Upon approval by the Election Commissioner, Candidates may post the material.
- C. Use of the Internet and social networking websites shall be allowed pursuant to the educational process outlined by the University, the California Education Code and other regulations within this Election Code.
1. Content shall be defined as any public material including, but not limited to: Text; images; audio; videos; etcetera posted online. Ownership of such content is determined by the reasonable amount of control the person(s) has over the account. Content is considered public documents.
  2. Usernames and links to the account of the social networking website shall be submitted to the Election Commissioner within twenty-four (24) hours of its creation. Candidates may begin posting pre-approved campaign material upon confirmation.
  3. Contents intended to be published online such as, but not limited to: digital fliers; candidacy statements; and other electronic materials pertaining to the campaign or election must be submitted to the Election Commissioner. Candidates may begin posting submitted content publicly upon approval.
- D. The use of email is permitted with the following stipulations:
1. Emails shall only be sent to persons that the Candidates, Slates and/or Agents personally know or are involved with in University-related activities or organizations. Email addresses shall not be obtained from a third party. Emails shall not be sent to students uninvolved with the Candidates, Slates and/or Agents. Excessive emailing may be considered as a form of spamming and is prohibited, as determined by the Judicial Council or Board.
  2. Messages on social networking websites are not considered emails.
- E. iLearn shall not be used for obtaining student information, emailing or contacting and outreaching to students.
- F. Candidates may share, post and provide the link to the ballot and official Associated Students website to Voters.

- G. Door-to-door campaigning shall not be permitted in places of residence such as, but not limited to: Apartments; houses; all SF State Residential Community housing; etcetera, as well as University classrooms and the Student Organization offices in the Cesar Chavez Student Center.
- H. Campaigning and posting in all SF State Residential Community areas shall be approved by the Area Coordinators of that Residential Community. The approval from the Area Coordinator shall be in writing and directly forwarded to the Election Commissioner via email. Candidates shall adhere to the “Posting Guidelines for Non-Residential Life Sponsored Organizations and Vendors in the SF State Residential Community” and other restrictions and regulations set forth by the Area Coordinator, Director of Residential Life or other designated personnel.
  - 1. Candidates employed as Resident Advisors (RAs) shall adhere to all policies, procedures and conduct expectations set forth by Residential Life and are encouraged to inform their managers, supervisors, etcetera of their candidacy and involvement in elections.
- I. Campaign posting in the J. Paul Leonard Library shall only be permitted on public bulletin boards. All other forms of campaigning shall adhere to the Code of Conduct (<https://library.sfsu.edu/code-of-conduct>) set forth by the facility.
- J. Campaign posting in the Cesar Chavez Student Center (CCSC) shall only be permitted on public bulletin boards. Campaigning shall be permitted in the public spaces of the Plaza Level, Lower Conference Level and Recreation and Dining Level. Candidates, Slates and Agents shall adhere to all rules and regulations of the CCSC, which are available in the Room and Reservation Handbook (<http://asi.sfsu.edu/meeting-events/#reserve>).
- K. Campaign posting in the Mashouf Wellness Center (MWC) shall not be permitted.
- L. Written approval with the contact information of an authorizer such as, department chair; Student Organization president; etcetera, must be submitted to the Election Commissioner via email in order to post on designated departmental or official bulletin boards.
- M. Campaign posting shall not be permitted on walls, doors, plants, lampposts or garbage receptacles on University grounds. Posting on all public bulletin boards shall be permitted.
- N. Campaign posting and material shall not be placed in such a way as to obstruct pedestrians or automobile traffic.
- O. All traditional and electronic campaign material shall be removed within forty-eight (48) hours of the closing of polls.

### **Section III: Conduct Expectations for Board of Directors**

- A. Board members seeking re-election shall not campaign so as to interfere with current Board duties and obligations. Such Candidates shall adhere to all policies, regulations and conduct expectations set forth in this Election Code. Board members shall be subject to all policies, regulations and conduct expectations that applies to all Candidates.
- B. Board members seeking re-election shall not use Associated Students property without purchase for campaigning purposes including, but not limited to: Copy machines; office supplies; Associated Students-issued computers and other electronic devices or equipments; etcetera purchased with or acquired by Associated Students with student fees. This does not include purchases made from the Copy Center.
- C. Board members seeking re-election shall not use Associated Students general funds or funds from the Board budget for the purposes of campaigning.

#### **Section IV: Campaign Financial Requirements**

At no time shall any Associated Students funds be used for campaigning. Candidates, Slates and Agents may accrue campaign funds through personal finances; fundraising; donations; etcetera. Student Organizations may donate funds to a campaign; however, Student Organizations shall not use funds received from the Associated Students funds for this purpose.

### **ARTICLE VII - BALLOT DESIGN AND VOTER PAMPHLETS**

#### **Section I: Ballot Design**

Candidates' name shall appear in alphabetical order under each position. Names shall appear as shown in the student's candidacy applications. The names of Slates shall be included alongside the Candidate's name and position if applicable. Headshots and personal statements shall appear on the ballot.

All ballots are automatically generated based on the Voter's current class standing and declared major through their student ID number. Candidates running for the Executive Committee shall appear on all ballots.

#### **Section II: Voter Pamphlets**

Voter pamphlets shall be provided to Voters at designated polling places or other designated locations. The voter pamphlets shall include the same information contained in the ballot, as described in Article VII, Section I, in alphabetical order under each position. Names shall appear as shown in the student's candidacy application. The names of Slates shall be included alongside the Candidate's name and position if applicable. Headshots and personal statements shall appear in the Voter pamphlets. A digital version of the Voter pamphlets shall also be made available on the official Associated Students website.

### **ARTICLE VIII - VOTING AND ELECTION RESULTS**

## **Section I: Voting Procedures**

San Francisco State University students may vote with a valid student ID number. Students may only vote once and shall not be prohibited from voting at any polling places. Students of the College of Extended Learning and foreign exchange students are ineligible to vote. The ballot shall be accessible 24/7 during the Voting Period. Additional information and instructions on voting shall be provided prior to the Voting Period.

- A. All Voters are to vote for Executive Committee Candidates.
- B. All Voters must complete the ballot in its entirety to cast their votes.
- C. Voters are not required to vote for all Candidates in a given Slate.
- D. Voters must submit one ballot only; voting on the behalf of another Voter is strictly prohibited.

The following pertains to votes casted for class and college representatives:

Class and college representative Candidates can only obtain votes from the current constituents of the class or Academic Division they are seeking to represent. For example: Students with current sophomore standing are eligible to vote for the Candidate running for the Sophomore Representative; students enrolled into the College of Business are eligible to vote for the Candidate running for the Business Representative. All other positions that are inapplicable to the Voter shall not appear on their ballot.

## **Section II: Polling Places**

Candidates, Slates and Agents shall give eligible Voters unhindered privacy when voting and must remain 15 (fifteen) feet away from the student who is voting. Candidates, Slates, Agents and all eligible Voters shall be notified of the locations and times of any official Associated Students polling places 5 days prior to the Voting Period.

Candidates, Slates and Agents shall not host polling places.

## **Section III: Ballot Count Reporting**

Ballot counts will be provided forty-eight (48) hours before the end of the Voting Period. The count shall be available on the Associated Students website and M-102 of the Cesar Chavez Student Center.

## **Section IV: Unofficial Election Results**

The unofficial election results shall be made available on the Associated Students website and M-102 of the Cesar Chavez Student Center at noon on the day after the closing of polls.

If an Unofficial Winner is disqualified prior to the Inauguration or resigns within sixty (60)

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days of the new Board term, the runner-up shall assume the position.

All vacancies shall be filled by the incoming Board through the approved Appointment Policy.

Run-off elections and ties shall be administered as a special election, as outlined in the Bylaws.

## **ARTICLE IX - GRIEVANCES**

### **Section I: Chief Justice and Judicial Council**

- A. The essential duties and responsibilities of the Chief Justice include, but are not limited to, the following. For duties and responsibilities in full, refer to Article IX, Section II of the Bylaws, or contact the Chief Justice at [chiefjustice@asi.sfsu.edu](mailto:chiefjustice@asi.sfsu.edu) or the current President at [president@asi.sfsu.edu](mailto:president@asi.sfsu.edu):
1. Set the agenda for, and preside over all meetings and proceedings of the Judicial Council;
  2. Receive, initially review, and assist in the review process of items, including complaints, within the Judicial Council;
  3. Any duties deemed necessary by the Board not conflicting with Associated Students policies and procedures.
- B. The essential duties and responsibilities of the Judicial Council pertain to the following. For duties and responsibilities in full, contact the Chief Justice as [chiefjustice@asi.sfsu.edu](mailto:chiefjustice@asi.sfsu.edu) or the current President at [president@asi.sfsu.edu](mailto:president@asi.sfsu.edu):
1. Review and ensure Board of Directors compliance with all Bylaws and governing documents;
  2. Resolve jurisdictional issues; and
  3. Board of Directors member accountability and effectiveness.
- C. Pursuant to Article X, Section 5 of the Bylaws, the Judicial Council provides recommendations and resolutions on topics, but is not considered a committee.

### **Section II: Overview of Grievances**

- A. All students may file a Grievance against a Candidate by completing the Grievance Form, attached as Attachment E. Grievances shall specify:
1. Date, time and location of the incident;
  2. Section(s) of the Election Code alleged to have been violated;

3. The person identified as the Claimant and, where applicable, clear and verifiable indication that the name(s) of the Witnesses are redacted per the individual's request;
  4. Status of Defendants (ex: Candidate; Agent; Residential Assistant; unknown);
  5. Claimant and Witnesses' involvement with the incident (ex: campus event; student organization meeting; plain sight of incident; social media; etc);
  6. Any and all photos; audio; videos; and other documentation that may be used as evidence to support your claim; and
  7. Primary email of the Claimant and all Witnesses.
- B. All Candidates may file a Grievance if the alleged violation pertains to the Election Code.
- C. Grievances shall be filed within the intended purpose of the Grievance procedure, as determined in the most recent Grievance Policy approved by the Judicial Council and Board. Grievances beyond the scope of this Election Code shall be referred to appropriate entities by the Judicial Council or Board.

### **Section III: Submissions**

- A. All Grievances shall be filed through email with the Election Commissioner. Grievances must be filed within twenty-four (24) hours of the alleged violation. Grievances submitted beyond this timeframe shall be rendered null and void.
- B. The Election Commissioner shall forward the Grievance to the Chief Justice within twenty-four (24) hours and provide a timestamp.
- C. All Grievances are to be fully completed, and must include evidence. Incomplete Grievances, as determined by the Judicial Council, shall be rendered null and void.
- D. Grievances cannot be submitted more than twenty-four (24) hours after the closing of polls, unless the Grievance pertains to tabulations or unofficial election results.

### **Section IV: Determinations**

- A. The Judicial Council shall determine through majority vote within two Business Days of receiving a Grievance if the Grievance has merit to move forward with a hearing.
- B. The Judicial Council reserves the right to dismiss a Grievance that lacks merit. Reasons include, but are not limited to, the following. The Judicial Council shall immediately notify the Claimant of such a decision through email:
  1. No evidence;

2. Not judiciable by Judicial Council;
  3. No violations made of the Election Code.
- C. All hearings and procedures shall be in accordance with the approved Grievance Policy, available at <http://asi.sfsu.edu/as-policies/>, or by contacting the Chief Justice at [chiefjustice@asi.sfsu.edu](mailto:chiefjustice@asi.sfsu.edu) or current President at [president@asi.sfsu.edu](mailto:president@asi.sfsu.edu).

**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.

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.



**Attachment B:**

**Associated Students Election Timeline (Spring 2018)**

Date	Event	Details
Fri, Mar. 2nd	Filing Period Deadline	Submit online by 5pm
Mon, Mar. 5th - Fri, Mar. 9th	1st Qualification Period	
Fri, Mar. 9th	Master list of all applicants	Official notification sent to students by 5pm
Mon, Mar. 12th - Fri, Mar. 16th	2nd Qualification Period	
Mon, Mar. 12th	Mandatory Election Code Meeting	
Fri, Mar. 16th	Master list of all official Candidates	Official notification sent to students by 5pm
Mon, Mar. 19th - Fri. Mar. 23rd	Spring Break	
Mon, Mar. 26th		Slate Forms due via email 5pm
Mon, Mar. 26th - Fri, Apr. 13th	Campaign Period	
Mon, Apr. 2nd		Withdrawal intent due by 5pm
Fri, Apr. 6th		Agency Forms and Endorsements due by 5pm
Mon, Apr. 9th - Fri, Apr. 13th	Voting Period	Polls close 11:59pm Fri
Sat, Apr. 14th	Unofficial election available online @ 12pm	
	Mandatory Post-Election Meeting (only unofficial winners)	
	AS Retreat	
Tuesday, May 1st	Inauguration Celebration	

**Attachment C:**

**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 untrammelled 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 \_\_\_\_\_

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**Attachment D:**

**Agency Acknowledgement Form**

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I, undersigned, of \_\_\_\_\_, hereby acknowledge and understand that I will  
(NAME OF STUDENT ORGANIZATION)

be bound by the regulations and conduct expectations set forth by this Election Code as a representative of a Candidate for public office in the State of California on San Francisco State University campus. I acknowledge and understand that the Candidate and I shall be held accountable for any regulations and conduct expectations that I break, as determined by the AS Judicial Council, Board of Directors or Office of Student Conduct.

I acknowledge and understand that I must file Grievances within the intended purpose of the Grievance procedure and that Grievances may be filed against my actions.

I shall adhere to and only conduct the specified roles and duties as empowered by the Candidate and as confirmed by the Election Commissioner openly and publicly.

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 voting.

I shall not coerce election help or campaign contributions for my Candidate from my peers.

I shall defend and uphold the right of every qualified San Francisco State University voter to full and equal participation in the electoral process.

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NAME

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SIGNATURE

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DATE

Approved by the Associated Students of San Francisco State University Board of Directors: 2/14/2018

