Associated Students of 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 with 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: Elections Commissioner of Associated Students

A. All elections for office in the governance of Associated Students shall be administered by the Elections Commissioner and follow the procedure outlined in the most recent Election Code approved by the Board.

B. The Elections Commissioner shall neither hold nor seek an elected or appointed office during the election cycle. The Elections Commissioner shall neither endorse nor campaign in any election.

C. The Elections Commissioner shall maintain availability to complete training on Board duties and responsibilities.

D. The Elections Commissioner shall be assigned the following powers and duties in addition to those assigned by the 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;

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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 to the Elections Code that occurs during the elections process with approval from the Interim/Executive Director.

E. Complaints against the Elections Commissioner, an employee on the election staff, shall be filed with the Leadership Development Coordinator via email (christine@asi.sfsu.edu). If the complaint is upheld and the Elections Commissioner is found in violation of their duties, the Leadership Development Coordinator will inform the Board of actions taken during a closed session in a BOD meeting.

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
Division of Graduate Studies
“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” refers to this policy, which is reviewed on a regular basis by the Rules Committee and approved by a simple majority vote of the Board prior to each election cycle.

“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.

“Filing Period” means the period of time in which students may submit an application for candidacy.

“Qualification Deadline” means the date by which students’ eligibility for candidacy is determined by the Dean of Students’ Office. Students will receive a notice of eligibility or ineligibility by the Dean of Students’ Office by 5pm of the Qualification Deadline.

“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-corporate-documents/.

“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. Due to the current remote modality, all polling shall be conducted virtually.
“President” means the president of Associated Students, who serves as CEO of the organization, Vice-Chair of the Board of Directors, and Chair of the Executive Committee.

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

“Qualification Correction Period” means the period of time in which students may resolve any issues with the Dean of Students’ Office regarding qualifying as a candidate. There are no further steps for students to complete during the Qualification Correction 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 Elections 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-three (23) directors (each a “Director”), elected or appointed.

B. Job descriptions and responsibilities of each position can be obtained by consulting the most recently updated Board Duties and Responsibilities Policy available at http://asi.sfsu.edu/corporate-documents/ or by contacting Associated Students Human Resources at asihr@asi.sfsu.edu or at C-134 in the Cesar Chavez Student Center.

C. All students interested in becoming Candidates are encouraged to attend Executive Committee meetings, Board meetings, 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 Leadership Development Coordinator (christine@asi.sfsu.edu).

Section I: Positions for Elected Office

The following Board positions are open to students who meet the qualifications set forth by Associated Students Bylaws and the minimum qualification requirements set forth by the CSU.
**Executive Committee:**
President
Vice President of Finance
Vice President of Social Justice & Equity
Vice President of Internal Affairs
Vice President of External Affairs
Vice President of Facilities & Operations
Vice President of Academic Affairs

**College Representatives:**
Graduate Representative
Business Representative
Education Representative
Ethnic Studies Representative
Health & Social Sciences Representative
Liberal & Creative Arts Representative
Science & Engineering Representative

**Issue Directors:**
Director of Government & Community Relations
Director of Health, Recreation, & Wellness
Director of Sustainability & Basic Needs

**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.

**Executive Officers:**
Chief Justice
Chief of Staff

**Representatives:**
Student Org. Representative

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

All appointed and elected officials shall:

- Represent and serve the needs of the student body
- Increase student awareness of and involvement in Associated Students programs and services, as well as local, national and international issues affecting higher education

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• 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
• Annually evaluate the Interim/Executive Director of Associated Students

Section IV: Overview of Officer Skills and Abilities Guide

Executive Officers:
• Outstanding leadership skills and commitment to excellence
• 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
• Ability to work independently and as a member of various teams and committees
• Creative, flexible and innovative team player

College Representatives and Issue Directors:
• 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 12:00 am on June 1st and terminate at 11:59 pm on May 31st. Appointed officers will serve their one-year term commencing from their approval date and terminating at 11:59pm on May 31st. It is expected that officers will remain in their elected position for the entirety of the term, including the summer months when they may not be attending school.

B. Meetings of the Board: Board members must maintain availability every Wednesday from 12pm (noon) until 4:00pm for board activities and meetings.
C. **Committee Meetings**: In addition to availability for Board meetings, 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 Leadership Development Coordinator (christine@asi.sfsu.edu).

D. **Office/Outreach Hours**: Outside of maintaining availability for meetings, Board members are also required to hold weekly office and outreach hours in accordance with the most recently updated Office Hours and Outreach Policy. For Executive members, the requirement is one hour of office hours and one hour of outreach per week (2 hours total per week). For Issue Directors and Representatives, the requirement is 3 hours total per week, divided between office hours and outreach hours at the Director’s/Representative’s discretion, with a minimum of one hour dedicated to each.

E. **Trainings**: Board members must maintain availability to complete training on their duties and responsibilities, facilitated by full-time staff, partners of Associated Students, and the University. June will be an opportunity for you to work with the previous office holder to learn the responsibilities of your position before assuming office.

F. **Summer Commitments**: Newly elected/appointed Board members must understand and comply with the most recent Attendance Policy approved by the Board. These policies are in effect during the entire term of office, including the summer months when most students are not in class. Summer commitments may include trainings and a Board retreat.

**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 2.0 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**:

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i. Undergraduate Candidates must maintain six (6) semester units per term while running for office.

ii. Graduate and credential student Candidates must maintain three (3) semester 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 prior to the election, earning a minimum of six (6) semester units.

   ii. Graduate and credential Candidates for office must earn three (3) semester 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 six (6) semester units during their last year as an undergraduate to be eligible.

4. **Incumbent Unit load:**
   
   i. Undergraduate incumbents must earn six (6) semester units of credit per term while holding office.

   ii. Graduate and credential students must earn three (3) 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 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 units or one hundred sixty-seven percent (167%) 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 (see Elections Period Timeline). Each Slate shall designate one individual as a Slate Manager, who will serve as a point of contact between the Slate and Elections Commissioner and/or Judicial Council during and after the elections process.

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**Section II: Eligibility for Candidacy**

A. Eligibility for candidacy is determined solely by the Dean of Students’ Office. The Dean
of Students’ Office shall confidentiality notify all students of their eligibility by 5:00pm on the last day of the Qualification Period. Associated Students cannot and will not access transcripts and other official student records. Students determined as ineligible for candidacy will have a one week Qualification Correction Period to resolve any issues with the Dean of Students’ Office directly. Candidates must not be on academic, disciplinary or administrative probation.

B. Students of the College of Extended Learning and non-matriculated foreign exchange students are not eligible to apply for candidacy.

C. All interested students shall complete and submit a candidacy application by 5:00pm on 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 six (6) units per term enrolled in a graduate program.

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 file for candidacy.

Section III: Candidate Responsibilities

A. Candidates shall comply with all deadlines set forth in this Election Code and as requested by the Elections 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 and those endorsing candidates 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.

E. Candidates shall be familiar with and adhere to the Associated Students Election Timeline.

F. Candidates shall ensure that all correspondence with the Elections Commissioner is done through email in a timely manner.

G. Candidates shall not seek candidacy for more than one elected position during a single election cycle. Candidates that are not elected are welcome to apply for appointed positions when the call for applications is opened.

H. Candidates shall encourage eligible students to vote in the Associated Students elections and provide accurate information to all Voters.

I. Candidates are encouraged to participate in election events hosted by Associated Students.

J. Candidates are informed that, if elected, there may be meeting and training commitments over the summer as determined by the newly elected Board and pro-staff.

Section IV: Withdrawal of Candidacy

Candidates may withdraw from the election by informing the Elections Commissioner (electionscommissioner@asi.sfsu.edu) of their intent to do so in writing via email 72 hours prior to 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 Elections 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 incoming Board members 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. Incoming Board members who are not able to attend must provide prior notice to the Executive Director (tonee@asi.sfsu.edu) and Leadership Development Coordinator (christine@asi.sfsu.edu).
ARTICLE V - ENDORSEMENTS

Section I: 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.

C. Student Organizations seeking to formally endorse a Candidate or Slate are only permitted to post/ repost campaign materials that are approved by the Candidates/ Slate and the Elections Commissioner in accordance with the guidelines outlined in this policy.

D. Student Organizations endorsing Candidates or Slates must provide the Elections Commissioner with the social media account(s) that will be utilized to post/ repost campaign materials prior to posting, and agree to allow the Elections Commissioner to follow such accounts on official Elections Commissioner social media accounts for the duration of the election to ensure compliance with this policy.

E. Endorsements from organizations external to the University is not permitted and shall be considered to be in violation of this Elections Code.

ARTICLE VI - ASSOCIATED STUDENTS OF SFSU ELECTION CODE POLICIES

Section I: Conduct Expectations

The following applies to all Candidates, Slates and those Endorsing candidates. 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. Candidates shall not use any Associated Students property 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 Elections 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/or 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 the Dean of Students' Office 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 Endorsers shall not use abusive or threatening language and/or physical force against other Candidates, Slates, Endorsers 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 Endorsers shall not campaign using libel or slander to other Candidates, Slates or Endorsers whether in person or online. Any party found to have engaged in such behavior by the Judicial Council may face disciplinary action or disqualification.

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L. Candidates, Slates, and Endorsers 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 Endorsers 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 Endorsers shall give voters unhindered privacy when voting. Candidates 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 Endorsers 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 Elections Commissioner, subject to review by the Elections 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 (electionscommissioner@asi.sfsu.edu).

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 Elections 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 Elections Commissioner before posting. Upon approval by the Elections Commissioner, Candidates and Endorsers 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.

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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 Elections Commissioner within twenty-four (24) hours of its creation. Candidates may begin posting pre-approved campaign material upon confirmation.

3. Content 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 Elections Commissioner for approval prior to posting. Candidates may begin posting submitted content publicly upon approval.

4. To ensure compliance with the Elections Code, all social media accounts connected to a Candidate, Slate, or Endorser and utilized for the purpose of campaigning shall allow the official Elections Commissioner social media to follow such accounts for the duration of the election cycle.

5. Any social media account created for a Slate or for the specific purpose of campaigning shall be deleted within 48 hours of the end of the election cycle and cannot be utilized in another election.

6. Social media accounts created for campaign specific purposes are not permitted to solicit followers prior to a Candidates approval by the Dean of Students or a Slates approval by the Elections Commissioner.

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 Endorsers 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 Endorsers. Excessive emailing may be considered as a form of spamming and is prohibited, as determined by the Judicial Council.

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 Elections 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 and must be provided to the information desk who will post them. 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 Elections Commissioner via email in order to post on designated departmental or official bulletin boards.

M. Campaign posting shall not be permitted on walls, doors, windows, plants, lampposts or garbage receptacles on University grounds. Candidate postings on all public bulletin boards shall be limited to 1 poster per physical bulletin board per candidate. Slates may also post 1 poster per physical bulletin board. Postings shall not block or obscure another candidate's poster.

N. Campaign posting and material shall not be placed in such a way as to obstruct pedestrians or automobile traffic. All posting shall adhere to the University Time, Place and Manner policies.

O. All physical campaign material should be removed within forty-eight (48) hours of the closing of polls.

Approved by the Associated Students of San Francisco State University Board of Directors: 02/24/2021
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. Board members shall be subject to all policies, regulations and conduct expectations that apply 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 equipment; 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 Endorsers 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’ names 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 or minor through their student ID number. Candidates running for Executive Office and Issue Directors shall appear on all ballots. All declared majors and minors will be eligible to vote for their respective College Representative(s) (ex. declared minors in the College of Ethnic Studies will be allowed to vote for the Ethnic Studies College Representative).

Section II: Voter Education

Voter education information shall be provided to voters at designated polling places or other designated locations, including AS official social media. The voter information 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
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. 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 eligible to vote for Executive Committee Candidates and Issue Director Candidates

B. All Voters are encouraged to complete the ballot in its entirety to cast their votes but it is not necessary for their ballot to be processed

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 College representatives:

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 graduate standing are eligible to vote for the Candidate running for the Graduate 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

Due to the COVID-19 induced remote modality, all voting shall take place digitally and be accessible online for all Voters. The Elections Commissioner is responsible for publishing instructions at least 72 hours before the election period begins explaining how students may access the ballot and information to make an informed vote.

Candidates, Slates and Endorsers shall not create their own voter educational materials but are encouraged to repost official instructions from the Elections Commissioner.

Section III: Ballot Count Reporting

Ballot counts will be provided each day of the election period except the first day. The count

Approved by the Associated Students of San Francisco State University Board of Directors: 02/24/2021
shall be posted on the AS website and may appear on AS social media.

Section IV: Unofficial Election Results

The unofficial election results shall be made available on the Associated Students website by noon on the day after the closing of polls.

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

Election results must be certified by the Board of Directors before they can be considered official.

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:

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.

For duties and responsibilities in full, refer to the most recently amended Board Member Duties and Expectations Policy, or contact the Leadership Development Coordinator (christine@asi.sfsu.edu):

B. The essential duties and responsibilities of the Judicial Council pertain to the following:

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.
For duties and responsibilities in full, contact the Elections Commissioner (electionscommissioner@asi.sfsu.edu) and/or the Leadership Development Coordinator (christine@asi.sfsu.edu).

C. 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, which can be found at asi.sfsu.edu/elections. 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; Endorser; 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 Elections 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 Elections 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 as soon as possible after 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 judicable 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-corporate-documents/](http://asi.sfsu.edu/as-corporate-documents/), or by contacting the Chief Justice at krystle@asi.sfsu.edu

Addendum: Write-In Candidates

A. When voting, students may enter an alternate name into the ballot to cast a vote for a write-in candidate.

B. Applicants for candidacy who were disqualified are not eligible to become a write-in candidate for the same election cycle.

C. Write-in candidates must meet the same qualifications for candidacy as official Candidates, as determined by the Dean of Students and are subject to the same rules and regulations set forth in this Election Code and AS Bylaws. In the event that a write-in candidate receives the most votes but is not eligible to hold office, the next qualified runner-up shall win the election.

D. Students shall file their intent to become a write-in candidate through email with the Elections Commissioner at any time during the Voting Period. Students must include a signed Code of Fair Campaign Practices in their email.

E. Any write-in votes for a student who has not properly filed their intent to be a write-in candidate with the Elections Commissioner shall not be counted.

F. A reasonable facsimile of the spelling of a name of a write-in candidate shall be counted as a vote.

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G. Write-in candidates shall not have their candidate statement available in the official Voter Pamphlet.

H. Write-in candidates who have properly filed their intent through email with the Elections Commissioner shall be listed on the Associated Students website.

I. Write-in candidates shall comply with the rules and regulations of this Election Code.

Write-in candidates 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.
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 2.0 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 while running for office.
- □ If you are a graduate Candidate: Is maintaining a minimum of 3 semester units 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).

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.

College Representative Candidates:

- □ Are currently declared in a major within the college you seek to represent.
## Associated Students Election Timeline (Spring 2021)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 1st-19th</td>
<td>Filing Period</td>
<td>Submit online by 5pm</td>
</tr>
<tr>
<td>March 5th, 12th, 16th</td>
<td>Candidate Informational Meeting</td>
<td>Additional dates may be offered based on prospective candidate availability</td>
</tr>
<tr>
<td>April 2nd</td>
<td>Qualification Deadline</td>
<td></td>
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<tr>
<td>Apr. 5th-9th</td>
<td>Qualification Correction Period</td>
<td>Official notification sent to students by 5pm</td>
</tr>
<tr>
<td>Apr 9th</td>
<td>Master list of all official Candidates</td>
<td>Posted and emailed to all candidates filed</td>
</tr>
<tr>
<td>Apr 12th</td>
<td>Mandatory Election Code Meeting</td>
<td>Alternative dates may be offered based on candidate availability</td>
</tr>
<tr>
<td>Apr. 13th-23rd</td>
<td>Candidate Debates</td>
<td></td>
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<tr>
<td>Apr. 9th</td>
<td>Slate Forms Due</td>
<td>5pm</td>
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<tr>
<td>Apr. 10th-30th</td>
<td>Campaign Period</td>
<td></td>
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<tr>
<td>Apr. 23rd</td>
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<td>Withdrawal intent due by Noon</td>
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<td>Apr. 23rd</td>
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<td>Endorsement Forms due by 12pm</td>
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<tr>
<td>Apr. 26-30th</td>
<td>Voting Period</td>
<td>Polls close 11:59pm Friday</td>
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<tr>
<td>May 3rd</td>
<td>Unofficial election results available online @ 10am</td>
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<tr>
<td>May 5th</td>
<td>Mandatory Post-Election Meeting (only unofficial winners)</td>
<td></td>
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<tr>
<td>First Week of June 2021</td>
<td>Inauguration Celebration</td>
<td></td>
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<tr>
<td>June 2021</td>
<td>AS Retreat</td>
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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 untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE,

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

I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel 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 Associated Students of San Francisco State University Board of Directors: 02/24/2021
Attachment D:

Endorser Acknowledgement Form

I, undersigned, of ____________________ , hereby acknowledge and understand that I will 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 Elections 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.

__________________________________
NAME

__________________________________
SIGNATURE

__________________________________
DATE

Approved by the Associated Students of San Francisco State University Board of Directors: 02/24/2021
Grievance Form

Grievances must be typed and emailed to electionscommissioner@asi.sfsu.edu within 24 hours of the alleged violation. Incomplete forms will be considered null:

Name(s) and primary email(s) of Claimant and all Witnesses:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Date, time and location of the incident:

__________________________________________________________________________

Section(s) of the Election Code alleged to have been violated:

__________________________________________________________________________

__________________________________________________________________________

Factual incident summary of oral and written evidence and statement(s) from all Witnesses detailing the circumstances leading up to and actions of the alleged violation(s). Names may be redacted if requested by the individual. Identify any and all witness and status of Defendants (ex: Candidate; agent; student organization; Residential Assistant; unknown). Include Claimant and Witnesses’ involvement with the incident (ex: campus event; student organization meeting; plain sight of incident; social media; etc):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Approved by the Associated Students of San Francisco State University Board of Directors: 02/24/2021
Photos, audio, videos, witness testimonies, and other documentation must be submitted to be used as evidence to support your claim. Attach separately in your email to the Elections Commissioner.