

# ELECTIONS CODE

---

Article I: Mission and Purpose.....	2
Article II: Definitions.....	2
Article III: Elected Positions.....	4
A. Executive Officers.....	4
B. Issue Directors.....	4
C. College Representatives.....	4
Article IV: Terms of Office and Requirements.....	5
A. Terms of Office.....	5
B. Mandatory Availability.....	5
C. Committee Meetings.....	5
D. Office Hours/ Outreach.....	5
E. Monthly Report.....	5
Article V: Candidate Eligibility and Qualifications.....	6
A. Eligibility Check.....	6
B. GPA and Unit Load.....	6
C. Candidate Residency.....	6
D. Maximum Allowable Units.....	6
E. Additional Executive Officer Requirements.....	7
F. Additional College Representative Requirements.....	7
Article VI: Campaign Procedures and Conduct Expectations.....	7
A. Mandatory Elections Code Meeting.....	7
B. Candidate Responsibilities.....	7
C. Fair Campaigning.....	8
Article VII: Withdrawal of Candidacy.....	11
Article VIII: Endorsements.....	11
Article IX: Write in Candidates.....	12
Article X: Restrictions and Role of Associated Students.....	12
Article XI: Elections Commissioner and Elections Panel Responsibilities.....	13
A. Role of the Elections Commissioner.....	13
B. Role of the Elections Panel.....	14
Article XII: Voting and Elections Results.....	15
A. Voting Procedures.....	15
B. Polling Places.....	16
C. Ballot Count Reporting.....	16
D. Unofficial Election Results.....	16

Article XIV: Grievances..... 17

Article XV: Elections Timeline.....

Running for Office FAQs..... 18

    A. How to Run for Office..... 18

    B. How to Form a Slate..... 18

    C. How to Endorse a Candidate..... 19

    D. Other FAQs..... 19

Quick Links and Contacts..... 20

Spring 2023 Elections Timeline..... 22

Attachments

    A. Code of Fair Campaign Practices..... 23

**ARTICLE I - MISSION AND PURPOSE**

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.

In order to serve as the representative voice of students at SFSU, AS holds a yearly election where students are able to elect their representatives, following an educational campaign period. The purpose of this Elections Code is to outline the roles that will be up for election, the rules that govern the election process, as well as an overview of the standards of conduct and subsequent penalties to ensure a free and fair election of student representatives.

**ARTICLE II - DEFINITIONS**

Term	Definition
<b>Academic Division</b>	The current division of colleges as determined by University policy, including the College of Business, College of Ethnic Studies, College of Education, College of Health & Social Sciences, College of Liberal & Creative Arts, College of Science and Engineering, and Division of Graduate Studies.
<b>Business Day</b>	Typically Monday - Friday, not including the weekend or days on which the University or State of California authorize or obligate by law or executive order to be closed (i.e. holidays, etc.)

<b>Campaign</b>	Publicly soliciting support for elected office through means such as, but not limited to, leafleting; public speaking; participation in election interviews/ debate; online posting; or other internet-based outreach
<b>Candidate</b>	A student who has met all qualifications outlined in this policy and has been confirmed by the Dean of Students office to participate in the election. Candidates are currently enrolled at SFSU, have paid all University fees or have received waivers.
<b>Content</b>	Any material including, but not limited to, text, images, audio, videos, etc. posted online or physically and under the reasonable amount of control by Candidates, Slates, and/or account holders. Content is considered public documents.
<b>Elections Code</b>	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.
<b>Endorsement</b>	Student Organizations who give public approval and support of a Candidate or Slate. Endorsements are a specific, limited form of campaigning conducted by persons.
<b>Filing Period</b>	Period of time in which students may submit an application for candidacy.
<b>Qualification Deadline</b>	The date by which students' eligibility for candidate must be determined by the Dean of Students' Office. Students will receive a notice of eligibility or ineligibility by 5pm of the Qualification Deadline.
<b>Grievance</b>	A formal complaint that is raised and filed due to a breach in the policies, regulations, or conduct expectations set forth in this Elections Code for the purposes of conflict resolution, submitted through the Grievance Form
<b>Grievance Policy</b>	The most recently updated policy used by the Judicial Council for adjudication of Grievances, approved by the Judicial Council and Board.
<b>Inauguration</b>	The ceremony to mark the commencement of the newly elected Board.
<b>Polling Place</b>	The official voting stations designated by Associated Students.
<b>President</b>	The president of Associated Students, who serves as CEO of the organization, Vice Chair of the Board, and Chair of the Executive Committee.
<b>Proxy</b>	A student who may represent another at mandatory meetings upon notifying the Elections Commissioner.
<b>Qualification Correction Period</b>	The period of time in which students may resolve any issues with the Dean of Students' Office regarding qualifying as a candidate.
<b>Slate</b>	A group of Candidates running for elected office on a common platform,

	who have submitted a Slate Form to the Elections Commissioner.
<b>Student Organization</b>	Any organization that has been officially registered with and approved by the University, abiding by the constitution for Student Organizations .
<b>Unofficial Winner</b>	Candidates who have obtained the majority of votes following the election period but whose election results have not yet been certified.
<b>Voter</b>	Students currently enrolled at the University and how have paid all University fees or have received waivers of University fees, including the Associated Students fees
<b>Voting Period</b>	Period of time in which voters are able to access the ballot and vote for Candidates.

**ARTICLE III - ELECTED POSITIONS**

In accordance with the most recently updated AS Bylaws and Duties & Expectations Policy, the following positions are open for election by the student body at large (Executive Officers, Issue Directors, Student Organization Representative) or of a specific academic college (College Representatives). Two additional Board positions (Chief of Staff and Chief Justice) are appointed by the Board of Directors and are not elected by members at large during the yearly election.

**A. Executive Officers**

Executive Officers serve as chairs of various AS Committees and work closely with one another and with members of the Board to advance initiatives in service of the student body. Executive Officers meet regularly with AS staff and campus administration to gain knowledge and insight of issues that affect students, and bring that work to their committees to be addressed in a thoughtful manner.

- President
- Vice President, Internal Affairs
- Vice President, External Affairs
- Vice President, Finance
- Vice President, Academic Affairs

**B. Issue Directors**

Issue Directors work closely with Executive Officers and other Board members to bring awareness and forward initiatives in various sectors of the campus and campus life. Issue Directors are assigned to specific issues that affect our students, and work with AS staff, campus administration, and the Board to ensure that proper resources and attention are being given to these areas.

- Director of Government & Community Relations
- Director of Health, Recreation, and Wellness
- Director of Sustainability & Basic Needs

Director of Facilities & Operations  
Director of Social Justice & Equity

### **C. College Representatives**

College Representatives serve as liaisons between the students of individual academic colleges, their college administration, and the University administration to ensure that the needs of students within the various academic colleges are being met. College Representatives are expected to meet on a semi-regular basis with their College Administrators, as well as hold space for feedback from students within their college to ensure appropriate advocacy efforts on behalf of students.

Graduate Representative  
Business Representative  
Education Representative  
Ethnic Studies Representative  
Health & Social Sciences Representative  
Liberal & Creative Arts Representative  
Science & Engineering Representative

### **D. Student Organization Representative**

The Student Organization Representative serves as liaison between the various recognized student organizations on campus, Associated Students, and the SFSU Administration. The Student Organization Representative is expected to serve as the Vice Chair of the Finance Committee, help student organizations understand/ encourage them to apply for student org funding, and advocate for student org needs to further enrich the co curricular experience of students at SFSU.

## **ARTICLE IV- TERMS OF OFFICE AND REQUIREMENTS**

### **A. Terms of Office**

All student officers are elected for a one-year term commencing at 12:00am on June 1st and terminating at 11:59pm on May 31st. Appointed officers shall serve a one year term commencing on the date of their appointment and terminating at 11:59pm on May 31st. It is expected that officers will remain in their positions for the entirety of the term, including the summer months when they may not be attending classes. Additionally, members are expected to participate in Board meetings and events in person.

### **B. Mandatory Availability**

All Board members agree to maintain availability from 12pm until 4pm on Wednesday's for Board activities, including Board meetings and training.

### **C. Committee Meetings**

In addition to attending Board meetings and trainings, Board members are required to sit on a minimum of two AS committees and one University Committee. For clarity, serving as the chair of an AS committee counts towards the minimum two AS committee requirements.

#### **D. Office Hours/ Outreach**

In order to ensure accessibility and transparency with the student body, all Board members must hold weekly office hours and outreach in accordance with the most recently updated Office Hours and Outreach Policy.

#### **E. Monthly Report**

In order to aid with transitions and keep Board members and the public informed of work that members are conducting, all Board members must submit at least one written report per month to be included in the Board agenda for publication. This report should outline meetings and discussions held, goals, and how the member is working on behalf of the student body to advance their interests.

#### **F. Enforcement Mechanism**

Failure to serve in accordance with the above requirements will result in discussion, probation, and possible removal from office.

## **ARTICLE V - CANDIDATE ELIGIBILITY AND QUALIFICATIONS**

#### **A. Eligibility Check**

All eligibility checks are conducted and determined solely by the Dean of Students, and all issues or disputes regarding eligibility must be resolved with the Dean of Students' office directly. Candidates and Board members cannot be on academic, disciplinary, or administrative probation to run for or maintain their position. Eligibility checks are conducted prior to allowing a candidate to run for their chosen position, as well as on a semesterly basis during their term of office should they be elected/ appointed.

For the election, all candidates will hear directly from the Dean of Students regarding their qualification check no later than the last day of the Qualification Period. Students that are determined to be ineligible for candidacy will have one week during the Qualification Correction Period to resolve any issues with the Dean of Students' Office directly. Associated Students does not have access to student transcripts or information, and is not responsible or able to make exceptions regarding eligibility.

#### **B. GPA and Unit Load**

Per CSU Policy, all candidates and Board members must hold and maintain a 2.0 semesterly GPA to run for office and remain in office if elected/ appointed to the Board of Directors. Undergraduate students must maintain at least six (6) semester units per term; Graduate and credential students must maintain at least three (3) semester units per term.

### **C. Candidate Residency**

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.

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.

### **D. Maximum Allowable Units**

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.

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.

### **E. Additional Executive Officer Requirements**

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.

### **F. Additional College Representative Requirements**

All students seeking to serve as College Representatives must be a declared major in the college they seek to represent.

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 year enrolled in a graduate program.

## **ARTICLE VI: CAMPAIGN PROCEDURES AND CONDUCT EXPECTATIONS**

### **A. Mandatory Elections Code Meeting**

All prospective candidates must attend a mandatory Elections Code meeting and sign the Code of Fair Campaign Practices prior to being allowed to run for office. The Elections Panel will make the training

accessible at various times to accommodate prospective candidates' schedules. If a prospective candidate is unable to attend one of the scheduled Elections Code meetings, they should reach out to the Elections Commissioner to schedule a 1:1 meeting before the deadline. Prospective candidates that fail to attend will not be eligible to run in the election. No proxies will be accepted. To ensure training is consistent, all sessions will be recorded, and questions and answers given during the various sessions will be transcribed and made available to all Candidates.

## **B. Candidate Responsibilities**

The following are responsibilities which fall solely on the Candidate. Additionally, each Candidate is individually responsible for remaining in compliance with all rules and regulations set forth in the Elections Code. Candidates are also responsible to ensure that their Slate and Endorsers are also in compliance with the Election Code. Candidates and Associated Students are not responsible for the actions of students-at-large that are not affiliated with campaigns or the election; such instances will be deferred to the Office of Student Conduct. Candidates, Slates, and Endorsers are held to the same standard of conduct outlined in this Elections Code. Candidates/ Slates are implicated in any grievance filed against an official Endorser and thus it is important that Candidate(s)/ Slates have clear lines of communication with their official Endorsers. No endorsement shall be considered official unless the Candidate(s)/ Slate formally accepts the endorsement.

1. Candidates/ Slates must submit **all** campaign materials and posts for approval from the Elections Commissioner prior to posting. The Elections Commissioner will respond within 24 business hours. Posting anything related to candidacy prior to approval is a violation of the Elections Code. Candidates, Slates, and Endorsers do not need prior approval to post official AS elections materials.
  - a. All submissions shall be made electronically by submitting such materials in PDF or .mp4 format by email (electionscommissioner@asi.sfsu.edu).
2. Candidates must submit all individual and Slate social media account handles to the Elections Commissioner and allow the Elections Commissioner to follow such accounts for the entirety of the election cycle to ensure compliance with Elections Code guidelines. Social media handles include all platforms, including, but not limited to Facebook, Instagram, Reddit, Discord, Twitter, TikTok, etc.
3. If a Candidate or Slate wishes to create social media accounts specific for the elections (i.e. a slate Instagram account, a candidate-specific Reddit, etc.), that social media account cannot begin soliciting followers or community engagement prior to the commencement of the Campaign Period. This kind of social media account cannot be from a previous campaign and must only be used for the current election cycle.
4. Candidates and Slates may not repost or reshare social media campaign materials to their personal, non-campaign social media accounts.



5. If a Candidate or Slate plans to outreach to students or student organizations via social media for any reason related to their campaign or candidacy, such outreach must be done from a campaign-designated and approved account. Candidates or Slates cannot use their personal social media accounts to outreach.
6. Candidates agree to uphold the Code of Fair Campaign Practices to the best of their abilities, and agree not to engage in harassing, bullying behavior of any other individual. For the purposes of this policy, “bullying” constitutes behavior that any reasonable person would consider targeted, defamatory, rude, or otherwise uncivil language or actions aimed at a specific individual or group for the purpose of advancing one's interests within the context of the election. It is recommended that candidates focus on their own platforms rather than attacking other candidates’ platforms.
7. If, for whatever reason, a Candidate becomes aware that a faculty member, staff member, Endorser, or other affiliated party accidentally does something on behalf of or for the intended benefit of the Candidate(s) or Slate, the Candidate(s)/ Slate should take appropriate action to remedy the situation through actions that may include, but are not limited to: ask that positions or statements be rescinded or clarified, that posts get taken down, etc. The Candidate(s)/ Slate must also notify the Elections Commissioner via email of the offense, who committed it, and what was done to remedy the situation in a timely fashion (i.e. within one business day of the Candidate(s)/ Slate learning of the offense). It is expected that Candidate(s)/ Slates are immediately responsive to such offenses and that they do everything to remedy the situation as soon as it is brought to their attention. This acknowledgement on behalf of the Candidate(s)/ Slate does not necessarily absolve the Candidate(s)/ Slate should a grievance be filed against them for these actions, but it demonstrates no ill will or intention on behalf of the Candidate(s)/ Slate, and will be considered by the Judicial Council as an acting in good faith. Depending on the scale and severity of the offense, Candidate(s)/ Slates may face potential disciplinary action as decided by the Judicial Council and in accordance with the Grievance Policy.

### **C. Fair Campaigning**

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.

1. 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.
2. Candidates employed by Associated Students, University, or University vendors shall not campaign during employment hours or use their position to influence the election. Residential Assistants (RAs) may have additional restrictions placed upon them by Campus Housing, but regardless, are not allowed to campaign in any manner that takes advantage of their position of authority to solicit votes from students.

3. 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 but cannot endorse or forward individual candidates' materials or candidacy information.
4. 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. Candidates/ Slates do not need to be directly affiliated with instructors to reach out and ask permission to campaign during the instructor's classes.
5. Candidates may not have faculty, staff, or anyone affiliated with Associated Students or the University send campaign emails or materials on their behalf. Such actions would constitute a theoretical Endorsement and are therefore prohibited. Candidates are responsible for ensuring that this restriction is made clear to faculty and staff that they engage with. If any staff person wishes to advertise anything related to the election, it must only be official AS Elections materials.
6. 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 shall be disqualified from the election. Students that begin campaigning prior to candidacy will get a warning that can be tacked on to official grievances should one be filed against them.
7. 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.
8. Candidates, Slates, and Endorsers shall not deface or remove another campaign's election material.
9. 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.
10. Candidates, Slates, Endorsers, or anyone affiliated with the aforementioned shall not ask, solicit, or attempt to use other Voters ballot access to vote. Attempting to or voting on behalf of another Voter is grounds for immediate disqualification (subject to Judicial Council discretion) and referral to the Office of Student Conduct.
11. 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.
12. 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.
13. 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.
14. Grievances shall be filed within the intended purpose of the Grievance procedure, as determined

by the approved Grievance Policy.

15. The use of email is permitted with the following stipulations:
  - a. 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.
  - b. Messages on social networking websites are not considered emails.
16. iLearn/Canvas shall not be used for obtaining student information, emailing, or contacting and outreaching to students.
17. Candidates may share, post, and provide the link to the ballot and official Associated Students website to Voters.
18. 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.
19. Candidates interested in campaigning during student organization meetings must get explicit written permission from the organization's leadership prior to presenting. Such correspondence should be maintained and provided to the Elections Commissioner if requested. Failure to provide proof of permission when requested will be interpreted as lack thereof.
20. 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.
21. 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.
22. Campaign posting in the J. Paul Leonard Library shall only be permitted on public bulletin boards and with appropriate permission from library staff. All other forms of campaigning shall adhere to the Code of Conduct (<https://library.sfsu.edu/code-of-conduct>) set forth by the facility.
23. 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 Endorsers 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>).

24. Campaigning in any form and posting campaign materials inside the Mashouf Wellness Center (MWC) shall not be permitted. Candidates, Slates, and Endorsers are allowed to campaign outside the MWC but must remain at least 30 feet away from the entrance at all times. Posting campaign materials on the exterior of the MWC building or on any surface that is not a designated flier posting site is not permitted.
25. 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.
26. 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.
27. 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.
28. All physical campaign material should be removed within forty-eight (48) hours of the closing of polls.

## ARTICLE VII - WITHDRAWAL OF CANDIDACY

Candidates may withdraw from the election by informing the Elections Commissioner ([electionscommissioner@asi.sfsu.edu](mailto:electionscommissioner@asi.sfsu.edu)) of their intent to do so in writing via email 72 hours prior to the start of the Voting Period. Candidates can rescind their candidacy at any time, but we cannot guarantee that their name will be removed from the ballot if notice is given after the start of the voting period.

## ARTICLE VIII - ENDORSEMENTS

Endorsements are official stances from student organizations on campus in support of particular Candidate(s) or Slate. No student organization can post or repost specific Candidate or Slate campaign material on their official website, social media, or other platforms without first filing with the Elections Commissioner using the Endorsement Form. This does not restrict individual students belonging to student organizations from supporting their preferred Candidate(s) or Slate. Slates cannot Endorse candidates that do not officially belong to their Slate. Endorsements are limited to an official stance of an organization. Endorsers may repost or post specific Candidate or Slate campaign materials with the permission of those that they are seeking to endorse. All materials must be approved by the Elections Commissioner prior to initial posting. For the purposes of this Elections Code, an Endorsement is when a recognized student organization of SFSU gives public approval or support for Candidate(s) or a Slate in the election. Candidates/ Slates cannot hold events in conjunction with a student organization if they are using AS funding or funded materials for the event. Endorsements are limited to recognized student

organizations belonging to the campus. Slates cannot solicit endorsements from student organizations that have already endorsed another slate. Endorsers cannot endorse two candidates for the same position.

If a student organization chooses to rescind their endorsement(s), they must do so by first alerting the Elections Commissioner and Candidate(s)/ Slate via email; these shall be considered effective immediately. The Endorser then has 24 business hours to delete and/ or remove all posts or fliers endorsing the Candidate(s)/ Slate in question. Likewise, the Candidate(s)/ Slate must also delete all materials affirming the Endorsement within 24 business hours of the official email notification. Failure by the Candidate(s)/ Slates to delete/ remove these materials in the given timeframe shall be considered a violation of the Elections Code. If an Endorser wishes to endorse another party, they may do so beginning 72 hours after officially rescinding their endorsement, but must refile in accordance with the Elections Code.

Endorsements by entities or groups outside of the campus will not be considered, and Candidate(s) or Slate(s) must not accept or allow these forms of Endorsement. Accepting an endorsement from an entity not affiliated with SFSU is a violation of the Elections Code, and shall be forwarded to the Judicial Council for adjudication and possible disciplinary action, which may include disqualification from the election.

Endorsers should inform Candidate(s) and Slate(s) before they officially file to ensure the Candidate(s) and Slate(s) accept their endorsement. Candidate(s) and Slate(s) will be notified via email by the Elections Commissioner once an Endorsement Form has been filed. An official list of Endorsements shall be made public and updated frequently on the AS Elections website. Furthermore, it is the responsibility of the Endorsers and those that they endorse to ensure compliance with all pertinent sections of this Elections Code. For the purposes of the Election, grievances filed against official Endorsers implicate the Candidate(s) and/or Slate(s) in their actions, as the Endorsers officially represent the Candidate(s) and/or Slate(s) they endorse.

## **ARTICLE IX - 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 starting the day the Masterlist of Candidates is released and up to 5pm on the Wednesday of 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.
- 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.

## **ARTICLE X - RESTRICTIONS AND ROLE OF ASSOCIATED STUDENTS**

Associated Students' staff, offices, supplies, logo, money, or affiliation cannot be utilized for the benefit of any candidate. This includes, but is not limited to, wearing or using the AS logo while campaigning, utilizing AS office space or supplies to create/ distribute campaign materials, utilizing any AS platform (virtual or in person) to advocate for specific candidate(s) or slate(s), etc. All individuals associated with AS must maintain reasonable neutrality regarding the election, candidates, slates, or endorsements while working on behalf of AS. This does not include student staff members advocating for their preferred candidate(s) or slate(s) on their private social media or at any point while not on the clock or actively working on behalf of AS.

Student staff and incumbent Board members cannot campaign or advance their or anyone's candidacy or slate while working in any capacity on behalf of Associated Students. Incumbent Board members running for re-election must make every effort to separate their campaign from current work and fulfill the obligations of their office without interference.

In regards to the Election, Associated Students as a collective through the Elections Commissioner, Elections Panel, Judicial Council, and other bodies and departments assigned to work on the Election, shall do everything in their power to oversee and ensure a free and fair election process. The rules and restrictions outlined in this policy are under the purview of AS and the Judicial Council unless otherwise stated. All matters dealing with students-at-large not officially affiliated with Candidates/ Slates/ Endorsers, campus partners, or affiliates not under the jurisdiction of Associated Students will be deferred to appropriate campus or external entities. The Judicial Council can only make rulings as it relates

specifically to the election and will defer all other matters to the Office of Student Conduct or other appropriate entities depending on the nature of the offense.

## **ARTICLE XII - ELECTIONS COMMISSIONER AND ELECTIONS PANEL RESPONSIBILITIES**

### **A. Role of the Elections Commissioner**

The Elections Commissioner is a student staff member of AS that is directly supervised by the AS Leadership Development Coordinator. They are tasked with the following duties, all in the interest of ensuring that the AS election is transparent and fair, and that all Candidates/ Slates/ Endorsers are held to the same standard of conduct:

1. Provide training(s) for all Candidates, Election Panelists, and Judicial Council members on the Elections Code to ensure that everyone is informed of the guidelines and expectations outlined in this policy
2. 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.
3. 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.
4. Conduct all regular and special elections within the provision of this Election Code and the Bylaws;
5. Work with and provide guidance to the Associated Students to form an Elections Panel
6. 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;
7. Refer all infractions, quarrels, disputes, and disagreements involving campaigns and elections, as well as filed Grievances to the Judicial Council within one business day for adjudication;
8. Receive and address questions or concerns regarding this Election Code and Associated Students elections;
9. Oversee and facilitate all election related events indicated on the approved Associated Students Election Timeline;
10. Review and provide approval of all campaign materials to ensure compliance with this Elections Code within one business day with the following stipulations:
  - a. Should the Elections Commissioner or Candidate/ Slate seek a second opinion on

whether a set of materials is permissible, the Chief Justice in collaboration with the Elections Commissioner shall review for final approval

- b. If the Elections Commissioner and Chief Justice are not in agreement, the matter is deferred to the AS Executive Director (or designee) for final decision
  - c. Authorize stamping/signing off of physical campaign materials and posts by designated staff.
11. 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;
  12. Reserve the right to actively monitor, approve and/or prohibit the distribution of campaign materials to ensure ethical appropriateness and fairness;
  13. 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.
  14. 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.

Complaints against the Elections Commissioner, or an employee on the election staff, shall be filed with the Leadership Development Coordinator via email ([christine@asi.sfsu.edu](mailto: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.

## **B. Role of the Elections Panel**

In an effort to better plan and diversify outreach activities related to the election, the Elections Commissioner will help provide guidance for an Elections Panel composed of professional AS staff members, student staff members, and student at large volunteers. Membership is as follows:

- At least 1 representative from the AS Communications Department
- At least 1 representative from the AS Event Service Department
- AS Leadership Development Coordinator or designee
- AS Chief Justice
- AS Elections Commissioner
- Student-at-large volunteers

In all instances, members of the Elections Panel are held to a high standard of conduct and must avoid all potential conflicts of interest to ensure the election is fair and equitable. This includes, but is not limited to, not seeking elected office during the election cycle, not endorsing or campaigning on behalf of any Candidate/ Slate, and maintaining reasonable neutrality regarding all aspects of the Election process. For clarity, no Board members other than the Chief Justice may participate on the Elections Panel.



The Elections Panel will be chosen following a simple application process administered by the Leadership Development Coordinator and Elections Commissioner to confirm that volunteers understand their role on the Elections Panel and that they do not hold a conflict of interest. Recruitment for the Elections Panel will end with the beginning of the Campaign Period to ensure that all members of the Elections Panel receive the same training and preparation before the election starts.

The role and responsibilities of the Elections Panel are as follows:

1. Attend a mandatory training on the Elections Code hosted by the Elections Commissioner
2. Plan outreach events to inform students of the AS Election, the voting period, and the different Candidates
3. Plan and host a series of Candidate Debates/ Open Forms
4. Additionally, the Elections Panel is tasked with advertising the AS Election, promoting official Associated Students elections materials, as well as helping to organize elections related events to inform students about running for office as well as encouraging students to vote

## **ARTICLE XIII - VOTING AND ELECTIONS RESULTS**

### **A. Voting Procedures**

San Francisco State University students may vote with a valid student ID number. Students are only permitted to vote once throughout the entire Voting Period. Ranked Choice Voting shall be used to administer elections. 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, Issue Director Candidates, and Student Organization Representative 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.

## **B. Polling Places**

Due to the COVID-19 induced hybrid modality, voting shall take place digitally and be accessible online for all Voters. If COVID-19 restrictions allow, AS will also make every effort to have a physical voting location accessible in the Cesar Chavez Student Center during business hours. 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.

## **C. Ballot Count Reporting**

Ballot counts will be provided each day of the election period except the first day. The count shall be posted on the AS website and may appear on AS social media.

## **D. Unofficial Election Results**

The unofficial election results shall be made available on the Associated Students website by noon on the first business day after the closing of the polls. Results are considered unofficial until all grievances have been adjudicated by the Judicial Council in accordance with the Elections Code and Grievance Policy. Once all Grievances have been settled, the election results shall become official.

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.

## **ARTICLE XIV - GRIEVANCES**

All Grievances must be submitted in writing utilizing the Grievance Form within 72 hours of the alleged violation. Grievances are limited to violations of the Elections Code, Code of Fair Campaign Practices, and rules and restrictions set forth and communicated to Candidates by the Elections Commissioner following the procedure outlined in this policy. After reviewing the Grievance to ensure that all sections are properly filled, the Elections Commissioner will then forward the documents in their entirety to the Judicial Council, who will hold an open meeting with the Claimants and Defendants to hear arguments, see evidence, and adjudicate the Grievance in accordance with the Grievance Policy. If the Elections Commissioner determines that the filed Grievance is incomplete or lacking information, they will contact the Claimant to further clarify/ instruct on what is necessary for the Grievance to be considered. If it is determined that the matter falls outside of AS's scope of authority, such cases will be forwarded to the

appropriate campus or external entity, and the Claimant will be informed of such actions and instructed on next steps if relevant.

Those seeking to file a Grievance should review the Elections Code and make a concerted effort to pinpoint which section(s) are in violation either through citation, direct quotation, or both (i.e. Article VI, Section C. 21, “Campaign posting in the Mashouf Wellness Center (MWC) shall not be permitted.”). Note that a single Grievance may be in violation of multiple sections of the Elections Code; it is in the Claimants best interest to reference all relevant sections in their Grievance Form. Individuals filing the Grievance should also make every effort to provide pertinent information, statements, and evidence to better demonstrate their claim. Such evidence may include, but is not limited to, witness statements, photos, screenshots, etc.

All determinations by the Judicial Council shall be considered final unless formally appealed in accordance with the Grievance Policy. All determinations by the Judicial Council will strictly adhere to the Elections Code, Code of Fair Campaign Practices, and rules and restrictions as communicated to all Candidates by the Elections Commissioner. To ensure consistency, all members of the Judicial Council and Elections Panel shall receive the same training on the Elections Code as the Candidates during the mandatory Elections Code meetings, and shall receive copies of all written correspondences sent by the Elections Commissioner to all Candidates pertaining to the Elections Code and its application. This may include, but not limited to, clarification of what a specific section means, further explanation of how the Elections Code is being implemented, any changes or interpretations of what is written in the Elections Code and how it is being applied, etc.

The deadline to file a Grievance related to Candidate(s)/ Slates is the 24 hours following the end of the Voting Period as specified in the Elections Timeline, 11:59pm. Grievances specifically pertaining to the unofficial elections results or vote tabulation must be filled within 24 hours of the publication of the unofficial election results. Grievances filed after these time frames shall not be considered.

## **ARTICLE XV - ELECTIONS TIMELINE**

In order to ensure consistent guidance and to better institutionalize the AS Election, the timeline will remain closely consistent with historical timelines, but allow for minor variation based on best recommendations by staff to align with/ accommodate the academic calendar. Once published, the timeline will be strictly upheld unless amended by the Elections Commissioner and Executive Director in accordance with this policy. A timeline with the specific dates shall be made available before the beginning of the Elections season each year for transparency.

## **RUNNING FOR OFFICE FAQs**

### How to Run for Office:

1. Learn about the different positions by reviewing the Board Duties & Expectations Policy
2. File for candidacy using the Candidacy Application Form
3. Receive confirmation from the Dean of Students to ensure you meet the minimum qualifications to run for/ hold office
  - a. If there is an error that you wish to correct, contact the Dean of Students' office to resolve the issue before the end of the Qualification Correction Period
4. Attend a mandatory Elections Code meeting to ensure familiarity with the restrictions and responsibilities of being a candidate
5. Notify the Elections Commissioner of any social media handles that you will use to campaign
6. Ensure that all campaign materials are emailed to the Elections Commissioner ([electionscommissioner@asi.sfsu.edu](mailto:electionscommissioner@asi.sfsu.edu)) and receive approval prior to posting!
7. If you find like-minded individuals and you would like to run as a Slate, file a Slate Form before the deadline.
8. If you notice that a Candidate/ Slate/ Endorser is in violation of the Elections Code, file a Grievance using the Grievance Form to hold them accountable; **do not** take it upon yourself to hold others accountable for violating the Elections Code.
9. Attend and participate in events hosted by the Elections Panel, including candidate debates.
10. Encourage students to vote during the voting period by posting your own materials and resharing official AS Elections promotional materials

### How to Form a Slate:

1. When you are considering running for office, talk with fellow student leaders or peers that may be interested in also running for office. Candidates will also have the opportunity to meet one another during the mandatory Elections Code meeting!
  - a. Note that Slates do not have to fill every vacant position and may comprise as few as two candidates.
  - b. It is recommended that Slates run on a similar platform to better educate the student body on what you and your fellow members wish to accomplish/ stand for.
  - c. Only one candidate per position can run on the same Slate
2. Once you've assembled individuals that wish to run on a similar platform or together as a group, choose a designated Slate Manager that will be responsible for filing the Slate Form by the deadline. You must file this form for your Slate to be officially recognized.
3. Keep in contact with members of your Slate! Promote each other's approved posts. Discuss platform ideas or strategies if you so desire. You chose to run alongside these student leaders, so work together to bring attention to your cause and candidacies!
  - a. Note that individuals are elected, not Slates, so students are free to choose the individual they wish to vote for on the ballot and are not locked into voting for all members of a singular Slate.

### How to Endorse a Candidate:

1. Connect with Candidates/ Slates and learn about their platform prior to considering formally endorsing them.
2. Receive permission from the Candidates/ Slate your organization wishes to Endorse to ensure that they accept your Endorsement
3. Ensure that all members of the organization are familiar with this Elections Code as violations made by an official Endorser can result in a formal Grievance against the Candidate(s)/ Slate they are endorsing
4. Have officers of the organization (i.e. President or other executive member authorized to make decisions on behalf of the organization) file an official Endorsement Form before the deadline.
5. Make sure that all campaign materials that you are reposting are in compliance with this policy and that they have been approved by the Elections Commissioner prior to posting
6. Share official Voter information with students to encourage them to vote!

### **Where can I learn more about the different positions?**

Information on all elected and appointed Board positions can be found in the Duties & Expectations Policy, with additional information available in the AS Bylaws.

### **How do I file for Candidacy?**

Fill out the Candidacy Application Form before the Filing Period Deadline specified in the Elections Timeline. The Dean of Students Office will be in contact regarding your qualification status. If your qualification check comes back meeting the minimum requirements to hold office (pg. 6-7), a staff person from Associated Students will be in contact regarding next steps, including information for the Mandatory Elections Code meeting.

### **I didn't meet the qualifications but I think there was an error; what do I do?**

Please reach out directly to the Dean of Students Office to double check and get more information about why you may not be qualified. All qualification checks and corrections must be done through the Dean of Students. If there was an error, the Dean of Students Office will directly notify Associated Students of the error and change your status from unqualified to qualified. All correspondences dealing with qualification shall remain private and will not be shared outside of select staff members. Furthermore, AS staff will not know the details of why a student is not qualified; we will only receive an affirmative or negative response directly from the Dean of Students Office.

### **Do I need to get ALL my campaign materials approved prior to posting?**

**YES.** All materials must receive the explicit approval of the Elections Commissioner prior to posting. Failure to get materials approved prior to posting is a violation of this Elections Code and may result in a formal Grievance or other consequences. When in doubt, seek clarification from the Elections Commissioner prior to taking any action.

**When can I start telling people about my Candidacy?**

Following the Qualification Correction Period, beginning on the day that the Official List of Candidates is released in accordance with the Elections Timeline.

**I changed my mind and no longer want to run for office; what do I do?**

Please email the Elections Commissioner with your intention to withdraw your candidacy as soon as you make your final decision. Ideally, try to notify the Elections Commissioner at least 72 hours before the beginning of the Voting Period to ensure that your name can be removed from the ballot in time.

**I can't attend the scheduled mandatory Elections Code meeting; what do I do?**

The Elections Commissioner will record the initial Elections Code meeting and can set up a meeting with you to go over the training! Please email the Elections Commissioner so that we can set up a meeting that works for you. The Elections Code meeting is mandatory for all candidates, so it is important that you receive this training.

**I have a conflict or issue with a Candidate/ Slate that I think is in violation of the Elections Code. How do I file a Grievance?**

Read through the Elections Code and pinpoint which section(s) you believe are being violated. Gather evidence of the offense, including pictures, screenshots, witness testimony, etc. to better demonstrate the violation and to provide the Judicial Council with context. Then, file an official grievance using the Grievance Form within 72 hours of the offense. The Elections Commissioner will be in contact with follow up information, including a hearing date or if they have any clarifying questions before they move your grievance to the Judicial Council for adjudication.

**Additional questions? Email the Elections Commissioner ([electionscommissioner@asi.sfsu.edu](mailto:electionscommissioner@asi.sfsu.edu)).**

**QUICK LINKS AND CONTACTS****Application Forms:**

[Candidacy Application Form](#)

[Slate Application Form](#)

[Endorsement Form](#)

[Grievance Form](#)

**Policies:**

This is a list of pertinent policies for the AS Election and Board of Directors. Links to the following will also be available on the AS Elections website, <https://asi.sfsu.edu/elections> as well as the AS Corporate Document website, <https://asi.sfsu.edu/corporate-documents>

Grievance Policy

AS Duties & Expectations Policy

AS Bylaws

AS Code of Conduct

AS Office Hours and Outreach Policy

AS Attendance Policy

**Contact Emails:**

Elections Commissioner email: [electionscommissioner@asi.sfsu.edu](mailto:electionscommissioner@asi.sfsu.edu)

Assistant Executive Director of Governance email: [christine@asi.sfsu.edu](mailto:christine@asi.sfsu.edu)

Chief Justice email: [chiefjustice@asi.sfsu.edu](mailto:chiefjustice@asi.sfsu.edu)

Executive Director email: [arios@asi.sfsu.edu](mailto:arios@asi.sfsu.edu)

**SPRING 2024 ELECTIONS TIMELINE**

Date	Event	Details
February 17th - March 10th	Filing Period	Submit online by 5pm
As advertised	Candidate Informational Meeting	Additional dates may be offered based on prospective candidate availability
March 11th	Qualification Deadline	All candidates will be informed of their qualification status

March 11th - March 18th	Qualification Correction Period	Official notification sent to students by 5pm
March 21nd	Master list of all official Candidates	Posted and emailed to all candidates filed
March 18th - March 21st	Mandatory Election Code Meeting	Alternative dates may be offered based on candidate availability
April 11th	Slate Forms Due	5pm
April 1st - April 20th	Campaign Period	Candidates are welcome to plan over the Spring Break, but should not publish any materials prior to the start of the Campaign Period
Apr. 17th	Deadline to Withdraw	Withdrawal intent due by Noon
April 25th	Deadline to File Endorsement	Endorsement Forms due by 12pm
April 14th - April 20th	Voting Period	Polls close 11:59 pm Sunday
April 21st	Unofficial election results available online @ 10am	
Week of April 21st	Mandatory Post-Election Meeting (only unofficial winners)	
April 28th - May 31st	Transition Period w/ current Board members and winners	
June	AS Summer Retreat	

Attachment A:

## CODE OF FAIR CAMPAIGN PRACTICES

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

*THEREFORE,*





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

**I SHALL NOT USE OR PERMIT** the use of character defamation, whispering campaigns, libel slander or scurrilous attacks neither on any Candidate nor their personal, nor family life.

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

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

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

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

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

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

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_