

## **University Student Union: Board of Directors Elections Procedures**

U-SU Elections Steering Committee – the U-SU Elections Steering Committee is comprised of CSI Director or designee, CCC Director or designee, two (2) students appointed by the BOD, ASI Program Coordinator, and Dean of Students or designee. This committee is responsible for providing direction for and oversight of the marketing, execution, and evaluation of the U-SU elections process. This committee will be formed at least 60 days before the election announcement.

### **I. U-SU BOD STUDENT MEMBER CANDIDATE QUALIFICATIONS/REQUIREMENTS**

1. U-SU BOD Candidates should meet all eligibility requirements set forth by the U-SU Board of Directors Bylaws Selection of U-SU Board Members- Candidate Qualifications Article 6, Section 6.03a, subsection 3-5 of the U-SU Bylaws.
2. U-SU BOD Candidates listed on the ballot cannot serve on either the A.S.I. Elections Committee or the U-SU Elections Steering Committee.
3. Each BOD candidate shall submit a completed elections packet to the U-SU Elections Steering Committee at or before the designated deadline as determined by the U-SU.
4. Each BOD candidate shall be required to attend a Candidate Orientation administered by the U-SU Elections Steering Committee.
5. Each candidate shall file a financial report by the deadline.
6. Each candidate shall be personally responsible for knowledge of the provisions of this Code and documents included in the elections packet.

### **II. FILING**

Prior to each election, the U-SU Elections Steering Committee shall:

1. Announce and publicize an opening filing period of at least two (2) weeks.
2. Prepare an elections packet for all potential BOD candidates that will include information regarding the U-SU Board of Directors committees and related responsibilities.
3. Establish deadlines for candidates to make a formal declaration of candidacy and to file the standard application forms online.

### **III. FINANCIAL PROVISIONS**

1. Each candidate shall be limited to expenditures and/or donations not to exceed \$300.
2. Financial statements shall be submitted to the U-SU Elections Committee detailing each campaign expenditure within two (2) days after the close of the voting. Said reports shall include receipts for each expenditure.

### **IV. VOTING RESULTS**

1. A single election shall be held for the eight (8) elective offices each spring.
2. The eight students receiving the greatest number of votes in the general election shall be elected to the U-SU Board of Directors. The vote shall be by simple plurality.

3. In the event that two (2) or more candidates running for a seat on the Board shall have received the exact same number of votes, there shall be a runoff. A runoff election shall take place no sooner than two (2) regular school days and no later than 10 school days after the primary election. There shall be no space on the ballot for write-in candidates during a runoff.
4. Voting may occur through the use of an online process, in accordance with the user terms and agreement. Special circumstances dealing only with U-SU elections and requiring the use of a paper ballot shall be determined by the U-SU Elections Steering Committee.

V. CAMPAIGNING AND PUBLICITY

A. General Policies

1. Campaigning and publicity will be conducted in a spirit of good sense and good taste.
2. All campaigning will be done in accordance with all university policies and procedures.
3. All illegal or improper campaign material will be immediately removed and properly disposed of.
4. All campaign flyers, billboards and other items will be taken down or removed from campus by 4:30 p.m. sharp the Thursday following the election days. Recycling of unused paper related marketing materials is appreciated and encouraged.
5. Campaigning activities during an A.S.I./U-SU election are limited to current, matriculated students of this University.
6. Personal campaigning during the three election days will take place outside of all university buildings. The exception will be if the candidate has scheduled, with a president or professor, to meet an organization, club or their class to discuss their candidacy. Any violation of this policy may result in a fine being assessed at the discretion of the U-SU Elections Steering Committee.
7. To ensure that the flow of traffic in and out of campus buildings is in no way inhibited, no campaigning or publicity shall be permitted within 25 feet of any campus building.
8. BOD candidates may not advertise on U-SU Information Screens.
9. Any candidate, slate, or campaigner may not escort a voter to any location where a student may vote. Any violation of this policy will result in a fine being assessed at the discretion of the Elections Committee.
10. In conformity with the laws of the state of California, support or endorsement of any U-SU candidate/ slate by any faculty, staff, administrator, university department and/or university auxiliary is strictly prohibited. Examples include but are not limited to:
  - a. Students campaigning while working on campus.
  - b. Flyers being distributed or posted in university businesses, department and/or faculty offices
  - c. Faculty, staff, or administrators speaking in support of any particular candidate and/or slate

11. All emailing that is campaign related or that involves the campaign of a candidate/ slate is to adhere to the university's policy on electronic media and posting.
12. All web pages that are related to, created for, and/ or found to involve a candidate's/ slate's campaign must follow the university's policy concerning electronic media and posting. The web pages should display candidate statements and/ or slate platforms.
13. All U-SU funded events will be non-partisan. If a U-SU funded event has been found to invite, schedule, and/or permit a candidate/slate to speak or campaign then the event must permit all candidate(s) slates to speak or campaign.
14. All handouts must be approved by the U-SU Elections Steering Committee and adhere to current campus policies related to time, place, and manner, and must be disclosed in the candidate's financial statement.

B. Elections Information

1. The U-SU Elections Steering Committee will annually prepare procedures for the establishment, security and publicizing of Elections Information Tables.
2. Voting information and times shall be determined by the U-SU Elections Steering Committee in conjunction with the A.S.I. Elections Committee.

C. Meet & Greet

A Meet & Greet may be held to allow candidates to interact with and be interviewed by members of the University Times. The date and time of this event is to be determined by the U-SU Graphics & Marketing Director.

VI. DISCIPLINARY PROCEDURES:

- A. Complaint(s) shall be filed in writing on the official U-SU Elections Complaint Form. The completed Form and required information shall be submitted via the individual's Cal State LA email account to [USU@calstatela.edu](mailto:USU@calstatela.edu). The official email "reply" from [USU@calstatela.edu](mailto:USU@calstatela.edu) shall serve as proof of the email correspondence, but not completion or eligibility of the complaint.
  1. All complaints must be filed no later than twenty four hours after violation was committed and/or 7pm of the last day of voting.
  2. Complaints must list which provisions of these Election codes the defendant allegedly violated.
- B. The U-SU Elections Steering Committee shall have general supervisory authority over the conduct of the election of U-SU.
- C. The U-SU Elections Steering Committee will consider any and all complaints filed within five (5) school days of the complaint(s). The Committee will decide by majority vote if it has proper jurisdiction to hear the complaint. If the Committee determines that the complaint cannot be heard for reason of lack of jurisdiction or the complaint is ruled without merit, the Committee shall issue in their decision the reasoning behind their determination, citing the relevant section(s) of the Elections Code when applicable.

## VII. JUDICIAL ACTION

- A. The U-SU Elections Steering Committee may initially take any or all of the following remedial actions:
  - 1. Issue a formal, written warning.
  - 2. Issue a formal, public letter of reprimand.
  
- B. If the preceding proves insufficient, the U-SU Elections Steering Committee (in consultation with the U-SU Elections Advisor) may, by a two-thirds (2/3) vote of the total voting membership then take the following action:
  - 3. Disallow a member-elect from assuming office.
  
- C. Actions 3 may be appealed to the U-SU Board of Directors, but request for such appeal must be filed within (5) working days after the decision of the U-SU Elections Steering Committee has been made. The U-SU Board of Directors shall have final jurisdiction over appeals.
  
- D. Minor violations of the Election Code must be corrected within 24 hours from the time of written complaint of such violation. These minor violations may include, but not limit to:
  - 1. Posters partially or completely covering other campus notifications, department notifications, or other candidates' flyers.
  - 2. Posting on trees, building walls, pillars or doors.
  - 3. Posting on any cement walls or other textiles (posts, pillars, waste receptacles) on or around campus.
  - 4. Chalk the campaign on the concrete walkway.
  - 5. Placement of any posters without prior U-SU Elections Steering Committee approval.
  - 6. Four minor violations will equal one major violation.
  
- E. Major violations may include, but are not limited to:
  - 1. Use of menace, force, threat or any unlawful means towards any voter to hinder or deter such voter from voting, or directly or indirectly offering any bribe, reward, or anything of value to a voter in exchange for the voter's vote for or against any candidate.
  - 2. Tampering or alteration of any official election material or ballot without authorization.
  - 3. Failure to adhere to U-SU campaign spending limits.
  - 4. Submitting a false expenditure form. This includes submitting an expenditure form that does not include all expenditures up to the specified date.
  - 5. Removal or defacement of lawfully placed political advertising without authorization.
  - 6. Violating the Cal State LA university policies and procedures.
  - 7. Interference with the academic instruction of University classes.
  - 8. Violating state or federal phone solicitation laws.
  - 9. Other gross or intentional misconduct as perceived by the U-SU Elections Steering Committee of such violation.