

**ASSOCIATED STUDENTS, INC.**  
California State University, San Bernardino  
5500 University Parkway  
San Bernardino, CA 92407

**BOARD OF DIRECTORS  
AGENDA**

February 14, 2025  
10:00 a.m.

Santos Manuel Student Union North  
Student Chambers – 3305

Zoom Option: <https://csusb.zoom.us/j/88634712385>

**Call to Order**  
**Roll Call**  
**Approval of Minutes**  
**Adoption of Agenda**  
**Executive Officer Reports**  
**Executive Director Report**  
**Open Forum (5 minutes/speaker)**  
**Guest Speaker**

**NEW BUSINESS:**

- BD 08-25** Appointment of Alondra Lopez as a Board of Director representative to the ASI Personnel Committee. (Action) (Rendon)
- BD 09-25** Appointment of Melis Yurdakul as a Board of Director representative to the ASI Finance Committee. (Action) (Hudson)
- BD 10-25** Appointment of Matthew Calhoun as the ASI Elections Committee Chair. (Action) (Fajardo)
- BD 11-25** Revision of the ASI Elections Policy and Procedures. (Action) (Policy Committee) (First Reading)

**Reports:** Board of Directors, ASI Committees and Campus-wide Committees

**ANNOUNCEMENTS**

**ADJOURNMENT**

# Student Employment Application

On behalf of the Associated Students, Inc., we thank you for your interest in joining our team. Before proceeding, please take a moment to review our academic involvement requirements below.

[Academic \(GPA & Unit Load\) & Conduct Requirements \(Click to download\)](#)

It is important that you understand our eligibility requirements prior to applying, as failure to meet any of these can lead to a delay in your application or rejection. Eligibility may vary for each position.

You can only submit one application per position. For more information on each position, click on the following: [Job Descriptions](#)

All questions regarding involvement in ASI can be sent to [asi-hiring@csusb.edu](mailto:asi-hiring@csusb.edu).

## Applicant Information

Please select which position you are applying for.

Elections Chair

Name

Matthew Calhoun

Coyote ID

Email

Phone

Address

When is the best day and time to reach out to you?

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Junior

05/26

## Employment History

### Previous Employer(s)

#### Employer 1

Name of Employer

Greg Rosati

Position

Pizza Delivery Driver

Date Started

4/1/2023

Date Ended

## Reason(s) for Leaving

May we contact this employer?

Yes

Supervisor Email Address

## Supplemental Questions

**Please describe the qualities that make you an eligible candidate for the position that you are applying for. Include any relevant experience, previous roles, coursework, etc.**

I am very comfortable with the Microsoft Suite and I have experience using excel to measure the success and progress of projects. My oral and written communication skills are very good. During the fall 2024 semester I took applied business communications (MGMT 3500) which was very focused on presentations and speaking in front of crowds which I excelled in and received an A in the class and several A's on my presentations. I am a strong independent worker and I am at my best when put in a team working with others.

**Please describe how you plan to promote and facilitate a fair student government election for ASI.**

I plan to promote and facilitate a fair, transparent, and engaging election process that would encourage students and candidates to participate. To achieve this I plan on focusing on facilitating equal opportunities for candidates, encouraging accessibility and inclusivity, and maintaining accountability. To ensure that all candidates have an equal opportunity I would guarantee all candidates have access to the same resources such as promotional materials and opportunities to participate in candidate forums or debates and providing clear and consistent guidelines regarding campaign conduct. By ensuring voting is accessible to all students, including those with disabilities or limited access to campus resources as well as multilingual materials, this will encourage accessibility and inclusivity for a diverse student population. In order to maintain accountability I would address any grievances or complaints fairly and promptly, provide updates about the election process, and stay transparent throughout the entire election process.

## Supplemental Documents

**Class Schedule (term applying for)**

Spring 2025 Schedule.png

**Resume**

Calhoun, Matthew - Resume.docx

**Cover Letter (Optional)**

**Letter of Recommendation (Optional)**

**Portfolio**

## Academic Consent Authorization

**ASI believes that the academic responsibility of a student should always remain a priority. Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.**

**Please acknowledge one of the following**

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

## **Student Conduct Consent Authorization**

**ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application pool.**

**Please acknowledge one of the following**

I certify that I meet the student conduct requirements mentioned above and consent for ASI to review my conduct record if needed.

**Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)**

Word of mouth

## Matthew Calhoun

### Skills

- Windows OS
- Linux OS
- Proficient in Microsoft Suite
- Leadership
- Business Communication

### Education

August 2024 -

**California State University San Bernardino, San Bernardino CA - B. S. Information Systems and Technology (National Security Concentration Program)**

Cyber Intelligence and Security Operations Club (CISO)

Team Member – Worked on reverse engineering malware

July 2021 - June 2024

**Mt. San Antonio College, Walnut CA - Information Systems and Technology**

### Experience

April 2023 - PRESENT

**Sal's Pizza, Rancho Cucamonga**

- Drive excellent customer service through efficient order taking and delivery
- Effectively planning orders and communicating amongst the team of 6-11 employees per shift to ensure timely deliveries which can be anywhere from 10-18 deliveries on my own per shift.

September 2022 - April 2023

**Western Hills Country Club, Chino Hills**

- Managing 2-4 Cart Barn employees per shift
- Lead Tournament and Events managing 60 to 100+ attendees
- Enforced Code of Conduct such as dress code through approachable communication

## Elections Policy & Procedures

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**Last Updated:** 2/16/2024

**Board Agenda ID:** BD 13-24

**Scope:** This policy applies to all corporate members who run for an ASI office or those other members who in any way may impact ASI elections or sponsored referenda.

**Purpose:** To establish the election procedures upon which all Associated Students, Inc. (ASI) elections (general and special), will be operated, and to establish the qualification and criteria for all ASI candidates for office. Elections are at the very heart of governing the corporation and its operations; consequently, this policy has been created to ensure that strict standards in the conduct of ASI elections are stated and enforced. Should there be any conflict between this policy and the ASI bylaws, the ASI Bylaws will prevail.

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### A. Elections Committee Purpose and Responsibilities

#### 1. Elections Committee Appointment and Tenure

- a. All student members of the Elections Committee are appointed by the ASI President and approved by a majority vote of the ASI Board of Directors.
- b. Members may only serve one year term appointments, concurrent with the ASI Presidents term of office.
- c. Members shall not take part in any campaign for or against any candidate(s) or ballot issue(s) during their term in office, with the exception of the right to vote.
- d. Members who are a part of the same organization as a candidate running for office must disclose the information to the ASI Elections Committee Chair prior to their confirmation by the ASI Board of Directors (BoD). Failure to disclose any affiliated information will result in the immediate removal of a committee member.
- e. Any person who is a member of the Elections Committee at any point during an academic year is ineligible to run within that same academic year.
- f. Members may be suspended by the Elections Committee Chair for violating elections policy.

#### 2. Elections Committee Membership

- a. Elections Committee Chair (may only vote to break ties).

- b. A minimum of three (3) students-at-large (who are not employed or already serving within ASI in any capacity). These students are appointed by the ASI President and subject to a majority vote of approval of the filled voting positions present at the BoD meeting. (Voting)
- c. Three (3) members of the ASI BoD who are not running in the election (including re-election) confirmed by a majority vote of the filled voting positions present at the BoD meeting (Voting)
- d. Director of the Office of Student Leadership and Engagement or their designee serving as an advisor (non-voting).
- e. Director of Student Conduct and Ethical Development or their designee serving as an advisor (non-voting).

### 3. Elections Committee Responsibilities

- a. Members shall administer and interpret the Elections Policy and ensure the fairness of the election and the adherence by the candidates to the elections regulations established by the ASI BoD through the Bylaws and this policy.
- b. Members shall hear all formal complaints, deliberate, and render decisions concerning disputes and violations related to Elections, the ASI Bylaws, and applicable university rules and regulations.
- c. Members shall recruit students to run for office in the ASI Elections.
- d. At the direction of the Elections Committee Chair, the Elections Committee shall:
  - i. work with the ASI Productions Team to develop an elections marketing plan including a theme, materials, and key information designed to inform the student body about an upcoming election.
  - ii. make marketing presentations in classrooms and at club/organization meetings to publicize election information.
  - iii. recruit ASI members, who are not running in the elections, to help with election publicity and marketing.
  - iv. publicize voting information, election dates, election times, and election locations, no less than four business school days before each election.
- e. Prior to each general election, the Elections Committee Chair, with the assistance of the Elections Committee, will:
  - i. Establish timelines for applicants to file the online application form and make a formal declaration of candidacy.
  - ii. Announce and publicize an open application filing period of at least ten (10) business days (two calendar weeks).
  - iii. Prepare the online application form to run for ASI office, and include the following files:
    - 1. ASI Elections Policy
    - 2. General Elections Calendar
    - 3. Candidate Expense Forms

4. Elections Committee Chair Appointment and Tenure
  - a. The Elections Committee Chair shall be appointed by the ASI President and approved by a majority vote of the ASI BoD.
  - b. The tenure of office for the Elections Committee Chair shall be one year, to be concurrent with the term of the President who appoints them. In the event of a vacancy, the ASI President may issue a non-renewable 30-day appointment to fill the position until a new Elections Committee Chair is approved by the ASI BoD.
  - c. The Elections Committee Chair may not hold any other elected ASI office nor be eligible for election to any ASI office. They may not take part in any campaign for or against any candidate(s) or ballot issue(s) during their tenure in office, with the exception of the right to vote.
  - d. The Elections Committee Chair is advised by the ASI Executive Director as well as the ASI Advisor (Dean of Students), or their designee.
5. Elections Committee Chair Responsibilities
  - a. Serve as Chair of the Elections Committee.
  - b. Be a non-voting, temporary member on the ASI Board of Directors.
  - c. Administer the Elections Policy and ensure the fairness of the election and the adherence by the candidates to the elections regulations.
  - d. Assist students in application process for ASI elections.
  - e. Work with advisors to complete all requirements for the online voting system including ballot preparation, candidate statements and pictures, email alerts, request for voter information and institutional research data.
  - f. Arrange for the preparation of all election materials including documentation, official publicity, and marketing.
  - g. Preside over all complaints regarding elections conduct, violations of the ASI Elections Policy and/or applicable university policies and procedures.
  - h. Maintain documentation of all Elections Committee agendas and minutes, including those that address election irregularities.
  - i. Arrange for the secure handling of all election materials, including confidential information.
  - j. Coordinate requests for students needing special voting accommodations due to disability.
  - k. Oversee the purchase, management and storage of all election-related supplies.



- l. Be responsible for the proper training and instruction of Elections Committee members -- particularly in proper election procedures and in facilitating a fair and unbiased violation process.
- m. Have the power, through the Elections Committee process, to conduct a formal hearing on any candidate charged with violating any section of this policy and all policies relating to ASI and all related university policies and procedures.
- n. Publicize and make available the guidelines and policies on campaigning, campaign publicity and posting relations pertinent to the elections process.
- o. Publicize the elections schedule and all necessary filing information through the ASI webpage, no later than the first day filing opens and run through the last day of elections.
- p. Be responsible for scheduling Elections Committee members to oversee various aspects of the elections process.
- q. Coordinate and facilitate the mandatory candidate orientation meeting, which is scheduled for the purpose of distributing and explaining the various elections rules and processes to candidates.
- r. Submit election results to the ASI BoD at the first meeting following the last day of voting. The results should be considered an information agenda item and shall serve as the confirmation of results of the ASI election.
- s. Be responsible for preparing and distributing meeting agendas and minutes to the ASI Elections Committee and other relevant stakeholders.
- t. Ensure that permanent files of the minutes, election(s) results, and other historical information are kept by the ASI Office.

## 6. Elections Committee Meetings

- a. The Elections Committee shall meet weekly as voted upon by the committee during the regular semester.
- b. Quorum for the Elections Committee shall be:
  - i. At least four voting members present, including the Elections Committee Chair.
  - ii. At least one of two advisors.
- c. Voting members of the Elections Committee may have no more than three (3) unexcused absences from official meetings, hearings or other official Elections Committee obligations. Any member of the Elections Committee who has more than three unexcused absences from any Elections Committee meetings, hearings or other official Elections Committee obligations shall be considered as having vacated their seat on the Committee.

## B. Qualifications for Candidacy for an Elected Office

### 1. Academic Criteria

- a. All students running for elected office must meet the academic qualifications set by the California State University Office of the Chancellor and in adherence to ASI policies to hold office.
- b. A student must be regularly matriculated to the University, not through the College of Extended Learning, and currently attending classes at CSUSB.

### 2. Semester Units

- a. Undergraduate candidates for office:
  - i. Must be currently enrolled on campus and have completed at least one semester prior to an election.
  - ii. Earn a minimum of 6 semester units during that election year
  - iii. Undergraduate students are allowed to earn a maximum of 150 semester units required for a specific baccalaureate degree objective, whichever is greater.
  - iv. Students holding over that number of units will no longer be eligible for ASI office. This requirement applies to candidates for ASI office and incumbent office holders.
- b. Graduate and Credential candidates for office:
  - i. Must be currently enrolled on the campus and have completed at least one semester prior to an election.
  - ii. Graduate and Credential students must be currently enrolled on the campus in a minimum of 3 semester units per term to be eligible.
  - iii. Graduate and Credential students are allowed to earn a maximum of 50 semester units required for the graduate or credential objective, whichever is greater.
  - iv. Students holding over that number of units will no longer be eligible for ASI office. This requirement applies to candidates for ASI office and incumbent office holders.

### 3. Grade Point Average (GPA)

- a. Undergraduate candidates for office:
  - i. Undergraduate candidates for office must maintain a minimum of ~~2.575~~ 2.5 GPA in cumulative work as well as the semester prior to an election.
  - ii. In order to assume office, Undergraduate candidates must have achieved a ~~2.575~~ 2.5 GPA during the semester in which they were elected.
  - iii. Candidates must be clear of any probation including academic and disciplinary cases for one semester prior to running for elected office.
- b. Graduate and Credential candidates for office:
  - i. Graduate and Credential candidates for office must maintain a minimum of 3.0 GPA in cumulative work as well as the semester prior to an election.
  - ii. In order to assume office, Graduate and Credential candidates must have achieved a 3.0 GPA during the semester in which they were elected.
  - iii. Candidates must be clear of any probation including academic and disciplinary

cases for one semester prior to running for elected office.

4. Student Conduct Criteria

- a. Neither candidates nor incumbents may be on disciplinary probation.
- b. Candidates running for an elected office must be in good standing with the University with no current or pending disciplinary action with Student Conduct and Ethical Development or the Department of Housing and Residential Education.

**C. Requirements for Candidacy for an Elected Office**

1. Positions Available and Term Limits

- a. The following positions shall be elected in the general election by the student body.
  - i. One (1) ASI President
  - ii. One (1) ASI Executive Vice President
  - iii. One (1) ASI Vice President of Finance
  - iv. One (1) ASI Vice President of Palm Desert Campus
  - v. Five (5) Directors from each of the academic colleges
  - vi. One (1) Director representing Graduate Students
  - vii. One (1) Director representing Student Athletes
  - viii. One (1) Director representing Housing Students
  - ix. One (1) Director representing International Students
  - x. One (1) Director representing Students with Disabilities
  - xi. One (1) Director representing Clubs and Organizations
  - xii. Two (2) Directors representing Students at Large
- b. Each elected officer (President and Vice Presidents) may not hold an individual executive office for more than two (2) terms, whether those two terms are consecutive or non-consecutive terms, within a six-year period after the initial point of matriculation.
- c. Each elected student director may not hold individual office for more than two (2) terms whether those two terms are consecutive or non-consecutive terms, within a six-year period after the initial point of matriculation.

2. Student Director (BoD Representative) Requirements

- a. All BoD candidates must be a member of the college or major for the office which they are running; or must have filed a change of major with the Office of the Registrar by application deadline.
- b. The Athletics BoD candidates must be a former or current CSUSB student athlete.
- c. The Graduate Student BoD candidates must be enrolled in a graduate program.
- d. The Housing Student BoD candidates must be residents in good standing under the Department of Housing and Residential Education. If at any time the student no longer resides within the Department of Housing and Residential Education, then that student shall have involuntarily resigned their position and the vacancy must be filled in

accordance with the vacancy procedures of the ASI Bylaws.

- e. The Students with Disabilities BoD candidates must be registered with the office of Services to Students with Disabilities (SSD).
- f. The Club and Organization BoD candidates must be part of a club or organization on campus that is chartered through the Office of Student Leadership & Engagement (OSLE).
- g. The International Student BoD candidates must be an international student enrolled through the College of Extended and Global Education.
- h. Student-at-large BoD candidates may be any regularly matriculated student.

### 3. Petition for Elected Office (Application)

- a. Candidates for offices shall be members of the Associated Students, Inc. as defined in Article I, Section 1 of the ASI Bylaws at the California State University, San Bernardino.
- b. No member of the Associated Students, Inc. can be a candidate for more than one office. In order to run for office and be placed on the ballot, students must submit an “Application for Elected Positions with ASI” with the following completed forms/acknowledgements to the office of Associated Students, Incorporated:
  - i. Candidate Application.
  - ii. “Statement of Declaration” agreeing to all the responsibilities for their respective office as outlined in Article III and Article IV of the ASI Bylaws.
  - iii. “Candidate Statement” of no more than 150 words that will be used as ballot information and on the ASI webpage.
  - iv. Elections Policy Acknowledgement Form agreeing to the regulations set forth on this policy and to a fair election.

### 4. Mandatory Candidate Orientation

- a. All candidates are required to attend a mandatory candidate orientation meeting. Failure to attend will result in the disqualification of the candidate to run for office and from the ballot. Exceptions (class schedule, medical or other emergencies) can be made by the Elections Committee.
- b. The Elections Committee Chair along with the advisors to the Elections Committee will present candidates with an overview of the elections process including:
  - i. Current ASI Elections Policy
  - ii. The ASI Bylaws
  - iii. Current ASI minimum academic requirements
  - iv. Overview of Campaign Regulations
  - v. Overview of Conduct and Violation Procedures
  - vi. Overview of Expense Forms
  - vii. Online voting information including rules on candidate statements and timelines on the results reveal.

## 5. Verification to Hold Office (Certification of Results)

- a. Before a candidate can hold office, the academic and disciplinary criteria will be verified.
- b. If the candidate does not meet the criteria outlined within this policy (including Spring Semester academic requirements) or has violated this policy, then the runner-up (provide all the criteria are met by this candidate) will be announced the winner up until the end of the academic year following that election.  
Vacancies after an election shall be filled in accordance with the succession plan in the ASI Bylaws.

## D. Election Procedures

### 1. Determining Applicant Eligibility

- a. Applicant eligibility will be determined by the Elections Committee Chair in consultation with the advisors of the Elections Committee.
- b. It is the ultimate responsibility of the applicant to ensure that they are eligible to run for and hold office.
- c. The Elections Committee Chair will advise all applicants of their official determination of eligibility to run within one (1) calendar week of the close of filing.
- d. Students are considered applicants from time of filing until eligibility for candidacy has been verified. They are then candidates until the elections results have been accepted by the ASI BoD. Verification process for eligibility shall be as follows:
  - i. All applications are submitted before the filing deadline to the Elections Committee Chair.
  - ii. Applications are submitted for Conduct Check and verified by the Office of Student Conduct under the Director of Student Conduct and Ethical Development.
  - iii. Applications are then submitted for academic verification to the Office of Student Leadership and Engagement.
  - iv. Applications are then submitted to ASI for policy verification and the final check before an applicant may become a candidate. Upon determining eligibility, ASI will submit these applications to the Elections Committee Chair under the advisement of the Office of Student Engagement so that applicants may be informed of their status to run.
- e. Should an applicant be determined ineligible to run due to a non-resolved grade or unit issue, they may file for an appeal for eligibility by contacting the Director of Student Leadership and Engagement within 3 calendar days of being notified of ineligibility. The appeal may only be considered if a grade or unit load can be changed within two (2) calendar weeks.
- f. All applicants must have paid ASI fees as part of their tuition in order to be eligible for

candidacy.

## 2. Role of Office of Student Leadership and Engagement

- a. The Director of the Office of Student Leadership and Engagement or their designee will serve as the advisor to the Elections Committee and Chair.
- b. Meet with ITS and/or Office of the Registrar prior to an election to determine students who are eligible to vote in an election and provide enrollment information to the campus department overseeing the ballot.
- c. Determine academic eligibility.
- d. Manage the balloting procedures both in person and electronically.
- e. Provide timely and accurate election results to the University President, Vice President of Student Affairs, the ASI Advisor and the Executive Director of ASI.

## 3. Role of Office of Student Conduct

- a. The Associate Dean of Students and Director of Student Conduct and Ethical Development or their designee will serve as an advisor to the Elections Committee and Chair
- b. Ensure violations are assessed in an objective manner in accordance with this policy.
- c. Determine conduct eligibility.

## 4. Timeline of Election Process

- a. A General Election shall be conducted annually in accordance with current ASI Bylaws and Elections Policy.
- b. Elections may only be conducted during the fall and spring semesters excluding the fall and spring breaks. Elections may not be conducted during final exam week of any semester.
- c. Any amendments to the Elections Policy shall be made at least sixty (60) days prior to an election and approved by a simple majority vote of the ASI BoD.
- d. All ASI Elections will be conducted over a ~~three~~two-day consecutive period concluding on the ~~third~~second day at ~~12:59 PM~~~~1:59 PM~~(Pacific Standard Time).

## 5. Palm Desert Campus Elections

- a. Palm Desert Campus (PDC) election will be conducted in accordance with the procedures set forth in this policy. The Elections Committee Chair will be responsible for the management of any elections process and the transportation of elections materials, from the Palm Desert Campus to the San Bernardino Campus.
- b. Any campaigning on PDC will comply with this policy.

## 6. Voting Procedures for General Elections, Run-Off Elections, and Recall Elections

- a. As a means to become a more sustainable corporation and for the purpose of making elections accessible to all students, elections and the casting of ballots shall be completed online.
- b. For the purposes of this policy, ballots will be accessible electronically and by paper (only in the case of systematic failure) and will be kept with the Office of Student Leadership and Engagement until after the election.
- c. Electronic voting will take place in accordance with this policy. Voting will begin at 12:00am (Pacific Standard Time) on the first day of an election and will conclude at ~~12:59pm~~11:59pm (Pacific Standard Time) on the last day of an election. Ballots that are submitted after this deadline will not be counted towards the official count and will be considered invalid.
- d. Students may cast their vote electronically through an approved administrative computing platform approved by CSUSB Information Technology Services.
- e. Students in need of certain accommodations may choose to cast their ballot in person at the ASI Office (both at the San Bernardino and Palm Desert Campuses) on election days so long as they present their California State University, San Bernardino identification card (Coyote One Card) or a valid picture identification card.
- f. Any paper ballots that are used are to be alphabetized once they have all been cast. All ballots will be checked against the PeopleSoft rosters.
- g. Ballots without names and/or student identification number on them will not be counted.
- h. The Elections Committee Chair and Director for the Office of Student Leadership and Engagement will oversee the vote count and confirm the results of the election. Results of an election shall be posted in a timely manner.

## 7. Vote Requirements for Candidates

- a. In order to be elected, a candidate running for executive office must receive a simple majority (50%+1) of the votes cast for the office in question. For the ASI BoD positions, the candidates receiving the largest number of votes will be elected.
- b. If no candidate for executive office receives a simple majority of the votes cast for the office in question, a runoff election will be held between the two (2) candidates receiving the largest number of votes in the general elections. In the case where there are only two (2) candidates and neither receives a simple majority (50%+1), the candidate receiving the largest number of votes shall be declared the winner.

## 8. Term of Office

- a. A term of office for all those elected in the general ASI election shall be in conjunction with one fiscal year (as defined by the University) immediately following their election and at the beginning of the following academic year, unless they resign or are removed according to established procedures. The candidate elected into office shall be known as “elect”.
- b. Anyone elected in a special election shall take office after the results of said election are certified and shall remain in office until the end of the fiscal year they are elected in, unless they resign or are removed according to established procedures.

## 9. Election Results

- a. Elections results may be obtained under the advisement of the Director of Student Leadership and Engagement by the Elections Committee Chair following the close of voting.
- b. Election results shall be announced by the Elections Committee Chair at the Elections Reveal event held directly after the close of the official election period.
- c. Election results will be posted outside of the ASI Office at both the San Bernardino and Palm Desert Campuses, on the ASI website, social media, and electronically emailed to the student body

## 10. Resolving conflicts between the ASI Elections Policy and Procedures, and the ASI Bylaws

- a. In the event of a conflict between the provisions of the ASI Elections Policy and Procedures and the ASI Bylaws, the ASI Bylaws shall take precedence over the ASI Elections Policy and Procedures.

## **E. Campaign Regulations**

### 1. Requirements and Restrictions

- a) Campaign materials or activities must be used or take place only during the time specified by the Elections Committee (from the official announcement of candidates running for office, until 11:59 PM on the last day of the election). It is the responsibility of the candidate to be knowledgeable of what can and cannot be done during the election period. Any questions should be posed to the Elections Committee Chair or Elections Committee advisors.
- b) The deliberate or innocent use of ASI and Student Union equipment and supplies is forbidden.
- c) Candidates cannot distribute materials in classrooms (in-person or virtual) once class is in session without the professor's permission. It is up to the instructor's discretion to allow candidates to take class time for presentation.
- d) Candidates may not tamper with, remove, relocate, conceal, or otherwise touch any other candidate's campaign materials. Candidates may repost an online image or post via social



media of another candidate as long as it is not tampered with or damaging to their campaign. Candidates are responsible for the actions of their Campaign Team. This section may be considered grounds for disqualification.

- e) No campaigning inside the Pfau Library building. The intent of this provision is to prohibit campaigning or any related activities in all areas of the Pfau Library building, including those areas which are being used as classrooms.
- f) No campaigning, posting, or distributing of campaign materials may be done within fifty (50) feet of the San Bernardino campus ASI Office and five (5) feet from the Rancho Mirage Student Center, in which the Palm Desert Campus ASI Office is located)
- g) No candidate names shall be broadcasted over any AV equipment (unless ASI is facilitating the broadcasting).
- h) Candidates that are current ASI officers and/or employees may not wear ASI-issued staff gear while campaigning, this includes election events or personal promotion.
- i) Candidates are prohibited from providing electronic devices to potential voters to cast their ballot.
- j) Candidates are prohibited from asking potential voters to use their own electronic device to vote on the spot.
- k) Candidates are prohibited from taking and using another student's device to cast that student's ballot.

## 2. Campaign Expenses

- a) Campaign Spending Minimums and Maximums
  - i. The campaign expenses, fair market value, including donated or in-kind goods and services, for any candidate shall not exceed a maximum of \$700 per individual candidate in a non-run-off election.
  - ii. The described campaign expenses shall not exceed \$250 for run-off elections.
  - iii. Any cost associated with internet campaigning shall be included in the above caps.
- b) All candidates, including those who have been elected into office, must submit a financial report of campaign expenses by the deadlines listed in the election's timeline. Failure to submit any financial reports by the given deadlines may result in disqualification.
- c) Candidates are still required to submit an expense report even if they have no expenses associated with their campaign.
- d) Campaign expenses shall be carefully reviewed by the Elections Committee.

## 3. Materials, Posting, and Advertising

- a) All posting and distribution of materials, billboards and other materials will be done in accordance with current university guidelines and policies.
- b) All campaign materials are subject to review and approval by the Chair of the Elections Committee.
- c) Posting is permitted on any 'General-Use Bulletin Board.' Posters must not exceed 11x17 inches. in size. Only one poster is allowed for an individual in each bulletin. The poster may not overlap other posters and must be fastened with tacks or staples – not tape.
- d) A disclaimer must be on all campaign materials, including any social media posts or bios (this includes each individual online account) in a minimum of 12-point font (where applicable) and read "ASI as a corporation does not endorse any candidate in the election". No other wording or variation is acceptable and will be deemed a violation.
- e) Candidates running for re-election cannot utilize an ASI email or ASI-gear as part of their campaigning.
- f) Candidates running for re-election may use their current ASI titles on campaign materials.
- g) Candidates are prohibited from using any type of ASI logo (current or past) on their campaign materials. This does not include the sharing or reposting of an official ASI Elections social media post already containing the ASI logo.
- h) No campaign posting in locations that strictly prohibit it.
- i) Food and beverage giveaways are prohibited.
- j) Bribing votes is not allowed.
- k) Campaigning at the Palm Desert Campus must follow university guidelines for that campus.
- l) Candidates may not post more than one (1) flyer per bulletin board on campus. Flyers or posters may not cover another candidate's flyer.
- m) Writing on windows of private cars with permission of the owner is allowed.
- n) No campaigning is allowed in any parking lots or parking structures, this includes placing flyers on vehicles.
- o) No posting on buildings, steps, windows, posts, lawn areas, railings, trees, traffic control signs, utility poles, construction fences, vehicles, campus directories, trash or recycle bins; in garden areas, flower beds, or newspaper racks; or within ponds or fountains.
- p) Taping and chalking any campaign materials to building floors or campus pavement (including sidewalk) is not allowed.
- q) No staked signs (metal, wood, or plastic) may be used for campaigning (this includes

wired signs or anything that goes into the ground).

- r) The issuance of any money or monetary equivalents that can be exchanged for real goods to potential voters as part of a campaign will be considered grounds for disqualification.
- s) All campaign materials must be removed by 5:00 PM the next business day after the last day of voting.
- t) Candidates or their campaign teams may not use CSUSB academic based platforms to campaign such as Canvas, Coyote Connection, and MyCoyote.

#### 4. Social Media

- a) Candidates who use any social media electronic platforms such as personal profiles or unique profiles for campaigning purposes must add the Elections Committee Chair to them. Failure to add the Elections Committee Chair to these platforms within 24 hours of their creation (or first post if it's a personal profile) will result in the elimination of that platform use for that candidate.
- b) Any and all campaign material posted on social media must include a disclaimer that reads "ASI as a corporation does not endorse any candidate in the election" in a minimum of 12 pt. font (if applicable). No other wording or variation is acceptable and will be deemed a violation.
- c) Candidates who create social media profiles specifically for campaigning purposes must also include the disclaimer stated above in their profile bios.
- d) No electronic campaigning shall begin prior to the formal campaigning period.
- e) Candidates and/or their campaigning team are prohibited from commenting on posts on ASI social media pages to campaign.
- f) Candidates are allowed to share or repost official ASI social media posts regarding elections for the sole purpose of promoting elections-related resources, deadlines, or programs.

#### 5. Breach of Conduct

- a) Any candidate who is found participating, sharing, or promoting false statements that damage another candidate's reputation or their campaign via online electronic platforms may be disqualified and be referred to the University for disciplinary action.
- b) The "liking", reposting, or affirming of an online post that discriminates against protected classes is considered a violation.
- c) During its normal operations, inclusive of campaign activities, Associated Students, Inc. follows the California Department of Fair Employment and Housing protections afforded to the following classes; race, color, religion (includes religious dress and grooming practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/ or related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical Condition (genetic characteristics, cancer or a record or history of cancer), Military or veteran status, National origin (includes language use and possession of a driver's license issued to persons unable to provide their presence in the United State is

authorized under federal law), ancestry, disability (mental and physical including HIV/AIDS, cancer, and genetic characteristics), genetic information, Request for family care leave, Request for leave for an employee's own serious health condition, request for Pregnancy Disability Leave, retaliation for reporting patient abuse in tax- supported institutions, age (over 40) ("Protected Classes"). Associated Students, Inc. neither supports or condones any derogatory or harassing comments made towards such Protected Classes. Any individual connected with Associated Students, Inc. and is found to make derogatory or harassing comments towards a Protected Class will be separated from Associated Students, Inc. However Associated Students, Inc. does support open non derogatory or non-harassing conversations directly regarding topics of issues dealing with Protected Classes.

## 6. Endorsements

- a) For the purposes of this policy, an endorsement is defined as support of any candidate for elected office. These endorsements can also be made on social media through a public posting or by sharing online content from a candidate. Following a candidate on social media, liking a status or commenting on a post is not considered an endorsement.
- b) ASI resources may not be used to endorse a candidate. ASI resources include, but are not limited to, things such as webpages, social media platforms, Coyote Connection page, ASI-owned marketing equipment, or the ASI office at San Bernardino or Palm Desert Campus.
- c) Candidates running for re-election may use their current ASI titles on campaign materials but are prohibited to use any type of ASI logo, or their current ASI email.
- d) Clubs and organizations may choose to endorse a candidate on their own terms without the candidate having prior knowledge.
- e) Candidates who falsify an endorsement will be disqualified.
- f) Candidates are allowed to endorse other candidates running in the ASI election.
- g) University departments cannot endorse candidates.

## 7. Campaigning in on-campus housing and the Santos Manuel Student Union

- a) Candidates may campaign at these locations so long as they adhere to all posting policies as set forth by the University and their individuals departments and/or buildings.

## **F. Violations**

### 1. Disqualification of a Candidate or invalidation of an election

- a. In order to ensure the fairness of an election, candidates will be subject to follow the rules within this policy. Failure to do so will result in a violation. The Elections Committee shall be sole determiner of whether or not a violation has occurred during the elections process.

- b. Candidates may be disqualified or an election may be invalidated by a two-thirds vote of the voting members of the Elections Committee. Any decision of the Elections Committee is final and must be reported to BoD.
- c. Any appeals will be submitted to the Office of the Vice President for Student Affairs (or their designee) and ASI Elections Chair. Their decision is final.

## 2. Report of Violation

- a. If any candidate or student observes a candidate, or campaign team member violating the elections policy or university policies and procedures that govern student conduct, they are permitted to report the offense formally (in writing) to the Elections Committee.
- b. Formal complaints will be accepted through submission of an ASI Elections Violation Report Form found on the ASI website.
  - i. The ASI Elections Violation Report Form shall include the name of the individual filing the complaint, their contact information and the section of a policy that is believed to have been violated.
- c. The Elections Committee Chair and Advisors will make every effort to resolve any and all complaints or disputes informally. Candidates who run for office are expected to comply with all efforts to resolve complaints informally whenever possible.
- d. Failing to reach an informal resolution or if the candidate fails to comply with the informal resolution, the Elections Committee will convene and have the ability to resolve the complaint by any of the following procedures:
  - i. The Elections Committee may decide to hold a formal hearing within twenty-four (24) hours of receiving any formal complaint.
  - ii. The Elections Committee may also decide to dismiss complaints without a formal hearing or to hold a formal hearing at any time up until or at their next regularly scheduled committee meeting.
  - iii. If the complaint is against the Elections Committee Chair, that complaint should be filed directly with the ASI BoD at a scheduled meeting.
  - iv. The Elections Committee Chair will notify the Elections Committee, Advisors and candidates involved of the date and time of the formal hearing.
  - v. Both parties involved in the complaint may present pictures, eyewitness accounts, or written statements at the hearing.
  - vi. Any and all evidence must be brought to the hearing to be considered during committee deliberations. The Elections Committee Chair will Chair the hearing and make sure that order ensues. If a candidate fails to maintain order during a hearing, the Elections Committee has the right to cancel the hearing, or to decide the complaint without the evidence that candidate would have provided.
  - vii. The candidate making the complaint will have the opportunity to present their complaint and evidence first (along with all their witness statements).
  - viii. Following the presentation of evidence from both sides, the Elections Committee will have the opportunity to ask questions and gather information from any persons present.
  - ix. Complainants will not use the elections hearing as an opportunity to question or challenge one another. The hearing is an opportunity for the Elections Committee to gather information on issues pertaining to the complaint in question only.

- x. The Elections Committee may vote at any time to close the hearing and move into closed session for deliberations.
- xi. The Elections Committee has the right to impose any or all of the following sanctions against an individual candidate who is found to have violated the ASI Elections Policy, university policies or procedures concerning student behavior:
  - 1. Require an individual/candidate/campaign volunteers to refrain from any/all types of campaigning for a period of at least one hour, not to exceed a period of two weeks, prior to or during the course of an election (including during the hours of voting). Candidates will be given 2 hours to remove all campaign materials both physically and electronically.
  - 2. Report to the ASI BoD that a candidate be disqualified from assuming office.
  - 3. Report to the ASI BoD that the Presidential and/or specific ASI elections be declared null and void.
    - i. A special election would then be held in accordance with this policy and the ASI Bylaws.
- e. A candidate is free to campaign under the regulations of this policy up until a violation is officially issued with its specific restrictions.
- f. No “anonymous” violations will be accepted by the Elections Committee.
- g. The meeting of the Elections Committee shall remain open to the public.
- h. Deliberations of violations the ASI Elections Committee may be conducted in closed session pursuant to CA Education Code Section 89307

## **G. Recall Procedures**

### 1. Recall Procedures

- a. Recall procedures shall take effect when a petition bearing the signatures of 15% of an office holder’s constituency is presented to the Elections Chair of the Elections Committee. In the absence of the Elections Chair, the Elections Committee may vote (with a 2/3 vote) to accept the petition.
- b. The office holder being subject to recall may not replace themselves.

### 2. Petition Requirements

- a. Each petition must contain the printed name, signature and student ID number of all those signing the petition.
- b. Each petition must state who is being recalled and from what office he/she is being recalled. Petitions must contain the following statement: “We, the undersigned, declare under penalty of the perjury that we are members of this ASI office holder’s constituency, and that we wish to have this ASI office holder face a recall election.”

### 3. Elections Committee Responsibilities

- a. It will be the responsibility of the Elections Chair to notify the office holder that is being recalled, the ASI Advisor and the Office of Student Engagement. If there is not an Elections Committee/Elections Chair, the BoD shall appoint a temporary Elections Chair for the duration of the recall election.
- b. An election date shall be set by the Elections Committee, which shall fall within fifteen (15) to twenty (20) school days receipt of the petition. The date must fall within a regular academic semester - fall or spring (excluding the summer semester).
- c. The recall election shall be publicized by the committee as soon as possible, but it must be publicized at least five (5) school days after receipt of the petition.

#### 4. Campaign Regulations

- a. All campaign regulations of the Bylaws shall be adhered to. Only those members of the office holder's constituency shall vote.

#### 5. Ballot Procedures

- a. The ballot for the recall election shall contain the following provisions:
  - i. It shall state: "Shall (office holder) be recalled from the office of (office)? "Yes"  
"No"
  - ii. If a majority of the vote is "Yes", then the office holder shall be removed from the office immediately upon the announcement of the results.
  - iii. If a majority of the voter's vote "No", then the office holder shall be retained in office and shall not again be subject to recall for at least sixty (60) calendar days.

#### 6. Recall Election Succession Procedures

- a. The succession to an office successfully vacated by a recall election will be in accordance with the ASI Bylaws.
- b. If no candidate wins a majority, a run-off shall be held within one (1) week between the two (2) candidates who received the most votes.