

**ASSOCIATED  
STUDENTS,  
INCORPORATED  
ELECTIONS  
CODE**



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TABLE OF CONTENTS

**ARTICLE I: ELECTIONS COMMISSION ..... 3**  
SECTION A: PURPOSE..... 3  
SECTION B: MEMBERSHIP ..... 3  
SECTION C: DUTIES AND RESPONSIBILITIES ..... 3-4  
SECTION D: APPOINTMENT AUTHORITY..... 5  
SECTION E: SPECIFIC DUTIES OF THE ELECTIONS COMMISSIONER CHAIRPERSON..... 5  
**ARTICLE II: REQUIREMENTS FOR CANDIDACY & HOLDING ELECTIVE OFFICE ..... 5**  
SECTION A: REQUIREMENT FOR RUNNING & HOLDING OFFICE ..... 5  
SECTION B: QUALIFICATIONS FOR STUDENT OFFICE HOLDERS ..... 5-6  
SECTION C: MAJOR STUDENT GOVERNMENT OFFICES ..... 6-7  
SECTION D: MINOR REPRESENTATIVE OFFICERS ..... 7-8  
SECTION G: GENERAL QUALIFICATIONS FOR HOLDING OFFICE..... 8  
SECTION H: FILING PROCEDURES ..... 8-9  
**ARTICLE III: CAMPAIGNING PROCEDURES FOR ASI ELECTIONS ..... 10**  
SECTION A: ORIENTATION MEETING..... 10  
SECTION B: CAMPAIGN FINANCES ..... 10-11  
SECTION C: CAMPAIGN PRACTICES..... 11-12  
**ARTICLE IV: STANDARD ELECTIONS PROCEDURES ..... 12**  
SECTION A: TYPES OF ASI ELECTIONS ..... 12  
SECTION B: ELECTION DATES AND TIMES ..... 12  
SECTION C: VOTER ELIGIBILITY..... 13  
SECTION D: ONLINE VOTING SERVICE..... 13  
SECTION E: POLLING STATIONS..... 13  
SECTION F: ELECTIONS MATERIALS TO BE PROVIDED AT EACH POLLING STATION ..... 14  
SECTION G: POLLING STATION SUPERVISORS ..... 14-15  
SECTION H: POLL WORKERS: QUALIFICATIONS AND DUTIES..... 15  
**ARTICLE V: ELECTIONS VIOLATIONS AND ADJUDICATION ..... 15**  
SECTION A: VIOLATION OF THE ELECTIONS CODE..... 15  
SECTION B: CONTESTING THE ELECTION ..... 15-16  
AMENDMENT HISTORY ..... 17

THE ELECTION CODE OF THE ASSOCIATED STUDENTS, INC. (ASI)  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

**I. THE ELECTIONS COMMISSION**

A. Purpose

Subject to the authority of the ASI Board of Directors, the Elections Commission shall have exclusive jurisdiction for organizing, supervising and certifying all elections held under the auspices of the Associated Students, Inc. at California State University, Dominguez Hills.

B. Membership

The Elections Commission shall consist of eight (8) voting members. Membership of the Elections Commission shall consist of the following:

1. Three (3) students at large (voting)
2. Four (4) Board of Directors members appointed by the ASI President (voting)
3. The Elections Commissioner shall be the chair of the commission (voting)
4. The University President's designee (non-voting)
5. The ASI Marketing and Public Relations Coordinator (standing advisor) (non-voting)
6. The ASI Event Coordinator (standing advisor) (non-voting)

Quorum consists of majority of voting members. The Elections Commissioner or their designee must be present at all meetings.

C. Duties and Responsibilities

The duties and responsibilities of the Elections Commission shall include, but not be limited to, the following areas:

1. To enforce and uphold the Elections Code of the Associated Students, Inc., California State University, Dominguez Hills; and when necessary to review and recommend revision of the Elections Code to the ASI Board of Directors.
2. To prepare and publicize the election schedule by the last board meeting of the Fall semester.
3. To assure that all relevant information concerning candidate

## Associated Students, Inc. Elections Code

eligibility and petitions for office are publicly available at least four (4) weeks prior to an election.

4. To certify the eligibility of all candidates for ASI Office in accordance with the CSU Chancellor's Office and the ASI Policy on office holders.
5. To officially announce all qualified candidates for office through the campus newspaper and/or other feasible means of communication at least two (2) weeks prior to an election.
6. To assist in organizing two Candidate Forums.
7. To work with the ASI Executive Director or their designee to ensure hiring of poll workers.
8. To supervise voting and ballot counting.
9. To arrange with campus police the security for all ballot boxes and overnight ballots.
10. To keep reliable records or minutes of all Elections Commission proceedings.
11. To keep all election results confidential until officially announced at an ASI Board of Directors meeting following an election. The results must be announced at the Board of Directors meeting prior to posting it around campus. Commission members must keep confidential information from elections and meetings until officially announced.
12. To hear all complaints concerning the Elections Code including interpretation, infractions and practices, or applicable University rules and regulations.
13. To create a file for each complaint. Each file must contain documentation and resolution of the Election Commission.

D. Appointment Authority

1. The Chair of the Elections Commission shall be appointed by the ASI President, subject to confirmation by the Board of Directors, no later than three months before the election.
2. The Chair shall select the other appointed members of the Elections Commission; their appointment shall be subject to Confirmation by the ASI Board of Directors. All recommendations submitted by the chair are to be presented for approval.

E. Specific Duties of the Elections Commission Chairperson

1. To preside at all meetings of the Commission.
2. To notify the university community of the elections schedule by the widest possible media dissemination.
3. To requisition all supplies, equipment and other resources necessary for the completion of the election according to schedule from the ASI Executive Director.
4. To submit a written official Elections Report pertaining to costs and results to the Board of Directors within ten (10) business days following a completed election and posting of the election results.

**II. REQUIREMENTS FOR CANDIDACY AND HOLDING ELECTIVE OFFICE**

A. Requirement for Running and Holding Office.

Candidates for, and incumbents of, office with the Corporation must comply with the current requirements for student officers as stipulated by the Chancellor's Office **as quoted below in item A, or as modified at any time by the Chancellor's Office.** Non-compliance may result in automatic dismissal from the Board of Directors.

B. Qualifications for Student Office Holders

**Minimum Academic Qualifications for Participation in Student Government**

1. Given the representative, fiduciary, legal and other long-range policy-making responsibilities and influence of student office holders, it is the policy of the CSU that such persons have an obligation to demonstrate a reasonable degree of the academic involvement and achievement.
  
2. All undergraduate student representatives must be enrolled and in good standing at the University, maintain a 2.5 grade point average (GPA) each term, and not be on probation of any kind. In addition, all graduate students must be enrolled and in good standing at the University, maintaining a 3.0 grade point average (GPA) each term. This requirement applies to the major student government offices defined below, minor student representative offices as defined by the campus, and student representatives to system wide committees.
  
3. These requirements should be considered minimum qualifications. Campus presidents may establish additional requirements as determined locally.

C. Major Student Government Offices

Major student government offices include president, members of the student governing board or others with fiduciary responsibilities (e.g., other campus

auxiliaries), and the campus representative to the California State Student Association (CSSA).

**1. Incumbent Unit Load**

Undergraduate incumbents must earn six (6) semester units of credit per term while holding office. Graduate and credential students must earn three (3) semester units of credit per term while holding office.

**2. Incumbent Maximum Allowable Units**

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent 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.

**3. Candidate Unit Load**

Undergraduate candidates must maintain six (6) semester units per term while running for office. Graduate and credential student candidates must maintain three (3) semester units per term while running office.

**4. Candidate Residency**

Candidates for office must have been enrolled at California State University, Dominguez Hills (CSUDH), and have completed at least one semester immediately before the election, earning a total of six (6) semester units during that year. However, graduate and credential students are also eligible if they have received a bachelor's degree or credential within the past three years from CSUDH and earned a minimum of twelve (12) units during their last year as an undergraduate.

D. Minor Representative Officers

Minor student representative officers are defined by the campus.

**1. Incumbent Unit Load**

Undergraduate incumbents must earn six (6) semester units per term while holding office. Graduate incumbents must earn three (3) semester units per term while holding office.

2. For all appointments, requirements for holding office as stipulated in the Chancellor's Office shall apply to the semester before the election or the appointment through the last semester in office.
3. Candidates and incumbents shall not be on either academic or disciplinary probation within a year of elections.
4. These requirements are independent of any additional institutional student government or student organization requirements.
5. No student shall hold more than one ASI office, excluding committee memberships, during the tenure of office.

E. In addition, candidates for executive office with the Corporation must have served four (4) consecutive months on the current Board of Directors immediately prior to providing verification of eligibility for office. In the alternative, the candidate must have

served on the previous Board of Directors for one (1) complete academic year.

- F. In addition, past members of the ASI Board of Directors that have been removed from the board for fraudulent, dishonest acts or gross abuse of authority or discretion or breach of any duty arising under the provisions of the Nonprofit Corporation Law may not hold or declare candidacy for any position within the Corporation.

G. General Qualifications for Holding Office

Elected members and officers of the Board of Directors shall be regular members of the ASI during their tenure in office as certified by the Office of the Registrar. The President, Vice Presidents and each board member shall carry a minimum of six (6) semester units as an undergraduate, and graduate students must carry a minimum of three (3) semester units during their tenure in office, as certified by the Office of the Registrar.

H. Filing Procedures

1. Each candidate for an elective office shall file an official application for office listing the following:
  - A. The name of the candidate as listed with the University Registrar.
  - B. The name or non-defamatory nickname under which the candidate wishes to run.
  - C. The office for which the candidate is declaring candidacy.
  - D. All candidates are encouraged to submit a platform with their application. Those running for Executive offices are encouraged to submit a platform with no more than 350 words; Vice-President Candidates: 250 words maximum; All other candidates: 150 word maximum. Platforms exceeding the amounts specify will be reduced to the word limit provided.
  - E. The signature of the candidate.
  - F. Other information as deemed necessary by the Election Commission in guaranteeing fair elections practices.



2. The Elections Commission shall make available the applications at least six (6) weeks prior to the application dateline. Official applications should be available through the student service office that is designated.

### **3. Required Signatures for Candidate Application**

- A. Candidates for President must have 100 signatures of currently registered students of California State University, Dominguez Hills. Candidate for executive positions must have 75 signatures of currently registered students of California State University, Dominguez Hills.
- B. Candidates for non-executive positions must have 50 signatures of currently registered students of California State University, Dominguez Hills from their respective School exclusively.
- C. Candidates for all other offices must have 50 signatures of currently registered students of California State University, Dominguez Hills.
- D. Completed candidate applications shall be returned to the Elections Commissioner via the designated student service office on or before the date established. However, the application return date shall be no later than four (4) weeks prior to an election.
- E. It is a clear conflict of interest for any candidate or incumbent for office to be employed by ASI. Upon verification of eligibility to run for office, candidates that fall into this category must resign their employment position with ASI within five (5) business days or withdraw from running for office.
- F. Write-In Candidates are not permitted under any circumstance.

### **Candidate Withdrawal**

- G. Candidates may withdraw from running for office when a

statement requesting withdrawal is submitted and signed by the Elections Commission Chairperson at least one (1) week prior to the election.

### **III. CAMPAIGNING PROCEDURES FOR ASI ELECTIONS**

#### **A. Orientation Meeting**

1. All candidates for office are required to attend an information session with the Elections Commissioner and the University President's designee. Candidates for office are required to read the bylaws of ASI before the orientation meeting. The candidate, at the orientation meeting, will submit a signed statement confirming knowledge of the bylaws to the Elections Commission. No proxy may be sent in the candidate's place. At this meeting, the regulations governing the election and campaign will be reviewed. Failure to attend shall be sufficient cause for disqualification. Excuses, with supporting documentation, shall be submitted in writing to the Elections Commissioner at least 72 hours before the meeting and the Elections Commissioner will notify the candidate if it has been approved.
2. Any use of campaign materials and/or advertising on behalf of candidates for office is prohibited prior to the campaign orientation meeting. Any candidate found guilty will be disqualified from running for office.

#### **B. Campaign Finances**

1. In a general election, expenditures for all campaign materials shall not exceed \$500 per candidate. This includes the value calculated for donated materials. It is each candidate's individual responsibility to adhere to expenditure limits.
2. All candidates shall be required to file with the Elections Commission a complete statement of receipts for campaign-related expenditures no later than forty-eight (48) hours before the polls close. Candidates who choose not to spend money on their campaign must still turn in an Expenditure Form to the Elections Commission. Failure to turn in an Expenditure Form at the date and time set by the Elections Commission may result in disqualification from holding office.

3. No ASI funds or materials may be used by the candidates or any person assisting the candidate. This includes, but not limited to, paints, poster paper, staplers, and tape from the ASI office. Also, no materials can be used from Leadership, Engagement and Development office (LEAD) or any place on campus that has been funded or supplied by the ASI budget. In addition, there are State policies restricting the use of State funds for political practices.
4. ASI generated material and flyers made with funds of ASI, should not be distributed by candidates running for office. Candidates not following these instructions may be disqualified from running for office.
5. During a run-off election, expenditures for all campaign materials shall not exceed \$250 per candidate. This includes the value calculated for donated materials. It is each candidate's individual responsibility to adhere to expenditure limits and turn in an expense report no later than 48 hours before the polls close.

C. Campaign Practices

1. University posting and distributing policies shall be observed by all candidates. Questions regarding these policies should be directed to LEAD.
2. Campaigning may not interfere with classroom instruction.
3. Classroom visitations are permitted provided that:
  - A. Prior approval is obtained from the instructor.
  - B. A member of the Elections Commission should be present.
4. Campaign materials shall adhere to the following regulations:
  - A. Samples of campaign materials (flyers, posters, buttons, social media posts, etc.) shall be deposited with the Elections Commission. University logos or ASI logos are not permitted on campaign materials. These campaign materials must be turned in one (1) week prior to the elections. The Elections Commission shall maintain one (1) copy of each submitted sample on file for at least one year following the election, banners being exempted.
  - B. Campaign materials intended for posting or to be used as banners shall be submitted to LEAD in the Loker Student Union for stamping

prior to posting or hanging.

C. Posters may not exceed specifications of the campus posting guidelines.

D. Banners must meet the following conditions (refer to LEAD policies):

E. No candidate shall poll within 50 feet of an official polling station.

F. Candidates running for office must fully participate in one mixer or debate and one forum. Failure to participate in at least one Candidate Forum, one Debate or one Mixer may result in disqualification.

G. Failure to adhere to any of these campaign practices may result in disqualification.

H. ASI personnel may not be utilized to assist or endorse in any campaign practices.

#### **IV. STANDARD ELECTIONS PROCEDURES**

##### **A. Types of ASI Elections**

1. General Elections: A regularly scheduled election for all ASI elective offices normally held in the Spring term, or the Fall term if necessary.
2. Special Elections: An election called to determine special issue(s). Every specific issue is to be established separately on the ballot and labeled as an initiative with a corresponding number and the last two digits of the year it is proposed in. For example: 11-2001 would be the first proposed issue. 12-2001, the second, etc. Changes to the Bylaws should also be labeled accordingly and submitted separately for ratification by the student body through a special election.
3. Run-off Elections: Usually follows a general election when a tie exists between two or more candidates with the highest votes running for the same office. In all other instances, the highest number of votes for any office wins the election.

B. Election Dates and Times

1. Specific dates and times for General or Special Elections shall be established by the Elections Commission with the express approval of the ASI Board of Directors.
2. All run-off elections must be held no later than two (2) weeks following a scheduled election.

C. Voter Eligibility

1. All members of the ASI shall be eligible to vote in the ASI elections.
2. All voters shall be required to present a current valid University or Government issued picture I.D. as the voter's name appears on the registration printout to be eligible to vote.

D. Online Voting Service

For all homecoming and election campaigns, the Elections Commission will allocate funds from its budget to hire an online voting service provider. BigPulse is currently the Elections Commission's designated service provider and is subject to change at the request of the commission.

E. Polling Stations

1. Currently, ASI hires BigPulse as its primary method for poll taking. However, the commission may elect to use poll stations, in addition to, or in lieu of the online voting service. If poll stations are implemented, the following applies to those hired as poll workers.
2. Voting Area Locations:
  - A. There shall be a minimum of three (3) voting areas located in or near the following vicinities:
    - A. The vendor walkway adjacent to the University Library.
    - B. Eastern Walkway entrance to Social & Behavioral Sciences Building.
    - C. Welch Hall in front of the Information Office.

## Associated Students, Inc. Elections Code

D. East entrance of the University Library on the second floor. This location shall be used as an alternate location in case of bad weather conditions (rain, extreme heat, etc.).

E. West entrance of La Corte Hall.

### F. Elections Materials to be Provided at Each Polling Station

1. A current computer printout of enrolled students.
2. Regulation marking pens (highlighters, rulers, and pencils) for voters.
3. Poll worker assignment schedule.
4. Poll worker procedures list.
5. Copy of the Elections Code.
6. Posters or flyers stating voting dates and times, all polling locations, and complete voter instructions.
7. All ballots must be numerically stamped.

### G. Polling Station Supervisors

1. Polling Station Supervisors shall be assigned by the Elections Commission Chairperson.
2. A polling supervisor shall be present at each polling station during operation hours.
3. Polling supervisors shall be responsible for accounting for all ballots at their assigned polling station.
4. Polling supervisors shall keep an hourly count of ballots to be used, ballots cast, and ballots voided.
5. Polling supervisors shall be responsible for notifying a member of

the Elections Commission in the event of an elections violation occurring at their polling station.

- A. The Elections Commission members shall have the authority to temporarily suspend operation of a polling station, if in their judgment, or under complaint of others, such a violation is confirmed.
- B. The Elections Commission Chairperson, upon correction of the violation, shall have the authority to re-open the polling station and shall seek the assistance of a University Police Officer to handle any matters necessary.

H. Poll Workers: Qualification and Duties

ASI may hire the League of Women Voters for service as poll workers. If, under any circumstances, this is not the case, the following applies to students hired as poll workers:

1. All poll workers shall not be candidates for office, candidate representatives or endorsers.
2. All poll workers must attend an Elections Commission orientation to become functionally familiar with the Elections Code and relevant ASI Bylaws, as well as their responsibilities while at the polling stations during voting.
3. There shall always be two (2) poll workers assigned to each polling station.

## V. ELECTIONS VIOLATIONS AND ADJUDICATION

A. Violations of the Elections Code

1. The Elections Commission shall have original jurisdiction to hear and adjudicate matters relating to violations of this Elections Code, or complaints arising from the conduct of any person, club, organization or publication alleged to have unfairly and adversely affected the results of any election held pursuant to this Elections Code.
2. Hearing and adjudication procedures relating to violation(s) shall be developed by the Elections Commission for approval by the Board of Directors and published as an addendum to the Elections Code.
3. Complaints by candidates of violations of the Elections Code

## Associated Students, Inc. Elections Code

must be submitted in writing to the Elections Commission no later than two (2) business days after the election. Candidates may appeal the decision of the Elections Commission by contesting the election.

### B. Contesting the Election

1. If the election is to be contested, the candidate must submit a petition with 25 signatures of current students within five (5) business days after the results of the elections are posted. The Elections Commission must adjudicate all complaints within two (2) business days after receipt.
2. The Elections Commission will hear and have the final decision on the matters.
3. If a person would like to appeal the decision made by the Elections Commission, the complaints will then go to the Judiciary Board.
4. If there is no Judiciary Board, the complaint will then be heard by the Board of Directors.



## Associated Students, Inc. Elections Code

Approved at the October 19, 1984 Senate meeting of the Associated Students, Unanimously approved.

Amended at the October 7, 1986 Senate meeting of the Associated Students, Unanimously approved.

Amended at the March 2, 1993 Senate meeting of the Associated Students, Inc. Unanimously approved.

Amended at the December 3, 1993 Senate meeting of the Associated Students, Inc. Vote: 9-0-1.

Amended at the March 31, 1995 Senate meeting of the Associated Students, Inc. Unanimously approved.

Amended and approved at the March 16, 2001 Senate meeting of the Associated Students, Incorporated. 10/0/1 approved.

Amended and approved at the July 25, 2003 Senate meeting of the Associated Students, Incorporated.

Amended and approved at the April 14, 2006 Senate meeting of the Associated Students, Incorporated.

Amended and approved at the March 9, 2007 Board of Directors meeting of the Associated Students, Incorporated to bring into compliance with Bylaws changes.

Amended and approved at the November 15, 2013 Board of Directors meeting of the Associated Students, Incorporated.

Amended and approved at the May 2, 2014 Board of Directors meeting of the Associated Students, Incorporated to bring into compliance with Bylaws changes.

Amended and approved at the May 11, 2018 Board of Directors meeting of the Associated Students, Incorporated.

Amended and approved at the November 2, 2018 Board of Directors meeting of the Associated Students, Incorporated.

Amended and approved at the October 7, 2022 Board of Directors meeting of the Associated Students, Incorporated.

Associated Students, Inc. Elections Code

Amended and approved at the June 16<sup>th</sup>, 2023 Board of Directors meeting of the Associated Students, Incorporated.

Amended and approved at the June 7<sup>th</sup>, 2024 Board of Directors meeting of the Associated Students, Incorporated.