Student Government Elections Spring 2019
Mandatory Candidate Workshop

Associated Students, Inc.

Welcome!

❖ **Make sure you have signed in.**

STEP 1: Application

❖ **Submit an online [Candidate Elections Application](#) via OrgSync;** link found on ASI Elections/Running For Office page.

❖ **Attend a Mandatory Candidate Workshop**

  ❖ (Must be present at the scheduled <u>onset</u> of the workshop.)

❖ <u>All</u> steps must be completed no later than

  Friday, March 8, 2019, 4 p.m.

❖ **Failure to meet requirements, on time, will result in ineligibility to run for office.**

STEP 2: Candidate Eligibility to Run for office

❖ **Reviewed** and **determined** by Vice President for Student Affairs (VPSA) per ASI Bylaw eligibility requirements.

❖ **Notified** via email by ASI Executive Director that all eligibility requirements have been met; will be sent to your **Saclink** email.

❖ If you are an eligible candidate, then you are **required** to **attend one VPSA workshop** prior to the onset of the official campaign period.

❖ **March 14th, 11am or 5pm, Riverview Hall Conference Room A & B**

Election Changes

2018 ASI Elections Grant

- ASI is offering candidates an Elections Grant that will reimburse campaign expenditures. Keep receipts!

- **Up to 7 Grants** will be awarded, **each worth $125**.

- Application is within the Candidacy application.

- **Deadline to apply is March 8, 2019 at 4pm.**

Election Changes
Slate Elimination

- ❖ Slates are explicitly **prohibited** from participating in ASI Elections.
  - ❖ Slates are any group of individuals that align themselves around commonalities such as a name, logo, slogan, platform, etc.
    - ❖ Elections Code Article V.B
- ❖ The Elections Code details that anyone found in violation of participating in a slate may face disqualification.

Election Changes
Presidential Tickets

- ASI Student Elections feature **Presidential Tickets**.
    - Presidential Tickets consist of one candidate running for ASI President and one candidate running for Executive Vice President.
    - Candidates interested in running for ASI President or Executive Vice President **must have a running mate**.
- Presidential Tickets will have a spending limit of $500, compared to independent candidates who have $350.
- Each student will be able to vote for **one** Presidential Ticket on the ASI Elections Ballot.

STEP 3: Campaigning

❖ Campaigning period officially begins Monday, March 25, 2019 at **7:00am**.

❖ Any Campaigning may not occur prior to March 25.

❖ ASI Elections Code is your "driver's manual".

❖ The Elections Code strives to provide a fair and even playing field for all candidates during campaigning.

❖ Individual candidates must run independently.

❖ Presidential Ticket:

  ▶ Will consist of one candidate running for President and one candidate running for Executive Vice President.

  ▶ Anyone looking to run for either position, must find a running mate.

  ▶ Running mates are allowed to campaign together.

STEP 3: Campaigning

Each independent candidate is allowed to spend up to $350, Presidential Tickets are allowed to spend up to $500. This includes all purchases, contributions, gifts, discounts and/or donations.

NOTE: This does <u>not</u> include expenses associated with the creation of candidate 4 X 4 boards.

Candidates:

❖ May not combine their spending limits.

❖ May not purchase physical campaign materials for use by multiple candidates; e.g., fliers, buttons, t-shirts, etc.

❖ Only one candidate may be listed, with the exception of the Presidential Ticket, per physical promotional item or candidate website.

❖ Campaign materials must include candidate name or organization responsible for content.

❖ **Candidates are responsible for others who act on their behalf.**

STEP 3: Campaigning

Sacramento State Publicity and Posting Policy now Time, Place & Manner on Speech and Speech-Related Activities. This policy governs requirements for posting campaign materials. Overseen by Student Orgs & Leadership.

❖ Must remove all campaign postings no later than **5pm the Sunday following close of elections.**

❖ If campaign materials are not removed from campus by this time, the candidate may be billed by SO&L for the time and labor cost of removal in an amount not to exceed $50.00.

STEP 3: Campaigning

Web & Social Media

❖ World Wide Web (WWW), Internet, computer network or computer program may be used if they do not impede the educational process as outlined by Sacramento State, California Education Code or violate the ASI Elections Code.

❖ Cost associated with set-up of a candidate's campaign website, including, but not limited to, domain service, hosting service, SSL certificate and professional labor costs must be included on the Campaign Expenditure Form.

STEP 3: Campaigning

Candidate Endorsement Letter(s)

❖ Before a candidate can claim an endorsement from any individual or organization they must turn in a **signed Candidate Endorsement Letter** on behalf of their endorser.

❖ Candidate Endorsement Letter(s) must be turned in to the ASI Government Office no later than **12:00pm on the Friday before voting begins.**

❖ Candidates may request a list of their **Endorsement Letter(s)** after the submission deadline from the ASI Government Office.

STEP 4: ELECTION DAYS

Eligible voters will be able to vote on
Tuesday, April 9 and Wednesday, April 10.

- ❖ Online voting will be available beginning 8:00am,
  April 9 through 7:30pm, April 10.

- ❖ On campus voting location is:
  - ❖ University Union Walkway towards Library Quad on April 9 & 10 from 8:00am to 7:30pm daily.

- ❖ No campaigning is allowed within 50 feet of the ASI polling location.

STEP 4: ELECTION RESULTS PARTY

ASI hosted Elections Results Party

- Thursday, April 10th, 7:30pm.

- The WELL, Terrace Suite.

- Food, games, relax with fellow candidates!

- Friends and family are welcome.

- **Results announced by the ASI President @ 8:15pm.**

STEP 5: CAMPAIGN EXPENDITURE FORM

❖ Must submit the **Campaign Expenditure Form**, **even if no money is spent by the deadline.**

❖ Maximum spending limit is $350 for independent candidates, $500 for Presidential Tickets.

    ❖ Includes all purchases, contributions, gifts, discounts and/or donations.

❖ **Receipts** of all items purchased **must** be included.

❖ No more than two (2) gifted, donated, discounted or rented materials will be accepted; must be disclosed via the **Donation Disclosure Form**, which is included in the Campaign Expenditure Form.

❖ **Every** candidate must **personally** turn in their Campaign Expenditure Form **even if nothing was spent or donated** no later than **Monday, April 15th, 4:00 p.m. in the ASI Government Office, University Union 3rd floor – This is SUBJECT TO CHANGE PENDING MOVE TO THE UNION.**

❖ **Presidential Tickets must turn in their form together at the same time**.

❖ **Failure to submit Campaign Expenditure Form will result in disqualification.**

CHECK YOUR SACLINK EMAIL!!

- ▶ ASI is pending a move to the Union – so locations may change.

- ▶ We will be over-communicating with you through SacLink email if any locations change.

Step 6: Elections Complaints

Ideally, no complaints will need to be filed; however:

❖ A complaint may be filed for a violation of any provision of the ASI Elections Code or the ASI Bylaws. A complaint may also be filed on any other grounds that allege that one or more candidates or ballot measures in an election was unfairly aided or hindered.

❖ Any eligible voter may file a complaint.

❖ Complaints for suspected collective candidates (e.g. "slates", "teams") that may be heard:

  ❖ Combining financial resources.

  ❖ Collective campaigning, i.e. running under a collective platform, name, logo, slogan and/or individually endorsing another candidate.

STEP 6: Filing an Elections Complaint

❖ May be filed up to 5 business days after the last day of elections, which is **Wenesday, April 17th, 4:00pm**, via OrgSync; link on ASI Elections/Running For Office page.

❖ Must be submitted on an official Elections Complaint Form

❖ $25 deposit <u>per</u> complaint filed must be made at the ASI Government Office

❖ Once a complaint is received, prescribed process and timeline begins.

STEP 6: Elections Complaint HEARING(S)

- ❖ The Elections Complaint Committee determines if the complaint has merit and if a Fair Hearing will be conducted; the complainant and defendant will be notified of the Hearing.

- ❖ **The Fair Hearing Plan** (ASI Elections Code, Appendix I) governs the hearing and disposition of complaints; parties should prepare for the Hearing.

- ❖ Decisions of the Elections Complaint Committee will be made public by the ASI Executive Director.

STEP 7: APPEALS OF ECC DECISION

❖ All decisions of the Elections Complaint Committee are final unless appealed in accordance with the ASI Elections Code Article XI.

❖ The appeal must be based on the ECC's failure to administer a due process according to the Elections Code; **they will not re-hear the complaint.**

STEP 7: FILING AN APPEAL

❖ All **appeals** from actions of the Elections Complaint Committee must be filed no later than the **third academic day after the Committee issues its written decisions**, and the decision has been made public by the ASI Executive Director.

❖ Appeals may only be filed by a Complainant or Defendant of the Elections Complaint process or a member of the ECC.

❖ Must be submitted on official Appeals Form via OrgSync; link on ASI Elections/Running For Office page.

❖ All appeals must be submitted by the prescribed deadline.

STEP 7: APPEAL HEARING(S)

* The Appellate Council determines if the appeal has merit and if a Fair Hearing will be conducted, and if Hearing parties will be notified.

* **The Fair Hearing Plan** (ASI Elections Code, Appendix I) governs the hearing and disposition of appeals. Prepare in advance for the hearing.

* Decisions of the Appellate Council will be made public by the ASI Executive Director.

* **Decisions** of the Appellate Council, once reviewed and approved by the VPSA, **are final and binding.**

STEP 8: Candidate Eligibility – to take office ✓

- Elected Candidates will be assessed for their eligibility to "take office" at the end of the Spring Semester -

  - **Keep your GPA up, maintain good standing!**

  - Fulfill all Candidate requirements for submission of forms.

- **Even if not "elected," maintain eligibility to take office should the elected candidate be ineligible to take office or be disqualified.**

- Be ready to step up, given the opportunity.

What are you committing to?

Board Member Responsibilities

- ❖ Attend all Board meetings, retreats, orientations.
    - ❖ Wednesdays, 2 – 5 pm
    - ❖ **Retreat, August 9 - 11**
- ❖ Minimum of 4 hours per week office hours.
- ❖ Meet monthly with College Dean or assigned University Administrator(s).
- ❖ **Attend EACH semester:**
    - ❖ 3 ASI department or board events
    - ❖ 2 ASI Office of Governmental Affairs events
    - ❖ 3 University-wide events
    - ❖ 3 events hosted by your constituents (e.g., college, joint council, etc.)
- ❖ Sit on at least two University Committees
- ❖ Sit on at least one ASI Internal Committee
- ❖ Monthly Written Board Reports
- ❖ Create or Participate in College Advisory Council/Joint Council
- ❖ Participate in Board events and activities
- ❖ Receive Board Scholarship
    - ❖ May impact financial aid

What will you receive from the opportunity?

Leadership

❖ Ability to represent and serve others.

❖ Think and act collectively.

❖ Envision what the future may hold for future Sac State students.

❖ Willing to grow personally and professionally.

Perks

❖ Priority registration.

❖ $$$$ Scholarship for **35-70% cost of attendance**.

❖ Access to Faculty/Staff Parking.

❖ Network with college and community leaders.

❖ Build relationships with College Deans and Administrators.

What is ASI?

Associated Students, Inc.

- CSU & Sac State – Auxiliary Sanctioned by University President
- California Corporation & IRS – Private, non-profit entity
  - Aquatic Center
  - Children's Center
  - Business Office
  - Peak Adventures
  - Student Engagement & Outreach
  - Student Government
- Board of Directors
  - Official governing body for Sac State students.
  - Advance the welfare of Sac State Students.
  - Fiduciary responsibility for organization.

Learn more about ASI

- Broad spectrum of programs and services in addition to student government.
- Varied sources of revenue to support annual budget.
- Excellent and committed staff
  - One of the largest student employers on campus.
- Grant & Scholarship opportunities.
- Visit www.asi.csus.edu

✓ Did your questions on the index card get answered?

FUTURE QUESTIONS???

❖ **Process Questions** --Sandra Gallardo, ASI Executive Director & Elections Advisor,

   ASI Government Office

   (916) 278-7290 or Sandra.Gallardo@csus.edu

❖ **Eligibility questions** – contact Student Affairs office, (916) 278-6060, Lassen Hall Room 3008

❖ **University Posting Policy questions** - contact Student Organization & Leadership office,

   (916) 278-6595, University Union, 2nd Floor