

CSUN ELECTIONS BOARD

(Effective: November 12, 1987; Revised: January 25, 1990; March 11, 1992; October 7, 1992)

1 Purpose

2 The purpose of the Elections Board shall be to conduct CSUN Elections.

Structure

The Elections Board shall consist of the following:

The Director, who shall be nominated by the Executive Board and approved by the Senate;

The Assistant Director, who shall be selected as prescribed by Article IX,

Section E, Item 1 of the CSUN Constitution

At least three (3), but no more than ten (10), CSUN members, at least one of whom must be a Senator.

Duties, Powers, and Responsibilities of the Elections Board

The Director:

The duties of the Director shall be as those as described in Article IX,

Section D, of the CSUN Constitution;

The Director shall vote only to break a tie;

The Director shall be required to comply by the duties required of the Board as long as it does not interfere with his/her duties as a Director.

The Assistant Director:

The duties of the Assistant Director shall be as those as described in

Article IX, Section E, of the CSUN Constitution.

The Board:

The Board shall review and approve the budget prepared by the Director;

The Board shall disqualify candidates for elective offices as appropriate;

The Board shall certify CSUN Elections, including counting the ballots, within one (1) week of the closing of the polls;

The Board shall conduct referendums;

The Board shall determine petitions for initiative proposals and recall elections;

The Board shall determine the apportionment of all Senate seats one (1) week prior to the beginning of the filing date for Senate Elections subject to Senate approval;

The Board shall establish and necessary subcommittees, the chair of which must be Board members;

The Board shall establish the rules necessary for the conduct of elections;

The Board shall establish and collect a fee, not to exceed fifty dollars (\$50.00) per candidate, to ensure compliance with election rules, and to retain a fee, or a portion thereof, for noncompliance;

The Board shall circuit the polls on Election Day(s) as per assigned by the Director;

The Board shall be responsible for ensuring the polls are operational and dismantled at the designated times;

Upon a third (3rd) unexcused absence, a member of the Board shall be automatically terminated;

Upon closure of the polls on the second day of Elections, the ballots will be collected and counted immediately. Counting shall be conducted by paid independent elections agencies or an outside firm not affiliated with CSUN or any candidate;

The Board shall establish an Operating Policy to be approved by both the Elections Board and the CSUN Senate.

During any meeting of the service in which both of the Co-Directors are present, one of the Co-Directors shall function as the Director of the function while the other serves as Assistant Director for the duration of that meeting.