

# CSUN Executive Board Election Rules

(Revised January 2012)

## I. GENERAL PROVISIONS

- A. This document shall be titled the CSUN Executive Board Election Rules, hereafter referred to as the Election Rules.
- B. Where not otherwise specified, all filing or actions shall be done at the CSUN Student Government Offices ("CSUN Office") located on the 3<sup>rd</sup> floor of the Student Union from 8:00a.m. to 5:00p.m.

## II. QUALIFICATIONS FOR CANDIDACY

- A. Qualifications for candidacy are set forth in the CSUN Constitution, Article IV, Section C.
- B. Each student will be required to sign a release giving the CSUN Business Manager access to his/her academic records to determine eligibility.
- C. Students will not be eligible to run for office if they do not meet the requirements set forth in the CSUN Constitution and/or violate any of the rules and regulations set forth in the Election Rules.

## III. FILING

- A. The official filing dates for candidacy are the first ten (10) college working days of February.
- B. Each student must complete a filing form which may be obtained from the CSUN Office, or online from [www.unlvcsun.com](http://www.unlvcsun.com). **Filing forms must be returned by the deadline to the CSUN Office and time stamped accordingly by the OCED Receptionist, CSUN Business Manager, CSUN Graduate Assistant, the Elections Director or assistant.**
- C. Filing Deposit:
  1. Each student must pay a filing deposit to CSUN at the time of filing.
  2. The filing deposit amount must be \$50.00 payable by Certified Check or Cash (Certified Checks must be payable to "Board of Regents"). Each student is responsible for receiving and keeping their receipt of payment for their own record.
- D. A meeting will be held for the purpose of explaining election rules and addressing any other election concerns/questions. **ATTENDANCE BY THE STUDENT AND/OR PROXY IS MANDATORY.** Any student/proxy not in attendance will be disqualified. If a student chooses to send a proxy, the student will be deemed to have knowledge of the information presented at the meeting by virtue of the sending of his/her proxy to the meeting.
- E. Any student who does not submit a completed filing form with their \$50.00 filing deposit (which includes a proper timestamp) by the deadline will not be eligible to run for office.
- F. Official electioneering begins immediately following the required meeting.

## IV. CAMPAIGNING, TICKETS, EXPENDITURES

- A. Definitions
  1. "Campaigning" is explicitly informing that a person should or can vote for a candidate or ticket.
    - a. Campaigning is also synonymous with advertising and electioneering.
- B. General Campaigning Rules
  1. Candidates cannot campaign:
    - a. Prior to the date and time of the required candidates meeting [Fine of \$50]
  2. Candidates cannot use any physical materials, digital sources, or services paid by CSUN Student Government for campaigning purposes, which includes, but is not limited to:
    - a. Using materials, such as copiers, paper, computers, office supplies, and Senate boxes, from the third floor of the Student Union [Fine of \$10 per occurrence]
    - b. Wearing materials paid by CSUN while campaigning, excluding CSUN marketing materials. [Fine of \$10 per occurrence]
  3. Candidates cannot set up their own polling place or voting location through allowing others to use personal laptops, cell phones, or other electronics to cast their vote [Fine of \$50]

4. All campaigning must be done in accordance with applicable CSUN rules, including General Guidelines for Facilities, UNLV Policies, and UNLV Student Code of Conduct [Fine TBD]
5. The Elections Board will review questionable misconduct which includes, but is not limited to:
  - a. Threatening, harassing, and bribing the Elections Director, Elections Board members, other candidates, students, and UNLV staff and representatives [Fine TBD]
  - b. Defacing, removing, destroying, altering, and covering another candidate's campaign materials [Fine TBD]
  - c. Slandorous, libelous, crude, distasteful, vulgar, or personal attack against another candidate or ticket [Fine TBD]

#### C. Tickets

1. A ticket is made up of two or more candidates who agree to campaign together
  - a. In order to declare a ticket, candidates must complete and submit a Ticket Agreement Form to the Elections Director, Elections Assistant Director, Business Manager, or Graduate Assistant by the deadline.

#### D. Expenditures

1. Candidates cannot exceed a thousand dollars (\$1,000.00) in expenditures of all campaign materials, all campaign-related services, and other forms of advertising [Fine of \$50]
  - a. Receipts will be required for all materials and services that are purchased or donated
  - b. If receipts are unavailable for goods, such as self-made or non-commercial items, candidates will turn in an approximation of the fair market value
  - c. Fair market value must be approved by the Elections Director before the specified deadline
  - d. Candidates may replace destroyed or defaced campaign materials without reduction of their budget if proper evidence is shown after the approval of the Elections Director.
2. Each candidate must submit a proper Expenditure Form of all campaigning expenditures and contributions with receipts to the Elections Director, Elections Assistant Director, Business Manager, or Graduate Assistant [\$5 per business day not submitted]
  - a. This includes candidates and tickets who ran unopposed
  - b. Each candidate running on a ticket must submit identical expenditure forms. [Fine of \$50.00]

### V. VERBAL CAMPAIGNING AND CANDIDATE PRESENCE

#### A. Definitions

1. "Verbal Campaigning" is campaigning through a candidate's presence and spoken words.
  - a. This includes, but is not limited to, hosting an event on behalf of a candidate or ticket, door-to-door campaigning, phone call campaigning, and speaking with a microphone or amplifier.

#### B. Verbal Campaigning Rules

1. Verbal Campaigning cannot take place:
  - a. Inside dorms or within twenty five (25) feet of a dorm entrance [Fine of \$15 per occurrence]
  - b. In any CSUN or OCED Office [Fine of \$10 per occurrence]
2. Candidates must be in compliance with all UNLV regulations when hosting an event on behalf of a candidate or ticket [Fine TBD]

#### C. Candidate Presence Rules

1. During election days, candidates cannot be present:
  - a. In any computer lab, except for class that must be approved by the Elections Director [Fine of \$50]
  - b. In any campus library, except for purposes relating to a student worker/work study job that must be approved by the Elections Director [Fine of \$50]
  - c. Within twenty five (25) feet of a polling booth location, except for purposes of voting themselves [Fine of \$50]

### VI. PHYSICAL CAMPAIGNING AND PHYSICAL CAMPAIGN MATERIALS

#### A. Definitions

1. "Physical Campaigning" is distributing, posting, or displaying physical campaign material.

2. "Physical Campaign Material" is any physical object that contributes to a candidate's campaign.
  - a. This includes, but is not limited to, buttons, flyers, pamphlets, posters, and signs with campaign information.
  - b. This excludes incentives that may accompany other physical campaigning materials, such as candy, pens, etc. . .

#### B. Physical Campaigning Rules

1. Any physical campaign material must be turned into and approved by the Elections Director (a sample of it will be kept for records) before distributing, posting, or displaying by a candidate [Fine of \$25 per occurrence]
2. Candidates cannot use any slogans or logos of UNLV, CSUN, or Hey Reb on any physical campaign material [Fine of \$5 per occurrence]
3. Physical campaign materials cannot be distributed, posted, or displayed:
  - a. In any CSUN Office and may only be brought into any CSUN office if a candidate is submitting materials for approval by the Elections Director [Fine of \$10 per occurrence]
  - b. Inside of dorms or within twenty five (25) of a dorm entrance [Fine of \$15 per occurrence]
  - c. In any computer lab, any campus library, the Student Union, and any student dormitory [Fine of \$50]
  - d. Within twenty five (25) feet of a polling location during the days of elections. [Fine of \$50.00]
  - e. On yard signs, newspaper stands, and Rebel Yell stands [Fine of \$5 per posting]
  - f. Anywhere off-campus, which is any physical place off of the grounds of the Main (Paradise) campus or Shadow Lane campus of the University of Nevada, Las Vegas, which includes campus parking lots and campus parking garages [Fine of \$5 per posting]
4. Physical campaign material can be posted on bulletin boards on the UNLV main campus. Bulletin boards include ones behind glass and rotating bulletin boards, such as the one in the Student Recreation and Wellness Center
  - a. Any physical campaign material that is to be posted on a bulletin board may not be larger than 8.5 inches by 11 inches [Fine of \$5 per posting]
  - b. All postings must be done in compliance with the rules set forth by the General Guidelines for Facilities [Fine of \$5 per posting]

### **VII. ELECTRONIC CAMPAIGNING AND INTERNET USAGE**

#### A. Definitions

1. "Electronic Campaigning" is campaigning through any electronic message or web page with use of digitally written or recorded words.
  - a. This includes, but is not limited to, official school emails, access to official school records, official campaigning cites, blogs, and any other web pages.

#### B. Electronic Campaigning Rules

1. Candidates are allowed one campaign website, which is defined as an internet webpage that was created for the sole purpose of campaigning, that must be approved by the Elections Director
2. Candidates cannot use any slogans or logos of UNLV, CSUN, or Hey Reb on their campaign website [\$5 per occurrence]
3. Candidates cannot use any unapproved campaign website [Fine of \$25 per site]
4. Anything written in an official electronic webpage is subject to the Election Rules.

### **VIII. ENDORSEMENTS**

#### A. Definitions

1. An "Endorsement" is when a person or group campaigns and/or sponsors a candidate or ticket.
2. Candidates may ask for an endorsement by an OCED-recognized organization and must have it approved by the Elections Director through a written declaration by a President, advisor, or equivalent.

#### B. Endorsement Rules

1. Candidates may not be endorsed by:

- a. Off-campus organizations or private businesses [Fine of \$5 per advertisement]
- b. Any unapproved OCED-recognized organization or the Rebel Yell [Fine of \$25 per advertisement]
- c. Candidates of another ticket or any other ticket [Fine of \$50]
  - i. This includes, but is not limited to combining monetary fees.
2. A candidate may receive a maximum of two hundred fifty dollars (\$250) in contributions from the organization that is endorsing the candidate.
  - a. Contributions include money donations, any campaign materials, any campaign-related services, or other forms of advertising

## IX.COMPLAINT PROCESS

### A. Filing a Complaint

1. If a candidate is found violating any Election Rules, any candidate (Complainant) or the Elections Director, may file a complaint against that candidate (Respondent) by submitting a proper Complaint Form which can be obtained from the CSUN Office or online at unlvcsun.com.

### B. A Complaint Form must be submitted and time stamped within three (3) business days of the alleged infraction to the Elections Director, Elections Assistant Director, Business Manager, or Graduate Assistant .

### C. Notification of Complaints and Fees

1. Upon receiving a complaint, the Elections Director will have one (1) business day to notify all candidates by phone and email involved and post the complaint in the CSUN Office Lobby.
2. Once a Complaint Form is submitted, the Elections Director will email each candidate all complaints regarding the candidate and the candidate's total amount of fees within five (5) business days before the posting of the Complaints Meeting's agenda.

### D. Complaints Meeting Procedure

1. At the Complaints Meeting, the Elections Board shall assess all complaints by if a quorum is met
  - a. Quorum is two-thirds (2/3) of the total Elections Board membership.
2. Each complaint will be split into a discussion agenda item and an action agenda item.
  - a. *Example: A. Discussion Item: Discussion of a complaint by Candidate A against Candidate B for violation of Article IV, Section A, Subsection 2a of the CSUN Executive Board Election Rules.*
  - b. *Example: B. Action Item: Approval of a fine of \$5 against Candidate B for violation of Article IV, Section A, Subsection 2a of the CSUN Executive Board Election Rules.*
3. During discussion agenda items, the Elections Board shall set forth a procedure allowing equal time for the Complainant and Respondent to present their respective argument.
  - a. Candidates may request for an extension of time, during which the Elections Director may approve the request if necessary.
4. During action agenda items, the Election Board will assess the fine by majority vote.
5. Candidates/proxies not present at the hearing will forfeit their chance to present their argument, and the Elections Board shall continue without contest.

## X.FINES AND DISQUALIFICATIONS

- A. Each Election Rule, if violated, has an attached fine as stated next to the rule.
- B. If a student is cited and deemed in violation of Election Rules, the Elections Board may retain a portion or the entire filing fee for each infraction.
- C. If a candidate accumulates \$50 or more in fines, the candidate is disqualified from the elections.
- D. Students must file for a refund of their unused deposit within seven (7) calendar days following the close of the polls or their fees will be forfeited. **The appropriate form is available at the CSUN Office and is due no later than the deadline.** Pursuant to appropriate filing, the filing deposit, or portion not retained, shall be refunded to the student as soon as possible following the election. Students have until the specified deadline to pick up their refund from the CSUN offices or the money is forfeited, unless the CSUN Elections Board has not yet met to review complaints and administer fines.

