

APPENDIX A **ELECTIONS CODE**

Section 1 General Elections: Procedures

1.01. General elections and any special elections called by the A.S. shall be conducted via the internet during the approved voting period utilizing an approved web-based format that is accessible to all students, anywhere in the world, who are enrolled at San Diego State University - Imperial Valley for the semester in which the election is taking place.

1.02. As governing bodies, A.S. members, A.S. Advisor, and Associated Students Coordinator shall not endorse any candidates for any office. All faculty, staff, and lecturers shall not endorse a candidate. The Elections Committee and governing bodies shall not facilitate the process of offering prospective voters incentives and/or merits of any kind in exchange for voting. Violations of this section shall necessitate that the election is invalidated and it shall be necessary to hold another election.

1.03. If requirements are met, the student shall be considered an official candidate at the time they file their application by said deadline.

1.04. The candidate shall attend the mandatory Elections Code meeting to obtain nomination information.

1.05. Candidates shall participate in the mandatory Elections events.

1.06. All elected candidates must attend the last A.S. Official Meeting of the Spring Semester to be sworn in.

1.07. Once candidates are elected for the positions, the incoming A.S. members have the opportunity, but are not required, to observe the duties of the A.S. member currently in the position they are pursuing.

Section 2 Write-In Procedures

2.01. If a San Diego State University - Imperial Valley student wishes to run as a write-in candidate during an A.S. Election, candidacy shall be officially declared by filing a write-in candidate application by the set deadline.

2.02. Write-in candidates are eligible to campaign during the campaigning period.

2.03. Write-in candidates will not be a part of the candidate statement page, which will be

accessible to voters while voting.

2.04. If a voter chooses to vote for a write-in candidate, they will type in the candidate's name in the designated ballot location for the office in question.

2.05. Any name typed upon a ballot, including a reasonable likeness of the spelling of such a name, shall be counted for the office under which it is written. The name must be written in the blank space provided for write-in candidates for said office, and the bubble must be filled in next to the written name; otherwise it shall be disregarded.

2.06. No name typed upon a ballot in any A.S. Election shall be counted for an office unless the person named has fulfilled the candidate write-in application.

2.07. The Elections Committee shall maintain complete records of all elections, copies of any written challenges, complaints, or other documents giving rise to Elections Committee hearings; requests for and result of recounts; and any other information or documents appropriate to all elections. These documents shall be kept for three (3) months after the election, or until any dispute arising from the election, is resolved. Election records shall be accessible to interested students, A.S. officers, and employees of the university upon written request to the Elections Committee. At least one (1) copy of the election results shall be maintained in the A.S. files.

2.08. When elections conclude and seats are vacant, an approved appointment process may be used to fill vacant seats in the A.S., as specified in these Bylaws.

Section 3 Candidate Policy

3.01. All candidates shall be in good academic and disciplinary standing with the institution (not on academic or disciplinary probation) as stated in Article IV of the A.S. Official Bylaws, at the time of the submission of the candidate's application.

3.02. At the time of the application submission, all prospective candidates for the A.S. shall declare the position for which they are seeking.

3.03. Any matriculated student, who has met the minimum requirements (See Article IV) for being a part of the A.S., may submit an application for their candidacy for any eligible A.S. seat. The application period for the available seats shall be open for a set one (1) week in the months of January or February.

3.04. Disqualified candidates are ineligible to run as write-in candidates as outlined in Section 4 of the Elections Code.

3.05. All candidates shall be listed on the ballot under the name specified in the candidate application packet. Changes to the name of a candidate on the elections ballot shall be made only upon approval of the Elections Committee.

3.06. If a candidate statement is submitted (125 words maximum), all words such as “a,” “an,” “the,” “A.S.” etc. would be considered one word each. “100” would be considered one word while “one hundred” would be considered two (2) words. Words separated by a backslash will be considered two (2) words (e.g. campus/university). If more than 125 words are submitted, the statement will be cut off at the 125th word.

3.07. A.S., faculty, and staff polls shall remain open for the duration of four (4) working days, beginning on a Monday at 12:00 a.m. and ending on Thursday at 11:59 p.m.

3.08. Dates for general elections shall be selected by the Elections Committee with the approval of the A.S. Advisor or designee. The Elections Committee shall schedule elections for one (1) week during the months of February or March. Selection of times and balloting shall be established by the Elections Committee with the approval of the A.S. Advisor or designee. The Elections Calendar will be presented to the A.S. for approval. The Elections Calendar will be an official document once it has been motioned for.

3.09. Voting instructions as approved by the Elections Committee shall be listed on the ballot.

3.10. The following procedures shall be utilized during balloting:

- a. In order to vote, a student will need to access BigPulse with their student credentials. In order to vote in person, a student will need their SDSU ID.
- b. Each student will be allowed to vote once. If for any reason the student is unable to vote, they will be instructed by a message on screen to contact the A.S. Executive Assistant or designee.
- c. Each student will be able to vote for the following offices: A.S. President, A.S. Executive Vice President, A.S. Vice President of Finance, A.S. Vice President of University Affairs, and A.S. Senators.
- d. Any visually and/or physically challenged voter who requires assistance in voting may have a person of their own choosing assist them with the voting process.

3.11. The A.S. President, A.S. Executive Vice President, A.S. Vice President of Finance, A.S. Vice President of University Affairs, and A.S. Senators shall be elected by a majority vote. A student may not hold more than one (1) elected office simultaneously.

3.12. In the case that voting is not made available online, A.S., faculty, and staff polls shall remain open for the duration of four (4) working days, beginning on a Monday and ending on a Thursday. Voting shall take place for at least three to four (3-4) hours during each working day. The Elections Committee shall schedule the hours of voting at the convenience of the students-at-large, with the approval of the A.S.

3.13. In the event of a tie vote for two (2) or more candidates for the same elected office, the Elections Committee shall determine and publish a date for a run-off election in all available media. The first date shall be within twenty-one (21) calendar days of the first day of the election. The Elections Committee shall specify further allowable campaigning at the time of announcing the run-off date, as may be necessary for any run-off election.

3.14. Write-in candidates shall be entitled to a seat upon winning an election and meeting the other qualification(s) pursuant to applicable provisions within Appendix A. The Elections Committee, in accordance with Appendix A Section 2 of the Elections Code, shall disqualify those not meeting the qualifications.

3.15. In the event that a candidate withdraws or is removed from the election after the BigPulse ballot has been finalized and programmed for voting, the A.S. Executive Assistant should make every effort to notify potential voters as soon as possible. The A.S. Executive Assistant should inform the A.S. Advisor or designee so candidate(s) can be removed from the ballot. Any votes for the candidate who withdrew shall be counted and made public when the election results are published.

Section 4 Violations of the Elections Code

4.01. A candidate may be removed from candidacy if said candidate accumulates two (2) reprimands for violating this Elections Code (subject to the discretion of the Elections Committee). If a candidate is removed from elections, they are not eligible to participate in elections for the upcoming A.S.

4.02. All complaints or violations shall be submitted via email or in writing to the A.S. Executive Assistant within 48 hours after becoming aware of the alleged violation. If applicable, all evidence of alleged violation shall be submitted (e.g. photos, audio, video, etc.) to the Elections Committee. The Elections Committee has the authority to find a candidate in violation and to decide a penalty.

4.03. If the Elections Committee is aware of a violation of the Elections Code, they may call a special hearing to review the possible violation. This hearing will be treated the same as a complaint hearing.

4.04. The Elections Committee shall make a ruling upon a complaint within three (3) business days of the submission of that complaint. For a complaint to be addressed, all voting members of the Elections Committee shall be present. A majority vote of the Elections Committee shall be required for a complaint of a violation and penalty to be upheld.

4.05. When a complaint is filed, the candidate and the author will be notified of when the complaint hearing is and where it will be located. All parties will be emailed a general overview of what section(s) were violated. Both parties will be given copies of the complaint at the hearing. Both parties shall be afforded the opportunity to speak on the complaint, provide evidence, and invite witnesses to the hearing.

4.06. Violations and penalties are decided by the Elections Committee solely, without the approval of the A.S. Advisor or designee. Any appeals to a decision of the Elections Committee regarding a violation and/or penalty must be filed to the A.S. Executive Assistant within 48 business hours of the conclusion of the appeals meeting.

4.07. The A.S. Advisor or designee, subject to approval of the A.S. with a majority vote, may invalidate any elections within its jurisdiction when the Elections Committee has shown violations of the Elections Code may have significantly affected the results of that election. Such evidence shall be submitted to and reviewed by the A.S. Advisor or designee prior to holding the vote to invalidate said election. Disqualified candidates are not eligible to run in elections for the upcoming A.S.

4.08. The Elections Committee shall announce, with the approval of the A.S. Advisor or designee, the conditions and dates of alternate elections at the time that the election is invalidated, and shall specify provisions that may be added or removed from the specific ballot and its conditions.

Section 5 Campaigning

5.01. All candidates shall be responsible to ensure that all aspects of their campaign, including materials and activities, conform to the Elections Code. The Elections Committee shall not be held accountable if candidates fail to abide by the Elections Code.

5.02. The campaign period, consisting of two (2) weeks, shall be determined by the Elections Committee and voted for approval by the A.S.

5.03. All candidates shall be required to be present at the scheduled election orientation meeting of the Elections Committee. In the case a candidate cannot attend the mandatory meeting, said candidate(s) must schedule an appointment with the A.S. Executive Assistant. The meeting shall consist of an explanation of the Elections Code with a question and answer period. Excused absences will be granted for compelling reasons as determined by the Elections Committee. The A.S. Executive Assistant shall collect signatures from all candidates attending the mandatory meeting to confirm their attendance and agreement to abide by the Elections Code. Candidates have one (1) week after the elections mandatory meeting to meet with the A.S. Executive Assistant and sign to confirm their attendance and agreement to abide by the Elections Code. Failure to do so, will result in the removal from elections for said candidate(s).

5.04. All candidates, including write-ins, shall conduct their campaign in accordance with the provisions of the Elections Code and any university, city, local, state, and federal policies, laws, ordinances, or regulations.

5.05. Candidates may campaign together, but will be voted on separately.

5.06. Harassment is prohibited. This includes but is not limited to verbal, written (printed or electronic) and/or physical abuse by any candidate or person involved in a campaign.

5.07. Advertising or campaigning, which is misleading or harmful to a candidate's opponent is prohibited.

5.08. Current A.S. members are allowed to campaign during A.S. events as long as they fulfill

their A.S. duties and abide by the required attire.

5.09. Campaigning includes any verbal or non-verbal action that promotes the election of an official or write-in candidate. This includes any material(s) that promotes the election of a candidate.

a. All campaigning materials shall be approved by the A.S. Executive Assistant one (1) week prior to campaigning period. 1. Leniency of material submission during the campaigning period is up to the discretion of the A.S. Executive Assistant.

b. Verbal campaigning shall be defined as persuasive speaking to prospective voters that promotes the election of a candidate.

c. Active campaigning shall be defined as distribution of any materials, which promotes the election of a candidate.

d. Campaign material shall be defined as any material that promotes the election of a candidate. This includes, but is not limited to, signs, badges, posters, tee shirts, flyers, balloons, electronic communication, etc.

e. If campaign material will include non-candidates, written consent from said individual(s) shall be required at the submission of campaigning materials.

f. The A.S. Elections Instagram account should be managed by the A.S. Executive Assistant. Only Elections material shall be posted in the account.

Section 6 Campaign Guidelines

6.01. Regulations and classifications of publicity for campus elections shall be found within this Subsection of the Elections Code.

6.02. Candidates must refrain from placing flyers on motor vehicles.

6.03. Advertising or campaigning that endangers people on campus is prohibited.

6.04. People shall refrain from posting campaign material over another candidate's material.

6.05. Candidates shall refrain from saturating any one (1) area with their own publicity. Saturation is defined as having more than one (1) sign in one (1) viewpoint. A viewpoint shall be defined as items within peripheral vision from a fixed point.

6.06. No active or verbal campaigning or intimidation of any type shall occur that interferes with or unduly influences in any way toward a student while at the official or unofficial poll site while attempting to cast a vote, including but not limited to, members affiliated with a campaign presented to students with a means to vote.

6.07. During the voting period, no active or verbal campaigning shall occur in any university public facility that houses computers with access to the internet.

6.08. Any person having anything to do with running of the elections, counting of ballots, or working in an election area shall not wear or distribute any material promoting any candidate and shall not publicly campaign in an active or verbal manner on behalf of any candidate.

6.09. There shall be no advertising or campaigning that interferes with classroom instruction without the consent of the professor or instructor.

6.10. There shall be no campaigning material or advertising in the San Diego State University - Imperial Valley library.

6.11. No campaigning materials should be posted in the following San Diego State University - Imperial Valley facilities: Administration Building, Faculty Buildings, Aztec Shops, or restrooms.

6.12. Campaign signs shall be placed only on grass-covered areas on campus, unless otherwise stated in the Elections Code and shall be constructed in such a way that they are easily and reasonably moveable by no more than two (2) persons. The San Diego State University - Imperial Valley Grounds Department approval is necessary prior to advertising on any green area around campus. San Diego State University - Imperial Valley Facilities Services and its employees shall not be responsible for damage caused to campaign materials in the process of moving them to perform their assigned tasks (including but not limited to mowing of grass areas).

6.13. Any material purchased by Associated Students may not be used for campaigning purposes (e.g. business cards, nametags, etc.).

6.14. All campaign material shall be submitted to the A.S. Executive Assistant for approval before distribution to determine the ownership of campaign materials and accountability of candidates for said materials.

6.15. Each candidate can post a total of ten (10) posters, banners, or flyers (8.5" x 11") between both campuses. Candidates may campaign together on posters, but each shared poster will count as one (1) of their allotted ten (10) posters. Note: Anything being used in the form of a poster will be counted as a poster, regardless of shape and/or dimensions. Only fourteen-inch (14") by fourteen-inch (14") posters are allowed on campus bulletin boards. No poster may be larger than six (6) square feet (36" x 24") on green area.

a. A sign shall be defined as including any type of attached support posts. A double-sided A-frame sign constitutes as one (1) sign. (Note: Badges, tee-shirts, flyers, balloons, sandwich boards, etc. that are posted are thus reclassified as signs. Wearing of these items does not constitute posting.)

b. Height shall be measured from top of the sign to the ground. Length shall be measured from the left of the sign to the right. Width shall be measured from the front of the sign to the back. Anything touching the sign or supporting the sign shall be included in the measurements.

c. Posters, banners, flyers, and signs must be two-dimensional. d. Outdoor

bulletin boards, bulletin boards inside the Student Union Building, bulletin boards at the Brawley campus, classroom bulletin boards (upon approval of the Director of Business Services).

6.16. Any form of public defacing university property is prohibited. Examples of defacing property include but are not limited to the use of staked signs on university property. These examples are not intended to limit the application of the Elections Code to these certain areas. No campaigning material shall be placed on any campus trees nor shall they be placed in tree wells or flowerbeds. No campaigning materials shall be allowed on the A.S. Newsletter, distribution boxes, light poles, or trash cans. No advertising shall come in contact with the walls of any building, including the writing on whiteboards in classrooms, except areas that are currently approved as general posting areas. The A.S. Executive Assistant has the authority, under approval of the Elections Committee, to stipulate other violations.

6.17. Use of telecommunication for campaigning shall be limited. Telecommunication may be used if it does not impede the educational process as outlined by San Diego State University - Imperial Valley and/or California Education Code or violate another subsection of this Elections Code. Telecommunication material shall be submitted to the A.S. Executive Assistant before distribution to determine the ownership of electronically distributed campaign materials and accountability of candidates for said materials. Use of said materials does not constitute a violation of Section 5, Subsection 5.09d of this Elections Code. There shall be no use of telephone calls or SMS/Text messaging for the purposes of soliciting votes.

6.18. The use of email is permitted, with the following stipulations:

- a. Emails can only be sent to persons the candidate knows.
- b. Emails cannot be sent or forwarded to students who you do not know. c. Excessive emailing will not be permitted. Excessive emailing will be determined to be a form of spamming, which is a disruptive message sent to email accounts of persons the sender does not know.

6.19. Social networking websites (including, but not limited to, Facebook, Twitter, etc.) shall be allowed upon approval of the A.S. Executive Assistant for the use in campaigning pursuant to the following conditions:

- a. The following definitions shall be used in consideration of these rules:
 1. Content shall be defined as any material (including, but not limited to text, picture, audio, and video) which exists on any given page and is under reasonable amount of control by the candidate or site profile owner. Candidates are thus not responsible for advertisements automatically inserted into the site by the host or site structural elements that are determined by the host or host policy.
 2. "Host" shall be defined as the company which operates the root domain (including, but not limited to, facebook.com, etc.) and/or with which the profile holder has entered into a user agreement.
- b. Such campaigning shall not be abusive, libelous/slanderous, or in any way harmful to competitors, competitors campaign members, or any other person or organization. Candidates are reminded that websites are

considered to be public documents.

- c. Since candidates have the ability to delete offensive content from their profile pages, candidates shall be considered to be responsible for any text, images, audio, or media of any kind posted by themselves or by others, including tags, on their profile pages. Offensive content should not be permitted and must be removed immediately.
- d. The creation of deceitful content could possibly result in immediate disqualification, subject to action by the Elections Committee.
- e. Any copyrighted media content shall be used with authorization from the copyright holder and in accordance with any applicable laws. All content on candidate's pages is subject to the agreements appropriate to each site. The A.S. makes no claim to supersede or override such agreements.
- f. All major social media content relating in any way to the campaign (profile text, 'About Me' section, etc.) shall be submitted to the A.S. Executive Assistant for approval prior to posting. Comments need not to be submitted to the A.S. Executive Assistant beforehand and are thus a forum for free exchange of ideas and statements, subject to the rules provided in this Elections Code.
- g. The creation of groups within the social networking site shall be allowed, pursuant to the restrictions and provisions provided in this Elections Code.

1. Comments shall not be abusive in nature, number, content, or volume.
2. While not prohibiting such action, the Elections Committee strongly urges candidates and supporters to refrain from posting on the sites of opponents.
3. Photos posted during the campaign need not be on file with the Elections Committee provided the content of the photos is in accordance with the Elections Code.
4. Any photos depicting campaign material, which are not on file with the Elections Committee, shall not be allowed.

- h. Messaging and posting on social networking sites shall be permitted. Messages on social media sites are not considered emails.
- i. Usernames on social networking sites shall be appropriate and in accordance with these rules.
- j. Candidates may post a direct link to their social network profile on their campaign materials.
- k. The use of Canvas for campaigning is not permitted.

6.20. Candidates may post a link to BigPulse from their campaign sites. The URL for BigPulse may be included on campaign material.

6.21. There shall be no campaigning (use of flyers, buttons, stickers, signs, etc.) during A.S. Official Meetings and A.S. Committee Meetings.

6.22. Candidates shall refrain from publicly sharing materials prior to the designated campaign period that later becomes campaign materials.

6.23. If there is any doubt with regards to the Elections Code, the candidate(s) should consult the A.S. Executive Assistant.

Section 7 Ballots

7.01. Ballots shall not be counted until elections have concluded. The A.S. Executive Assistant shall be responsible for posting the results on A.S. bulletin boards by 12:00 p.m. on the day the results are in. The A.S. Executive Assistant shall be responsible for submitting the results to the Webmaster and Media and Marketing Committee. The Elections Committee A.S. representative will provide the results to the A.S. at their next A.S. Official Meeting. The results will be available on the A.S. Newsletter in the month of March, April, or May.

7.02. When the polls close on the final day of elections, the A.S. Executive Assistant will meet with the A.S. Advisor or designee to obtain the online elections results.

7.03. If online voting is unavailable, the Elections Committee and A.S. Advisor or designee shall count ballots during a closed session. Should there be three (3) votes separating the elected candidate from the runner-up, the ballots shall be counted a minimum of two (2) times to ensure validity.

7.04. All results and documents shall be retained in the A.S. office until the A.S. Advisor or designee accepts the election results.

7.05. Election results shall be printed and signed by the A.S. Executive Assistant and posted in the Student Union Bulletin, and website upon completion of the count.

Section 8 Executive Assistant - Elections

8.01. Will be responsible for all relations within the Elections Committee.

8.02. As Chair of the Elections Committee, will oversee all decisions, issues, and concerns within this committee; this includes, but is not limited to:

- a. Reviewing the Elections Code at the A.S. Elections Meeting.
- b. Approving all campaigning material during A.S. Elections.
- c. Stand as acting liaison for the Elections Committee.
- d. Address all questions and/or concerns presented by San Diego State University - Imperial Valley faculty, staff, and/or students.

8.04. During Associated Students elections, is responsible for final approval of ballots and is responsible for sending the final rendition of these ballots to

the A.S. Advisor and/or designee.

8.05. In agreement with the Elections Committee, has the right to propose amendments to the Elections Code. These proposed amendments will be presented to the A.S. Bylaws Committee. The A.S. Bylaws Committee has the right to accept or deny the Elections Committee's request.

8.06. Will conduct the elections calendar, create mass emails and reminders for San Diego State University - Imperial Valley faculty, staff, and students, create and advertise Associated Students applications, and create the ballots used for elections.

Section 9 Elections Committee

9.01. The Elections Committee is responsible for overseeing the elections process.

9.02. The Elections Committee is composed of one (1) A.S. Executive Assistant, one (1) A.S. representative, and three (3) students-at-large.

- a. If there is no student-at-large interest, non-returning A.S. members may fulfill vacant roles in the committee.

9.03. The Elections Committee, in accordance with these Official Bylaws, shall keep a record of all committee meeting minutes and agendas and shall submit such documents to the A.S. Advisor and/or designee to be posted on all official bulletin boards.

9.04. On behalf of the A.S., there shall be an appointed A.S. representative in the Elections Committee.

9.05. The voting members of this committee are the three (3) students-at-large and the A.S. representative, however, in the case of a tie, the A.S. Executive Assistant vote shall be counted. The quorum shall consist of fifty percent plus one (50% + 1) of the filled voting seats present.

9.06. The Elections Committee reserves the right to propose amendments to the Elections Code. These proposed amendments will be presented to the A.S. Bylaws Committee. The A.S. Bylaws Committee has the right to accept or deny the Elections Committee's request.

Elections Eligibility

9.07. Pursuant to the requirements of the Official Bylaws of the Associated Students of San Diego State University - Imperial Valley, there shall be an Elections Committee established to handle all elections for the A.S., its subordinates, or affiliates.

9.08. During the month of November, elections for the upcoming academic year will be announced. The A.S. Executive Assistant shall be in charge of ensuring that elections are handled appropriately assuring all fairness to the candidates. A.S. elections shall be held annually. The A.S. Executive Assistant shall follow all guidelines detailed in the Elections Code.

9.09. The Elections Committee shall consist of one (1) A.S. Executive Assistant, one (1) A.S. Representative, and three (3) students-at-large, who shall be voting members and shall serve for a period of one (1) academic year, and shall be eligible for reappointment. There shall also be the following designated, non-voting members: the A.S. Advisor or a designee. A quorum of the committee shall be 50% + 1 of the filled voting seats.

9.10. The Executive Assistant may be removed from Elections by a two-thirds (2/3) vote of the A.S. This action can be taken only after the following:

- a. A written request for review of Executive Assistant elections activities detailing cause or reason for removal has been submitted to the A.S. (This document may include, but is not limited to, improper conduct or incompetence.)
- b. A.S. has held a meeting to discuss the request for review and obtained information pertaining directly to the allegations within the request from both the authors of the request as well as the Executive Assistant, both of whom shall be invited to attend the meeting.
- c. A.S. has forwarded a recommendation of removal of the Executive Assistant from elections to the A.S. Advisor or designee. If the Executive Assistant is removed from elections, the Appointment Committee shall open vacancy applications. If time does not permit for this process to occur, an interim Elections Coordinator may be appointed by the A.S. Advisor or designee with the approval of the A.S. by majority (50% +1) vote.

9.11. All members of the Elections Committee shall be matriculated students at San Diego State University - Imperial Valley at the time of their appointment and during the term of their office. No member of the Elections Committee may be a candidate in any election within the jurisdiction of the committee during the term of their appointment. Preference for Elections Committee membership shall be given to those members of the university that are students-at-large and are not already officers of the university (with the exception of the A.S. Advisor or designee).

Powers and Duties

9.13 It shall be the duty of the Elections Committee to interpret and ensure the Elections Code is followed.

9.14. Penalties are determined by the Elections Committee with the feedback of the A.S. Advisor/designee or A.S.

9.15. A.S. general/special elections polling times and ballot positions shall be subject to the approval of the A.S. Advisor or designee.

9.16. The duties and responsibilities of the A.S. Executive Assistant during elections shall be as follows:

- a. To administer all types of elections in accordance with this code.
- b. To carry out the policy actions of the Elections Committee within the jurisdiction of this code.
- c. To ensure dates of the nomination-filing period, election dates, and other notices relevant to the election are publicized.
- d. To make regular reports to the A.S. Advisor or designee regarding elections.
- e. To maintain public neutrality concerning any candidate or issue in any election within their jurisdiction.
- f. To chair the Elections Committee.
- g. To verify infractions committed by the candidate and/or person(s) associated with the candidate.
- h. To make recommendations to the Elections Committee regarding any infraction by the candidate and/or person(s) associated with the candidate.
- i. To review the Elections Code with the Elections Committee by the second meeting of the semester.
- j. To ensure preparation of the candidate Application Packet and approved election schedule.
- k. To ensure all required advertisements are placed in the A.S. Newsletter (available positions, approved voting period, and voting information). l. To complete six (6) office hours per week during the Elections Period.

9.17. The Elections Committee shall perform any other duties pertaining directly to the A.S. Elections as may be required by the A.S. Advisor or designee, the Elections Code, or by contract with the A.S.

9.18. The Elections Committee may make recommendations to amend this code to the A.S. Advisor or designee who shall then forward the recommendation(s) to the A.S. Bylaws Committee.