ELECTIONS COMMITTEE

AUTHORITY: This Code is established under the authority of Article XV of the Associated Students Constitution of California State University, Northridge.

PURPOSE: The Purpose of this Code shall be to define and outline the responsibilities of the Associated Students Elections Committee.

DATE OF EFFECTIVENESS: This Code shall be effective when approved by a majority vote of the Associated Students Senate.

AMENDMENTS: This Code may be amended by a 2/3 rd’s vote of the total voting membership of the Associated Students Senate.

I. MEMBERSHIP:
   A. Voting membership of this committee shall consist of a minimum of 4 members and a maximum of 7 members each recommended by the A.S. President and confirmed by the A.S. Senate.
   B. An Assistant Chair of Elections shall be appointed by the A.S. President and approved by the A.S. Senate.
   C. The following shall be considered non-voting Ex-officio members of this committee:
      1. University Advisor
      2. A.S. Coordinator for Student Leadership, who shall serve as the Staff Advisor appointed by the A.S. General Manager.
      3. The Student Leadership Graduate Assistant for Training and Development
      4. The A.S. Vice President shall serve as the Senate Representative to this committee.
         a. The A.S. Vice President shall be a non-voting member of this committee.
         b. If the A.S. Vice President chooses to run for office, they must immediately vacate their seat on the committee and the A.S. Senate may appoint a Member of the Senate who is not currently running for any office in the A.S. general elections to serve.

II. APPOINTMENT, TENURE AND RESPONSIBILITY:
   A. Chair of Elections
      1. The Appointment, Tenure and Responsibility of the Chair of Elections is outlined in the Code on the Chair of Elections.
   B. Assistant Chair of Elections

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1. The Assistant Chair of Elections shall be appointed by the A.S. President with the approval of the A.S. Senate.
2. In the event of a vacancy in the position of Chair of Elections, the Assistant Chair may be given a non-renewable 30-day appointment to fulfill that role while a search is conducted for a new Chair.
3. The tenure of office for the Assistant Chair of Elections shall be one year, to be concurrent with the A.S. President’s term of office who appoints them.
4. The Assistant Chair of Elections shall be directly responsible for the discharge of their duties to the A.S. Chair of Elections.
5. The Assistant Chair is advised by the A.S. Coordinator for Student Leadership.
6. The Assistant Chair of Elections may not hold any other elected A.S. office nor be eligible for election to any A.S. office. They may not take part in any campaign for or against any candidate(s) or ballot issue(s) during their tenure in office, with the exception of the right to vote.
7. The Assistant Chair of Elections shall be a student in good standing as defined in Article V, Section 1 of the A.S. Constitution.

C. Elections Committee
1. Members of the Elections Committee are appointed by the A.S. President and approved by the A.S. Senate.
2. Members of the Elections Committee serve one-year terms, concurrent with the A.S. President’s term of office.
3. Members of the Elections Committee are directly responsible for the discharge of their duties to the Chair of Elections.
4. Members of the Elections Committee must be students in good standing as defined in Article V, Section 1 of the A.S. Constitution.
5. Members of the Elections Committee shall not hold any other A.S. office, nor will they be eligible for election to any other A.S. office, nor shall they take part in any campaign for or against any candidate(s) or ballot issue(s) during their term in office, with the exception of the right to vote.

III. RESPONSIBILITIES:
A. Committee
1. This committee shall be an executive committee under the A.S. President.
2. The Elections Committee shall be responsible for fulfilling three primary goals:
   a. The recruitment of students to run for office in the A.S. Elections.
   b. The recruitment of students to vote in A.S. Elections.
   c. The administration of a secure elections process.
3. In order to fulfill these goals, the responsibilities of the Elections Committee will include, but not be limited to the following:
   a. Working with the A.S. Coordinator of Marketing and Public Relations to develop an elections marketing plan, including a theme, materials, and key information designed to inform the student body about an upcoming elections.
b. Making marketing presentations in classrooms and at club/organization meetings to publicize election information.

c. Recruiting Senators and Cabinet Members, who are not running in the elections, to help with election publicity and marketing.

d. Recruiting, training and managing elections employees, a street team of paid student workers, to publicize the elections prior to, and on the days of an election.

e. Publicizing voting information, election dates, election times, and election locations, at least two school days before each election.

f. Setting up and supervising all polling stations to be open from 8 am to 6 pm on each day of voting.

g. Members of the Elections Committee shall be assigned to supervise each polling station during their operating hours.

h. Members of the Elections Committee are responsible for accounting for all official elections materials assigned to the polling station area they are supervising.

i. Members of the Elections Committee may observe, document and collect complaints from candidates at polling stations during the hours they are officially open.

j. Hearing all formal complaints and rendering binding decisions concerning election disputes and violations of any codes related to Elections, the A.S. Constitution, and those applicable university rules and regulations.

B. Chair of Elections

1. The Chair shall abide by all requirements outlined in the Code for the Chair of Elections and all other codes relating to A.S. Elections.

2. The Chair of Elections shall chair all meetings of the Elections Committee and serve as a voting member only in the event of breaking a tie.

3. The Chair of Elections shall be responsible for the distribution and organization of all Elections Committee tasks.

4. The Chair of Elections shall be responsible for preparing and distributing the agenda, and distributing the minutes to the A.S. Elections Committee and other relevant stakeholders.

C. Assistant Chair of Elections

1. The Assistant Chair of Elections will take the role of the Chair of Elections in the absence of the Chair of Elections, and will carry out his/her duties as outlined in the Code on the Chair of Elections and all other codes relating to Elections.

2. The Assistant Chair of Elections shall compile the minutes and submit them to the chair to be distributed with the following week’s agenda.

3. The Assistant Chair of Elections will ensure that permanent files of the minutes, election(s) results, and other historical information are kept by the A.S. Government Secretary.

D. Voting Members

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1. The Voting Members of the Elections Committee shall assist the Chair and Assistant Chair of Elections in administering and ensuring that all campaigning and publicity is carried out according to the policies, procedures, rules and regulations of all codes relating to A.S. Elections, the A.S. Constitution and those of the university.

IV. MEETINGS:
   A. The A.S. Elections Committee shall meet weekly on Wednesdays at 2:00 p.m. during the regular semester.

V. QUORUM AND ABSENCES:
   A. Quorum for the A.S. Elections Committee shall be defined of at least five voting members present, including the Chair of Elections.
   B. Voting members of the Elections Committee may have no more than three unexcused absences from official meetings, hearings or other official Elections Committee obligations.
   C. Any member of the Elections Committee who has more than three unexcused absences from any Elections Committee meetings, hearings or other official Elections Committee obligations shall be considered as having vacated their seat on the Committee.

REGULATION: The Elections Employees shall, in the execution of its responsibilities, uphold the policies of the:
   - The United States Constitution
   - The State of California
   - California State University, Northridge
   - Associated Students

PARLIAMENTARY AUTHORITY: The parliamentary authority for the Associated Students General Elections Employees shall be the current edition of Robert’s Rules of Order, Newly Revised.

ENABLING CAUSE: This Code shall supersede all Codes on the A.S. Elections Employees passed prior to December 8, 2014.

Approved on: December 8, 2014
Amended on: December 7, 2015