



2021 CSUN EXECUTIVE ELECTION RULES

I. DEFINITIONS

- a) **Campaign-related Activity**: Any activity designed to promote a candidate for CSUN office.
- b) **Campaign Materials**: Any materials designed to promote a candidate for CSUN office.
- c) **Candidate**: Any person seeking an office in CSUN who has met the qualifications outlined in the CSUN Constitution, CSUN Bylaws, and this document and has submitted all necessary filing paperwork by established deadlines.
- d) **Physical Campaigning**: Any public campaign-related activity which involves the distribution of physical materials including, but not limited to, posters, flyers and t-shirts.
- e) **Verbal Campaigning**: Any public campaign-related activity via spoken word that does not include private conversations with acquaintances.
- f) **Electronic Campaigning**: Any campaign-related activity via digital media including, but not limited to, websites, social media, e-mail and text messages.
- g) **Official Tickets**: A ticket is made up of two or more candidates who agree to campaign together and/or share expenses.
- h) **Endorsements**: When a person or group uses funds to engage in any campaign-related activity on behalf of a candidate or candidates. Endorsements may only be received from enrolled UNLV undergraduate students personal accounts or student organizations which are recognized by SIA.
- i) **Recognized Supporters**: Any person or group which engages in campaign-related activity on behalf of a candidate or candidates.
- j) **SIA**: Student Involvement and Activities.
- k) **Time-stamp**: All documents requiring a time-stamp must be stamped by either the SIA/CSUN receptionist, CSUN Associate Director of Elections, CSUN Director of Elections and Operations, CSUN Faculty Advisor, or the CSUN Business Manager. Documents which are sent through email will be considered time-stamped with the exact time the email was sent.
- l) **Penalty**: A penalty can be either financial in nature or a disqualification.
- m) **CSUN Officers**: President, Vice President, Senate President, Senators, and Justices.

II. GENERAL PROVISIONS

- a) Information pertaining to the conduct of elections, the Elections Commission, designated polling locations, the processes for how to vote, how ballots shall be counted, and how elections shall be certified is contained within CSUN Senate Bylaw 204, located here: www.unlv.edu/csun
- b) Candidates are required to adhere to UNLV's Student Conduct Code, located here: <http://studentconduct.unlv.edu/conduct/pdf/Student-Conduct-Code.pdf> If the code of conduct is violated, offenders will be referred to the Office of Student Conduct by the CSUN Professional Staff.
- c) The use of campus buildings and open spaces for campaign-related activity must meet the requirements set forth in UNLV's Guidelines for Scheduling University Facilities, which includes UNLV's posting policies (Section II, Subsection 15) located here: <https://www.unlv.edu/campuslife/scheduling-guidelines>
- d) Where not otherwise specified, all filing or actions shall be done at the CSUN Student Government Offices ("CSUN Offices") located on the 3rd floor of the Student Union on CSUN business days between 8:00AM and 5:00PM.
- e) Candidates are required to adhere to all federal, state, and local laws. NOTE: The Elections Commission will not pass judgement on any unlawful conduct, as it is outside our jurisdiction. Potential violations of federal, state, or local laws filed with the CSUN Elections Commission will be transferred to the UNLV Office of General Counsel for review and possible legal action.
- f) Any individual who does not meet the requirements set forth in this document will not be considered a candidate in this election.
- g) All CSUN documents regarding the 2021 CSUN Executive Elections, including the 2021 CSUN Executive Election Filing Packet, 2021 CSUN Executive Elections Rules, CSUN Bylaw 204: Electoral Process, the 2021 CSUN Executive Elections Voter's Guide, as well as Complaint and Expenditure forms, will be available at: www.unlv.edu/csun
- h) The official election cycle will begin at the close of the filing period on February 19.

III. QUALIFICATIONS FOR CANDIDACY

- a) Qualifications for candidacy in the 2021 CSUN Executive Election are defined in Article IV, Section C of the CSUN Constitution located at: www.unlv.edu/csun/about
- b) Candidates must be eligible at the time of filing (UNLV local time). No exceptions will be made.

IV. CANDIDATE FILING

- a) The official filing period for candidacy in the 2021 CSUN Executive Elections begins at 8:00 AM on Friday, February 8, 2021 and ends at 5:00 PM on Friday, February 19, 2021.
- b) Filing packets shall be submitted online, no later than 5:00 PM on Friday, February 19, 2021.
- c) Filing packets are available to complete at: www.unlv.edu/csun and must be submitted no later than 5:00 PM on Friday, February 19, 2021. Submissions reflecting a time beyond 5:00 PM will be

considered late and not accepted.

- d) All filing packets must include the CSUN Grade Verification Form and the Application for Candidacy. Incomplete packets will be considered void.
 - i) NOTE: A grade verification form must be submitted regardless of if a potential candidate has already submitted a form previously.
- e) For the sole purpose of communication with the Director of Elections and Operations and Associate Director of Elections, each student is required to use their RebelMail (@unlv.nevada.edu).
- f) Each student will be required to sign a release giving the CSUN Faculty Advisor and/or the CSUN Business Manager and/or member of the CSUN Professional Staff access to his/her/their academic records to determine eligibility.
- g) There shall be one or more mandatory Informational Meetings held for the purpose of explaining election rules and addressing any other election concerns after the close of the filing period.

V. MEETINGS AND EVENTS

a) Mandatory Informational Session

- a) All candidates are required to attend one (1) Informational Session will be decided for the purposes of explaining CSUN's electoral process and for answering questions regarding CSUN and the offices being sought. No proxies are allowed.
 - (i) **Candidates** will arrive no later than 15 minutes late and will be dismissed when the meeting ends or the scheduled ending time, whichever comes first.

b) Mandatory CSUN Senate Meeting

- a) All candidates are required to attend one (1) CSUN Senate meeting on Monday, March 8, 2021 as long as it is scheduled by the Senate President. No proxies are allowed.
 - (i) **Candidates** will arrive no later than 6:00 pm and will be dismissed when the meeting ends, or by 11 pm, whichever comes first.
 - (ii) Candidates who arrive after 6:00 pm will be considered absent. Failure to meet this requirement may result in disqualification, unless the candidate has been excused in advance. No grace period will be allowed.
- b) The agenda for the mandatory Senate meeting, including location, will be posted in the CSUN office lobby no later than three (3) business days in advance of the meeting.

c) Mandatory Executive Candidate Mixer and Debate

- a) An Executive Debate for the General Election candidates will be scheduled.
- b) Candidates must commit to attending the debate. If the candidates elect to withdraw from the debate they will be disqualified.

d) Excuses

- c) Excuses will only be granted for any NSHE classes, work, emergencies or religious reasons. Candidates must provide an excusal letter, a copy of a class schedule or a copy of a work schedule **no later than Friday, February 19, 2021 at 8:00 PM** regarding the mandatory Info Sessions AND **Friday, March 5, 2021 by 8:00 PM** regarding the mandatory Senate Meeting. This document must show clearly that the Candidate will be at work, in class, or at a UNLV sponsored event during the time the Candidate is required to be at the meeting. Signed documentation by a supervisor or professor is required.

- d) Excuses for classes, UNLV events, or work will **not be accepted after February 19**, deadline. Excuses for emergencies will be evaluated by the Director of Operations and Elections and Associate Director of Elections on a case by case basis.

VI. CAMPAIGNING, TICKETS, AND EXPENDITURES

a) Campaigning

- 1) Campaign-related activity is permitted between **8:00 am on Thursday, February 25, 2021** and when polls close at **5:00 pm on Thursday, April 15, 2021**.
- 2) Any UNLV- or CSUN-owned, -supported, or -managed, social media accounts or pages, logos, or other resources are strictly prohibited in the creation of campaign materials or for campaign-related activity. CSUN officers and officials, and their respective position titles, are not considered property of CSUN.
 - i. This provision includes the *UNLV Scarlet and Gray Free Press* and other university publications, , and KUNV and its general programming;
 - ii. But excludes the *UNLV Scarlet and Gray Free Press* candidate profile section, the use of CSUN marketing materials available to all students, privately purchased UNLV attire, and student run shows broadcast on KUNV.
 - iii. Campaign materials requested through the Operations and Elections Department are not considered CSUN-owned property once the candidate obtains requested materials.
- 3) Candidates are not permitted to create their own polling place or voting location by allowing others to use personal laptops, cell phones, or other electronic devices to cast votes.
- 4) Physical and verbal campaigning may only take place within UNLV's campus, and in accordance with the policies and procedures set forth in Article II of this document.
 - a. Any physical campaign material must be submitted to and approved by the Associate Director of Elections **before** being distributed, posted, or displayed by a candidate.
- 5) Electronic campaigning is subject to all policies and procedures outlined in this document.
 - b. All campaign-related graphics, images, or videos must be submitted to and approved by the Director or the Associate Director of Elections **before** being distributed, posted, or displayed by a candidate. Failure to provide materials to the Director or the Associate Director of Elections prior to posting will result in a penalty.
- 6) The polling locations for the 2021 CSUN Executive Elections will be open from 9:00 am - 5:00 pm on each Election Day.
 - i. Student Union (SU)
 - a. One booth inside the Student Union building on the first floor.

If an unforeseen event occurs that prevents a polling location from being utilized (e.g. blackout, evacuation, etc), the Associate Director of Elections may choose an alternative polling location in place of the original polling location.

- i. Signage must be placed at the original polling location advising potential voters of the change in location.
- ii. The Associate Director of Elections must notify all candidates by text or email if a polling location has been moved.

8) No campaign-related activity is permitted in the following areas:

- i. Any CSUN office (SU 3rd Floor & CBC Judicial Offices).
- ii. Inside the student union
- iii. Inside residence halls or within twenty-five (25) feet of residence hall entrances
- iv. Inside the Dining Commons, or within twenty-five (25) feet of the Dining Commons entrance.
- v. Inside the Student Recreation and Wellness Center
- vi. Inside the Student Union
 - a. Except with the permission of the Director or Associate Director of Elections.
- vii. In any computer lab
- viii. Any campus library
- ix. On yard signs
- x. Newspaper stands
- xi. Any off-campus locations
- xii. Within twenty-five (25) feet of an active polling location with the sole exception of approved billboards in accordance with UNLV's posting policy.
- xiii. Please be advised that wearing campaign t-shirts is considered active campaigning. Wearing a campaign t-shirt in any of the above prohibited areas could result in a complaint and subsequent penalty.

9) Candidates are not allowed in the Lied Library or any computer lab from 9:00 am on Wednesday, March 10, 2021 until 5:00 pm on Thursday, March 11, 2021; and 9:00 am on Wednesday, April 14, 2021 until 5:00 pm on Thursday, April 15, 2021. Exceptions for purposes relating to a class or a student worker job may be granted in advance by the CSUN Director of Operations and Elections or Associate Director of Elections.

10) Candidates are not allowed within twenty-five (25) feet of an active polling location except for the purpose of voting.

11) The CSUN Elections Commission shall review questionable misconduct which includes, but is not limited to the following:

- a. Threatening, harassing, and bribing any member of the CSUN Elections Commission, other candidates, students, UNLV faculty, staff and representatives, and eligible voters.
- b. Defacing, removing, destroying, altering, or covering another candidate's campaign materials;
- c. Slanderous, libelous, crude, distasteful, vulgar, or personal attacks against another candidate or candidates.
- d. Any of these acts of misconduct may result in a candidate's disqualification.

b) Tickets

- 1) A candidate may only be on one ticket.

- 2) Tickets contain two (2) candidates.
- 3) In order to declare a ticket, candidates must complete and submit a CSUN Ticket Agreement Form to the CSUN Associate Director of Elections, Director of Elections or Operations, Faculty Advisor, or Business Manager as part of the Filing Packet, by the Filing Packet deadline.
- 4) Candidates are not permitted to campaign for or combine funds with any other candidate without a completed CSUN Ticket Agreement Form. Doing so may result in disqualification.

c) Expenditures

- 1) Each candidate shall be limited to \$250.00 of expenditures on all campaign-related activity and materials **for both Primary and General Elections**. Endorsements are included in this total. No additional funds may be spent on behalf of a candidate. Failure to meet this requirement will result in a request for disqualification.
- 2) Each candidate must submit a CSUN Expenditure Form to the CSUN office no later than 5:00 pm on **Thursday, April 15, 2021**. The form must be time-stamped accordingly. Failure to meet this requirement will result in a request for disqualification.
- 3) A ticket may submit one form for the whole ticket, provided every expenditure made by the ticket is included on the form. All ticket-mates must be listed on the form.
- 4) The expenditure form shall outline all campaign-related expenses, along with receipts for all materials and services that are purchased or donated. If receipts are unavailable for goods or services, candidates shall submit an approximation of their fair market value which is subject to the approval by the CSUN Associate Director of Elections or CSUN Director of Elections and Operations prior to the specified deadline.
- 5) Candidates may replace destroyed or defaced campaign materials without reduction of their budget if proper evidence is shown to, and approved by, the CSUN Associate Director of Elections or CSUN Director of Elections and Operations.

VII. ENDORSEMENTS AND RECOGNIZED SUPPORTERS

- a) Candidates may only be formally endorsed by enrolled UNLV undergraduate students or student organizations which are recognized by SIA. As stated in Section I, formal endorsements involve money being given to a candidate to be used for campaign related activity.
- b) Formal endorsements by student organizations are required to provide financial documentation of accounts received within the past 180 days in order to be eligible for providing financial resources for campaign related activity. Use of endorsements from non-UNLV entities, either directly or indirectly, will be considered a violation of the election rules.
- c) Recognized supporters are people who campaign for the candidate at any given time during the campaign cycle. Candidates are responsible for the actions of recognized supporters. Recognized supporters must abide by the same rules as candidates, with the exception of campaigning for other candidates.
- d) Candidates shall not be held responsible for the actions of unsolicited recognized supporters.
- e) Professional Faculty and Staff may not campaign on behalf of a candidate unless the aforementioned Professional Faculty and Staff are also undergraduate students at UNLV, however, candidates shall not be held responsible for unsolicited actions of faculty and staff.
- f) Candidates should be fully familiar with Bylaw 204, Section 20 as it applies directly to campaign finance, campaigning, and endorsements.

VIII. COMPLAINT PROCESS

- a) Filing a Complaint
 - 1) If a candidate is found violating any provision of the CSUN Election Rules, CSUN Bylaws, and/or CSUN Constitution, a complaint against the candidate by submitting a proper CSUN

Election Complaint Form which can be obtained on the CSUN website at this location:
www.unlv.edu/csun/.

- 2) The form must be either submitted to the CSUN Offices with a time-stamp or emailed to the CSUN Director or Associate Director of Elections no later than 5:00PM on the CSUN business day following the alleged infraction.
 - 3) The Director and/or Associate Director of Elections may choose to not submit a complaint to the Commission if the complaint has any filing inconsistencies such as, filed improperly, not time stamped in time, not submitted in time, etc.
 - 4) Complaints referencing any regulations other than the CSUN Election Rules will be referred to the appropriate governing entities at UNLV or with the State of Nevada by CSUN Professional Staff.
- b) Notification of Complaints**
- 1) Upon receiving the complaint, the Associate Director of Elections or Director of Elections and Operations will have until 5:00PM on the CSUN business day following the complaint submission to notify all candidates involved via phone or email, and post the complaint in the lobby of the CSUN Offices.
 - 2) The CSUN Elections Commission shall hear all complaints at an Elections Commission Complaint Hearing to be held within two weeks after the elections.
 - a. A complaint hearing may also be held during the election cycle, depending on the number and/or severity of complaints submitted.
- c) Elections Commission Complaint Hearing Procedure**
- 1) A complaint hearing requires a quorum of 50% plus one of the total voting members on the CSUN Elections Commission.
 - 2) Each complaint will be split into two agenda items, one discussion item and one action item.
 - 3) The Elections Commission shall allot equal time for the complainant and respondent to present their respective arguments.
 - 4) During action agenda items, the Elections Commission will assess any penalties by majority vote.
 - 5) Candidates not present at the hearing will forfeit their chance to present their argument, and the Elections Commission shall continue without contest. No proxies will be allowed at the complaint hearing.
- d) Complaint hearings are scheduled, pending complaints to be heard. Exact date, times and locations will be posted according to Nevada Open Meeting Law and all candidates will be informed.**

IX. PENALTIES

- a) Each election rule, if violated, carries with it a penalty to be assessed by the CSUN Elections Commission in accordance with this section.**
- b) Disqualification may occur with the following rule violations with reasonable preponderance of evidence:**
 - 1) Failure to attend the required CSUN Senate Meeting on Monday, March 8, 2021 from 6:00 PM until the meeting is adjourned or 11 PM, whichever comes first.
 - 2) Failure to attend one of the informational sessions.
 - 3) Violation of campaign rule Title VI, Section A, Subsection 3.
 - 4) Failure to turn in a completed expenditure form.
 - 5) Usage of UNLV- or CSUN-owned, managed, or supported, publications in campaigning activities.

- 6) Violation of CSUN Constitution
- 7) Violation of CSUN Bylaws that result in disqualification
- 8) In accordance with CSUN Bylaw 204, candidates will be disqualified if they have three strikes confirmed against them.

X. Campaign Material Provisions

- a) Candidates or tickets may submit campaign materials to be printed by the CSUN Operations & Elections Department with expenditures being assessed against the candidates or tickets expenditure form. The costs will be included in the candidates or tickets expenditure form; the Associate Director of Elections shall inform the candidate or ticket of the expenses incurred
- b) Options for sizing and materials will be available on the Campaign Materials Request Form available here.
- c) Once submitted and approved, materials will be made to the candidate three (3) UNLV business days at the SIA Front Desk.
- d) Materials provided to the Associate Director of Elections shall be used in the original file format provided by the candidates or tickets. CSUN is not responsible for any issues related to the quality or coloration of the original file format provided.
- e) There will be a monetary limit per candidate of the fund. This limit will be determined once filing ends and candidates will be informed of the monetary limit at their Information Meeting and via email.

XI. Exceptions

- A. The Associate Director of Elections reserves the right in an emergency or in a situation in which the safety of voters, candidates or other community members' safety may be jeopardized, to follow all university guidelines.