



## 2021 CSUN SENATE 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. **Campaign Materials Request Form**: The Official CSUN request form allowing Candidates access to printed campaign materials complimentary of CSUN
- d. **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
- e. **Physical Campaigning**: Any public campaign-related activity which involves the distribution of physical materials including, but not limited to, posters, flyers and t-shirts
- f. **Verbal Campaigning**: Any public campaign-related activity via spoken word that does not include private conversations with acquaintances
- g. **Electronic Campaigning**: Any campaign-related activity via digital media including, but not limited to, websites, social media, e-mail and text messages
- h. **Official Tickets**: A ticket is made up of two or more candidates who agree to campaign together and share expenses
- i. **Endorsements**: When a person or group uses funds to engage in any campaign-related activity on behalf of a candidate or candidates
- j. **Recognized Supporters**: Any person or group which engages in campaign-related activity on behalf of a candidate or candidates
- k. **SIA**: Student Involvement and Activities
- l. **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
- m. **Penalty**: A penalty can be either financial in nature or a disqualification
- n. **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](http://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 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. 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
- e. Any individual who does not meet the requirements set forth in this document will not be considered a candidate in this election
- f. All CSUN documents regarding the 2021 CSUN Senate Elections, including the 2021 CSUN Senate Election Filing Packet, 2021 CSUN Senate Elections Rules, CSUN Bylaw 204: Electoral Process, the 2021 CSUN Senate Elections Voter's Guide, as well as 2021 CSUN Election Complaint and Expenditure forms, will be available at: [www.unlv.edu/csun](http://www.unlv.edu/csun)

### III. QUALIFICATIONS FOR CANDIDACY

- a. Qualifications for candidacy in the 2021 CSUN Senate Election are defined in Article IV, Section C of the CSUN Constitution located at: [www.unlv.edu/csun/about](http://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 Senate Elections begins at 8:00 am on Thursday, September 9, 2021, and ends at 5:00 pm on Wednesday, September 22, 2021
- b. Filing forms must be submitted to the Associate Director of Elections, no later than 5:00 PM on Wednesday, September 22, 2021
- c. Filing packets are available electronically at: [www.unlv.edu/csun/about](http://www.unlv.edu/csun/about) and must be submitted no later than 5:00 PM on Wednesday, September 22, 2021. Submission 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
  - 1. 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 Associate Director of Elections, each student is required to use their Rebel Mail (@unlv.nevada.edu)
- f. Each student will be required to sign a release giving the CSUN Faculty Advisor and/or the CSUN Business Manager access to 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

- 1. All candidates are required to attend one (1) of the following Informational Sessions, to be held on **TBD** and **TBD** 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 the time stated above and will be dismissed when the meeting ends

**b. Mandatory CSUN Senate Meeting**

1. All candidates are required to attend the CSUN Senate meeting on Monday, October 4th, 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. Candidates will check in with the Associate Director of Elections, Director of Elections and Operations, or another appointed member of the Election Commission
  - 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 by the Associate Director of Elections. No grace period will be allowed
2. The agenda for the mandatory Senate meeting, including location, will be posted no later than three (3) business days in advance of the meeting

**c. Senate Candidate Mixer**

1. A Senate Candidate Mixer date and location is to be determined
2. Candidates must commit to attending this mixer

**d. Excuses**

1. 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 Wednesday, September 22, 2021 at 8:00 PM** regarding the mandatory meetings AND **Friday, October 1, 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, except in the cases of absences due to emergencies or religious reasons
2. Excuses will **not be accepted after the** deadlines listed above. Excuses for emergencies will be evaluated by the 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, September 23rd, 2021**, and when polls close at **5:00 pm on Thursday, October 14th, 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 Official CSUN Campaign Materials Request Form 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
  - i. 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
  - i. All campaign-related graphics, images, or videos must be submitted to and approved by the Associate Director of Elections or Director of Elections and Operations **before** being distributed, posted, or displayed by a candidate. Failure to provide materials to the Associate Director of Elections or Director of Elections and Operations prior to posting will result in a penalty
6. The polling locations for the 2021 CSUN Senate Election will be open from 9:00 am - 5:00 pm on each Election Day
  - i. Student Union (SU)
    - A. One booth inside of the Student Union on the first floor
7. 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.
8. The Associate Director of Elections must notify all candidates by text or email if a polling location has been moved.
9. No campaign-related activity is permitted in the following areas:
  - i. Any CSUN office (SU 3rd Floor & Judicial Offices)
  - ii. Inside residence halls or within twenty-five (25) feet of residence hall entrances
  - iii. Inside the Dining Commons, or within twenty-five (25) feet of the Dining Commons entrance
  - iv. Inside the Student Recreation and Wellness Center
  - v. Inside the Student Union
    - A. Except with the permission of the Director or Associate Director of Elections

- vi. In any computer lab
  - vii. Any campus library
  - viii. On yard signs
  - ix. Newspaper stands
  - x. Any off-campus locations
  - xi. Within twenty-five (25) feet of an active polling location with the sole exception of approved billboards in accordance with UNLV's posting policy
  - xii. 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
10. Candidates are not allowed in the Lied Library or any computer lab from 9:00 am on Wednesday, October 13, 2021 until 5:00 pm on Thursday, October 14, 2021. Exceptions for purposes relating to a class or a student worker job may be granted in advance by the CSUN Associate Director of Elections
11. Candidates are not allowed within twenty-five (25) feet of an active polling location except for the purpose of voting, work, class or consulting with a professor
12. The CSUN Elections Commission shall review questionable misconduct which includes, but is not limited to the following:
- i. Threatening, harassing, and bribing any member of the CSUN Elections Commission, other candidates, students, UNLV faculty, staff and representatives, and eligible voters
  - ii. Defacing, removing, destroying, altering, or covering another candidate's campaign materials
  - iii. Slanderous, libelous, crude, distasteful, vulgar, or personal attacks against another candidate or candidates
  - iv. Any of these acts of misconduct may result in a candidate's disqualification

**b. Tickets**

- 1. No **official tickets** will be allowed
- 2. Candidates are not permitted to combine funds with any other candidate under any circumstance due to the existence of the Campaign Materials Provision Fund. Doing so may result in disqualification
  - i. Candidates may campaign for other candidates, but may not share any monetary expense related to campaigning

**c. Expenditures**

- 1. Each candidate shall be limited to \$250.00 for expenditures on all campaign-related activity and materials. 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 electronically no later than 5:00 pm on Thursday, October 14th, 2021. Failure to meet this requirement will result in a disqualification
- 3. 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

4. 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 120 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

## **VIII. COMPLAINT PROCESS**

- a. Filing a Complaint
  1. If a candidate is found violating any provision of the CSUN Election Rules, a complaint against the candidate may be filed by submitting a proper CSUN Election Complaint Form which can be obtained on the CSUN website at this location: [www.unlv.edu/csun/](http://www.unlv.edu/csun/)
  2. The form must be submitted electronically no later than 5:00 PM on the CSUN business day following the alleged infraction
  3. The Associate Director of Elections may choose to not submit a complaint to the Commission if the complaint is deemed out of order
  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 5:00 PM three CSUN business days 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
    - i. 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
  - 1. Each virtual and physical post posted by the candidates without the approval of the Director of Elections and Operations or the Associate Director of Elections shall be penalized with one strike
- 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, October 4th, 2021 from 6:00 PM until the meeting is adjourned.
  - 2. Failure to attend one of the informational sessions held on TBD
  - 3. Setting up their own polling location (violation of campaign rule Title VI, Section A, Subsection 3.)
  - 4. Incurring expenses in excess of the \$250.00 limit per candidate.
  - 5. Failure to turn in a completed expenditure form.
  - 6. Usage of UNLV- or CSUN-owned, managed, or supported publications in campaigning activities.
  - 7. If any of the rules have been determined to be violated with malicious intent
  - 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 may submit campaign materials to be printed by the CSUN Operations & Elections Department with expenditures being assessed against the candidates expenditure form. The costs will be included in the candidates 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 [www.unlv.edu/csun](http://www.unlv.edu/csun)

- c. Once submitted and approved, materials will be made available 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. 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