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Section 1 – General Provisions

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- A. The purpose of the Elections Code (sometimes hereinafter referred to as “the Code”) is to define and regulate the election procedures of the Associated Students of Loyola Marymount University (sometimes hereinafter referred to as “ASLMU”).

- B. In accordance with this Code, the Elections Committee Chair (sometimes hereinafter referred to as “the Chair”) and the Elections Committee (sometimes hereinafter referred to as “the Committee”) will be responsible for:
 - 1. Administering the elections processes in a manner that allows for a fair cross section of students to participate.
 - 2. Administering the elections processes in a manner that allows each candidate an equal opportunity to campaign to the student body for elected office in ASLMU.

- C. Jurisdiction & Authority
 - 1. All rules and regulations in this Code and all rulings made by the Elections Committee shall apply equally to campaigning on and off campus.
 - 2. Candidates shall be responsible to abide by the regulations relevant to their election and any student may receive a full copy of this Elections Code at any time.
 - 3. Ignorance of this Code shall not be an acceptable defense in response to any offense committed under this Code, either by the candidates themselves, by individuals campaigning on behalf of any candidate, or by the Elections Committee.
 - 4. Subject to the superseding and overriding jurisdiction of the Student Conduct Code and the Office of Judicial Affairs, the ASLMU Elections Committee has the jurisdiction to interpret the ASLMU Constitution and Bylaws, and any policies and procedures that are implemented pursuant to the directives established in these documents.
 - 5. The jurisdiction of the ASLMU Elections Committee hereunder is supplemental. This means that, unless prevented or removed from doing so by the Office of Judicial Affairs under the superseding authority of the Student Conduct Code, the Elections Committee shall have the authority to conduct its proceedings hereunder separately or/and unaffected by any corollary or similar actions of other University peer boards, Judicial Affairs, or proceedings under the authority of the State of California.

- D. The Elections Committee Chair and the Elections Committee shall:
 - 1. Have general authority over the election-related conduct of all candidates and campaigners in any ASLMU Election.
 - 2. Be the initial and primary interpreters of this Elections Code as it applies to the relevant behavior of candidates and their campaigns during any election.
 - 3. Be fair and impartial arbiters of this Elections Code and maintain due process in matters regarding violations of this Code.

- E. Candidates shall:
1. Be held ultimately responsible for all aspects of their campaign.
 2. Follow all rules and procedures contained within the Elections Code, the ASLMU Constitution and Bylaws, the University's Student Conduct Code, and the relevant Student Affairs posting and distribution policies.
 3. Respect all decisions of the Elections Committee.

Section 2 –Elections Committee

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- A. Membership of the Elections Committee consists of:
1. One (1) Elections Committee Chair.
 2. Seven (7) Elections Committee Members with Voting Rights.
 3. Additional Elections Committee Members with Alternate Voting Rights.
 4. Attorney General serving as an ex-officio member.
 5. ASLMU Elections Committee Advisor serving as an ex-officio member.
- B. Selection of Elections Committee Chair
1. Selection shall occur according to Presidential Appointment Procedures prescribed in the Bylaws, Article I, Section 4.
- C. Eligibility of Elections Committee Chair
1. The Elections Committee Chair must be a full-time undergraduate student.
 2. Nominees may not be currently receiving a stipend from any ASLMU funding source.
 3. Nominees may not receive any form of compensation from any campus media organization during their term as members of the Elections Committee.
 4. The Elections Committee Chair shall serve for the entirety of the academic year in which they were appointed unless removed from office or he/she resigns.
 5. The Elections Committee Chair may serve multiple terms.
- D. Responsibilities of the Elections Committee Chair
1. Oversee the ASLMU Electoral process.
 2. Recruit, nominate, and train all Elections Committee Members.
 3. Chair Elections Committee meetings.
 4. Keep an archive of Elections Committee meeting minutes.
 5. Work with his/her committee and the ASLMU Elections Committee Advisor in establishing the General Elections calendar within sixty (60) calendar days of assuming office and make them publicly available on either the ASLMU website or on a website operated by the University.
 6. Delegate responsibilities to, and coordinate and manage the activities of the Elections Committee Members.
 7. Intercede in the activities of any committee member if the member fails to meet previously assigned expectations and duties.
 8. Report to the Senate with monthly updates on the committee's activities from the start of the spring semester until the end of the Voting Period.
 9. Manage all Elections Candidate Informational Meetings.

10. Manage the Declared Candidates Meeting.
 11. Preside over all alleged Elections Code violation hearings and sanction proceedings.
- E. Selection of Elections Committee Members
1. Committee members are nominated by the Chair and approved individually by a majority vote of the Senate.
 2. All seven (7) committee members with voting rights and any committee members with alternate voting rights must be recommended to the Senate within thirty (30) calendar days following the appointment of the Elections Committee Chair.
- F. Eligibility of Elections Committee
1. All Elections Committee Members must be full-time undergraduate students.
 2. Nominees may not be currently receiving a stipend from any ASLMU funding source.
 3. Nominees may not receive any form of compensation from any campus media organization during their term as members of the Elections Committee.
 4. The Elections Committee Chair and Members shall serve for the entirety of the academic year in which they were appointed unless they are removed or resign.
 5. Elections Committee Members may serve multiple terms.
- G. Responsibilities of the Elections Committee Members
1. Conduct fair and impartial Elections hearings.
 2. Maintain confidentiality before, during, and after each Elections hearing.
 3. Complete duties as assigned by Elections Committee Chair.
 4. Adhere to all other duties, tasks and responsibilities as prescribed in the Member Agreement and the Code.
- H. Meetings
1. Once all of the members of the Elections Committee are approved by the Senate, Elections Committee meetings are to occur at least once per month.
 2. During the Campaign Period and the Voting Period, the Elections Committee shall convene daily at a standard time set by the Elections Committee Chair to review and process any violation reports.
 3. The Chair determines the meeting agenda and activities.
 4. All meetings shall be attended ex-officio by the Attorney General and the ASLMU Elections Committee Advisor.
 - a. If the Attorney General is running for elected ASLMU office, he/she shall not attend any Elections Committee meetings during the Elections Period.
 - b. In the absence of the Attorney General, the ASLMU Elections Committee Advisor shall fill the role of the Attorney General.
 5. A quorum of four (4) voting committee members is necessary to conduct business and to take formal action.
 6. The Chair shall only cast a vote in the event of a tie.

- I. Rights of the Elections Committee Members
 - 1. The Chair and Committee Members have the right to vote in elections.

- J. Conflict of Interest
 - 1. Should a conflict of interest arise, the Elections Committee Member must make a full public disclosure of that interest and recuse himself/herself from all transactions potentially influenced by that conflict of interest.
 - 2. Elections Committee Members must sign a written agreement, the Committee Member Agreement, at the onset of his/her term, expressly acknowledging their duties and responsibilities.

- K. Restrictions on Activity
 - 1. Neither the Chair nor any voting Committee Member of the Elections Committee shall:
 - a. Be eligible to hold any ASLMU position, appointed or elected, attached to a stipend in the academic year following the year during which they have served on the Elections Committee for more than 14 calendar days.
 - i. The sole exception to this provision is the position of Elections Chair.
 - b. Campaign for or against any candidate, constitutional amendment, or referendum while serving on the Elections Committee.
 - c. Be absent from more than three (3) Elections Committee meetings regardless of excuse.

- L. Compensation
 - 1. Stipends shall be paid in accordance with a Student Employment Services schedule, based on the completion of duties.
 - 2. The Elections Committee Chair shall receive a stipend of \$1,000.
 - 3. The Elections Committee Members will not receive a stipend.

- M. Budget
 - 1. The Elections Committee shall be allocated in the ASLMU annual budget a sum set by the ASLMU Treasurer, in consultation with the ASLMU Advisor, for the execution of all election activities.

- N. Vacancies of the Elections Committee
 - 1. If a vacancy of an Elections Committee Members occurs anytime other than during the Election Period, the Elections Committee Chair shall seek a new member according to Elections Code, Section 2, item E.
 - a. If committee membership positions with voting rights are vacated during the Election Period, the Elections Chair shall appoint a committee member with alternate voting rights to the position. If there are no committee members with alternate voting rights, the vacancies do not need replacement as long as the committee can still meet quorum (4).

- i. The Speaker of the Senate shall serve as Chair of the hearing and determine the format.
 - ii. The student filing the original complaint must be present.
 - iii. The individual facing impeachment may be present.
 - iv. The Senate may only question present witnesses listed on the complaint form and Officers of ASLMU required to appear.
 - e. A motion and a second is needed to adjourn the discussion.
 - f. Following the discussion, the Senate shall vote on the removal of the individual or position in question.
 - i. A two-thirds (2/3) vote of the Senate shall achieve removal.
 - ii. Failure to garner a two-thirds (2/3) vote during a removal vote shall indicate the close of the matter.
 - iii. Removal decisions are not subject to review by the Judicial Committee and cannot be reversed.
 - g. In the event that a vote for removal occurs during the Election Period, Senators officially or unofficially running for any ASLMU elected office shall abstain from voting in the removal vote.
 - i. Should the number of Senator abstentions be so great that the Senate can no longer achieve a quorum, the Judiciary shall decide on the removal.
 - ii. The Judiciary must decide on the removal within 48 hours upon receipt of a written request for removal from the ASLMU Elections Committee Advisor.
2. Removal of Elections Committee Members
 - a. The Elections Committee Chair may recommend to the Senate the removal of any Elections Committee member.
 - i. A majority approval by the Senate is needed to remove an Elections Committee Member.
 - b. The grounds for removal are:
 - i. Egregious or intentional violations of official ASLMU or University rules, policies, or procedures as they relate to the individual's official duties.
 - ii. Conduct that violates the mission of ASLMU or the University.
 - iii. Conduct that severely damages the integrity or authority of ASLMU or the office held by the individual in question.
 - c. In the event that a recommendation for removal is issued during the Election Period, Senators officially or unofficially running for any ASLMU elected office shall abstain from voting in the removal vote.
 - i. Should the number of Senator abstentions be so great that the Senate can no longer achieve a quorum, the Judiciary shall decide on the removal.
 - ii. The Judiciary must decide on the removal within 48 hours upon receipt of a written request for removal from the ASLMU Elections Committee Advisor.

Section 3 – Spring Semester General Election

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A. Purpose and Timing

1. The ASLMU General Election is the vehicle by which the positions of the President, Vice President and Senators are elected.
2. The “Elections Period” shall be defined as the time between the first Candidate Informational Meeting and when the results are published.
3. Voting in the General Election shall be conducted every spring semester during three consecutive school days no earlier than the ninth (9th) academic week and no later than the thirteenth (13th) academic week in semester.
 - a. This three-day voting block shall be termed the “Voting Period.”
 - b. No day in the Voting Period shall be an official school holiday, Federal Government holiday, or major religious holiday.
 - c. The electronic polls shall open for the casting of votes at 9:00am on the first day of the Voting Period and shall close at 5:00pm on the third day of the Voting Period.
4. The Campaign Period shall begin at 2:00pm eight (8) calendar days prior to the first day of the Voting Period.
 - a. For example, if the Voting Period begins on a Wednesday, the Campaign Period would begin on the Tuesday in the prior week.
5. The Campaign Period shall end at 11:00pm, on the calendar day immediately prior to the first day of the Voting Period.
6. The Candidate Declaration Deadline to officially establish one’s candidacy in the General Election shall be determined by the Elections Committee Chair.
 - a. The Deadline shall be no greater than fourteen (14) calendar days and no fewer than five (5) calendar days prior to the beginning of the Campaign Period.

B. Preparations

No less than thirty (30) calendar days prior to the beginning of the Voting Period, the Elections Committee Chair shall:

1. Contract an independent voting service to be used during the General Election.
2. Present to the Senate the following items for majority approval:
 - a. General Elections Calendar
 - b. General Elections Marketing Plan
 - c. General Elections Information Packet

C. Publicity

1. At least seven (7) calendar days prior to the Elections Period, the Elections Committee Chair shall notify all campus media and publicize to the best of his/her ability the offices to be filled in the General Election and all pertinent dates.
 - a. This shall include publicity regarding the availability of applications for spring appointed positions.

2. The Elections Committee Chair shall prepare a written General Elections Marketing Plan that details a publicity strategy designed to achieve the following goals:
 - a. Majority or greater voter turnout.
 - b. Public awareness of the candidates.
 - c. Public knowledge of the positions available and their job descriptions.
3. "How to Vote" information shall be publicized every school day for at least three (3) school days before the election.
4. Prior to the Election Period, Elections Committee Members shall conduct personal visits to Registered Student Organizations in order to increase the potential pool of candidates.

D. Elections Candidate Informational Meetings

1. The Elections Committee Chair shall schedule and hold at least two Elections Candidate Informational Meetings.
 - a. The Elections Committee Chair shall ensure the information presented is consistent at all meetings.
 - b. The Elections Committee Chair shall take official attendance at all Elections Information Meetings.
 - i. Attendance lists shall require from each attendee unique student identification information and primary contact information.
2. These meetings are open to all members of the LMU Community.
3. The last meeting shall occur no less than two (2) calendar days before the Candidate Declaration Deadline.
4. To appear on the official ballot, a potential candidate must attend at least one Elections Candidate Informational Meeting.
5. The exact agenda of the Elections Information Meeting is at the discretion of the Elections Committee Chair. The Chair must make available copies of the Election Information Packets and discuss the following topics:
 - a. The Declaration of Candidacy process
 - b. The Campaign Platform statements
 - c. The elections process, administration, and pertinent dates
 - d. The posting and distribution policies of the University
 - e. Restrictions on campaign activity
 - f. Complaint, Hearings, Sanctions and Appeals process
 - g. The Campaign Accounting Statement form and the accounting procedures

E. Elections Information Packets

1. The Elections Information Packets shall be made available and posted electronically on either the ASLMU website or on a website operated by the University no later than 48 hours before the first Candidates Information Meeting.
 - a. The Elections Information Packet will be emailed directly to all students who attend a Candidate Information Meeting.

2. The Elections Information Packet shall have been prepared by the Elections Committee Chair and must include the following:
 - a. One blank Declaration of Candidacy form.
 - b. Platform Statement guidelines.
 - c. A list of important upcoming dates and requirements, including the Candidate Declaration Deadline and required ASLMU trainings and meetings.
 - d. Reference to the location of the most current versions of the ASLMU Constitution and Bylaws, and Elections Code.
 - e. The current posting and distribution policies from all controlling LMU administrative authorities.
 - f. Reference to the location to the most current Student Conduct Code.
 - g. One blank General Campaigning Expense Statement.
 - h. One sample General Campaigning Expense Statement.
 - i. Contact information of the Elections Committee Chair and the ASLMU Elections Committee Advisor.
 - j. A timeline of post-election duties and responsibilities for elected candidates.

F. Declaration of Candidacy

1. The Declaration of Candidacy form must be filled out and submitted electronically by the Candidate Declaration Deadline.
2. Failure to declare candidacy by the Candidate Declaration Deadline will result in exclusion from the official ballot. However, a candidate may still run as a write-in candidate.
3. The Declaration of Candidacy form shall include the following:
 - a. A statement announcing the intention of the candidates to either:
 - i. Run jointly for the President and the Vice President.
 - ii. Run for Senate.
 - b. The full name of the Candidates and official campaign manager(s), including other official representatives able to make decisions in the absence of the candidates.
 - c. The mailing addresses, email addresses, and phone numbers of both candidates and the campaign manager(s).
 - d. A signed statement enabling the ASLMU Elections Committee Advisor to check the academic and behavioral qualifications of the candidates.
4. A candidate may change the office that they are seeking at any time prior to the Candidate Declaration Deadline.
5. Each candidate may only declare candidacy for one of the following offices: President, Vice President or Senator.
 - a. There are 18 Senate seats up for election during the General Election.
 - b. Candidates must choose to run for one of the following Senate seats:
 - i. At-Large Positions: At-large positions are open to any undergraduate student.
 - a. Senator-at-Large (5 seats): Representing the overall undergraduate community.

- b. Diversity and Inclusion (3 seats): Representing the varying needs and issues related to identities including, but not limited to, gender, sexual orientation, culture, disabilities and special needs.
 - ii. Constituency-Based Positions: Constituency-based positions are open to any student who is an official member of a college or group within that constituency.
 - a. College-Based: Representing the needs of students within each academic college.
 - i. Bellarmine College of Liberal Arts (1 seat)
 - ii. College of Business Administration (1 seat)
 - iii. College of Communication & Fine Arts (1 seat)
 - iv. School of Film & Television (1 seat)
 - v. Seaver College of Science & Engineering (1 seat)
 - b. Off-Campus/Commuter (1 seat): Representing students who live off-campus.
 - c. Service Community (1 seat): Representing students who are members of service-based clubs and organizations.
 - d. Athletics (1 seat): Representing student athletes on NCAA teams.
 - e. International (1 seat): Representing students from the global community.
 - f. Sorority and Fraternity Life (1 seat): Students who are members of sororities and fraternities.
- 6. The ASLMU Elections Committee Advisor shall determine if each candidate meets the academic and behavioral eligibility as outlined in the Student Conduct Code and agreed upon by completing the Declaration of Candidacy form.
 - a. The Advisor shall individually inform any ineligible candidates in writing of their academic and behavioral standing.
- 7. At the first Senate meeting after eligibility has been determined, the Elections Committee Chair must publicly report to the Senate the names of candidates for all positions.
- 8. A candidate may vacate their candidacy at any time by informing the Elections Committee Chair in writing.
 - a. Should one member of a Presidential/Vice Presidential ticket withdraw their candidacy:
 - i. The remaining candidate has until the beginning of the Voting Period to find a replacement running mate. If a replacement is not found by the filing deadline, the remaining candidate will be removed from the ballot.
 - ii. The remaining candidate may choose to file for a different office in the General Election.
 - b. Once officially withdrawn, a former candidate may re-file for another candidacy or join another ticket within the filing period.
 - c. Impersonating a candidate for purposes of withdrawing that candidate from the campaign shall result in immediate disqualification from holding an ASLMU elected position in the coming academic year

and may result in judicial action as outlined by the Student Conduct Code.

G. Declared Candidate Meeting

1. The Elections Chair shall preside over one (1) Declared Candidate Meeting after the deadline to declare candidacy.
2. This meeting shall take place at least twenty-four (24) hours after the deadline to declare candidacy.
3. The Chair shall publicize this meeting's time and place in the Candidate Informational Meetings.
4. All declared candidates for ASLMU elected positions must attend this meeting. The only exception is that Presidential/Vice Presidential tickets may only have one candidate in attendance.
5. The purpose of this meeting shall be to discuss the details of acceptable/unacceptable campaign procedure per the Code.

H. Campaign Platform Statements

1. All General Election Candidates are required to electronically submit a Platform Statement with their Declaration of Candidacy form.
2. Presidential/Vice Presidential statements shall be limited to 400 words and Senatorial statements shall be limited to 200 words.
3. Candidates must include appropriate pictures of themselves with the Platform Statement.
4. The Elections Committee may determine by a majority vote that a platform contains unreasonable attacks or malicious content.
 - a. The committee may vote to sanction any candidate submitting a platform written with malevolent intent.
 - b. The decisions of the Elections Committee are subject to review upon appeal to the Judicial Committee through the standard appeal process.
 - c. In the event that a candidate is sanctioned for the content of a submitted platform, the candidate shall have the opportunity rescind the platform in its entirety and resubmit another platform by Candidate Declaration Deadline.
5. No more than two (2) business days after the close of the Declaration of Candidacy, all Platforms and photos shall be publicly posted on either the ASLMU website or on a website operated by the University.
 - a. Postings shall be organized by alphabetical order.
6. Platform Statements shall be incorporated into the official ballot.

I. Campaign Budgets and Accounting Statements

1. All General Elections official and write-in candidates must comply with the following General Campaign Expense Budgets:
 - a. Presidential/Vice Presidential tickets- \$200
 - b. Senate candidates- \$50
2. Each candidate will be provided additional campaign materials by the Elections Committee.

- a. Candidates for President/Vice President will be provided the following items for their ticket:
 - i. Thirty (30) t-shirts in one basic color with one color imprint on the front of the shirt.
 - a. The Elections Committee will add the ASLMU logo to the back of all shirts.
 - ii. Ten (10) wooden stakes with campaign flyer attached for posting during the Campaign Period.
 - a. Each stake will include two (2) letter-sized, full color, laminated flyers so that campaign materials are viewable from either side of stake.
 - iii. One hundred (100) no color, one-sided flyers.
 - iv. A sixty (60) second campaign video to be used at the Candidates' discretion during the Campaign Period.
 - v. A one-time spotlight on ASLMU social media during the Campaign Period.
 - b. Candidates for Senate will be provided the following items for their ticket:
 - i. Ten (10) wooden stakes with campaign flyer attached for posting during the Campaign Period.
 - a. Each stake will include two (2) letter-sized, full color, laminated flyers so that campaign materials are viewable from either side of stake.
 - ii. Fifty (50) no color, one-sided flyers.
 - iii. A sixty (60) second campaign video to be used at the Candidate's discretion during the Campaign Period.
 - iv. A one-time spotlight on ASLMU social media during the Campaign Period.
3. All campaign shirt designs and campaign flyer designs must be submitted by the date determined by the Elections Chair in order to receive these campaign materials.
 - a. Any Candidate who fails to submit materials by the stated deadline will waive their right to these campaign materials.
 4. Campaign funding and resources will solely come from University-operated budgets.
 - a. Candidates may not use their own money or personal resources toward campaigning, with the exception of non-exempt materials.
 - b. Campaign materials and resources purchased within the General Campaign Expense Budgets will be reimbursed by the Elections Committee.
 5. Any individual seeking to hold elected ASLMU office, including write-ins, must behave in accordance with these financial restrictions.
 6. To ensure cooperation with the campaign expense limits, all campaigns must submit the General Campaign Expense Accounting Statement and non-exempt materials before the beginning of the Campaign Period at a time determined by the Elections Committee Chair.

7. The General Campaign Expense Accounting Statement forms shall be provided in the Elections Information Packet. The standard form shall include at least the following information:
 - a. Candidate(s) name, email address(es), and phone number(s).
 - b. An itemized list of all of all non-exempt expenses included toward the total Campaign Expense Budget, including:
 - i. The name, description, and cost of each item or service purchased.
 - ii. An original copy of the receipt used to purchase each item to be used for reimbursement.
 - c. An itemized list of exempt items.
 - i. Exempt items are items that are not directly used in the campaign, not specifically altered for the campaign, or items that are previously owned and previously used for other creative purposes (ie. A pen, stapler, staples, etc.).
8. The following items must be included with the accounting statement:
 - a. Original receipts that account for the price and purchase location of all itemized expenditures.
 - b. Sources used to determine the retail market value of each donation.
 - i. All items must be within a fair market value for that type of item.
 - ii. If the Elections Committee determines that any item is significantly outside of a fair market value, a candidate may not use that item unless all candidates can have access to the same price.
 - c. The actual or donated cost of any services performed in preparation of or with the intent of soliciting or otherwise garnering votes.
 - d. The cost of all non-exempt material items used in conjunction with the campaign.
 - i. Any service, production, setup, equipment, or shipping fees associated with a material campaign item shall be included in the cost of that item.
9. The distribution of promissory notes, including but not limited to gift certificates, coupons, vouchers, are prohibited.
10. Failure to submit accounting statements on or before the deadline shall result in removal from the official ballot.
 - a. No individual may hold elected ASLMU office without submitting accounting statements to the Elections Committee Chair prior to the certification of the election.
 - b. If a candidate does not intend to spend any money, they should still submit an accounting statement stating that no items will be purchased.
11. The Elections Committee will perform an audit and may investigate the cost of any item reported on the accounting statements.
 - a. A candidate can respond to the results of any audit and investigation through the adjudication process.

12. All candidates must cooperate with all aspects of any investigation to verify accurate expense reporting undertaken by the Elections Committee.
13. All candidate accounting statements shall be made available to the public when the Campaign Period commences.
14. Intentionally or mistakenly falsifying financial records and accounting statements may result in disqualification of the candidate(s) from the Election.

J. Campaigning

1. Campaigning is defined as the promotion of one's candidacy.
2. A campaigner is defined as the candidate(s), the campaign manager, or any person clearly assisting the candidate(s) with the campaign.
 - a. A campaigner must be a member of the LMU undergraduate student body.
3. Candidates are responsible for all campaigning actions of their supporters.
4. During the Campaign Period, a majority vote of the Elections Committee may create temporary standing rules governing the conduct of campaigning.
 - a. Temporary standing rules created in response to a specific act may not be used to penalize a campaign retroactively and must follow the spirit and intent of this Elections Code.
 - b. Temporary standing rules may be challenged by any candidate. All challenges shall be adjudicated by the Judicial Committee.
 - c. Temporary standing rules shall remain in effect until the election is officially certified and all appeals are exhausted.
 - i. Temporary standing rules shall be discussed in the post-election report of the Elections Committee Chair.
 - ii. Temporary standing rules may be permanently incorporated into this code using the standard amendment procedure.
5. No campaign activities will be allowed to disrupt any University activity or violate any University Policy.
6. Candidates shall not seek official or public endorsement of their candidacy by any University office, division, department or employee. This includes faculty, staff and religious community members.
7. All forms of campaigning are prohibited in the ASLMU Office, at ASLMU Senate meetings and at ASLMU-sponsored events during the Elections Period.
 - a. Candidates may not associate any aspect of their campaign with any activity, event, function or theme sponsored by ASLMU that occurs during the Elections Period.
 - b. No advertising or publicity distributed in the name of ASLMU shall unfairly benefit any candidate or group of candidates.
 - i. The Elections Committee Chair shall review all major marketing products implemented by ASLMU prior to their dissemination.
8. All forms of campaigning are prohibited in association with alcohol or drug-related activities.
9. For the purposes of the General Election, this Code shall treat Verbal Campaigning, Electronic Campaigning, Material Campaigning and Social Media Campaigning as four separate and distinct activities.
10. Verbal Campaigning

- a. Verbal Campaigning is defined as the promotion of one's candidacy using spoken communication with individuals or groups in the campaigner's immediate vicinity.
 - i. The provisions outlined in the 'Material Campaigning' section shall regulate the simultaneous use of material and verbal campaigning.
 - b. Verbal Campaigning may occur in an academic setting with prior consent of the appropriate faculty member or staff person.
 - c. Verbal Campaigning to Registered Student Organizations or other organizations may take place at any time during the Elections Period with consent from the leader of such an organization.
 - i. Campaigners must adhere to any restrictions on their activities set forth by the leader of the organization while visiting the organization.
 - d. Use of amplified sound to aid in Verbal Campaigning is strictly prohibited.
 - e. Use of slanderous language about candidates is strictly prohibited whether it is from a member of a campaign or a campaign supporter.
 - f. At no time and under no circumstances will door-to-door solicitation of votes be permitted in any on-campus or off-campus structure that provides permanent or semi-permanent shelter to any student.
 - g. Events held solely or partially for the purpose of soliciting votes are only permitted during the Campaign Period. Alcohol and/or drugs may not be served or present during these events.
 - i. Expenditures on such events are restricted by the Material Campaigning rules.
 - ii. Meetings held for the purpose of organizing supporters and campaigners may occur at any time during the academic year.
 - a. A candidate may not solicit votes during a supporters meeting.
 - h. The Committee will provide a designated area near the voting area for all Candidates to verbally campaign from during the Voting Period. Candidates may speak with passersby at this time from this designated area only. Any student may enter this area as a substitute campaigner for an official candidate.
 - i. This area shall be open from 11 AM to 2 PM daily during the Voting Period.
 - ii. Only the candidates themselves or a designated substitute may campaign in this space. Candidates must submit a list of potential substitutes to the Elections Chair prior to the start of the Voting Period.
11. Electronic Campaigning
- a. Electronic Campaigning is defined as the use of electronic communication technology to publicly promote one's campaign.
 - b. The following forms of Electronic Campaigning are permitted at any time during the academic year:
 - i. Private and 'Conference' telephone calls.

- ii. Email, Chat, Group Messaging and Instant-Messaging services not used for Bulk Messaging Campaigning as defined below.
- iii. Non-vocal forms of mobile phone or handheld computer communication.
- iv. Official campaign websites.
- v. Postings on 'blogs' or communally-edited websites.
- vi. Use of social networking websites.
- vii. Electronic distribution of sound images or moving picture.
- c. The following forms of Electronic Campaigning are only permitted during the Campaign Period:
 - i. Electronic advertising, which includes but isn't limited to television, radio, or online advertisements, that explicitly declare one's desire to hold elected office.
 - ii. Bulk Message Campaigning
 - a. Bulk Message Campaigning is defined as the use of any multi-recipient electronic messaging system used to promote or encourage the support of a specific candidate.
 - b. If a 'Reply-All' function is available to recipients of the message, a 'Blind Carbon Copy' or an equivalent recipient-masking technique must be used.
 - c. Recipients must be able to 'Unsubscribe' or otherwise remove themselves from any Bulk Messaging Campaigning recipient list. Bulk Message Campaigning that receive removal requests and fail to remove the recipient within twenty-four (24) hours of the request shall be sanctioned.
 - d. All bulk campaign messages must include the following text: "To stop getting mail from this sender, please reply to this message with the word "UNSUBSCRIBE". If 24 hours has passed since your reply and you are still getting messages from this sender, please contact the ASLMU Elections Committee Chair at [aslmu.elections@lmu.edu]."
- d. The cost of media advertising fees associated with any form of electronic campaigning must be included in the General Campaign Expense Accounting Statement.
- e. The cost of any virtual property fees such as website hosting, domain name registration or the cost of media creation services such as website development, geotags, graphic design, or media editing must be included in the General Campaign Expense Accounting Statement.
- f. Temporarily or permanently providing any form of electronic equipment to voters that enables or assists with the act of voting is strictly forbidden.

12. Material Campaigning

- a. Material Campaigning is defined as the creation, use, and/or distribution of any physical object for the purpose of or in conjunction with the public promotion of one's candidacy.
- b. All forms of material campaigning are limited to the Campaign Period with the following exceptions:
 - i. No forms of Material Campaigning shall occur during the academic year prior to the official beginning of the Campaign Period.
 - ii. Material campaigning shall be limited to the use of standing physical objects subsequent to the end of the Campaign Period.
 - a. Standing physical objects shall be defined as any non-distributed campaign literature or sign posted during the Campaign Period.
 - b. No additional campaign materials shall be posted or distributed during the Voting Period.
- c. Flyers
 - i. As outlined in Section I, Letter 2, the cost of flyers shall be exempt from General Expense Statement.
 - a. Flyers may be distributed by hand. No more than ten (10) flyers may be left unattended.
 - ii. Excluding the above flyer provision, no ASLMU or University supplies shall be used to produce any campaign-related materials.
 - iii. A Poster is defined as any planar material of any thickness that is greater than 93.5 square inches in surface area (ex. 8.5" x 11") and contains any type of visual campaign-related communications on either or both sides.
 - a. The cost of poster materials and construction must be included on the General Expense Accounting Statement.
 - b. Posters may only be posted and may not be distributed by hand.
 - iv. The posting of flyers and posters on the personal doors and windows of candidates and their supporters within on-campus residential structures is permitted.
 - a. Such postings must be executed by the resident of the room to which the door/window belongs.
 - v. Unless explicitly sanctioned by the controlling Student Affairs authority, the posting of flyers and posters within on-campus residential structures on shared public spaces, including but not limited to interior and exterior windows, walls, and stairwells is prohibited.
 - vi. The campaign, both candidates and supporters, may post flyers and posters:
 - a. Within academic buildings on public bulletin boards and on walls designated as public bulletin boards.

- i. No more than one posting promoting a given candidate/campaign may be posted on a single public bulletin board, including residence halls.
 - b. On the private property of candidates and campaign supporters.
 - c. Throughout the campus on spaces that have been registered prior to the Campaign Period through the proper Student Affairs procedures.
 - vii. Flyers attached to stakes, provided by the Elections Committee as outlined in Section I, Number 2, may be placed along the designated campaigning location..
 - a. Additional posters and stake materials purchased within General Expense Statement may not be placed in this designated area.
 - b. Any flyers and stake materials placed outside of the designated campaigning location will be removed by the Elections Committee and may not be returned to the Candidate.
 - viii. No campaign may post any materials on top of other postings.
 - ix. No campaign may block any postings previously placed by other campaigns such as banners or flyers.
 - x. Posting is strictly prohibited on any other location not expressly permitted in this Code or in the Student Affairs advertising policies. Prohibited posting areas include, but are not limited to:
 - a. Motorized or Non-motorized Vehicles that are not the property of an officially declared candidate
 - b. Public doors
 - c. Non-bulletin board walls
 - d. On-campus dining facilities
 - e. Chalkboards/whiteboards
 - f. Stairwells
 - g. Newspaper holders
 - h. Fences, gates, and walls
 - i. Public windows of any kind
 - j. Within public restrooms
 - k. Lampposts or other poles/posts
 - l. Sidewalks
 - m. Trashcans
 - n. Any plant, tree, bush, or shrub
 - xi. All postings must be removed from public areas by 5:00pm on the calendar day following the announcement of Election results.
 - xii. The use of chalk on any campus surface is prohibited.
 - xiii. Material campaign items must be distributed person-to-person and may not be placed in any central location for 'pick-up' by

voters, except during a verbal campaigning visit by a candidate to a group or organization.

- xiv. Material campaigning items may not display language or imagery that is:
 - a. Lewd, indecent or obscene.
 - b. Defamatory toward another candidate or campaign.
 - c. Incompatible with the mission of the University and the mission of ASLMU.

13. Social Media Campaigning

- a. Temporary Standing Rules may be created each Election year to govern new or increasingly popular social media campaign possibilities.
- b. All social media campaign activity must cease at the end of the Campaign Period.
 - i. Candidates are advised to change the settings of any campaign social media pages to ensure none of their supporters performs any campaign activity after the end of the Campaign Period.
 - ii. "Social media campaign activity" includes, but is not limited to, 'liking' or 'boosting' a post or page to the top of the public feed, inviting new supporters, posting new information, or otherwise spreading any sort of election-related message through social media.
- c. Any social media platform used for Social Media Campaigning:
 - i. Should have the Elections Committee Chair as an admin.
 - a. If admin rights are not available, the Chair must have access to login information.
 - ii. Must be open to all members of the LMU community.
 - iii. Adhere to all University social media policies.

14. Joint Campaigns

- a. Joint Campaigns are defined as the intentional association of multiple candidates.
- b. Joint Campaigns are permitted for all ASLMU candidates (maximum of 4 candidates).
 - i. Only one President/Vice President ticket is permitted to run on each Joint Campaign.
- c. Joint Campaigns may not pool Committee-supplied resources or submit combined accounting statements.
 - i. Materials provide by the Committee (shirts, flyers, videos) cannot be used toward a Joint Campaign.
- d. Each candidate participating in a Joint Campaign is responsible for individually completing accounting statements and all other documentation required by the Elections Committee Chair.
 - i. Campaign Expense Reports must indicate which items will be used for individual campaigning and which will be used toward the Joint Campaign.
- e. In cases where a Joint Campaign violates this Elections Code and the identity of the specific candidate responsible for the violation is

unclear, all candidates associated with the Joint Campaign may be sanctioned.

- f. Members of Joint Campaigns shall be listed separately on the ballot and must have different Platform Statements.

K. Write-In Candidates

1. An individual may run as a write-in candidate under the following circumstances:
 - a. Candidate fails to attend all Elections Candidate Informational Meetings
 - b. Candidate fails to declare candidacy by stated deadlines; or
 - c. Candidate is removed from the ballot.
2. To be eligible to hold ASLMU elected office and run as a Write-In Candidate, an individual must:
 - a. Retroactively complete all documentation requirements required of official candidates before the completion of the voting period, except for the Campaign Platform Statements.
 - b. Abide by all campaign activity restrictions.
 - c. Abide by all Elections Committee decisions regarding Elections Code violations and sanctions.
3. Campaigning individuals that fail to file as Write-In Candidates may still serve as respondents and be sanctioned according to this Elections Code.

L. Voting

1. Voting in the General Election shall occur electronically.
 - a. Any voting service contracted must be capable of providing a physical record of the activities of each unique voting individual for purposes of a manual recount.
2. An incorrectly marked ballot is only considered invalid for the race for which it is erroneously marked. All other correctly marked portions of the ballot will be considered as valid.
3. Instant Runoff Voting shall be used to elect the President/Vice President.
 - a. Ballots shall:
 - i. Be simple and easy to understand.
 - ii. List candidates in a random order.
 - iii. Allow a voter to rank candidates for an office in order of choice.
 - b. The voter may:
 - i. Include multiple write-in candidates among his or her ranked choices.
 - ii. Indicate only one ranking per candidate and only one candidate per ranking.
 - iii. Indicate preference for as many or as few candidates as they choose.
 - c. Directions provided to voters shall be similar to the following example, although the exact text is subject to modification by the Elections Committee Chair based on the ballot design.

“Vote for candidates by indicating your first-choice candidate, your second-choice candidate and so on. Indicate your first choice by marking the number “1” beside a candidate's name, your second choice by marking the number “2” by that candidate's name, your third choice by marking the number “3” and so on, for as many choices as you wish. You are free to rank only one candidate, but ranking additional candidates will not hurt your first-choice candidate. Do not mark the same number beside more than one candidate. Do not skip numbers.”

- d. The electronic tabulation of votes shall begin with a count of the first choice marked on each ballot.
- e. If any candidate receives more than 50% (a majority) of the first choices votes, that candidate shall be declared the winner.
- f. If no candidate receives a majority of first choices, an instant runoff consisting of additional rounds of ballot counting shall be conducted according to the following procedures:
 - i. Step 1: Any candidate with less than 5% of the first preference votes shall be eliminated.
 - ii. Step 2: Each ballot cast for an eliminated candidate shall have its vote redistributed to the advancing candidate that is ranked next highest on that ballot. The votes for each candidate shall be recounted after this redistribution.
 - a. The term ‘advancing candidate’ means a candidate who has not been eliminated.
 - iii. Step 3: A candidate receiving a majority of valid votes after step 2 shall be declared the winner.
 - iv. Step 4: If no candidate receives a majority of valid votes after step 2, the candidate with the fewest votes shall be eliminated and steps 2 through 4 shall be repeated.
 - v. If a ballot has no more available choices ranked on it, that ballot shall be declared ‘exhausted.’
 - a. Exhausted ballots shall not be counted in that round or any subsequent round.
 - b. A candidate must achieve a majority of non-exhausted votes to be declared the winner.
 - vi. Ballots skipping numbers shall be counted for that voter's next clearly indicated choice, but should voter intent be unclear then that ballot shall be declared exhausted when this irregularity is reached.
 - vii. Ballots with two or more of the same ranking applied to different candidates shall be declared exhausted when such duplicate rankings are reached.
 - viii. Should a tie occur between two or more candidates facing elimination, the candidate with the fewest first choice rankings shall be eliminated.

- a. If the first-choice rankings are equal in number, the candidate with the fewest second choice rankings shall be eliminated.
 - b. In the event that the candidates have an equal number of second-choice rankings, ballots are counted for successive ranks as in step (i), until the tie is broken.
 - c. If the ballots are exhausted and the candidates remain tied, both the candidates shall be eliminated.
 - ix. Should a tie occur between the top two candidates after all other candidates have been eliminated, the candidate with the most first choice rankings shall be declared the winner.
 - a. If the first-choice rankings are equal in number, the candidate with the most second choice rankings shall be declared the winner.
 - b. In the event that the candidates have an equal number of second-choice rankings, ballots are counted for successive ranks as in step (i), until the tie is broken.
 - c. If the ballots are exhausted and the candidates remain tied, the candidates shall come before the outgoing ASLMU Senate and the Senate shall choose a candidate by a majority vote. If one of the candidates in question is also a Senator, he/she may not vote.
4. Plurality voting shall be used to elect ASLMU Senators.
 - a. Ballots shall:
 - i. Be simple and easy to understand.
 - ii. List candidates in a random order.
 - iii. Personalized based on voter's campus affiliations.
 - iv. Allow a voter to choose up to multiple candidates for certain Senate positions.
 - a. The voter may include up to:
 - i. Five (5) candidates for the Senator-at-Large position.
 - ii. Three (3) candidates for the Diversity and Inclusion Senate position.
 - iii. One (1) candidate for all constituency-based Senate positions for which voter is eligible to vote.
 - b. Directions provided to voters shall be similar to the following example, although the exact text is subject to modification by the Elections Committee Chair based on ballot design and voting service used.

“Vote for Senate candidates by indicating up to nine candidates. You may choose fewer than nine, but if you choose more than nine candidates your votes for all Senators will be invalid. You may choose not to vote for any Senators.” The winning Senate candidates are the nine (9) that receive the most votes.

5. The final voting statistics are public record.
 - a. In the event of an Instant Runoff for the President/Vice President positions, the vote distribution by round shall be made public.
 - b. The election results shall be posted in the ASLMU Office and on the ASLMU Website for no less than forty-eight (48) hours, and archived by the ASLMU Elections Committee Advisor for no less than five (5) years.
6. Recount of Votes
 - a. Any official or write-in candidate receiving more than five percent (5%) of first place rankings may request a recount.
 - b. Requests for a recount must be filed with the Elections Committee Chair within two (2) school days of the posting of the Certified Election Results.
 - i. This request must be made in writing and include a justification.
 - ii. Such a request is public record.
 - iii. A candidate may request either an electronic or a manual recount or both.
 - iv. A candidate may request to be physically present during a manual recount.
 - c. Any official or write-in candidate receiving more than five percent (5%) of either first place rankings or votes may challenge a request for a recount. The Judicial committee shall adjudicate challenges.
 - d. Following the decision to perform a recount, the Elections Committee Chair shall be required to execute a recount within three (3) school days.
 - e. The Elections Committee Chair shall serve as the principal authority on recount methodology.
 - i. Written record of the recount methodology and procedure is public record and may be requested by any member of the LMU community.
 - ii. Recounts can be challenged by any candidate affected by the final result following the recount only on the grounds that recount procedures were not followed by the Elections Committee.
 - f. The result of the recount shall be posted in the ASLMU Office for no less than forty-eight (48) hours after the announcement of the election results.
 - g. The recount result shall apply only to the office sought by the candidate who requested the recount.

M. Certification and Reporting of the Election

1. At the close of the Voting Period and all ASLMU and University appeals, the ASLMU Elections Committee Chair, the ASLMU Elections Committee Advisor, the ASLMU Chief Justice and the ASLMU Judicial Advisor must certify the General Election results.

- a. Should any required signatory be unable or unwilling to sign, the Senior Vice President for Student Affairs shall designate a replacement signatory.
2. Following the General Election, the Elections Committee Chair shall make a written report regarding the conduct and outcome of the election. The report shall cover the following topics:
 - a. Elections Committee preparation for the General Election.
 - b. The Declaration of Candidacy and Candidate Information Meeting process.
 - c. The Campaign Period and Temporary Standing Rules.
 - d. Violations and Sanctions.
 - e. Voting and tabulation.
 - f. Recommendations for future elections.
3. The report shall be issued in person to the Senate within seven (7) calendar days following the Certification of Election Results and the close of all ASLMU and University appeals.

Section 4 – Complaints

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- A. Suspected violations of the Elections Code shall be submitted to the Elections Committee. Persons making such referrals are required to provide evidence pertinent to the case and may be asked to appear before the Elections Committee.
- B. When a member of the Elections Committee, the Elections Committee Chair, or the Elections Committee as an entity is accused of a Conduct violation, the complaint shall be adjudicated by the Judicial Committee and must be reported in the manner provided for in the Judicial Code.
- C. Alleged violations may be reported to the Elections Committee at any time after the candidate has officially declared his/her candidacy.
- D. Complaints shall be governed by the following:
 1. Any current LMU community member (i.e. students, faculty, staff and religious community members) may report alleged General Elections violations.
 2. All candidates, including official and unofficial write-in candidates and any individuals who have failed to file, can have complaints made against them and can make complaints regarding other candidates' alleged violations.
 3. The Elections Committee, Elections Chair, and Elections Advisor will monitor the campus for violations during the Elections Period.
 4. Complaints may not be submitted anonymously.
 5. Complaints may not be filed over any Undergraduate holiday. Violations occurring during Undergraduate holidays should be noted in complaints no earlier than following said Undergraduate holiday.

- E. Complaints shall be submitted in writing to the Elections Committee Chair, Attorney General and Elections Committee Advisor using the official standard Elections complaint form and further action shall be pursuant to subsection I.
- F. The burden of proof shall be upon the complainant, who must establish the responsibility of the respondent by a preponderance of the evidence.
- G. Complaint forms shall be submitted in writing and physically or electronically delivered to the Elections Committee Chair.
 - 1. Complaints filed electronically must be accompanied by a phone call to the Elections Committee Chair alerting him/her of the existence of a complaint.
- H. Upon receipt of the standard complaint form, the Elections Committee Chair shall:
 - 1. Time-stamp the receipt of the complaint form.
 - 2. Notify the respondent electronically and verbally of the presence of a complaint report within twenty-four (24) hours of receipt of the report. The substance of the report need not be conveyed.
- I. The Elections Committee Chair, Attorney General and ASLMU Elections Committee Advisor shall review the standard complaint forms within twenty-four (24) hours of the filing time to determine whether there is sufficient need, evidence and jurisdiction to charge a violation and to hold a hearing.
 - 1. Written notification must be provided for all dismissed cases, citing the reason for dismissal.

Section 5 – Due Process

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Parties involved in an Elections Committee hearing are accorded the following procedural protection:

- A. Hearing Notification
 - 1. The Elections Committee Chair shall verbally notify the complainant and respondent of the date, time, and location of a hearing within one (1) hour after the decision to hold a hearing is made.
 - 2. The Elections Chair, by way of electronic written statement, will officially notify both the complainant and the respondent at least ten (10) hours before the hearing begins. The notification statement shall:
 - a. Reiterate the hearing date, time, and location.
 - b. Include a copy of the complaint form.
 - c. Designate the location of a copy of the most current ASLMU Constitution and Bylaws, and Codes.
 - d. Include any the names and relevance of any witnesses requested by the Elections Committee.
 - e. An explanation of the due process rights.
- B. Hearing

1. A hearing shall be held during which the respondent shall have the opportunity to respond to the complaint against them.
 2. The purpose of the hearing is to give the members of the Elections Committee the opportunity to gather the information necessary to fairly, accurately, and impartially adjudicate the issue in question.
 3. Hearing procedures shall provide for fair and equal treatment for both the complainant and respondent.
 4. The hearing shall take place no less than twelve (12) hours and no more than forty-eight (48) hours after the decision to hold a hearing is made.
- C. During the hearing, the Election Committee shall:
1. Explain the adjudication process.
 2. Explain the due process.
 3. Provide a copy of the ASLMU Constitution, Bylaws and other applicable codes, policies and procedures.
- D. Reasonable access to evidence
1. Reasonable access to the evidence supporting the charge will be made available to the respondent, upon request, at least twelve (12) hours prior to the hearing.
- E. Advisors
1. The respondent and complainant may be advised by no more than one (1) individual at the hearing.
 - a. Advisors may not publicly speak during the hearing but may confer privately with the advised party.
 - b. The advised party must notify the Elections Chair electronically in writing at least four (4) hours prior to the hearing if an advisor will be in attendance.
 - c. An advisor may not appear in lieu of an advised party.
- F. Witnesses or witness statements
1. Parties may have the support of witnesses.
 2. The Election Committee Chair must be notified four (4) hours prior to the hearing if witnesses will be provided.
 3. Witnesses must serve to provide relevant information pertaining to the case. Character witnesses are not allowed.
- G. Sanctions
1. A sanction shall be levied if it is determined that the party is responsible for the violation. If not, the charge will be dismissed.

Section 6 – Hearing Procedures & Deliberations

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- A. Elections Committee hearing rules, agenda and deliberation shall follow the procedures outlined for the Judicial Committee in the Bylaws, Article III, Sections 7 and 8.
1. The term “Chief Justice” shall be replaced by “Elections Committee Chair.”

2. The term “Associate Justice” shall be replaced by “Elections Committee Member.”
3. The term “Judicial Committee” shall be replaced by “Elections Committee.”
4. The term “Judicial Committee Member” shall be replaced by “Elections Committee Member.”
5. The term “Judiciary Advisor” shall be replaced by “ASLMU Elections Committee Advisor.”

Section 7 – Elections Committee Sanctions

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- A. The purpose of imposing sanctions is to appropriately remedy the violation.
- B. A majority vote of the Elections Committee shall determine the sanction most appropriate to an affirmed violation.
 1. The nature and degree of the sanctions may be recommended by any member of the Elections Committee, including the Elections Committee Chair, the Attorney General, and the ASLMU Elections Committee Advisor.
- C. Each action violating the rules and policies governing the General Election shall be sanctioned separately, but multiple violations stemming from a single act shall be sanctioned singularly.
- D. Factors to be considered when determining sanctions shall be:
 1. The severity of the violation(s).
 2. The nature of the offense(s).
 3. The severity of any damage, injury or harm resulting from the violation(s).
 4. All previous violations and sanctions issued against a given candidate.
 - a. In order to discourage multiple violating activities, sanctions levied against repeat-violators may be more severe.
 5. All precedents set by the current and former Elections Committee(s) in previous elections.
 - a. Precedent is non-binding, but departure from precedent without due cause shall be considered acceptable grounds for appeal to the Judicial Committee.
- E. The following sanctions are available to the Elections Committee (in order of severity):
 1. An official warning.
 2. The temporary or permanent removal of verbal, physical, electronic or social media campaign materials.
 3. A requirement that a candidate and all of his/her supporters cease:
 - a. One campaign activity that is most closely related to the violating act.
 - b. Multiple campaign activities.
 - c. All material campaign activities.
 - d. All material and electronic campaign activities.
 - e. All material, electronic, verbal and social media campaign activities.

- a. If six (6) hours past the adjudication falls during the period of time between 12:00am (midnight) and 7:00am, the delivery shall take place not later than 12:00pm (noon) on the next calendar day.
2. Immediately following electronic delivery to the respondent, all Opinions shall be made available for review upon request by any undergraduate Student.
 - a. No audio documentation shall be released.
 - b. The Opinion shall be posted on an access-controlled ASLMU or University operated webpage within 24 hours of the delivery to the respondent.
- D. Failure to comply with any decision or sanction made by the Elections Committee may result in further action including more sanctions.
- E. The ASLMU Elections Advisor shall be responsible for the safekeeping of Elections Committee case files and opinions in a hard-copy version for at least five (5) years.

Section 9 – Appeals of Elections Committee Decisions

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- A. Any decision of the Elections Committee resulting in a sanction(s) may be appealed to the Judicial Committee by the respondent on one (1) or more of the following grounds:
 1. The sanction is grossly disproportionate to the offense or is not consistent with other decisions offered by the Committee during the current election cycle.
 2. The procedures provided for in this Code were not followed, resulting in significant prejudice to the candidate.
 3. New relevant evidence is available which in the exercise of reasonable diligence could not have been produced at the time of the hearing.
 4. The decision is not supported by substantial evidence.
- B. Appeals shall be governed by the procedures set forth in the ASLMU Judicial Code.
- C. All rulings by the Judicial Committee are final and binding unless overturned by a superseding authority.

Section 10 – Special Elections Procedures

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- A. Recall Elections
 1. The President and Vice President of ASLMU are subject to recall.
 2. A recall election may be brought about in two ways:
 - a. Through a vote of the Senate following Impeachment as described in the Bylaws, Article I, Item B, 2, a), 3).
 - b. Following a Petition of the Student Body.
 - i. Any undergraduate student may coordinate a Recall Petition.

- ii. Each page of an impeachment petition containing signatures must also include at least a description of the alleged improper conduct.
 - iii. Only current fulltime undergraduate students may sign the petition.
 - a. All signatures must include at least the signatory's full name, valid contact phone-number and student identification number to be considered valid.
 - iv. Petitions may not be conducted electronically.
 - v. The number of signatures necessary to achieve a recall election shall be 50% (fifty percent) of the number of people who voted in the most recent General Election.
 - a. This information is available from Student Affairs upon request.
 - vi. Completed recall petitions shall be presented to the Senate and be certified as accurate by the Chief Justice of the Judicial Committee.
 - c. Following a successfully certified recall petition,
 - i. The Senate may vote by a (3/4) three-fourths majority to remove the individual in question.
 - ii. If the Senate fails to achieve Removal of the individual or refuses to take up the issue, a Recall election shall be brought before the student body.
 3. All Recall Elections shall be coordinated and regulated by the Elections Committee Chair and the Elections Committee. If the Elections Committee Chair has not yet been appointed then the ASLMU President should make an emergency appointment from the existing Elections Committee.
 4. Timing of a Recall Election
 - a. The Voting Period in a Recall Election shall be two (2) consecutive school days.
 - i. Voting shall begin at 9:00 a.m. on the first day of the voting period and close at 5:00 p.m. on the second day of the voting period.
 - b. The close of the Voting Period in a Recall Election shall be no more than ten (10) school days following either:
 - i. The certification of a recall petition.
 - ii. A vote of the Senate to initiate a Recall following an impeachment.
 - c. A Recall Election shall not occur within forty-five (45) calendar days of the Voting Period of a General Election.
 5. Preparations
 - a. The Elections Committee Chair shall instruct both the recall leader and the officer subject to recall on the pertinent codes governing campaigning activity.
 6. Publicity

- a. At least five (5) school days prior to the start of the voting period, the Elections Committee Chair shall notify all campus media and publicize to the best of its ability the existence of an upcoming Recall Election.
7. Participants in a Recall Election
 - a. The officer subject to recall shall serve as the leader of his/her efforts to remain in office. No other individual may serve in this role.
 - b. The following provisions shall regulate the determination of the leader of the effort to recall the officer in question:
 - i. The leader of the effort to recall shall be termed the “recall leader.”
 - ii. If the Recall Election was initiated by a Recall Petition, the organizer of the petition efforts shall be the recall leader.
 - a. In the event that no single individual organized the petition, the organizing parties must determine from among themselves the recall leader.
 - b. If the organizing parties are unable to determine a recall leader, the Recall Election shall not take place.
 - c. The recall leader shall register their position in writing with the Elections Committee Chair no less than five (5) school days prior to the voting period.
 - i. Should the recall leader vacate their position, the recall election shall not take place
8. Recall Statements
 - a. Both the officer and the recall leader are required to electronically submit a recall statement to the Elections Committee Chair.
 - b. The deadline for submissions shall be at 5:00 p.m. five (5) school days prior to the start of the Voting Period.
 - c. The Elections Committee Chair may require candidates to submit statements in specified file formats.
 - d. Failure to submit the statement in the specified file format by the deadline will result in the loss of the opportunity to have an official statement.
 - e. The statement shall contain no more than two hundred (200) words.
 - f. A recall leader’s statement will describe the complaint against the officer and present a rationale for recall.
 - g. An officer’s statement will serve as a defense of his/her actions and a rationale for continued service.
 - h. The Elections Committee may determine by a majority vote that a statement contains unreasonable attacks or malicious content.
 - i. The committee may vote to sanction a statement written with malevolent intent.
 - a. Sanctions may include but are not limited to a public note permanently attached to a given statement explaining why that the statement is in violation of the Recall Election Code.
 - ii. The Elections Committee may not remove the content in question or disqualify the statement from publication.

- iii. These decisions are subject to review upon appeal to the Judicial Committee through the appeal process.
 - iv. In the event that an individual is sanctioned for the content of a submitted statement, the individual shall have the opportunity rescind the statement in its entirety but shall not have the opportunity to resubmit a new statement.
 - i. No later than two (2) calendar days after the deadline to submit statements, all statements must be publicly posted on either the ASLMU website or on a website operated by the University.
 - i. Postings shall be organized in a standard manner that does not give any individual non-random advantage or publicity.
 - j. Statements shall be incorporated into the official ballot.
9. Campaigning
- a. All campaigning guidelines shall be followed as described in this Code in Section 3 Subsection I.
 - i. The term “candidate” shall be replaced by “either the officer subject to recall or the recall leader.”
 - ii. The term “candidacy” shall be replaced by “stance in a recall election.”
 - iii. The term “Election Period” shall be replaced by “Recall Election Period.”
 - iv. The term “General Election” shall be replaced with “Recall Election.”
10. Violations and Sanctions
- a. The Violations and Sanctions reporting and adjudication process shall be governed by the Elections Code, Sections 4 through 8 except:
 - i. The term “candidate” shall be replaced by “either the officer subject to recall or the recall leader”.
 - ii. The term “candidacy” shall be replaced by “stance in a recall election”.
 - iii. Only the officer subject to recall or the recall leader may file complaints.
 - iv. Any alleged violations of the Student Conduct Code may be referred to Judicial Affairs.
11. Voting
- a. Voting in a Recall Election shall occur electronically.
 - i. A secure voting service external to any personal or official university relationship shall be contracted to coordinate and tabulate the votes.
 - ii. Any voting service contracted must be capable of providing a physical record of the activities of each unique voting individual for purposes of a manual recount.
 - b. The Ballot for the recall election shall be worded as follows:

“Should (office holder) be removed from the office of (office)?”
“ ___ Yes | ___ No”

- c. The outcome of the Recall Election shall be binding if the turnout in the recall election meets or exceeds either:
 - i. Seventy-five percent (75%) of those who voted in the last General Election prior to the Recall Election.
 - ii. One-third (1/3) of the current undergraduate student population.
- d. If the majority of students express the desire for the officer to be recalled and turnout is sufficient to achieve a binding outcome, the officer shall be removed from office immediately.
- e. If the majority of students express the desire for the officer to remain in office, regardless of the turnout, the officer shall not be removed and the matter shall be closed.
 - i. The officer shall not be subject to recall for sixty (60) calendar days following the recall election.
 - ii. Should a tie occur between the “Yes” and “No” votes, the officer shall not be recalled.
- f. If the majority of students express the desire for the officer to be recalled but the turnout is insufficient to achieve a binding outcome the Senate may vote to remove the officer by a (3/4) three-fourth majority.
 - i. If the Senate fails to vote to remove or fails to achieve a (3/4) three-fourth majority, the matter shall be closed.
- g. The final voting statistics are public record.
 - i. The election results shall be posted in the ASLMU Office and on the ASLMU Website for no less than 48 hours, and archived by the ASLMU Elections Committee Advisor for no less than five (5) years.
- h. Recount of Votes
 - i. Either the recalled officer or the recall leader may request a recount.
 - ii. Requests for a recount must be filed with the Elections Committee Chair within two (2) school days of the posting of the official recall election results.
 - a. This request must be made in writing and include a justification.
 - b. Such a request is public record.
 - c. Either party may request either an electronic or a manual recount or both.
 - d. Either party may be physically present for the recount.
 - iii. Subsequent to the request to perform a recount, the Elections Committee Chair shall be required to execute a recount within three (3) school days.
 - iv. The Elections Committee Chair shall serve as the principal authority on recount methodology.
 - a. Following the recount, only the methodology may be challenged and adjudicated by the Judicial Committee.
 - v. The results shall be posted in the ASLMU Office for no less than forty-eight (48) hours.

12. Certification of and Reporting on the Recall Election

- a. The certification and reporting shall follow the procedures outlined for the ASLMU General Election.

B. Constitutional Amendments and Elections

1. Purpose

- a. The Constitution may only be changed through either a Referendum or Initiative election process.

2. Definitions

- a. A Referendum is the practice of submitting to popular vote a measure passed upon or proposed by the Senate.
- b. An Initiative is a procedure enabling a specified number of undergraduate students, by petition, to propose legislation and secure its submission to the electorate.

3. Constitutional Referendum

- a. Changes to the ASLMU Constitution initiated by either a Senator of the President shall be drafted through the normal Bylaw Amendment legislative drafting process provided for in the Bylaws, Article II, Section 10.
- b. A two-thirds (2/3) majority of the Senate shall be sufficient to send the Amendment to the student body.
 - i. Should the Senate vote to send the Constitutional Amendment to the student body within forty-five (45) calendar days of the General Election, the amendment shall appear on the General Election Ballot.
 - ii. If it is outside of forty-five (45) calendar days of the General Election, a special Constitutional Election shall be called.
- c. The President may not veto a Constitutional Referendum.
- d. Multiple referenda may be brought before the student body in the same election.

4. Constitutional Initiatives

- a. Amendments to the ASLMU Constitution may be drafted and sent to the student body by petition of undergraduate students.
- b. Constitutional Initiative Petition Regulations
 - i. Any current full-time undergraduate student may coordinate a Constitutional Amendment Petition.
 - ii. Each page of the petition containing signatures must also include at least the text of the new amendment and a written rationale for the amendment.
 - a. Students seeking to draft and coordinate a petition are encouraged to work with the Attorney General to draft the language appropriately.
 - iii. Only current fulltime undergraduate students may sign the petition.
 - a. All signatures must include at least the student's full name, valid contact phone-number and identification number, to be considered valid.

- iv. Petitions may not be conducted electronically.
 - v. The number of signatures necessary to achieve a Constitutional Election shall be fifty percent (50%) of the number of people who voted in the most recent General Election or twenty percent (20%) of the current undergraduate population.
 - a. This information is available from Student Affairs upon request.
 - vi. Completed Constitutional Amendment petitions shall be presented to the Senate and shall be certified as accurate by the Chief Justice of the Judicial Committee.
 - vii. Should the Petition be certified twenty-five (25) calendar days prior to the General Election, the Amendment shall appear on the General Election Ballot
 - viii. If it is inside of twenty-five (25) calendar days of the General Election, a special Constitutional Election shall be called.
 - ix. Multiple Constitutional initiatives may be brought before the student body at the same time.
5. All Constitutional Elections shall be coordinated and regulated by the Elections Committee Chair and the Elections Committee.
6. Participants in a Constitutional Election
- a. The following provisions shall regulate the determination of the support leader.
 - i. The leader of the effort to amend the constitution shall be termed the “support leader.”
 - ii. If the Constitutional Election was initiated by a Senate vote, the Senator or President who wrote the Letter of Intent to Amend shall be the support leader.
 - iii. If the Constitutional Election was initiated by a student petition, the organizer of the petition efforts shall be the support leader.
 - a. In the event that no single individual organized the petition, the organizing parties must determine from among themselves the recall leader.
 - b. If the organizing parties are unable to determine a recall leader, the Constitutional Election shall not take place.
 - iv. The support leader shall register their position in writing with the Elections Committee Chair no less than ten (10) calendar days prior to the voting period.
 - a. Should the support leader vacate their position, the Constitutional Election shall not take place.
 - b. The following provisions shall regulate the determination of the opposition leader.
 - i. The leader of the effort to preserve the current the constitution shall be termed the “opposition leader.”
 - ii. If the Constitutional Election was initiated by a Senate vote:
 - a. If the President opposes the amendment, he/she shall be the opposition leader.

- b. If the President supports the amendment and the Speaker of the Senate opposes the amendment, the Speaker shall be the opposition leader.
 - c. If both the President and the Speaker support the amendment, any opposing Senator may serve as opposition leader.
 - d. If no elected member of ASLMU opposes the amendment, there shall be no opposition leader.
 - iii. If the Constitutional Election was initiated by a student petition, any undergraduate may serve as the opposition leader
 - a. The multiple parties opposing the amendment must determine from among themselves the opposition leader.
 - b. If the multiple parties are unable to determine an opposition leader, or if no party opposes the amendment, the Constitutional Election shall take place without opposition.
 - c. The support leader shall register their position in writing with the Elections Committee Chair no less than five (5) school days prior to the voting period.
 - i. Should the support leader vacate their position, the recall election shall not take place
- 7. The procedures for regulating Constitutional Elections shall be identical to the procedures governing a Recall Election except:
 - a. The term “officer facing recall” shall be replaced by “opposition leader”.
 - b. The term “recall leader” shall be replaced by “support leader”.
 - c. The term “stance in a recall election” shall be replaced by “stance in a constitutional election”.
 - d. The close of the Voting Period in a Constitutional Election shall be no more than ten (10) school days following either:
 - i. The Certification of a Constitutional Amendment Petition.
 - ii. A vote of the Senate to initiate a Constitutional Election.
 - e. The Elections Committee Chair may choose to host the election using ASLMU or University communications technology or may contract a secure external voting service.
 - f. A support leader’s statement will describe the proposed amendment and present a rationale for change.
 - g. An opposition leader’s statement will serve as a defense of the current constitution and present rationale for the status quo.
 - h. Where ever else this section contradicts the Recall Elections provisions.
- 8. Voting
 - a. Voting in a Recall Election shall occur electronically.
 - i. A secure voting service external to any personal or official university relationship may be contracted to coordinate and tabulate the votes.

- ii. Any voting service used must be capable of providing a physical record of the activities of each unique voting individual for purposes of a manual recount.
- b. The Ballot for the constitutional election shall include the text of the amendment and be worded as follows:

“Should the proposed amendment permanently modify the current ASLMU Constitution?”

“ ___ Yes | ___ No”

- c. The outcome of the Constitutional Election shall be binding if the turnout in the recall election meets or exceeds fifteen percent (15%) of the current undergraduate student population.
- d. If the majority of students express the desire for the Constitution to be Amended, and turnout is sufficient to achieve a binding outcome, the amendment shall take effect immediately.
- e. If the majority of students express the desire for the Constitution to remain unchanged, regardless of the turnout, the matter shall be closed.
 - i. The Constitution shall not be subject to amendment for sixty (60) calendar days following any Constitutional Election.
 - ii. Should a tie occur between the “Yes” and “No” votes, the Constitution shall not be amended.
- f. If the majority of students express the desire for the Constitution to be Amended, but the turnout is insufficient to achieve a binding outcome the Senate may vote to amend the Constitution by a (3/4) three-fourth majority of the entire membership of the Senate.
 - i. If the Senate fails to vote to amend or fails to achieve a (3/4) three-fourth majority, the matter shall be closed.

- C. Initiative and Referenda Elections for Non-Binding Resolutions and Bylaw Amendments
 - 1. Non-Binding Resolutions and Bylaw Amendments are the sole purview of the Senate and shall not be subject to action by the electorate.

Section 11 – Amendments

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- A. The Election Code may be amended according to the standard Code Amendment procedures of the Senate as described in the Bylaws.
- B. The Election Code cannot be amended during the Election Period and shall not be enforced retroactively.

Revision History:

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-Passed: February, 21 2007

-Drafted By: Matthew S. Schechter (Class of 2007) and ASLMU 2006-2007

-Revised: December 8, 2010

-Revision by: ASLMU Senate 2010-2011

-Revision Summary: All effective governing documents are built as living and breathing documents that can be changed or altered should the people whom it governs decide it appropriate. This is a critical feature of a governing document as it allows laws that are written in the context of the time that they were created to adapt and change in accordance with the new context of the present. New challenges and circumstances present themselves and prove the current set of laws insufficient. We the ASLMU Senate commonly make changes and adjustments to these documents piece by piece in order to address specific issues that have arisen with the document. It is rare, and should be the case for reasons of maintaining stability in governance, that we execute a comprehensive reform of any governing document. This is one of those rare times. The ASLMU Senate decided that this was the appropriate time to perform such comprehensive reform. The ASLMU Elections Code had not been changed or altered in any major way for a few years since its original creation. There were many sections and clauses contained within the code that had proven themselves inefficient and ineffective when observed in practice throughout many prior ASLMU elections. The ASLMU Senate felt it necessary to perform a full review of the document with assistance from ASLMU Executive Branch, LMU Judicial Affairs and LMU Student Affairs and to make any changes that would make the document more efficient and effective in serving its purpose.

- Revised: February 11, 2016

- Revision by: Cameron Gray (Attorney General), Alyson Aguerrebere (Elections Chair), Briana Maturi (Elections Advisor) and Shawn Lamb (ASLMU Advisor)