



Date: February 11, 2014

To: Potential Candidates for University Union Operation of CSUS Inc. Board of Directors
Herein after referred to as Union WELL Inc.
Union WELL Inc. Operates Sac States University Union and the WELL

From: Leslie Davis, Executive Director

Subject: 2014 Candidate Election Packet

Thank you for expressing interest in a position on the Union WELL Inc. Board of Directors. The 2014 General Election will be held April 22 and 23, 2014.

This Candidate Elections Packet 2014 will be available on line, not only for review but for submission itself. Submissions should be emailed to ASIElections@csus.edu. When opening the Packet, make sure you save it before filling it out; then re-open the saved document; complete; save; then attach to your email. It is critical that you become familiar with the entire Candidate Elections Packet as there are several requirements which must be met. In particular, please carefully review the ASI Election Code and the ASI Bylaws. I have outlined the positions available, the contents of the Packet, the members of important committees, and polling information below.

The following positions are available:

1. Election of one student member for the Board of Directors of the University Union Operation of CSUS, Inc., to serve a two-year term.

** The elected student members of the Union WELL Inc. Board of Directors shall serve for identical terms on one of three Union WELL Inc. Board Committees.*

** All terms shall begin on the day following the last day of the Spring Semester of this academic year, and end the last day of the spring semester of the appropriate following academic year.*



Candidate Elections Packet Contents:

- Survey
- Notification of Required Application Materials and Submission Deadlines
- Application for Candidacy and Acknowledgement of Forms & Information
- Letter of Intent to Run for Office
- Authorization for Academic Information Release
- Elections Complaint Resolution Agreement
- Responsibility to Submit Required \$50 Deposit - (ref. EC IV.B & V.C 5(g))
- Request for Candidate Statement
- Campaign Expenditure Report Acknowledgement
- Election Complaint Form Acknowledgement
- Information for Candidates Policies, Regulations, and Schedules
- Schedule of Mandatory Candidate Workshop Dates
- Schedule of Candidate Forums

Members of the Election Complaint Committee are:

3 Student Members: Robert Rose
Lauren Osmonson
Vacant

1 Faculty Member: Vacant

1 Student Affairs Designee: Samuel Jones

Members of the Appellate Council are:

3 Student Members: Oliver Ponce
Erin Rodriguez
Vacant

1 Faculty Member: Vacant

1 Student Affairs Designee: Haley Myers

This Election will take place online. Students can vote from any computer at any location—home, office, school, portable laptop, etc. Visit the ASI website for more information at www.asi.csus.edu. There will also be three (3) polling locations on campus: The University Union Walkway, the Library Breezeway, and the Hot Spot on first floor of the University Union. Promotional materials will be highly visible all over campus, including the WELL, the Children’s Center, the Riverfront Area, and various locations that marketing deems appropriate so that students will know it is time to vote.

Your questions about the election process should be answered at the Mandatory Candidate Workshops. If you have more questions, contact ASI at 916-278-6784. Best of Luck!



SURVEY

Thank you for your interest in running for office. We are looking to learn more about what supported your decision to run. Please take the time to answer this brief survey.

How did you hear about running for office? Please select all that apply.

- 1) Online
- 2) Facebook
- 3) Posters
- 4) Through a friend
- 5) Through a class presentation
- 6) ASI's "Run for Office" workshop
- 7) Other _____

What made you decide to run for office? Please select all that apply.

- 1) Passionate about making change on campus
- 2) Want to represent the student body
- 3) Looking to build leadership skills
- 4) Want to build your resume
- 5) Other _____

Please select any student leadership position(s) you have held on campus.

- 1) Campus club or organization
- 2) Resident Assistant
- 3) Orientation Leader
- 4) Unique Programs
- 5) ASI
- 6) Other _____

Did you engage in student government in high school or community college?

- 1) Yes
- 2) No

Is civic engagement important to you?

- 1) Yes
- 2) No

Do you consider yourself a "civically engaged" individual?

- 1) Yes
- 2) No

Did you vote in the last CA state election?

- 1) Yes
- 2) No
- 3) Not eligible
- 4) Other _____

Did you vote in the last ASI General Election?

- 1) Yes
- 2) No
- 3) Not eligible
- 4) Other _____



Associated Students, Incorporated
2014 General Election

NOTIFICATION OF REQUIRED APPLICATION MATERIALS AND SUBMISSION DEADLINES

FORM/DEPOSIT	SUBMIT TO	DEADLINE
APPLICATION FOR CANDIDACY		
Application for Candidacy and Acknowledgement of Forms & Information	ASIElections@csus.edu	Friday, March 14, 2014, 4:00 PM
Letter of Intent to Run for Office	ASIElections@csus.edu	Friday, March 14, 2014, 4:00 PM
Authorization for Academic Information Release	ASIElections@csus.edu	Friday, March 14, 2014, 4:00 PM
Elections Complaint Resolution Agreement	ASIElections@csus.edu	Friday, March 14, 2014, 4:00 PM
\$50 Deposit per Election Code, Article V, C (g)	ASI Government Office 3rd Floor, University Union	Friday, March 14, 2014, 4:00 PM
CAMPAIGN EXPENDITURE REPORT		
Campaign Expenditure Report (Must be turned in personally, even if no expenses.)	ASI Government Office 3rd Floor, University Union	Monday, April 28, 2014, 4:00 PM
ELECTION COMPLAINT - IF FILING		
Election Complaint Form	ASIElections@csus.edu	Wednesday, April 30, 2014, 4:00 PM
\$25 Deposit per filed Complaint per Election Code, Article IX, F	ASI Government Office 3rd Floor, University Union	Wednesday, April 30, 2014, 4:00 PM
OPTIONAL CANDIDATE STATEMENT		
Candidate Statement Optional, but highly recommended	ASIElections@csus.edu	Friday, March 14, 2014, 4:00 PM

Signature/Date: Submission via email to ASIElections@csus.edu from your SacLink Account will serve as your signature and date of submission for electronic materials.



Associated Students, Incorporated
2014 General Election

**APPLICATION FOR CANDIDACY AND
ACKNOWLEDGEMENT OF FORMS AND INFORMATION**

DUE BY FRIDAY, MARCH 15, 2014 BY 4:00 PM
SUBMIT TO ASIElections@csus.edu

Name: _____

Street: _____

City: _____ Zip: _____

Email: _____ Phone Number: _____

Major: _____ Graduate or Undergraduate: _____

I confirm that I have been given access to a Candidate Elections Packet for the Associated Students General Election for a position on the Union WELL Inc. Board of Directors to be held April 22nd and 23rd, 2014. I have carefully examined the contents of this packet and agree that it provides the following forms and information: Notification of Required Application Materials and Submission Deadlines Form, Application for Candidacy and Acknowledgement of Forms and Information, Letter of Intent to Run for Office, Authorization for Academic Information Release, Elections Complaint Resolution Agreement, Request for Candidate Statement, Campaign Expenditure Form, Election Complaint Form, ASI Bylaws, ASI Election Code, Qualifications for Student Office Holders, Sac State Posting Policy, Schedule of Election Filing Deadlines, Schedule of Mandatory Workshop Dates, and Schedule of Candidate Debates.

I understand that it is my responsibility to thoroughly read the contents of the packet and referenced informational documents as they contain rules and regulations for seeking and holding an ASI Office. I further understand that the ASI Executive Director is available to answer questions concerning the Candidate Elections Packet and governing policies and the Union WELL Inc. Executive Director is available to answer questions regarding Union WELL Inc. documents. (http://unionwellinc.org/downloads/documents/union_well/bod_manuals/2013_2014/BOD-MANUAL-2013-14-FINAL.pdf) I understand that failure to adhere to the policies and procedures described herein or failure to submit any of the required materials on the form "Notification of Required Application Materials and Submission Deadlines" on time could result in my disqualification.



Associated Students, Incorporated
2014 General Election

LETTER OF INTENT TO RUN FOR OFFICE

DUE BY FRIDAY, MARCH 15, 2014, BY 4:00 PM

SUBMIT TO ASIElections@csus.edu

Candidate's Name: _____

Address: _____

City: _____ Zip: _____

Email: _____ Phone: _____

Student ID # _____

I intend to run for the following position on the Union WELL Inc. Board of Directors during the General Elections in accordance with my submitted Application for Candidacy.

Office for which you are a candidate: Director, Union WELL Inc. Board of Directors

I would like my name to appear on the ballot as stated here: _____

Identify your twenty (20) character statement below that you wish to be printed after your name as it appears on the ballot (a space is considered one character).

_____ (For example, Student Advocate or Win with Mike)



AUTHORIZATION FOR ACADEMIC INFORMATION RELEASE

DUE BY FRIDAY, March 14, 2014 BY 4:00 PM
SUBMIT TO ASIElections@csus.edu

I authorize the Vice President Student Affairs Office to release my academic information to the University Union Executive Director for the sole purpose of determining eligibility to hold office on the Union WELL Inc. Board of Directors as described in the Union WELL Inc. Bylaws. Should I be elected to the Board, this authorization shall be valid for the entire academic year.

To be on the Union WELL Inc. Board of Directors you, as a student, have to meet some basic criteria, as listed on the Certificate of Eligibility for Election and Membership form. You are responsible to remain in compliance with these requirements throughout your tenure (if elected) as a Board of Directors member. You are also obligated to inform the Executive Director of the Union WELL Inc. of any change in your status during your term on the Board.

Please review the criteria, and by signing your name at the bottom, you are stating that you currently meet the listed requirements, and that you will inform the Union of any change in your status. Your signature also indicates that you understand that this information will, at least once each semester, be verified for compliance. Please sign and return a copy to with this application at your earliest opportunity.

If you have any questions, please contact Leslie Davis at the WELL Administration Office directly for clarification.

Requirements for Union WELL Inc. Board of Directors Member Candidates

- A. Complete a minimum of 6 undergraduate or 3 graduate units.
- B. Maintain at least a 2.5 CSUS semester GPA in courses taken on campus.
- C. Not have completed more than a total of 150 undergraduate or 50 graduate units.
- D. Not be on academic or disciplinary probation
- E. Not an employee of the University Union

I am in full compliance with the requirements and will notify the Board of Directors in the event of any change in my status. I also authorize the verification of this information for the duration of my term.

Signature: _____ DATE: _____



Associated Students, Incorporated
2014 General Election

ASI ELECTION COMPLAINT RESOLUTION AGREEMENT
DUE BY FRIDAY, March 14, 2014 BY 4:00 PM
SUBMIT TO ASIElections@csus.edu , as part of completed Candidate Packet

NOTICE TO CANDIDATE: DO NOT SIGN THIS DOCUMENT UNTIL YOU HAVE CAREFULLY READ THE ASI ELECTIONS CODE

<http://www.asi.csus.edu/student-government/elections/running-for-office/downloads-resources/>
AND THIS AGREEMENT

I, _____, am a candidate for
(Print name: first, middle initial, last)

_____, ASI Board of Directors
(Position)

in this year's annual General Election of the Associated Students, Inc., at California State University, Sacramento ("ASI"). I understand that ASI seeks to avoid litigation over elections and that this agreement, if signed by me, constitutes my promise and agreement to not personally file a lawsuit solely about the election for the office for which I am a candidate.

I have been provided access to a copy of the ASI Elections Code adopted on November 16, 2011. I have read the ASI Elections Code including parts IX and X that govern the filing and resolution of ASI elections complaints. I understand the election complaint resolution provisions of that code, and I will adhere to them in the event I file an election complaint. I further agree that the elections complaint procedures and remedies contained in the ASI Elections Code are the sole and exclusive means by which I can seek a remedy for any and all complaints I might file solely over the election for the office for which I am a candidate. I also agree that all decisions by the Elections Complaint Committee which are not appealed to the Appellate Council are final. I also agree that all decisions of the Appellate Council are final.

Conflict of Interest: I have reviewed the student members of the Election Complaint Committee and Appellate Council and understand that if I have a concern regarding a possible conflict of interest, I must submit a statement of concern to the ASCSUS Board of Directors for resolution.

I realize and fully appreciate that by signing this agreement that if I do file a complaint I am agreeing to abide by the results of the elections complaint resolution process contained in the ASI Elections Code and that: ***I HEREBY RELINQUISH ALL RIGHTS AND OPPORTUNITIES I MAY HAVE TO FILE A LAWSUIT OR SEEK RELIEF OTHER THAN THAT AVAILABLE IN THE ASI ELECTIONS CODE FOR ANY COMPLAINT OF MINE SOLELY WITH RESPECT TO THE OUTCOME OF THE ELECTION FOR THE OFFICE FOR WHICH I AM A CANDIDATE. I DO RESERVE ALL OTHER RIGHTS I MAY HAVE THAT ARE NOT EXPRESSLY WAIVED BY THIS AGREEMENT.***



*Not Required for Union WELL Inc.
Candidates!!!!*

*Associated Students, Incorporated
2014 General Election*

RESPONSIBILITY TO SUBMIT REQUIRED \$50 DEPOSIT

**DUE BY FRIDAY, March 15, 2014 BY 4:00 PM
AT ASI GOVERNMENT OFFICE, UNIVERSITY UNION, 3RD FLOOR**

I, _____,
(Print name: first, middle initial, last)

acknowledge my responsibility to submit my required \$50 deposit in the form of a personal check, cashier's check or money order, payable to Student Organizations & Leadership, to the ASI Student Government Office no later than Friday, March 15, 2014, by 4:00 p.m.

ASI Election Code

Article IV. B

Due when the Packet is turned in, no later than the final filing date:

- 6. Required deposit as listed in this Code in the form of a personal check, cashier's check or money order.

Article V. C.5 (g)

A fifty dollars(\$50) deposit made payable to Student Organizations & Leadership shall be collected from each candidate and Interested Student as described in this Election Code for the purpose of ensuring that campaign signs are removed from campus. The check will be held until 5pm on the Sunday following the Election. When a determination has been made by the Director of Student Organizations & Leadership that a candidate or Interested Student has complied with the removal requirements of this Election Code, the check will be made available for pick-up at the ASI Student Government Office. In cases where students have not complied, the \$50 check will be endorsed and deposited into the Student Leadership Fund. If the \$50 check is not claimed within 30 days, it will be destroyed. If a \$50 money order is not claimed within 30 days, it will be deposited to Student Organizations & Leadership.



Associated Students, Incorporated
2013 General Election

CANDIDATE STATEMENT - OPTIONAL

DUE BY FRIDAY, March 14, 2014 BY 4:00 PM

SUBMIT TO ASIElections@csus.edu, as part of completed Candidate Packet

The candidate statement will be used in the official ASI Voter Booklet as well as appearing on the ASI website. This is your opportunity to present yourself to the voters; make sure you take advantage of this opportunity!

Statements should be no longer than 250 words and inserted below.

The following disclaimer will appear on the ballot and in the voter booklet:

" This information was provided by the candidate and not checked for accuracy. ASI is not responsible for its content."

Write your statement here: (Maximum 250 words). See sample candidate statement below if needed.

250 word maximum

Sample Candidate Statement

My name is _____ and I am running for Vice President of University Affairs. I have been an orientation leader for the past year and I have been involved in several University Committees. I also helped to plan the Homecoming Event on campus this past fall. As an active member of GQI, a well-established club on campus, I have served as Vice President. Through my experiences on campus, I know how important it is to get involved and stay involved. Many decisions are made every day that directly affect students, so I want to ensure that students will have a voice on as many University Committees as possible. My first step will be to actively recruit students to serve on committees. In addition to placing students on committees, I will make certain that they have my support and the tools they need to be effective committee members. Finally, I will ensure that the ASI Board is fully informed about issues on campus that are being discussed in University committees so that ASI can be proactive in addressing student concerns. So on April 22 and 23, please vote. I hope you will vote for me because I firmly believe I am the most qualified candidate. (Maximum 250 word



Associated Students, Incorporated
2014 General Election

CAMPAIGN EXPENDITURE REPORT ACKNOWLEDGEMENT

I, _____,
(Print name: first, middle initial, last)

acknowledge my responsibility to personally submit my Campaign Expenditure Report to the ASI Student Government Office no later than Monday, April 28, 2014, by 4:00 PM. **Failure to submit a Campaign Expenditure Report will result in disqualification.**

- Report must be turned in even if nothing was spent or donated.**
- Must include receipts of all items purchased or "valued" with name and phone number of seller.
- All gifts, donations, and/or rental materials must have retail value as prescribed in Election Code.
- Spending Report must meet all prescribed information and requirements stated in Election Code.

Candidate: _____ Position: _____

ITEM	NUMBER	COST/VALUE (if donated)	RECEIPTS ATTACHED	COMMENTS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



Associated Students, Incorporated
2014 General Election

ELECTION COMPLAINT FORM ACKNOWLEDGEMENT

I, _____, acknowledge my responsibility,
(Print name: first, middle initial, last)

if filing a complaint, to submit both:

- The Election Complaint Form to ASIElections@csus.edu no later than Wednesday, April 30, 2014, by 4:00 PM; and
- The required \$25 deposit, per filed complaint, to ASI Government Office, 3rd floor, University Union, no later than Wednesday, April 30, 2014, by 4:00 PM.

*ATTENTION: PLEASE SEE SECTION IX AND X
OF THE ELECTIONS CODE BEFORE COMPLETING*

COMPLAINT ALLEGATIONS

Specify the sections of the ASI Elections Code you allege were violated and by whom, or other conduct and by whom, which allegedly unfairly affected the election. Remember that only one candidate may be named. Please be as specific as possible.

EVIDENCE

Please provide a brief summary of the oral and written evidence in support of this complaint including the names of witnesses you expect to testify.

REMEDY

Please propose one or more remedies the Election Complaint Committee is authorized to grant under part XI of the ASI Elections Code a remedy that you believe would be fair to settle your complaint.

Please use the back or attach additional sheets as necessary.

Complainant: _____
(person filing the complaint)



Associated Students, Incorporated
2014 General Election

INFORMATION FOR CANDIDATES
Policies, Regulations and Schedules

I. The following ASI documents are available at:

<http://www.asi.csus.edu/student-government/elections/running-for-office/downloads-resources/>

ASI Election Code (Including Appendix I: Fair Hearing Plan)

ASI Bylaws

Schedule of Election Filing Deadlines & Events

Schedule of Mandatory Candidate Workshops with ASI Executive Director

Schedule of Candidate Forums

II. The following University documents are available at:

Qualifications for Student Office Holders

<http://www.csus.edu/umannual/student/UMS16400.htm>

Sacramento State Posting Policy

<http://www.csus.edu/soal/Student%20Leader%20Resources/posting%20policy.html>

III. The following Union WELL Inc. Documents are available at:

UUOCI Board of Directors Web Site:

<http://unionwellinc.org/documents/>

UUOCI Bylaws:

http://unionwellinc.org/downloads/documents/union_well/other_documents/uuoci_bylaws_209.pdf



Associated Students, Incorporated
2014 General Election

SCHEDULE OF MANDATORY CANDIDATE WORKSHOP
Spring Election 2014

Candidates must attend one of the workshops as scheduled below* prior to the filing for Election Packet deadline, Friday, March 14, 2014 at 4 PM.

<u>DATE</u>	<u>TIME</u>	<u>DAY</u>	<u>LOCATION</u>
February 26, 2014	5:00 - 6:00 p.m.	Wednesday	Green & Gold Rm., UU
February 28, 2014	12:00 - 1:00 p.m.	Friday	ASI Conference Rm., UU
March 3, 2014	4:00 - 5:00 p.m.	Monday	ASI Conference Rm., UU
March 5, 2014	12:00 - 1:00 p.m.	Wednesday	Green & Gold Rm., UU
March 6, 2014	5:00 - 6:00 p.m.	Thursday	Green & Gold Rm., UU
March 11, 2014	2:00 - 3:00 p.m.	Tuesday	Camellia Rm., UU
March 12, 2014	5:00 - 6:00 p.m.	Wednesday	Green & Gold Rm., UU
March 13, 2014	12:00 - 1:00 p.m.	Thursday	Green & Gold Rm., UU

*Per Election Code IV.C

- 1) Candidate workshops are mandatory for all candidates prior to the deadline for filing Candidate Elections Packets;
- 2) Failure to attend a mandatory workshop will result in disqualification;
- 3) If a candidate is unable to meet during scheduled times, the candidate may contact the Executive Director for special arrangements; contingent upon Executive Director's availability.
- 4) Candidates will only be posted as eligible to campaign when the workshop is completed and all other requirements are met.



Associated Students, Incorporated
2014 General Election

SCHEDULE OF CANDIDATE FORUMS
Dates and Locations

Board of Directors:

- *Graduate Director, College of Education, and Director of Undeclared*
Monday, April 7, 2014 at 12:00 PM, Lobby Suite, UU
- *Colleges of Arts and Letters, Health and Human Services, and Natural Sciences and Mathematics*
Tuesday, April 8, 2014 at 12:00 PM, Summit Room, UU
- *Colleges of SSIS, Engineering and Computer Science, and Business Administration*
Thursday, April 10, 2014 at 12:00 PM, Summit Room, UU

Executive Officers:

- *Vice Presidents of Academic Affairs and University Affairs*
Monday, April 14, 2014 at 12:00 PM, Summit Room, UU
- *Executive Vice President and Vice President of Finance*
Tuesday, April 15, 2014 at 12:00 PM, Lobby Suite, UU
- *Presidential Forum*
Thursday, April 17, 2014 at 12:00 PM, Summit Room, UU