

2023-2024
STUDENT GOVERNMENT ELECTIONS



Candidate Information Packet

Events and Important Dates

Mandatory Candidate Orientation & Ethics Sessions: *Candidates **must attend ONE** session for the position that they are interested in to be eligible to participate in elections. There are two via zoom and two in-person sessions to choose from.*

Executive Positions
President, Vice-President, and Controller
Director Positions
Academic Affairs, Business Affairs, Communication, Co-curricular Affairs, Intercultural Affairs, Internal Affairs, Legislative Affairs, Student Resource Affairs, Student Rights and Responsibilities, Sustainability Affairs

Applications Available	Wednesday, January 24th at 9am Available at Student Union, 2nd floor, Suite 2300 or available per email request at student-elections@sjsu.edu
Executive Candidate Orientation and Ethics Sessions	Zoom Link: https://sjsu.zoom.us/j/81539804911 A.S. Government Conference Room Student Union, 2nd Floor Room 2300 <ul style="list-style-type: none"> ● 02/08, Thursday, 11am-1pm ● 02/12, Monday, 3pm-5pm ● 02/20, Tuesday, 5pm-7pm ● 02/23, Friday, 11am-1pm
Director Candidate Orientation and Ethics Session	Zoom Link: https://sjsu.zoom.us/j/89102159929 A.S. Government Conference Room Student Union, 2nd Floor Room 2300 <ul style="list-style-type: none"> ● 02/09, Friday, 10am-12pm ● 02/15, Thursday, 5pm-7pm ● 02/20, Tuesday, 10am-12pm ● 02/21, Wednesday, 1pm-3pm
Applications Due	Friday, February 23: No later than 5:00pm Submit at: Student Union, 2nd floor, Suite 2300 or email at student-elections@sjsu.edu

Date	Event
03/01, Friday	Candidate Eligibility Announcement
03/06, Wednesday	Candidate Bios/Photo for Voter Information Guide (VIG) information submit to student-elections@sjsu.edu
03/08, Friday	Campaign Workers Form submit to student-elections@sjsu.edu
03/11, Monday 1PM-3PM	Elections Kick-Off @A.S. House Fireside Room Campaign Period begins at 3:01pm.
03/13, Wednesday	Voter Information Guide (VIG) available online
03/11 - 04/18	CAMPAIGNING PERIOD: March 12th to April 18th
03/22, Friday	Accountability Forms due
04/08, Monday 1PM - 3PM	Meet the Candidates REFER TO FLICKR @SU Meeting Room 3
04/09, Tuesday, 5:00pm	60-Second Virtual Instagram Video due
04/10, Wednesday	Candidate Endorsements due by 11:59pm (endorsements are accepted throughout campaigning and added to the online VIG as they are received)
04/15, Monday	Candidate Endorsements available
04/15 Monday, 5pm-7pm	Candidate Debates REFER TO FLICKR @ SU Meeting Room 2B
04/15, Monday, 7pm	VOTING BEGINS (immediately following the Candidate Debates)
04/16 - 04/17, Tuesday , Wednesday 10am-4pm	Voting Booths @Outside of Clark Hall, 7th Street (Student Wellness Center), and Housing Quad
04/18, Thursday, 12pm	VOTING ENDS
04/18, Thursday, 12pm-2pm	Elections Results Reveal @SU Meeting Room 2

Mandatory Candidate Events: *Candidates must attend 3 out of 4 events, including Debates*

- **Elections Kickoff Event**
- **Meet the Candidates Campaign**
- **60 Second Instagram Video**
- **Candidate Debates (Mandatory):** *Debate with fellow candidates about important campus issues!*
- **Elections Results Reveal:** *Come find out your newly elected student government!*

Candidate Application Checklist

- ❑ Candidate Information Packet available on **Wednesday, January 24th at 9am** in Student Union, 2nd floor, Suite 2300 or per email request at student-elections@sjsu.edu
- ❑ Read through the entire application packet and review the Election Regulation Manual and Associated Students Bylaws (located under “Important Documents” on <https://www.sjsu.edu/as/elections.php>).
- ❑ Attend one of the Mandatory Candidate Orientation and Ethics Sessions and decide on a position to run for.
- ❑ Complete and submit your Candidate Application **by 5:00 p.m. on Friday, February 23rd** at Student Union, 2nd floor, Suite 2300 or email at student-elections@sjsu.edu . Late submissions will not be accepted.
 - ❑ Include the Candidate Application Form
*You may also include your bio for the VIG for efficiency
- ❑ Submit Candidate Bios and Photos to be included in the Voter Information Guide (VIG) **on Wednesday, March 6th** to student-elections@sjsu.edu.
- ❑ Submit your Campaign Worker form(s) no later than **Friday, March 8th no later than 11:59 PM.**
- ❑ Submit your Accountability Forms to the Student Elections Commission (SEC) at student-elections@sjsu.edu by **Friday, March 22nd.**
- ❑ Begin working on your campaign! Campaigning begins **Monday, March 11th at 3:01 p.m.**
- ❑ Candidates wishing to file an election(s) grievance must do so by **Monday, April 22nd at 8:00 a.m.** to the SEC at student-elections@sjsu.edu.

Eligibility for A.S. Government Office

In order to be eligible to run for, and remain in office, candidates must meet the qualifications set forth in three documents: the Associated Students Bylaws, Student Activities Policy [Code: EO 1068] from the California State University (CSU) Office of the Chancellor, and (SJSU) University Policy S05-04. These documents are summarized below. Please read and if you have any questions feel free to contact the A.S. Students' Election Commission at student-elections@sjsu.edu or SEC advisor Janely Pulido at janely.pulido@sjsu.edu.

Associated Students Bylaws

The Associated Students Bylaws set forth the following qualifications for office:

1. Must have a minimum cumulative GPA of 2.0 and a minimum semester GPA of 2.0
2. No student shall hold more than one Associated Students position excluding committee memberships, during the tenure of office.
3. Executive officers shall have attended San José State University at least two (2) of the preceding three (3) semesters before the first day of October following elections.
4. All officers shall maintain at least six (6) units of credit at the time of election and during the entire tenure of office.
5. No student shall hold any one position on the Associated Students Board of Directors for more than two academic years and no student shall serve in any position for Associated Students exclusive of A.S. committees and boards, for more than three academic years.

Minimum Academic Qualifications for Student Office Holders

(SJSU) University Policy S05-04 and Student Activities Policy [Code: EO 1068]

All student representatives must be matriculated at a CSU campus maintaining a minimum cumulative GPA of 2.0 and semester GPA 2.0, must be in good standing, and must not be on probation of any kind. This requirement applies to the major student government offices (A.S. officers) and minor representative officers (Presidents and Treasurers of recognized student organizations).

1. **Residency:** Undergraduate candidates for office must have been enrolled at SJSU and have completed at least one of the two semesters (fall or spring) immediately prior to the semester of the election, earning a minimum of 6 (six) semester units during that semester. Graduate and credential candidates for office must earn 6 (six) semester units per term of continuous attendance as a new graduate or credential student to be eligible. Additionally, graduate and credential students who received a bachelor's degree or credential within the past three years from SJSU must have earned a total minimum of 12 (twelve) semester units during their last year as an undergraduate to be eligible.
2. **Unit Load:** Undergraduate students must be enrolled in and complete at least 6 (six) units of credit and graduate and credential students must be enrolled in and complete at least 3 (three) units of credit at SJSU each fall and spring semester while holding office, as well as during the semester running for office. This requirement does

not pertain to summer and winter terms, nor may units earned then be used to meet this requirement. Students must meet unit load requirements prior to the last day to add classes each semester. Failure to complete or enroll in the required number of semester units by the end of the semester or add deadline, respectively, makes the student immediately ineligible to continue to hold or to assume office.

3. Maximum Allowable Units: Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Double majors do not exempt the student from this requirement. Students holding over that number of units are not eligible for major student government office. Students who do not currently exceed the maximum allowable units, but who would do so in meeting the candidate unit load requirement are ineligible to run for or continue to hold office.

4. Non-conflict of Interest Statement: Students elected to office are required to sign a "Certification of Non-Conflict of Interest". A portion of that statement includes: "In addition, I acknowledge and understand that Associated Students' policy prohibits a member of the Board of Directors or officer of the Associated Students from simultaneously (1) serving as an employee of the Associated Students regardless of the source of funds for the position; (2) serving as director, chair or employee of an A.S. sponsored program or service which receives funding in whole or in part from the Associated Students; (3) receiving a stipend or grant-in-aid funded in whole or in part by the Associated Students other than that received as a Board Member or officer of the Associated Students. ."

5. Fiduciary and Legal Responsibilities: As elected officials of Associated Students, you are bound to comply with California Education Code, Title V and the California Corporations Code regarding fiduciary and legal responsibilities. Fiduciary responsibilities involve a confidence or trust of the public's money with Board members required to act in a prudent and responsible manner. Additional information will be discussed at the internship program and training workshops for elected officers.

Specific Duties

(As stated in the A.S. Bylaws last revised May 10, 2023)

ARTICLE III: BOARD OF DIRECTORS

SECTION IV: SPECIFIC DUTIES

A.S. President

- a. To be Chief Executive Officer of this Association.
- b. To serve as the Chair of the A.S. Executive Committee.
- c. To serve as the Chair of the A.S. Personnel Committee.
- d. To serve as an ex-officio member of the A.S. Lobby Corps.
- e. To serve as a Student Senator on the Academic Senate.
- f. To serve as a member of the Executive Committee of the Academic Senate
- g. To serve as a member of the Committee on Committees of the Academic Senate.
- h. To serve as a member of the Instruction and Student Affairs Committee.
- i. To serve as a member of the Student Union Board
- j. Membership on the following committees may be delegated by the A.S. President to a Board member designee:
 - i. Accreditation Review Committee (ex officio) of the Academic Senate
 - ii. Athletics Board of the Academic Senate
 - iii. Budget Advisory Committee of the Academic Senate
 - iv. Strategic Planning Steering Committee (ex officio) of the Academic Senate
 - v. University Library Board (ex officio) of the Academic Senate
 - vi. Spartan Shops Board of Directors
- k. To be responsible for the implementation of all legislation, including the coordination of the Associated Students committee system.
- l. To make such nominations for vacant Board positions, in accordance with Article VI, Section IV, subject to two-thirds (2/3) approval of the voting membership of the Board of Directors, and to fill all vacancies unless otherwise provided for in these Bylaws.
- m. To dismiss with stated cause any individuals in positions which require nomination by the University President, subject to two-thirds (2/3) approval of the voting membership of the Board of Directors.
- n. To work in consultation with the A.S. Controller and the A.S. Executive Director in the preparation of the budget for the subsequent fiscal year. This shall be submitted no later than the first Board meeting in April.
- o. To assist the A.S. Vice President in the planning, coordination, and implementation of the training program for the incoming Board of Directors and Executive Officers.
- p. To maintain regular attendance and engagement at the California State Student Association ("CSSA") meetings in coordination with the Director of Legislative Affairs.
- q. To work in coordination with the A.S. Director of Legislative Affairs to promote the interests of SJSU and its students with local government officials and legislative offices.
- r. To work in coordination with the A.S. Director of Legislative Affairs to submit recommendations concerning CSSA proposals from the California State-Wide Academic Senate, the California State University system, the California State Legislature, and U.S. Congress that affect the interests of SJSU and its students to the Board of Directors.
- s. To issue Executive Orders.
 - i. An Executive Order is defined as an order issued by the A.S. President concerning implementation of a provision of legislation or fiscal action adopted by the Board.
 - ii. An Executive Order is effective immediately and shall remain in effect until the end of the issuing term on May 31st or rescinded in writing by the A.S. President or by two-thirds (2/3) vote of the voting membership of the Board.
- t. To provide a liaison report on the status and activities of the University President and the Vice President for Student Affairs.

A.S. Vice President

- a. To be the Chief Administrative Officer of the Association.
- b. To serve as the Vice-Chair of the A.S. Executive Committee.
- c. To serve as the Vice-Chair of the A.S. Personnel Committee.
- d. To serve as a Student Senator on the Academic Senate.
- e. To serve as a member of the Professional Standards Committee of the Academic Senate.
- f. To serve as the Chair of the Board of Directors. Duties as Chair shall be:
 - i. To preside over the Board of Director meetings.
 - ii. To be responsible for the proper enforcement of these Bylaws with assistance of the Director of Internal Affairs.
 - iii. To sign all legislation passed by the Board of Directors.
 - iv. To prepare all legislation in the proper form after the Board has taken final action and to present all legislation to the A.S. President no more than five (5) business days after the meeting in which the final action was taken. This section shall not apply in the event that the business is carried over to the next regular meeting.
- g. To perform the duties of the A.S. President during the President's incapacity or "extended absence."
- h. To keep a complete and permanent record of the A.S. Bylaws and legislation passed by the Board of Directors.
- i. To plan, coordinate, and implement the training program for the Board of Directors.
- j. To administer the Oath of Office to the newly elected Board of Directors.
- i. If the Chair is not available at the time of installations, the current Director of Internal Affairs (Vice-Chair) shall be responsible for this duty.
- ii. If the Director of Internal Affairs is not available, the A.S. President shall be responsible for this duty.
- k. To report on proposed changes in retention, tenure, promotion ("RTP") and other policies pertaining to faculty affairs and professional standards to the Board of Directors.
- l. Responsible for planning the A.S. 55 award process.
- i. Work alongside Government Staff to assemble a selection committee. The selection committee is responsible for selecting 12 awardees to be recognized at the Student Leadership Gala.
- m. To provide a liaison report on the status and activities of the Vice-President for Strategy and Institutional Affairs.

A.S. Controller

- a. To be the Chief Financial Officer of the Association - providing leadership, direction and management of the finances of the organization.
- b. To serve as the Chair of the A.S. Finance Committee.
- c. To serve as the Vice-Chair of the A.S. Operations Committee.
- d. To serve as a member of the A.S. Executive Committee.
- e. To serve as a member of the A.S. Personnel Committee.
- f. To serve as a member of the Scholarship Selection Group.
- g. To serve as a member of the Campus Fee Advisory Committee.

- h. To serve as a member of the Spartan Community Fund
- i. To serve as a member of the Budget Advisory Committee
- j. To have signing authority for fiscal matters for the Operating Fund.
- k. To administer the financial affairs of the Association
- l. To plan and facilitate Funding Orientation Sessions throughout the fiscal year.
- m. To plan and facilitate the A.S. Scholarships Reception.
- n. To plan and facilitate the Spartan Showcase, in collaboration with the Finance Committee
- o. To be responsible for the implementation of all fiscal legislation.
- p. To submit to the Board of Directors a report of the Student Organization Fund of the Associated Students on a bi-weekly basis.
- q. To work in consultation with the A.S. President and the A.S. Executive Director in the preparation of the budget and budget assumptions for the subsequent fiscal year budget.
- r. To ensure the financial reports are publicized to the general student body annually.
- s. To assume all duties of the Secretary/Treasurer position as required by the California Corporations Code. To report on decisions of the California State Legislature affecting student fees to the Board in coordination with the A.S. Director of Legislative Affairs.
- t. To provide a liaison report on the status and activities of the Vice President of Administration and Finance of San Jose State University. To work with the A.S. Director of Business Affairs on developments to the budget.

A.S. Director of Academic Affairs

- a. To serve as the Chair of the A.S. Academic Affairs Committee.
- b. To serve as a Student Senator on the Academic Senate.
- c. To serve as a member of the Curriculum and Research Committee of the Academic Senate.
- d. To serve as a member of the Undergraduate Studies Committee of the Academic Senate.
- e. To serve as a member of the Faculty Diversity Committee of the Academic Senate.
- f. To serve as a member of the General Education Advisory Committee.
- g. To advocate and serve by promoting University activities affecting the student educational experience.
- h. To work in coordination with the College Representatives to provide feedback to the Board of Directors and the Academic Senate to initiate changes in academic policies relating to academic advising, continuing education, curriculum and research, faculty affairs, and general education.
- i. To provide a liaison report on the status and activities of the Provost and Senior Vice President of Research and Innovation.
- j. To provide an all-encompassing orientation that enumerates the necessary tasks to be completed by College Representatives.

A.S. Director of Business Affairs

- a. To serve as the Chair of the A.S. Operations Committee.
- b. To serve as the Vice-Chair of the A.S. Finance Committee.
- c. To serve as a member of the A.S. Executive Committee.
- d. To serve as a member of the A.S. Personnel Committee.
- e. To serve as the A.S. Board representative for hiring committees unless otherwise deemed exempt.
- f. To serve as a member of the Campus Planning Board of the Academic Senate.
- g. To provide a liaison report on the status of the A.S. Departments Goals.
- h. To work with the A.S. Controller on developments to the budget.

A.S. Director of Co-Curricular Affairs

- a. To serve as the Chair of the A.S. Programming Board.
- b. To serve as the Vice-Chair of the A.S. Campus Life Affairs Committee
- c. To serve as a member of the University Homecoming Selection Committee.
- d. To serve as a member of the Spartan Community Fund.
- e. To advocate and serve by promoting and enhancing outreach and accessibility of co-curricular involvement on campus through collaborations with the University.
- f. To advocate for the A.S. Board member participation in campus-wide events and activities.
- g. To attend, if possible, the National Association for Campus Activities conference or other event annually as determined by the A.S. Leadership and Government Coordinator.
- h. To provide a liaison report on the status and activities of the Department of Intercollegiate Athletics, and Student Involvement (including Fraternity and Sorority Life, or "FASL") to the Board to advocate a sense of community for San Jose State University students.

A.S. Director of Communications

- a. To serve as the Vice-Chair of the A.S. Lobby Corps.
- b. To serve as the Vice-Chair of the A.S. Programming Board.
- c. To serve as a member of the A.S. Operations Committee.
- d. To serve as a member of the SJSU Cares Steering Committee.
- e. To serve as a member of the University Library Board of the Academic Senate.
- f. To serve as a member of the Spartan Community Fund.
- g. To advocate and serve by increasing awareness of A.S. resources and establishing connections within the campus and surrounding community.
- h. To provide a liaison report on the status and activities of University Marketing and Communications.

A.S. Director of Intercultural Affairs

- a. To serve as a member of the A.S. Campus Life Affairs Committee.
- b. To serve as a member of the Faculty Diversity Committee of the Academic Senate.
- c. To serve as a member of the International Programs and Students Committee of the Academic Senate.
- d. To serve as the chair of the Spartan Community Fund.
- e. To serve as a member of the Veterans Advisory Committee.
- f. To report Academic Senate policies affecting ethnic/cultural, international, and non-traditional student groups at San José State University to the Board of Directors.
- g. To advocate for ethnic/cultural, international, and non-traditional student groups, which may include but are not limited to disabled, LGBT, re-entry, veteran, and graduate students.
- h. To provide a liaison report on the status and activities of Associate Vice President for Student Success and the Chief Diversity Officer.

A.S. Director of Internal Affairs

- a. To serve as the Chair of the A.S. Internal Affairs Committee.
- b. To serve as the Vice-Chair of the A.S. Board of Directors.
- c. To serve as a member of the A.S. Academic Affairs Committee.
- d. To serve as a member of the A.S. Executive Committee.

- e. To serve as a member of the A.S. Operations Committee.
- f. To serve as a Student Senator on the Academic Senate.
- g. To serve as a member of the Organization and Government Committee of the Academic Senate.
- h. To report on proposals of the Academic Senate affecting University governance, including revisions of the Academic Senate Constitution and Bylaws, to the Board of Directors.
- i. To work in coordination with the Student Senators to submit proposals to the Board and the Academic Senate recommending changes in policies regarding University governance.
- j. To assist the A.S. Vice President with the enforcement of these Bylaws.
- k. To serve as a member of the Records Management Advisory Council.

A.S. Director of Legislative Affairs

- a. To serve as a CSSA member with a term that commences on June 1.
- b. To serve as the Chair of the A.S. Lobby Corps.
- c. To serve as a Student Senator on the Academic Senate.
- d. To serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
- e. To work with local government officials and legislative offices to promote the interests of San José State University and its students in coordination with the A.S. President.
- f. To organize all Associated Students, SJSU voter registration, education, and mobilization efforts
- g. To fulfill the role of the CSSA Representative with sole voting rights.
- h. To submit recommendations concerning CSSA proposals from the California State-Wide Academic Senate, the California State University system, the California State Legislature, and U.S. Congress that affect the interests of San José State University and its students to the Board of Directors in coordination with the A.S. President.
- i. To provide a liaison report on the status and activities of SJSU Government Relations.
- j. To work in coordination with the A.S. Controller to report on decisions of the California State Legislature affecting student fees to the Board.

A.S. Director of Student Resource Affairs

- a. To serve as the Chair of the A.S. Campus Life Affairs Committee.
- b. To serve as a member of the A.S. Academic Affairs Committee.
- c. To serve as a member of the A.S. Internal Affairs Committee.
- d. To serve as a Student Senator on the Academic Senate.
- e. To serve as a member of the Student Success Committee of the Academic Senate.
- f. To serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
- g. To serve as a member of the Spartan Community Fund.
- h. To serve as a member of the Student Health Advisory Committee.
- i. To provide a liaison report on the status and activities of University Information Technology, Health, Wellness, and Student Services.

A.S. Director of Student Rights and Responsibilities

- a. To serve as the Vice-Chair of the A.S. Internal Affairs Committee.
- b. To serve as the Vice-Chair of the A.S. Academic Affairs Committee.
- c. To serve as a Student Senator on the Academic Senate.
- d. To serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.

- e. To serve as a member of the Alcohol and Drug Abuse Prevention Committee (ADAPC) of the Academic Senate.
- f. To serve as a member of the SJSU Basic Needs Advisory Committee.
- g. To serve as a member of the Campus Fee Advisory Committee.
- h. To submit proposals to the Board of Directors and the Academic Senate recommending changes in academic policies pertaining to student rights and responsibilities, in coordination with the Student Senators.
- i. To promote awareness of the academic responsibilities of students and the various University grievance procedures available to them.
- j. To provide a liaison report on the status and activities of the University Ombudsperson, Office of Student Conduct and Ethical Development, University Police Department ("UPD"), Gender Equity, and Title IX.
- k. To serve as a member of University Police Chief Search Committee.
- l. To serve as a member of the Violence Prevention Committee.

A.S. Director of Sustainability Affairs

- a. To serve as a member of the A.S. Lobby Corps.
- b. To serve as a member of the A.S. Campus Life Affairs Committee.
- c. To serve as a member of the A.S. Programming Board.
- d. To serve as a member of the Spartan Shops Board of Directors.
- e. To serve as a member of the Campus Planning Board of the Academic Senate.
- f. To serve as a member of the Sustainability Board of the Academic Senate.
- g. To serve as a member of the Traffic, Transit, and Parking Committee of the Academic Senate.
- h. To serve as a member of the Spartan Community Fund.
- i. To advocate and educate A.S. on campus issues pertaining to sustainability, recycling, and related activities.
- j. To raise, address and report on issues concerning sustainability pertaining to the campus, the surrounding community, the nearby region, and/or the global environment.
- k. To provide a liaison report on the status and activities of the A.S. Cesar E. Chavez Community Action Center ("CCCAC") Community Garden, Environmental Resource Center, Facilities Development and Operations ("FD&O") Sustainability, Spartan Shops, A.S. Transportation Solutions, and Risk Management Office.

Candidate Application Form

The following information must be provided by every candidate in an Associated Students General Election and shall be maintained on file. Every candidate must meet the eligibility requirements for candidacy as set forth in the *A.S. By-laws*, *CSU Chancellor's Office Executive Order 1068*, and *University Policy S05-04*. Violations may result in legal prosecution and/or disqualification from the election. Primary communication and questions should be directed to the Students' Election Commission at student-elections@sjsu.edu. Secondary communication may be directed to the Students' Election Commission Advisor by phone at (408) 924-6045.

Candidate Information

Position you are running for

Name, as you wish it to appear on the official ballot

Student ID Number

Mailing Address

City, State

Zip Code

Permanent Address (if different than above)

City, State

Zip Code

Cell Phone

Secondary Phone

SJSU Email Address

Candidates must attend one of the following Candidate Orientation Sessions

EXECUTIVE POSITIONS MANDATORY CANDIDATE ORIENTATION		
Date	Location	Time
Thursday, February 8th		11:00 a.m - 1:00 p.m.
Monday, February 12th		3:00 p.m. - 5:00 p.m.
Tuesday, February 20th		5:00 p.m. - 7:00 p.m.
Friday, February 23rd		11:00 a.m. - 1:00 p.m.
DIRECTOR POSITIONS MANDATORY CANDIDATE ORIENTATION		
Friday, February 9th		10:00 a.m. - 12 p.m.

Thursday, February 15th		5:00 p.m - 7:00 p.m.
Tuesday, February 20th		10:00 a.m. - 12:00 p.m.
Wednesday, February 21st		1:00 p.m. - 3:00 p.m.

Candidate Acknowledgements: FERPA & Records Release

The Family Educational Rights and Privacy Act (FERPA) protects student confidentiality by placing certain restrictions on the disclosure of information contained in a student's education records, including (but not limited to) student conduct records.

In order to be eligible to serve on the Associated Students Board of Directors, you must be in good standing with the University. As such, Associated Students need to verify that you do not have a conduct record and meet academic eligibility requirements.

_____ By initialing this box, you agree that Student Involvement at SJSU may disclose information from your academic records to Vicki Allen, Executive Director of Associated Students, to determine your eligibility for (Position Name):_____. This release of information is valid through May 2024 for candidates. If elected, this release of information shall be valid through your term of office.

_____ By initialing this box, you agree that Student Conduct and Ethical Development at SJSU may disclose information from your disciplinary records to Vicki Allen, Executive Director of Associated Students, to determine your eligibility for (Position Name):_____. This release of information is valid through May 2024 for candidates. If elected, this release of information shall be valid through your term of office.

_____ By initialing, you verify that you understand and acknowledge that: (1) you have the right not to consent to the release of information contained in your conduct records; (2) this consent is of limited duration and may be revoked by you at any time by submitting your request, in writing, to Student Conduct and Ethical Development and Associated Students (attention to the Executive Director), but any such revocation shall not affect disclosures made prior to the receipt of the written revocation; and (3) Student Conduct and Ethical Development and Associated Students are not responsible for the way in which, nor how, the information released under this authorization is used or distributed. r the way in which, nor how, the information released under this authorization is used or distributed.

I have read, understood and will abide by the policies outlined in the A.S. Bylaws and Election Regulation Manual. I meet all qualifications for candidacy and authorize San Jose State University to verify my eligibility pursuant to Policy S05-4 (Academic Qualifications for Student Office Holders). I certify that the information contained in this application is correct to the best of my knowledge. Additionally, I authorize the A.S. Students' Election Commission to release my name, email address, and telephone number to representatives of the media as needed.

Student ID Number _____

Signature

Date

Candidate Bio and Photo Submission Instructions for the Voter Information Guide (VIG)

Your Bio is where you tell the student body who you are, why you are running, and what you feel students need to know about your candidacy. Below are the requirements to be included in the VIG:

1. Your Candidate Bio must be submitted by **Wednesday, March 6th, 2024** to the Students' Election Commission at student-elections@sjsu.edu.
2. Your Bio is limited to **250 words**. Any words over 250 will be omitted.
3. Spell check and proofread your Bio before submission. What we receive will be copied into the Voter Information Guide (VIG) exactly as it appears. We will not be making corrections to grammar, spelling, etc.
4. All Bios will be printed using the same font. You may submit your Bio with the style you wish to have published, i.e. **bold**, *italic*, underline, and CAPS; we will do our best to maintain formatting, but it is not guaranteed. We also reserve the right to modify paragraph breaks or do other minor formatting so each candidate's statement appears on one page.
5. Do not include any graphics or images in your bio.
6. File names for your Bios must follow the example (Name_Position_Bio)
Ex: JohnDoe_AcademicAffairs_Bio.doc
7. Please be sure to include the following: **Name, position you are running for, Candidate Bio.**
8. Photographs used in the VIG require the following:
 - White background
 - Clear lighting
 - Professional Attire

If you have any questions, email student-elections@sjsu.edu.

Campaign Worker Form

In accordance with the A.S. Elections Regulation Manual (ERM), Article IV: Campaigns, Section III - Campaign Workers, this Campaign Worker Form must be completed and signed by both the candidate and each individual SJSU student that is authorized to assist a candidate's campaign in any manner.

This form grants the declared student the right to work on the candidate's campaign or to campaign on behalf of that candidate. This agreement verifies that both parties, campaign worker and candidate, have reviewed the relevant rules and regulations of the ERM. Completion of this form indicates that the campaign worker agrees to abide by these terms and is aware that the candidate will be held liable for any infraction of the campaign worker.

All candidates will be held responsible for conduct by their campaign workers related to the candidate's campaign. Candidates and their campaign workers shall use the highest standards of ethics when campaigning and talking about other candidates.

One form per campaign worker is to be submitted to the SEC **by Friday, March 8th no later than 11:59 PM** to student-elections@sjsu.edu. The SEC will maintain a campaign party worker list on behalf of each candidate.

Elections Candidate Signature

Date

Campaign Worker Name

Campaign Worker Signature

Date

For additional Campaign Worker Forms, please download at: <https://www.sjsu.edu/as/elections.php>.

Candidate Accountability Form

In accordance with the A.S. Elections Regulation Manual (ERM), Article IV: Campaigns Section IV - Campaign Regulations, sub-section V, this Accountability Form must be signed by the candidate and any faculty member that gives permission to a Candidate to speak in front of a class, or in the case of online classes, post a video or statement on Canvas.

All candidates will be held responsible for conduct related to their campaign. This agreement verifies that both parties, Candidate and Professor, have reviewed the relevant rules and regulations of the ERM. The Professor therefore agrees to abide by these terms and is aware that the candidate will be held liable for any infraction. Examples of violations may include, but are not limited to, a Professor expressing support or publicly endorsing the candidate in class, online, over email and on social media.

Per the ERM, candidates may not solicit nor accept any materials, funds, assistance, or endorsements from any SJSU faculty, staff, or administrative personnel. Any candidate found by two-thirds vote of the Students' Election Commission voting members to have engaged in such behavior is subject to removal from the ballot.

This form is to be submitted by the candidate to the SEC at student-elections@sjsu.edu by **Friday, March 22nd at 11:59 PM**. The SEC will maintain a campaign party worker list on behalf of each candidate.

Date of Presentation: _____

Student Candidate Name

Student Candidate Signature

Date

SJSU Faculty Member Signature

Date

Candidate Endorsement Rules and Process

What is an endorsement?

When a Recognized Student Organization (RSO) is publicly expressing their support of your campaign, that group “endorses” a candidate.

Election Regulation Manual, Article IV, Section V - Candidate Endorsements

- A. Candidates may seek endorsements from Recognized Student Organizations (RSOs) on campus.
- B. SJSU RSOs may not endorse a candidate until seventy-two (72) hours after the Election Kickoff.
- C. Endorsements must be confirmed by the RSO and the candidate via an endorsement form that is signed and dated by both the candidate and the president or chair of the student organization.
 1. In order to endorse a candidate, the RSO is recommended to:
 - i. Hold a meeting that meets Quorum
 - ii. Have the candidate seeking the endorsement on their agenda
 - iii. Have the membership approve the endorsement by a two-thirds vote.
- D. Endorsements that are not confirmed by both the student organization and the candidate will not appear.
- E. Endorsement forms are due to the SEC and must be submitted by the deadline on the Elections’ Calendar/Timeline.
- F. Endorsements will appear in the online version of the VIG only, unless included in the candidate’s VIG statement and total word count limit.
- G. RSOs are allowed to endorse one (1) candidate per position during an election cycle. It is recommended that an RSO endorses no more than six (6) candidates.

Step 1: Find a RSO on campus that is willing to endorse you and your campaign! (It is recommended to present your ideas to a RSO by requesting to be added to their meeting’s agenda to speak to the officers and members). A good place to seek endorsements is also at Candidate Events. To view full list of RSOs, visit: <https://sjsu.my.campusapp.com/#/stores>

Step 2: Fill out the endorsement form. The form must be signed by a president or an authorized designee of the RSO that is endorsing your campaign.

Step 3: Submit completed and signed endorsement forms as they are received to student-elections@sjsu.edu. or by **Wednesday, April 10th at 11:59 p.m.** Please scan or photograph your form (information and signature must be legible in the uploaded document/image).

NOTE: Endorsements will appear in the online VIG only (not in print), and will be posted by the time voting begins. Questions? Please contact the Student’s Election Commission by email at student-elections@sjsu.edu

Candidate Endorsement Form

We are pleased to endorse

for the position of

in the 2023-2024 Associated Students Election.

Name of Recognized Student Organization (RSO):

Contact Person (Print): _____

E-Mail: _____ Phone: _____

The candidate above has our endorsement.

President/ Authorized Designee of RSO

Name and Title

Signature

Date

**Please read the Candidate Endorsement Process sheet before submitting this form!*

For additional Candidate Endorsement Forms, please download at: <https://www.sjsu.edu/as/elections.php>

DUE DATE: Wednesday, April 10, 2024 by 11:59 p.m.