

Regrow A.S. With Us!



**2025 A.S. General
Election Candidate
Filing Packet**

Welcome!

Greetings and welcome to the Associated Students General Elections! This packet contains vital information essential for your candidacy for either a Council Representative position or an AS Executive Office. It is imperative that you carefully review and comprehend the enclosed materials.

The General Elections Timeline on the back cover of this booklet outlines crucial dates that you must remember to maintain your eligibility as a candidate. Please thoroughly examine the A.S. Bylaws section on Elections, the A.S. Policy on Elections, and the Executive Memorandum outlining the minimum academic qualifications for student office holders (all included in this packet). These documents outline the rules and requirements for running for office, including GPA thresholds, eligibility criteria, and unit load expectations.

This signed candidate filing packet is due along with the requisite number of signatures, a photo of you for the campaign materials (we are happy to take one in the office if you would like!), and your candidate statement are **due no later than the close of the filing period** – Friday, February 21st. Should you have any questions or require clarification on any aspect of the candidacy process, do not hesitate to reach out to us at hsuas@humboldt.edu.

Table of Contents

List of Available Positions.....2

Excerpt from A.S. Bylaws Pertaining to Elections.....3

A.S. Policy on Elections.....5

Minimum Qualifications for Student Office Holders (Chancellor’s Office Policy).....12

Checklist of Required Items to File for Candidacy.....13

Election Agreement.....14

2025 General Elections Timeline (Back Cover)

Who do you want to grow into?

Elected Positions on the A.S. Board of Directors:

- President
- Administration and Finance Vice President
- Executive Vice President
- Officer of Student Affairs
- Officer of Academic Affairs
- Officer of Social Justice, Equity and Inclusion
- Officer of Environmental Sustainability

Not sure what you'd be best at? Scan the QR code to learn more about A.S. roles and responsibilities.



Associated Students Bylaws

ARTICLE XI ELECTIONS

Section A: Elections

1. The elections shall be administered by the Elections Commissioner by the procedures outlined in the A.S. Policy on Elections. It will be the duty of the Elections Commission to enforce the “Elections” section of the bylaws except as outlined in the duties and responsibilities of the Legislative Vice President.
2. All elections must be held no sooner than three weeks into the semester and no later than four weeks prior to the end of the semester. Elections may only be held when regularly scheduled classes are in session.
3. The results of the A.S. elections shall be unofficial until ratified by the outgoing A.S. Board of Directors at their last regularly scheduled A.S. Board of Directors meeting of the year.
4. Candidates for the A.S. Board of Directors must receive a majority of the ballots cast for that office to win the election. The A.S. shall use the method of ranked choice voting to establish the necessary majority.
5. The voting period shall be Monday through Friday for each general election. Hours of voting shall be from 12:00 a.m. on the first day of voting through 11:59 p.m. on the final day of voting.
6. Dates for the general elections shall be recommended by the Elections Commissioner with the approval of the A.S. Board of Directors.
7. All regularly matriculated students of the Association are eligible to vote in all student body elections. Ballots shall be accessible to all Cal Poly Humboldt students by way of email or digital voting platform.
8. If there is no candidate for an A.S. Board of Directors position in an election, the vacancy shall be filled by an individual nominated by the President and approved by the Board of Directors as outlined in the A.S. Bylaws. Both the incoming and outgoing Board of Directors should prioritize recruitment to fill positions left vacant by the election, so that such appointments may be made at the transition meeting whenever possible.
9. All A.S. Board members shall assume office at the last regularly scheduled A.S. Board of Directors meeting of the academic year.

Section B: Special Elections

1. A Special Election shall be defined as an election that occurs outside of the General Election for the purposes of an Initiative, Recall, or Constitutional Amendment. Such elections shall only be held when circumstances do not allow for the aforementioned subject matter to be addressed during the General Election.
2. In the absence of an Elections Commissioner for a Special Election, the Executive Vice President shall serve as an Interim Elections Commissioner.
3. A Special Election shall be conducted in the same manner as a general election.
4. The voting period shall be Wednesday and Thursday for each Special Election.
5. The Elections Commissioner will make available copies of the voter pamphlet and ballot and information regarding the dates, times, and voting instructions for online voting to students. Ads will be posted in the Lumberjack and El Lenador Newspapers prior to the elections.

Section C: Recalls

1. For the purposes of A.S. Elections, Recalls are defined as questions placed on the ballot that would remove a member for the A.S. Board of Directors that is answered in the affirmative or negative.
2. Any elected board member of the Association may be subject to recall by a petition containing a specific statement of the reasons for the proposed removal.
3. Such a petition must be signed or electronically acknowledged by at least ten percent of the membership of the association, and then presented to the Elections Commission.
4. Recall(s) to be qualified by the petition process shall be submitted to the A.S. Elections Commissioner prior to collection of signatures and with supporting evidence. Within five instructional days, the Elections Commissioner shall provide the sponsor(s) of the recall the petition format for signature collection and the minimum number of signatures to be collected to meet the ten-percent minimum.
5. Collections of signatures shall be completed within fifteen instruction days after the petition format is provided, and petitions will be verified by the Elections Commissioner.
6. Once it has been verified, the Elections Commissioner shall render a decision in writing within five instructional days after a petition has been filed.

7. All Recalls shall be brought before the electorate no less than fifteen instructional days and no more than thirty instructional days after the date such petition was certified as legal by the Elections Commissioner.
8. The person(s) subject to recall may request the Executive Vice President to call a special meeting of the Association within five days of the date that the recall election has been scheduled to be brought before the electorate. At said meeting, the board member shall be allowed to speak in their own defense.
9. If two-thirds of the votes are cast in favor of recall, the board member shall be removed from office.

Policy on Associated Students Elections

Purpose: The purpose of this policy is to outline the responsibilities of the A.S. Elections Commission and define the guidelines for a fair and legal election. This policy ensures transparency in the process and outcomes of elections for members of the A.S. Board of Directors.

Elections Commission Powers and Duties

1. The Elections Commission shall consist of the Elections Commissioner and 2-5 additional students at large, to be recommended by the Elections Commissioner and approved by the Board of Directors. The A.S. Executive Director or designee shall serve as an advisor to the commission.
2. No member of the Elections Commission shall be a candidate in the Associated Students Elections, nor publicly campaign for or support any candidate or cause in an election they are administering.
3. The Elections Commission shall maintain an impartial attitude towards the elections and election issues. They shall encourage voter participation through legal and acceptable means.
4. A quorum of the Elections Commission shall be a simple majority of the filled voting seats.
5. The Commissioner shall make information packets available to the candidates containing a minimum of: a copy of the A.S. Bylaws, the A.S. Policy on Elections, the most current policy on Minimum Qualifications for Student Office Holders, and any existing publicity regulations.
6. The Elections Commissioner shall work with the Vice President of Enrollment Management and Student Success to determine the minimum number of signatures needed for a petition for ballot initiatives or special elections.

7. The Commissioner shall oversee coordination of the Voter's Guide.
8. The Commissioner shall supervise placement of all required advertisements in the Lumberjack and El Leñador, publicizing all available positions as well as the times, dates, and voting instructions for upcoming elections.
9. The Commissioner shall coordinate the candidate forums at times and places in such a manner to allow for maximum student participation.
10. The Commissioner shall immediately hear all infractions, quarrels, disputes, and disagreements involving campaigns and elections and refer them as deemed necessary to the Elections Commission for a ruling.
11. The Commissioner shall oversee the prompt and accurate posting of the unofficial results.
12. The Commissioner may remove any election worker, volunteer, employee, or election staff whose actions may improperly affect the outcome of the election.

General Elections - Filing for Candidacy

1. The Associated Students of Cal Poly Humboldt shall follow the guidelines from the most current Cal Poly Humboldt policy on Minimum Qualifications for Student Office holders. The Elections Commissioner shall certify that candidates meet the minimum qualifications.
2. Candidates may appear in person to obtain nomination materials at the A.S. Business Office or download the nomination materials from the Associated Students website. Candidates must declare which office they are running for by emailing the Election Commissioner.
3. At the time nomination materials are filed, the candidate shall also file an electronically signed or acknowledged statement indicating the candidate's understanding of the election materials of A.S. of Cal Poly Humboldt.
4. Executive Officers shall file a Petition for Candidacy form signed by one hundred and fifty members of the Association.
5. All other elected members of the A.S. Board of Directors shall file a Petition for Candidacy form signed by one hundred members of the Association.
6. The period for filing Petitions for Candidacy forms will be from 8:00 am not more than forty-two calendar days prior to the first day of the regular elections through 5:00 p.m. not less than fourteen calendar days prior to the first day of the regular elections.

7. No candidate may file for more than one Associated Students Office.
8. There shall be a mandatory candidate's orientation meeting called by the Elections Commissioner within two instructional days following the close of the filing period. At the conclusion of the orientation meeting, the candidate shall acknowledge a statement that they have read and fully understood all provisions of the materials issued with the nomination materials, and confirm their intent to run.
9. Under unusual circumstances, candidates may request an alternative meeting time with the Elections Commissioner. A request must be submitted through email at least twenty four hours prior to the mandatory meeting. Barring extreme extenuating circumstances, failure to do so will automatically disqualify the candidate from the election.
10. Coalitions must be recognized as temporary political organizations at the time of filing Petitions for Candidacy form. A standard form is available from the A.S. Office. Coalitions must have a minimum of four candidates in the election. Any group of four or more candidates campaigning as a group is to be considered a coalition and must register.
11. All persons conducting "write-in" campaign shall file completed nomination materials by 5 p.m. on the Thursday before the General Election. The "write-in" candidate's name shall not appear on the ballot, and "write-in" votes for a candidate who has not filed a write-in campaign intent petition shall be invalidated.

Withdrawal

1. All qualified candidates who choose not to participate in the General Elections shall notify the Elections Commissioner by email. Once such a communication has been made the candidate may not rescind their withdrawal, but it does not disqualify them from participation in future A.S. elections.
2. A candidate may concede to the runner up at any time until the General Election results are ratified by the outgoing A.S. Board of Directors.

Campaign Conduct and Responsibility

1. Candidates may not begin campaigning until after they have filed nomination materials and attended the mandatory candidate orientation meeting.
2. Campaigning shall be defined as the positing or distribution of campaign material. Campaign material is defined as anything distributed or posted that seeks to influence the vote of any student. Campaigning shall also be defined as any material distributed electronically.

3. Campaign materials may be removed only by the candidate, their designated representative, or the Elections Commission. If applicable, candidates must notify the Elections Commissioner to designate a representative for campaign materials. Campaigners may not destroy or remove other campaign materials.
4. Candidates are responsible for the actions of their campaign committee, whether authorized by the candidate or not. For the purpose of the election, a campaign committee shall be defined as persons actively campaigning for the candidate, whether authorized directly or indirectly by the candidate.
5. No candidate, nor persons campaigning for the candidate, shall physically approach a voter with an electronic voting-capable device in an attempt to encourage them to vote.
6. University staff, faculty, and administration shall not coerce, manipulate, or attempt to influence students in the voting process. This includes referendums, initiatives, and amendments to the constitution Bylaws. This does not prohibit asking for permission to speak in front of a class.
7. A.S. funds may not be used to endorse referenda, initiatives, or candidates (including coalitions) during any election. A.S. funded organizations are prohibited from endorsing candidates, coalitions, or recalls during the elections (this does not include University Recognized Student Organizations aka clubs).

Campaign Publicity

1. The Commission will advise candidates on current rules upon receipt of nomination materials and at the mandatory candidates' orientation meeting.
2. The University Posting Policy, including Housing and Dining, must be followed when posting campaign materials.
3. Candidates' campaign materials shall not be placed within two feet of any materials placed by the A.S. Elections Commission advertising the elections (with the exception of bulletin boards). Publicity in violation of any Cal Poly Humboldt regulations will be removed by the Elections Commission. See Section 10 of the University ["Time, Place and Manner of Free Expression Policy"](#).
4. All campaign materials must be removed within forty-eight hours after the close of the elections.
5. A candidate may use all official Cal Poly Humboldt media in their campaign. Media shall be defined as a publication or broadcast that does not exist for the sole purpose of supporting a candidate's campaign.

Campaign Finances

1. The campaign expenses per individual candidate for any Board of Directors position shall not exceed \$300. If a candidate is a member of a coalition, their individual expenditures shall be \$150. Campaign funds may be jointly pooled by coalition members.
2. Campaign expenses shall be defined as the retail value of all materials and/or services purchased by the candidate or donated to the candidate's campaign. No funds or materials contributed by outside persons shall be excluded from this total.
3. Each candidate and coalition will file a statement of finances listing all expenses and donations with the Elections Commissioner. Expense reports will be due by 4:45 p.m. on the Friday following the last day of the election. Failure to submit a financial statement will result in the Elections Commissioner having the option to take punitive action.

Ranked Choice Voting Policies and Procedures

1. A sample ballot must be printed in the campus newspapers no later than the issue immediately preceding the general, run-off, or special election. If the election includes a student fee referendum, the sample ballot must be printed no later than 30 days prior to the election.
2. The ballot shall allow voters to rank candidates in order of preference equal to the total number of candidates for each office. The ballot shall not interfere with a voter's ability to cast a vote for a qualified write-in candidate.
3. If any candidate receives a majority of the first choices, the candidate shall be declared elected. If no candidate receives a majority, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next ranked candidate on that voter's ballot. This process of eliminating candidates and transferring their votes to the next ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots.
4. In the event of a tie the candidate (from among those tied) with the fewest first choices is eliminated. If this cannot break the tie, the candidate with the fewest second choices is eliminated. If a candidate cannot be eliminated by evaluating the second rank subsequent ranks shall be used.
5. In the first or any round, in the event that any ballot reaches a ranking with no candidate indicated, the ballot shall immediately be advanced to the net ranking.

6. After each round any ballot that is not continuing is an undervote, overvote, or exhausted ballot, as follows: Any ballot that has no candidate indicated at any ranking shall be declared an “undervote.” In the event that any ballot reaches a ranking with more than one candidate indicated, that ballot shall immediately be declared an “overvote.” In the event that any ballot cannot be advanced because no further candidates are ranked on that ballot, that ballot shall be declared “exhausted.” Any ballot that has been declared an undervote, overvote, or exhausted shall remain so and shall not count towards any candidate in that round or subsequent rounds.
7. A voter shall not be required to rank all candidates on a ballot. Each time a candidate is eliminated is considered a round.

Policies and Procedures Regarding Elections Violations

1. The Elections Commissioner shall be empowered to call special meetings of the Elections Commission in accordance with the Gloria Romero Open Meeting Act of 2000 in order to review alleged election violations.
2. All complaints of violations of the A.S. Policy on Elections or the A.S. Bylaws pertaining to elections must be presented to the Elections Commissioner via email. Those making complaints against candidates must be able to present proof at a meeting of the Elections Commission. Anonymous complaints will not be considered.
3. Complaints must be submitted to the Elections Commissioner by 11:59 p.m. the last day of voting.
4. The Elections Commissioner may make an attempt to resolve any and all complaints or disputes informally.
5. Failing an informal solution, the Elections Commission must make a ruling upon a complaint within two instructional days of the submission of the complaint.
6. Substantiating evidence for complaints must be given at a special meeting of the Elections Commission, with the burden of proof being on the complainant. A simple majority vote of the Elections Commission members present shall be required for a complaint of a violation to be upheld.
7. If a candidate has been proven to have violated any provision of this code, the Elections Commission will determine the penalty. Penalties could include but are not limited to: formal written warning; formal public letter of reprimand; forfeiture of

all or part of a performance bond; limitation of ability to campaign; disqualification of candidacy (as a last resort); declaring the elections null and void.

8. For any instance in which the prospective penalty would disqualify the candidate or invalidate all or any portion of an election, a two-thirds majority of the Elections Commission is required to uphold the penalty. For all other penalties, a simple majority of the Elections Commission is required.
9. Decisions of the Elections Commission regarding penalties related to violations of the “Elections” section of the A.S. Bylaws shall constitute the final authority of the A.S.

Minimum Qualifications for Student Office Holders: Key Points

Must be a fully matriculated student (at Humboldt for at least one semester before filing for office)

Must have a cumulative GPA of 2.0 or greater and maintain a 2.0 semesterly GPA while serving on the Board.

Must maintain a minimum unit load of six units (undergraduate) or 3 units (graduate)

Must be in good standing and not on academic or disciplinary probation



Important!
Read the complete
policy here!



Are you Ready To Turn it In?

☐

Review Election Criteria

☐

Sign Election Agreement

☐

150 Signatures (Executive Roles)

☐

100 Signatures (All Other Officers)

☐

Your Candidate Statement

☐

Candidate Photo

☐

Ready to Campaign!



See Past Examples Here!



2025 Candidate Agreement

Name of Candidate Running for Office:

Student ID:

Email:

Position Running For:

Initial Below

_____ I understand that I must attend a candidate orientation meeting.

_____ I will send my candidate statement and a photo of myself to hsuas@humboldt.edu before the completion of the filing period so that election staff may compile a Voter Guide.

In returning this document and the requisite number of signatures to the Associated Students office, I certify that I have read the included materials and intend to participate in the A.S. Government Elections.

Signature

Date

2025 A.S. CANDIDATES TIMELINE

For A.S. GENERAL ELECTIONS

This timeline is of due dates, mandatory or prearranged opportunities – Official candidates must meet the minimum academic qualifications. Submit by completing the **File to Be an A.S. Candidate** Form

Friday, February 7th	Candidate Filing Packets Available and Filing Period is OPEN
Friday, February 21st	End of the Filing Period, complete the Elections Agreement by 5pm 1. Candidate Statement 2. Candidate Photo
Monday, February 24th	Candidate Orientation Meeting (1 and 2 of 3) every candidate must attend one -- Information on the voting period, the Elections debates, and you'll get sent the e- elections agreement! <i>If none of the scheduled times work, please email hsuas@humboldt.edu</i> In-person Room 215 Nelson Hall West 10:00 am to 11:00 am or 1:00 pm to 2:00 pm
Monday, February 24th	Write-In Candidate Filing Period Begins Miss the filing period deadline? You can still be eligible to win the election. File to be a candidate, but campaign to get people to write your name in! <i>Statements and e-agreement still required.</i>
Tuesday, February 25th	Candidate Orientation Meeting (3 of 3) every candidate must attend one In-person Room 215 Nelson Hall West 4:00 pm to 5:00 pm
Monday, March 3rd to Friday, March 7th	Candidate Debates & Open Forum Depending upon whether a position is contested, the Elections Commissioner will be arranging 15-20 minute hybrid debates (via in-person and Zoom). Candidates' schedules will be consulted for dates and times. The open forum will be on Tuesday, March 4th, from 4:00 pm to 5:00 pm - all candidates are encouraged to attend. These events will be recorded and posted for review by A.S. constituents.
Friday, March 7th	End of Write-In Candidate Filing Period: 5pm
Monday, March 10th - Friday, March 14th	Voting Period for General Election: Midnight to 11:59pm
Monday, March 17th	Unofficial Results are Announced; Campaign Expense Reports Due
Monday, March 17th - Tuesday, May 6th	Meet with A.S. incumbents and staff to learn the ropes of your new position! Times will vary based on individual schedules.
After Tuesday, May 6th	Official Results Ratified at the final Board meeting of 2024-2025 on May 6th. New Board of Directors sworn into office. Celebratory dinner and first meeting of the new Board will occur at a time to be announced prior to the completion of the semester.

Please email hsuas@humboldt.edu with your elections-related questions

All listed times and dates are subject to change (advanced notice will be provided).