

# POSTING POLICY FOR STUDENT ELECTIONS

---

This is a supplemental posting policy to be used only for the purpose of student elections. This applies to all student elections.

Congratulations for taking the first step towards holding an elected position at California State University San Marcos. If you are running for ASI office you will receive an Associated Students Inc. Elections Code. Please pay close attention to that document. It is your guide to a successful election.

## CHALKING:

- Chalking on any of the walls is not permitted. You may chalk designated walkways using water-soluble chalks with the approval of the Student Life & Leadership office.
- The individuals must clean up all chalking by 12 noon the day following the close of election. Forms are available in the Student Life & Leadership office to reserve the location for chalking.

## A-FRAMES:

- Students can bring their own A-frames to post information, provided that they are placed in designated places that do not block walk ways or any traffic flow.
- A-frame signs may be placed on the concrete, not a grassy area, starting at the top of the steps from the student parking lots up to and including the walkway by Markstein Hall.

## FLYERS:

- The university has several bulletin boards and a Kiosk for your posting needs. You are allowed to post a flyer at all of these bulletin boards. Flyers must be removed by 12 noon the day following the close of election. You must put the date you are posting on each flyer.
- Official ASI Elections flyers will be posted in the USU Bulletin Boards with the names of all candidates. No individual candidates may post their flyers in the USU Bulletin Boards.
- Flyers cannot be distributed with or on newspaper boxes, in campus newspapers, or in or on mail boxes (with the exception of student organization mailboxes)
- Candidates can place flyers in organization mailboxes, handout flyers and buttons in person, utilize word of mouth, and some other creative ways.
- Adhere to posting guidelines for campus announcement bulletin boards.

## TAPING RESTRICTIONS:

- If you need to use any tape, use BLUE PAINTER'S MASKING TAPE only. Do not use Scotch tape, duct tape, electrical tape or any other fiber tape.
- Taping anything onto doors, bathroom stalls, passageway glasses, windows, or any painted surfaces is not permitted.
- Posting on marble surfaces or interior walls of buildings is not permitted.

## **OTHER POSTING RESTRICTIONS:**

- Do not post in RESTROOMS, ELEVATORS, LAMP POSTS, ANY PAINTED SURFACES, or ANY GLASS.
- Leafleting of vehicles on university property is prohibited.
- No classroom writing on chalk or white boards permitted.

## **BUILDING POSTING RESTRICTIONS:**

- No posting is allowed anywhere inside the USU dining facilities, including tables, trashcans, or walls.
- No posting is allowed on the exterior of any Campus Building: Kellogg Library, University Hall, Science Hall 1, Science Hall 2, Academic Hall, Craven Hall, Arts Building, Commons Building, Markstein Hall, Parking Structure, Social and Behavioral Sciences Building, Foundations Classroom Building, University Student Union or The Clarke Field House.
- Posting is allowed in/at the University Village Apartments & The Quad only with the permission from the Director of the UVA and The Quad.

## **BANNERS:**

- Banners can be posted on the rails around campus (with the exception of hand railings and restricted areas).
- Banners cannot exceed ten feet long.
- Banners may be plastic, paper or cloth. All banners need to be dated and removed after date posted.
- Banners must be removed by 12 noon the day following the close of election.
- Banners in USU must follow USU guidelines at [http://www.csusm.edu/usu/about/BuildingInfo/banner\\_form.html](http://www.csusm.edu/usu/about/BuildingInfo/banner_form.html)

## **SANCTIONS:**

Any violation of these procedures may result in any or all of the following actions:

- Removal of literature
- If adhesive (posting materials) results in damages to any unauthorized campus property, the posting party will be liable for any resulting expenses.
- Posting privileges may be denied.
- The appropriate campus department may initiate disciplinary action against the violator/s.
- Candidate/s may be disqualified from running for office or holding elected office.

If you need to discuss more options for posting, contact ASI Elections Committee at [asielections@csusm.edu](mailto:asielections@csusm.edu).