

ASSOCIATED STUDENTS OF SAN BERNARDINO VALLEY COLLEGE

2006-2007 ELECTIONS PACKET

PLEASE DIRECT QUESTIONS TO:
NIKKI CAYANAN, DIRECTOR
OFFICE OF STUDENT LIFE
(909)384-8986
DCAYANAN@VALLEYCOLLEGE.EDU

ASSOCIATED STUDENT CANDIDATE ELIGIBILITY APPLICATION

Petition for Candidacy in the Associated Student Government at San Bernardino Valley College

Personal Information:

Name: _____ Student I.D. No. _____

Address: _____ City: _____ Zip: _____

Home Phone No.: (____) _____ Cell Phone No.: (____) _____

Email Address: _____

Have you ever served on the Associated Students? If yes, please indicate title(s) and academic year(s):

Office Selection:

For which office are you seeking election? Please circle only one position:

President Vice President Secretary Treasurer Student Trustee Justice Senator

Qualifications for Candidacy:

1. Must be currently registered at San Bernardino Valley College
2. Each candidate shall:
 - Be enrolled in five or more units when declaring candidacy and during the term of office.
 - Hold a cumulative Grade Point Average (GPA) of 2.0 or higher upon filing for candidacy and maintain a cumulative GPA of 2.0 or higher during the term of office.
3. Must be a current ASB Card holder. Please provide a copy of your Student ID card w/ current ASB Sticker.
4. Must not have previously served two terms on the Associated Students.

I have completed this application in its entirety and to the best of my knowledge. I hereby acknowledge the criteria for candidacy and I meet the stated qualifications. I understand that any falsification on this application is grounds for disqualification and may be construed as a violation of the elections codes. I also understand that completing this application does not guarantee that I will qualify as a candidate for this election.

Signature: _____ Date: _____

Submit original completed application and a copy of your current ASB Card (front and back) to the Office of Student Life located in the Campus Center. Questions: (909)384-8692

Verification (for Office of Student Life Use Only)

Unit Load: ☐ Yes ☐ No

GPA: ☐ Yes ☐ No

ASB Card: ☐ Yes ☐ No

Director of Student Life

Elections Chairperson

CANDIDATE PLATFORM STATEMENT



Name: _____

Candidate for: _____

Major: _____

PHOTO
(optional)

What education, skills or experience would you bring to this office?

What are your specific goals or what ideas or programs would you strive to implement, if elected to this office?

PETITION FOR CANDIDACY

This petition, signed by **at least (50) currently enrolled students at San Bernardino Valley College (SBVC)**, allows _____, whose SBVC identification # is _____, to run for the office of Associated Students _____ as long as the above stated student is a current ASB Card holder, has not served two or more terms with the Associated Students and maintains at least a 2.0 cumulative GPA and minimum of 5 units enrolled throughout his/her term. All signatures will be verified by the Office of Student life or designee. If for some reason a name and/or student identification number is illegible, that signature will not be counted.

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**Petition for Candidacy
Continued**

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DESIGNATED CAMPAIGN ASSISTANTS



I have designated the following student campaign assistants to serve during my campaign for the position of _____:

Name	Address	Phone#	Email	Student ID#
Please Print:				Student ID#:
Please Print:				Student ID#:
Please Print:				Student ID#:
Please Print:				Student ID#:
Please Print:				Student ID#:
Please Print:				Student ID#:
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I understand and agree that:

- Designated Campaign Assistants must comply with the AS-SBVC Election Procedures, the SBCCD Student Elections Policy, the campus posting policies and campaign procedures; *and*
- Candidates are responsible for the actions of campaign assistants and campaign managers, and are accountable for any violations by their assistants or managers of the AS-SBVC Student Election Procedures, the SBCCD Student Election Policy, the campus posting policies or campaign procedures.

Signature: _____

Date: _____

CAMPAIGN MATERIAL APPROVAL FORM

Submit to the Office of Student Life and receive approval *prior* to posting or distribution

Submitted by:

Name: _____ Student I.D. No. _____

Address: _____ City: _____ Zip: _____

Home Phone No.: (____) _____ Cell Phone No.: (____) _____

Email Address: _____

Position (circle one): Candidate Campaign Manager Campaign Assistant

Items Submitted for Approval:

Circle all that apply: 11" x 17" Poster 11" x 14" Poster 8 1/2" x 11" Flyer

Brochure Leaflet/Handbill (smaller than 8 1/2" x 11")

Other (Please specify):

I understand the AS-SBVC Elections Policies and Procedures, especially the Elections Posting Policy. I understand that any violation of the Elections Posting Policy may disqualify the candidate you are representing and may be subject to the Student Conduct Code.

Signature _____

Date _____

Verification (for Office of Student Life Use Only)	
Date Received: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Approved: _____	
_____ Director of Student Life	_____ Elections Chairperson

ACCEPTANCE OF PACKET AND ACKNOWLEDGEMENT OF RESPONSIBILITY



I, _____,
(print full name)

herewith declare my intention to be a candidate for the office of _____

_____.

By signing below, I state that:

- I have received the complete Election Packet for the office I am seeking.
- I have attended the mandatory Candidates' Meeting and the distribution and discussion of the contents of the Election Packet.
- I understand that I am expected to read the materials contained in the Election Packet in full.
- I understand that I will be held responsible for knowing and understanding those materials.
- I understand that I will be held to the deadlines and all campaign procedures set forth in the materials in the Election Packet.

Signature: _____ Date: _____

Student ID#: _____

CAMPAIGN EXPENDITURE REPORT FORM



Campaign Expenditure Not to Exceed \$500 per Candidate

Submit completed forms no later than the close of polls on the final day of elections.

Name: _____ Student ID#: _____

Candidate for: _____

Itemized Costs		DESCRIPTION
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TOTAL EXPENDITURES \$ _____

(Attached additional sheets, if necessary)

Submit the completed Campaign Expenditure Form the Office of Student Life by the close of the Election period as indicated by the Elections Calendar.

Attach to the Campaign Expenditure Form original detailed receipts for all expenditures.

I understand that failure to provide a complete and accurate report, with original receipts, or exceeding the campaign expenditure limit, may result in disqualification for the elected position.

Signature: _____

Date: _____

ASSOCIATED STUDENTS – SAN BERNARDINO VALLEY COLLEGE
ELECTIONS PROCEDURES AND POLICIES
2006–2007 ELECTIONS

A. Mission Statement

B. Preamble

C. General Statements for All Campus and Student Trustee Elections

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Section II: Election Committees

D. Associated Students Positions:

Section III: Requirements for Associated Students Candidates

Section IV: Candidacy for the Associated Students Positions

Section V: Election Packet for Associated Students Candidates

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Section VII: Campaigning for Associated Students Positions

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Section IX: Campaign Endorsements for Associated Students Candidates

Section X: Campaign Forums for Associated Students Candidates

Section XI: Composition of Ballots for the Associated Students Election

Section XII: Voting Procedures for the Associated Students Election

Section XIII: Tabulating the Ballots for the Associated Students Election

Section XIV: Challenges to the Associated Students Election and Appeals

Section XV: Continuing Academic Requirements for Elected Associated Students Officers

A. Mission Statement

The purpose of this Election Procedures is to ensure that:

1. Students of the San Bernardino Community College District are provided equal and unbiased access to information in order to select the elected representatives of their choice, to the Associated Students, and that
2. Candidates for elected offices have the right to present their platforms to the student body without fear of discrimination or censorship, and that
3. Students will be empowered to install their agents and officers responsibly, with autonomy and sovereignty.

B. Preamble

All participants in the election process are charged with the knowledge of the contents of and are to abide by this AS-SBVC Elections Procedures. Those who fail to do so are subject to the penalties set forth in the Procedures, and to the Student Conduct Procedures and all appropriate Disciplinary Action portions of the Procedures for any proven action that violates either Election Procedures.

C. General Statements for the AS-SBVC Elections

1. All candidates, whether declared or write-in, are bound by the contents of both the SBCCD Student Election Policy and the AS-SBVC Elections Procedures.
2. All successful candidates will assume office no later than June 1 and serve no longer than one year, and in any event shall serve no longer than the following May 31.
3. Candidates may run for only one position on the ballot for one election period.
4. These Procedures will be included in the Election Packet for each candidate for office, and be made readily available through the Office of Student Life.
5. By inclusion, any reference to the Director of Student Life includes any alternate designee of the College President assigned responsibility for student elections.
6. The Elections Committee and/or the Director of Student Life shall interpret all unclear language and decide all matters not addressed in the content of both Elections Procedures as those matters relate to the Associated Students election.

SECTION I CAMPAIGN TIMETABLE

- A. The Director of Student Life, in conjunction with the Student Supreme Court, will coordinate the student election process, including establishing the date of the General Election.
- B. The General Election shall be held in April. Any vacancies will be filled by appointment as stated in the AS-SBVC Constitution.
- C. Special elections shall be held as needed, upon the death, disability or withdrawal from school of an Associated Students Officer.
- D. A runoff election shall be held the week after the general election, if needed.
- E. The Timetable for a General Election shall include dates for the following events:
 1. Election Committees to be formed, Call for Candidates to be posted and published, and Candidate Applications made available
 2. Election Packets created
 3. Candidates Meeting(s) scheduled to distribute packets and explain materials
 4. Forms and Petitions due back from candidates
 5. Mandatory Candidates Meeting
 6. Campaigning and Candidates Forum(s)
 7. Two days of elections scheduled to be held, including poll times to be open a sufficient number of hours that best accommodates the SBVC student population.

8. Scheduled date and time challenges are due. All challenges to the election process and campaigns are due within 24 hours after the election closes.
 9. Scheduled date of a runoff election to be utilized if needed. Any runoff election needed is to be held within the week following the General Election. Polling locations and times for a runoff are to be the same as for a general election. Any runoff election shall be a one-day election.
- F. On final day of polling, ballot box is escorted to the Office of Student Life or other secure location for tabulation of AS positions.
- G. An AS board meeting is held to receive election results. A special board meeting may be called, if necessary, to comply with the timelines set forth in these Procedures.

SECTION II ELECTION COMMITTEES

- A. The Student Supreme Court in conjunction with the Director of Student Life will serve as the Elections Committee. In the absence of the 3 or more Supreme Court Justices, the Director of Student Life will form a committee of 3 students to form the Elections Committee. Their only authority will be to conduct AS-SBVC Elections and implement the AS-SBVC Elections Procedures.
1. No candidate or campaign manager or assistant may serve as a member of the Election Committee.
 2. No member of the Election Committee may endorse a candidate or participate in campaign activities of any kind.
 3. No individual member of the Election Committee speaks for the entire Committee. Decisions on elections issues must be made by a quorum of the Committee in a scheduled Committee meeting.
 4. Only the Election Committee members and the Director of Student Life have the right to view the personal information of candidates provided within a candidate's records.
- B. The Election Committee shall:
1. Prepare the Election Calendar, which shall specify at a minimum, the information set forth in Section V.
 2. Prepare the Call for Candidates to be posted on the campus.
 3. Host at least one general Candidates' Meeting to disseminate Election Packets and assist with the explanation of the materials in the packets. A Power Point presentation and any other necessary explanatory materials may be utilized.
 4. Assist candidates in completing the required forms, including the Eligibility Application, Candidate Platform Statement, and Designated Campaign Assistants, and Acceptance of Packet and Acknowledgement of Responsibility forms. *Each candidate is responsible for knowing and understanding the contents of all forms necessary to participate in student elections.*
 5. Advise candidates of their rights and responsibilities during the campaign and election.
 6. Oversee the organization and running of one or more Candidates' Forums on the campus and/or any off campus class sites for that campus.
 7. Administer the general election and any special or runoff elections needed in compliance with the procedures set forth in these Procedures and in the SBCCD Student Election Policy.
 8. Oversee the posting of and distribution of any campaign materials in compliance with the college's posting rules, both for content and location.
 9. Be responsible for all publicity regarding the elections on campus. This shall include:
 - a. Notification of the election to be held, including offices available for election, application deadlines, date and location and voting hours for all polls. This information shall be publicized through the campus newspaper (and television

- station if applicable) and by posters, on the campus marquee and through any other available means, for a minimum of seven class days prior to any deadlines established by the Elections Committee.
- b. Notification of the results of the election. This information shall be posted within 24 hours of the closing of the polls on the final day of each election – whether regular, general, special or runoff.
 - c. Notification of the need for a special or runoff election.
10. Staff the polls or recruit and assist a third party such as the members of the League of Women Voters, or members of the Associated Student Body hired by the Election Committee, with the approval of the Director of Student Life or the College President's Designee. Two or more poll workers must staff each polling place at all times. Poll workers may not be running for any office, or be designated campaign assistants or campaign managers for any candidate.
 11. Maintain order at the polls. A candidate may designate a campaign assistant to observe the polling process, although absolutely no campaigning may occur within the polling area. No campaigning is allowed within a 100-foot radius of the polls, and that radius is to be clearly defined. Campus police may be used if security at the polls is an issue in the view of the Election Committee.
 12. Oversee the ballot tabulation for the Associated Students election.
 13. Confirm the information contained in the "Statement of Accuracy" regarding the tabulation of the ballots of the election.
 14. Oversee the removal of all campaign materials from the campus, and cite any candidate whose materials are not removed within 24 hours from the end of the polling period – unless a runoff or special election has been declared for the race that candidate was involved in, and the candidate is still competing for the position.

SECTION III REQUIREMENTS FOR ASSOCIATED STUDENTS CANDIDATES

- A. Each candidate for an Associated Students position must be a resident of California and a currently registered student at San Bernardino Valley College.
- B. Each candidate for an Associated Students position must complete an Associated Students Candidate Eligibility Application. The application is available in the Office of Student Life.
- C. Each candidate shall:
 1. Be enrolled in five or more units when declaring his or her candidacy and during the term of office.
 2. Hold a cumulative Grade Point Average (GPA) of 2.0 or higher upon the filing of the Associated Students Candidate Eligibility Application and maintain a cumulative Grade Point Average (GPA) of 2.0 or higher during the term of office. The student may not be on academic probation at any time from the declaration of candidacy through the completion of the term of office.
- D. The Director of Student Life will verify that each candidate has met all requirements before a written approval of candidacy is issued.

SECTION IV CANDIDACY FOR ASSOCIATED STUDENTS POSITIONS

- A. Candidates' Meeting: All potential candidates for Associated Students positions must attend a Candidates' Meeting at the college where they will run for election. *No candidate may initiate any campaign activities any prior to his or her attendance at the mandatory Associated Students Candidates' Meeting.*
- B. All candidates will be responsible for knowing and adhering to the Associated Students of San Bernardino Valley College Election Procedures. Candidates shall sign an **Acceptance of Packet and Acknowledgement of Responsibility Form** indicating that they have received a complete packet appropriate for the position they are competing for, that they understand that they are to read the materials in full and that they understand that they will be held responsible for knowing and understanding the contents and the deadlines of the materials in the packet.
- C. Review of the contents of Election Packets will occur at the Candidates' Meetings.

SECTION V ELECTION PACKET FOR ASSOCIATED STUDENTS CANDIDATES

- A. Candidates must complete the Associated Students Candidacy Eligibility Application, meet the specific qualifications contained in the Election Procedures, be declared qualified in writing, and complete all materials (with the exception of the Campaign Expenditure Form) in the Election Packet *before initiating any campaign activities.*
- B. The Election Packet will contain the following documents for Associated Students elections:
 - 1. Eligibility Application
 - 2. Candidate Platform Statement
 - 3. Petition for Candidacy
 - 4. Designated Campaign Assistants
 - 5. Campaign Material Approval Form
 - 6. Acceptance of Packet and Acknowledgement of Responsibility
 - 7. Campaign Expenditure Report Form
 - 8. A copy of these Procedures
- C. Each Candidate shall sign an **Acceptance of Packet and Acknowledgement of Responsibility**. The Acceptance of Packet and Acknowledgement of Responsibility Form indicates that the candidate received a complete packet for the appropriate position, that the candidate understands that he or she is to read the materials in full and that he or she understands that he or she will be held responsible for knowing and understanding the contents and the deadlines of the materials in the packet.
- D. Candidates must meet the specific qualifications contained in the Sections III and IV of the AS-SBVC Election Procedures and complete all materials (with the exception of the Campaign Expenditure Form, due after the campaign,) in the Election Packet *before initiating any campaign activities.*
- E. The **Designated Campaign Assistant Form** contains the name and student identification number of each campaign assistant designated to support a candidate's campaign and indicates agreement to comply with the AS-SBVC Elections Procedures campaign procedures. *Candidates are responsible for the actions of their campaign assistants and are accountable for any violations by those assistants of the AS-SBVC Election Procedures, as if the candidate committed the violation.* Campaign Assistants:
 - 1. Must be listed on the Designated Campaign Assistants Form.
 - 2. Must be currently enrolled students at San Bernardino Valley College.
 - 3. Are required to comply with AS-SBVC Elections Procedures at all times.
 - 4. The candidate and the designated campaign assistants are the only people permitted to distribute or post the candidate's campaign materials or to engage in campaigning.

- F. Violation of an Elections Procedures by a Campaign Assistant is considered to be a violation on behalf of the candidate and with the candidate's knowledge and approval. The candidate and the assistant may both be held responsible for any such violation.
- G. Endorsements are limited to students and members of student organizations at SBVC.
 - 1. Candidates may use garnered valid endorsements in their campaign materials and at campaign forums.
 - 2. Soliciting, receiving and/or utilizing an endorsement from a faculty member, staff person, administrator, outside group, or member of the Board of Trustees is a violation of these Procedures. No current or previous Student Trustee may endorse any candidate for any student office, including the student trustee office.
- H. The Elections Committee requires the use of a **Campaign Material Approval Form** prior to the posting of campaign materials. Campaign materials must comply with the requirements set forth in Section VII.F. The original (if it needs to be stamped) or an example of the campaign material must be attached to the form and submitted to the Director of Student Life. The stamped original and a copy of the approval form will be returned to the candidate for their records.
- D. All candidates for each office must complete and sign the **Campaign Expenditure Report Form** (documentation outlining all campaign expenditures) and submit it to the Chair of the Elections Committee or the Director of Student Life by the close of the election period as indicated in the Elections Calendar.

SECTION VI WRITE-IN CANDIDATES FOR ASSOCIATED STUDENTS POSITIONS

Each write-in candidate must:

- 1. Meet the general requirements of the candidate for a specific position as set forth in this AS-SBVC Elections Procedures and the SBCCD Student Elections Policy;
- 2. Meet the units and grade point average requirements for the specified position as set forth; and
- 3. Submit a completed candidate Election Packet, pursuant to Section XVIII of these Procedures, (in order to document that all qualifications are met) to the Office of Student Life no later than 12:00 p.m. on the Friday following the election.
- 4. Comply with filing a complete, signed Campaign Expenditure Report Form as required by the Elections Calendar.
- 5. Comply with all campus regulations.

SECTION VII CAMPAIGNING FOR ASSOCIATED STUDENTS POSITIONS

- A. No candidate for an Associated Students position may begin campaigning prior to having:
 - 1. Completed all forms except the Campaign Expenditure form,
 - 2. Been qualified as a candidate,
 - 3. Received written approval as a candidate from the Office of Student Life.
 - 4. Attended a Candidates' Meeting and having completed all required forms as set out in the Procedures.
- B. Campaigning is defined as:
 - 1. Handing out flyers
 - 2. Talking to students about the candidate, the issues or campaign platforms
 - 3. Making a speech
 - 4. Presenting a recorded message

5. Posting signs and posters
 6. Making signs, posters, flyers, buttons, cards or other campaign memorabilia available to students
 7. Leaving such materials in locations available to students
 8. All forms of paid publicity, including advertisements in the student newspaper
- C. All candidates, whether formal or write-in, are responsible for being familiar with all information contained in these Procedures and the SBCCD Student Elections Policy.
- D. A candidate may name another student as a Campaign Manager. *However, the candidate is responsible for the actions of any Campaign Manager or Campaign Assistant and is not relieved of that responsibility by the designation of a Campaign Manager.*
- E. The Election Committee may organize one or more events (Campaign Forums) on the campus before voting begins to promote the election and provide an opportunity for students to meet the candidates. The Election Committee is solely responsible for publicity related to such event(s).
- F. Campaign literature posted at San Bernardino Valley College for AS-SBVC Elections purposes is subject to the following posting guidelines. Posting of campaign materials is permitted ONLY on bulletin boards that are open to public on campus.
1. Candidates shall not “paper” any bulletin board, kiosk or other specified campaigning area - no more than two campaign materials for a candidate may be posted adjacent to one another or on any one side of a bulletin board, kiosk or other specified campaigning area.
 2. Posted or displayed campaign materials may be no larger than 11” x 17”. In a series of duplicate posters, the Director of Student Life or designee must stamp the original poster. The Elections Committee may remove materials not previously approved.
 3. Elections materials may not be posted on any painted surfaces or glass surfaces.
 4. Elections materials may not be placed on vehicles parked on campus.
 5. Any materials being disseminated to students must have prior approval from the Elections Committee and/or Director of Student Life by submitting a Campaign Material Approval Form, along with the original.
 6. Candidates must receive the approval of the instructor or professor to campaign in a classroom.
 7. Destruction or removal of a candidate’s publicity by another student, candidate or campaign assistant is a violation of the Student Conduct Code and subject to the Student Conduct Code and all appropriate disciplinary action portions of the Student Conduct Code.
 8. No candidate may campaign within a 100-foot radius of a designated polling site. Said radius shall be clearly designated by the Elections Committee and/or Director of Student Life.
 9. Candidates are responsible for removing all posted campaign materials within twenty-four hours following the last day of the election. Any candidate who fails to remove all posted campaign materials within the time frame may be charged with the reasonable cost to clean up and remove the materials.

SECTION VIII

CAMPAIGN EXPENDITURES

FOR ASSOCIATED STUDENTS CANDIDATES

- A. Each candidate, whether successful or unsuccessful in his or her campaign, must complete a **Campaign Expenditure Report Form** listing all campaign expenditures. Associated Students candidates must submit the completed and signed Report to the Office of Student Life. The deadline for submitting completed and signed Campaign Expenditure Report Forms is the close of the polls on the final day of elections. Even if a runoff is declared in an individual race, the forms are due at the close of the final day of the initial election.

- B. Campaign expenditures shall not exceed \$500 for an individual Associated Students candidate, including any Runoff Election.
- C. Candidates may not utilize supplies or equipment belonging to the District or the colleges within the District, as well as the Associated Students to prepare or deliver campaign materials.
- D. Candidates may not use Associated Students, College or District funds for any campaign purpose.
- E. All material preparation costs will be included in the Campaign Expenditure Report.
 - 1. Attach original, detailed receipts for all campaign expenses to the Campaign Expenditure Report Form.
 - 2. Donations to the Campaign must be listed on the Campaign Expenditure Report Form, count towards the total amount a candidate may spend on the campaign, and the candidate must identify the donor, specify the amount received, and the use of the donation.
 - 3. In-kind donations, whether of goods or services, must be reported on the Campaign Expenditure Report and valued at their fair market value.
 - 4. Candidates are responsible for the actions of their campaign assistants during the preparation and distribution of campaign materials.
 - 5. A candidate may choose to utilize a translator in the preparation of campaign materials. The cost of utilizing a translator is not chargeable as a campaign expense and need not be listed on the Campaign Expenditure Report.

**SECTION IX
CAMPAIGN ENDORSEMENTS
FOR ASSOCIATED STUDENTS CANDIDATES**

- A. Candidates may solicit endorsements from students and members of student organizations. Candidates may use valid endorsements in their campaign materials and at campaign forums at the discretion of the Associated Students Elections Committee.
- B. Soliciting, receiving or utilizing an endorsement from a faculty member, staff person, administrator, outside group, or member of the Board of Trustees is a violation of the AS-SBVC Elections Procedures. No current or previous Student Trustee may endorse any candidate for any student office, including the student trustee office

**SECTION X
CAMPAIGN FORUMS FOR
ASSOCIATED STUDENTS CANDIDATES**

- A. Candidate Forums may be held at the discretion of the Elections Committee and/or the Director of Student Life, if so designated. Candidate Forums are for the presentation of all candidates (or a candidates' assistant if the candidate cannot attend) and discussion of their issues and platforms.
- B. The Election Calendar created by the Elections Committee will include the dates, locations and times of all Candidate Forums. The Committee may provide an emcee for the event so that each candidate shall have an equal opportunity to address those present.
- C. A Candidate Forum is an official, scheduled event hosted by a student organization that permits all candidates who have been approved to run for a position to address or debate student issues relevant to the office they are seeking. Student organizations are encouraged to host Candidate Forums. The Election Committee should be informed of all Candidate Forums scheduled prior to the creation of the Election Calendar, so that all candidates may be notified of all Forums and plan to attend. A candidate may obtain additional opportunities to speak on campus by filing a request with the Elections Committee for additional Forums (for all candidates for a specific position) or by seeking permission of a student organization to speak at their authorized meeting or event. Clubs and organizations that host candidates are encouraged to invite all candidates for the same position so that all may be heard.

- D. A candidate may choose to utilize a translator for all or part of a Candidate Forum or while campaigning. The cost of utilizing a translator is not considered campaign expenditure and need not be listed on the Campaign Expenditure Report.

SECTION XI COMPOSITION OF BALLOTS FOR THE ASSOCIATED STUDENTS ELECTION

The composition of election ballots shall be as follows:

- A. The Associated Students positions will be on a ballot and will be listed alphabetically (last name first, then first name) under the office for which they are seeking election, beginning with Associated Students President position.
- B. If a candidate for an Associated Students position is unopposed, there will still be an election for the position, and the sole candidate will be listed on the ballot.
- C. There will be space for write-in votes for each position on each ballot.

SECTION XII VOTING PROCEDURES FOR THE ASSOCIATED STUDENTS ELECTION

- A. The Election Committee and/or the Director of Student Life may appoint a third party to assist during all hours that each campus or off-campus polling place is open.
- B. All ballots used for AS-SBVC Elections are to be scantron or typed/computer generated ballots, marked by hand.
- C. Voting shall be by secret ballot. Each ballot must be so marked as to be identifiable as a valid ballot. Ballots will be regulated by the total number created, compared with the number cast, the number destroyed and the number remaining at the end of the election period.
- D. All voting students must present a valid photo ID to the poll worker who will verify that the picture matches the likeness of the student. Any photo ID acceptable to qualify for an Associated Students identification card is acceptable identification for voting in a student election.
- E. The voting student must record his or her college ID number and signature on the campus Voter Registration List.
- F. Each authorized voter will receive one ballot packet.
- G. Voters must vote in a booth at the polling location.
- H. A locked ballot box must be maintained for the Associated Students Election. All ballot boxes must remain locked from the opening of the polls on the first day until they are opened for counting the ballots. Failure to maintain the lock on a ballot box will invalidate all ballots in the box, and invalidate the election, requiring a special election to occur. The Director of Student Life shall hold the keys to the ballot boxes during the period of the election. Ballot boxes will be secured in an office near the polling place at any time the poll must close temporarily. The Elections Committee and/or the Director of Student Life will designate secure places.
- I. Leaving the polling area with a ballot is a violation of the AS-SBVC Election Procedures. Ballots completed in violation of these Procedures will be invalid.
- J. The Director of Student Life must receive written, signed notification of any violation of either Procedures no later than 24 hours after the close of the polls on the last day of voting.
- K. Only members of the Elections Committee, the Director of Student Life, or Chancellor's designee shall move the ballot boxes at the end of balloting.

SECTION XIII TABULATING THE BALLOTS FOR THE ASSOCIATED STUDENTS ELECTION

- A. Tabulating the ballots for Associated Students positions:
1. Ballot counting for Associated Students positions shall be completed no later than 5:00 p.m. on the day following the final day of the election.
 2. Each college will tabulate election results by scantron machine or by hand counting, whichever is appropriate for the method of voting used by the student voters at that college. If the names are counted by hand:
 - a. Candidates' names will be listed on a master tally sheet.
 - b. One committee member will call out the vote from the ballot to another committee member, who will accurately mark the master tally.
 - c. A third member of the committee will observe both committee members.
 - d. If there are a large number of ballots, the committee members may be divided in groups of three – each taking a portion of the ballots to count in a like manner.
 - e. All ballots will be recounted to verify accuracy. Recounts will continue until discrepancies are resolved. The master tally sheet will be turned into the Director of Student Life to assist with the creation of the "Statement of Accuracy" and shall be kept with the ballots in the Election Committee File.
 3. Only members of the Election Committee, the Director of Student Life, and the College President or President's designee may be present during the tabulation of ballots.
 - a. Only properly marked votes shall be tallied.
 - b. The decision to count or not to count a specific ballot shall be made by the Chair of the Election Committee and/or the Director of Student Life.
 - c. Votes not included in the tally for any reason shall be kept and identified as such until all challenges to the election for the Associated Students positions are resolved.
 - d. A ballot may be invalid if it is blank; contains votes for every candidate on the ballot; contains multiple votes for fictitious persons; or is sufficiently unclear in its mark for any specific candidate or candidates.
 - e. A ballot may be partially invalid if more candidates are voted for in a specific race than is permitted under the instructions.
 4. The candidate receiving the majority of votes cast (plurality) for each office will be the winner.
 5. The Chair of the Election Committee and the Director of Student Life will prepare and sign a "Statement of Accuracy" regarding the results of the tabulated ballots for the Associated Students positions.
 - a. The original "Statement of Accuracy" and tabulation summary for the Associated Students election shall be delivered to the College President or the President's designee.
 - b. The Associated Students President shall receive the election results for the Associated Students positions and a copy of the signed "Statement of Accuracy".
 - c. Copies of the signed "Statement of Accuracy" and all Associated Students ballots will be placed with each Director of Student Life or College President's designee in the Election Committee file to be maintained for a period of one year.
 6. If a tie vote occurs for any office, a one-day runoff election will occur during the following week.
 7. The Election Committee chairperson will refer to the previously identified date, time and locations for polling places for the runoff election specified on the Election Calendar, and will designate campaign procedures for the runoff election after approval by the Director of Student Life.
 8. The Chair of the Elections Committee or Director of Student Life shall post the election results for the Associated Students positions and notify the college newspaper for that campus of the election results within four days of the last day of the election. The

newspaper shall also be notified of any upcoming runoff election, should a runoff be necessary.

- B. Any allegation of election misconduct must be presented in writing, be signed and presented to the appropriate parties in a timely fashion as set forth below (See Section XIV, B 1 and B 2). Election misconduct that may cause an election to be challenged may include but not be limited to the following.
1. An allegation that a student voted more than once
 2. An allegation that a voter was not a registered student
 3. An allegation that ballots were tampered with
 4. An allegation that a signature of a voter was forged
 5. An allegation that the Election Procedures, college policy, or state, local and federal laws relating to elections were violated.

SECTION XIV CHALLENGES TO THE ASSOCIATED STUDENTS ELECTION AND APPEALS

- A. A candidate who is proven to have violated any section of these Procedures or the SBCCD Student Elections Policies may be disqualified.
- B. Alleged Violations of the Associated Students election:
1. The Director of Student Life and the Elections Committee Chair must receive written, signed notification of any alleged violation of the AS-SBVC Elections Procedures related to the Associated Students election by 8:00 am the next day after the final day of the initial election, excluding holidays and weekends – regardless of the need for any runoff election.
 2. The complainant will submit a copy of any charge of alleged violation the AS-SBVC Elections Procedures to the Director of Student Life and the Elections Committee Chair on the same day. The Director of Student Life or the Chair of the Elections Committee if so designated will notify any student or candidate charged in the complaint of the allegations the same day, if at all possible, but at the very latest within 24 hours of receiving the copy from the complainant.
 3. The campus Elections Committee shall have initial jurisdiction over the enforcement of the AS-SBVC as the Procedures relate to the Associated Students election.
 - a. Each charge of an alleged elections Procedures violation shall be decided by a simple majority vote of a quorum (50%+1) of the Election Committee members with the Director of Student Life present. A candidate charged with a violation shall have an opportunity to refute the charge prior to a decision by the Elections Committee. The burden of proof shall be on the complainant. The Election Committee shall render, in writing, their decision on each allegation within two days, excluding holidays and weekends.
 - b. A candidate may appeal a ruling by the Election Committee in a matter of a charged violation of the AS-SBVC Elections Procedures related to the Associated Students election within 48 hours to the Vice President of Student Services. The appeal must be in writing, setting forth the alleged illegal action by the candidate, the section of the Procedures alleged to have been violated, and the ruling being appealed, and a copy provided within four hours to the Director of Student Life. The Director of Student Life shall notify any student involved in an appeal of such a ruling by the Election Committee within 24 hours, so that the student shall have a right to fully participate in the appeal. The Vice President of Student Services shall have two days, excluding holidays and weekends to rule in writing on the appeal and notify the complainant of their decision in the matter. The Director of Student Life shall be present for all discussions related to the appeal, including the final decision on the appeal. The

candidate or student charged with the violation shall have an opportunity to refute the charge prior to a decision by the Vice President of Student Services. The burden of proof shall be on the complainant. The Vice President of Student Services shall be the final opportunity for appeal for all issues related to Associated Students elections, shall consider the evidence presented by both sides, and shall attempt to rule on any appeal brought forth to that level with all reasonable speed.

- c. At any level of reviewing a charge of an election Procedures violation, the hearing body (Elections Committee or Vice President of Student Services) may determine that:
 - d. The violation was *de minimus* (minimal) and that the candidate is not to be disqualified, or
 - e. The charged violation was significant and that the procedures set forth in Sections XV.C and D will apply.
4. A candidate may be referred to the appropriate Dean for action pursuant to the Student Conduct Procedures and all appropriate Disciplinary Action portions of the Procedures for any proven activity that violates either Elections Procedures.

C. Disqualification of a candidate:

- 1. If a candidate is charged with a violation of AS-SBVC Election Procedures during the Associated Students election, and
- 2. If that candidate is found to have violated either (or both) Procedures(s), and
- 3. If the candidate's appeals have been exhausted or abandoned, then the candidate may be disqualified for the violation(s),
- 4. If the final level appealed to (Elections Committee or Vice President of Student Services) decides that is the appropriate resolution for the matter.

D. Procedures with a Challenged Candidate:

- 1. If a candidate is disqualified and the appeal process is exhausted prior to the start of the voting, the disqualified candidate's name will not be placed on the ballot. If the disqualified candidate then campaigns as a write-in candidate, completes all the requirements of the write-in candidates (Section XIX) and is not found to have committed any additional violation of the Election Procedures, then said election shall stand. Any allegations of additional violations of the Election Procedures shall be treated as set forth in these Procedures.
- 2. If the challenged candidate has not exhausted the appeal process prior to the start of the voting, the challenged candidate's name will appear on the ballot and voting will proceed as set forth on the Election Calendar.
- 3. If a candidate is challenged, or if a challenged candidate's appeal is completed after the voting, resulting in both a final decision against the challenged candidate, and the disqualification of the challenged candidate, all votes cast for the disqualified candidate will be voided. If the disqualified candidate would have won the election, the candidate with the next highest vote total shall be declared the winner.
- 4. If all candidates for an Associated Students position are successfully challenged for violations of the Procedures, a new election will be held.

E. Other allegations of violations:

- 1. If a violation is alleged that does not involve inappropriate activity by a specific candidate, but rather alleges a violation of procedure by the Election Committee, or other students or parties attempting to disrupt the election, the allegation must be made in writing, signed by the complainant and delivered to the appropriate party, as set forth in Section XIV, B1 and B2.).
- 2. The complaint will be reviewed in a manner consistent with this section of the Procedures.
- 3. If the complaint is found to be valid, the final body involved in the appeal of the matter in an Associated Students position election, may:
 - a. Determine that the violation was *de minimus* (minimal) and the election stands; or

- b. Determine that the violation was significant and invalidate all results of any position in the election affected thereby, resulting in a new election being scheduled pursuant to the rules set forth herein.
 - 4. The final body involved in the appeal of the matter in an Associated Students position election may recommend that any party involved in the violation, whether ruled *de minimus* or significant, be prosecuted pursuant to the Student Conduct Procedures and all appropriate Disciplinary Action portions of the Procedures.
- F. Any candidate, and only a candidate, with the sole exception of the College President, may request a recount of the position sought by that candidate in the election, if such request is made in writing and signed by the candidate within 24 hours of the last day of the election and delivered to the appropriate party. Only one recount may be requested for each office, unless the requestor is the College President.

SECTION XV

CONTINUING ACADEMIC REQUIREMENTS FOR ELECTED ASSOCIATED STUDENTS OFFICERS

Associated Students elected officers must maintain a cumulative Grade Point Average (GPA) of 2.0 or higher during their term of office. The student may not be on academic probation at any time from the declaration of candidacy through the completion of the term of office. The Director of Student Life will verify each elected Associated Students official's academic standing at the end of each semester. Failure of the elected official to maintain the required academic standards for office holders will result in automatic removal from office, with no action required by the College President, the Associated Students or the Board of Trustees. If an elected official is removed from office pursuant to this section, that office shall be declared vacant, and the position shall be filled as follows:

- 1. A vacancy in the Office of the President of the Associated Students shall be filled by the Vice President of the Associated Students, and a vacancy declared in the Vice President position.
- 2. A vacancy in an Associated Students position shall be filled pursuant to the Associated Students' Constitution.

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