



**2011 ASSOCIATED STUDENTS OF
CAÑADA COLLEGE
GENERAL ELECTION PACKET**

Date: April 11, 2011
To: All Interested Students
From: ASCC Election Commission
Subject: Spring 2011 Associated Students of Cañada College General Election Packet

Congratulations on taking the next step towards developing yourself! We believe that when you step into a leadership role you are taking the time to learn more about yourself and how you can make a difference. The ASCC is hosting an election to selection the 2011-2012 Associated Students of Cañada College Executive Board and Senators.

We invite all interested students to apply!! The term of will be June 1, 2011-May 31, 2012

Minimum Qualifications to Run for Office

- As stated in ASCC Constitution and Bylaws, students must be currently enrolled in at least five (5) or six (6) units of credit at Cañada College depending on position,
- And must have and maintain a cumulative grade point average (GPA) of at least 2.0 while running for office and while serving their term in office.
- must complete the Election Candidate Eligibility Form,
- And candidates must collect fifty (50) signatures of currently enrolled students at Cañada College.

Minimum Levels of Commitment

- Attendance at weekly ASCC board meetings, (Usually 1 hour and 30 minutes on Fridays. Subject to change with incoming board needs and availability)
- Complete 1 office hour a week or volunteer at weekly ASCC event.
- When possible, attendance at Statewide Leadership Conferences and Retreats
- Join 1 Campus Senate or District Committee

Benefits for Serving on the Associated Students of Cañada College

- * Free ASCC Polo Shirt and Messenger Bag
- * Free Strengths finder 2.0 Personality/Leadership Assessment
- * Free Attendance at Statewide Leadership conferences
- * Free Attendance at district student government retreats
- * Free ASCC graduation stole

Why come out and run for student government?

Why not? What better way to make new friends, discover leadership skills you didn't even know you had, find out more about the campus, and leave your mark!

Hope to see you serving in the ASCC next year! Go! Do! Lead!

Sincerely,

Associated Students of Cañada College Election Board

ASCC General Election Schedule

Monday

**April 11,
2011**

10 am

OSA

Office

blg. 9

1st Floor,

Rm 154

✓ **Candidate filing period & campaigning begins:**

- Candidate eligibility forms and information packets available in the Office of Student Activities.
- Petitions for placement on the ballot may begin to be circulated by candidates.
- Candidates may begin campaigning after filing an eligibility form, completed gathering their 50 signatures and reading the Election Guidelines.

Friday,

April 15,

Fri. April

22 or Fri.

April 29,

1pm

OSA

Office,

Blg. 9 rm

154

✓ **Mandatory Candidates Meeting (attendance is mandatory for at least 1 of them.)**

- All candidates must attend this meeting or be subject to disqualification by the Election Commission.
- Ballot order will be determined who turns in their packet first.
- Candidates 100 word statement will be collected for the Sample Ballot and forwarded to *The San Matean* for possible publication.
- Photos will be taken at this meeting.
- Review of election process, including the election, campaigning, and posting guidelines.

Fri. Apr.

29

10am-

5pm

OSA

Office

✓ **Final Filing Deadline to have name printed on the ballot**

- Candidate Eligibility forms and collection of signatures must be turned in to Office of Student Activities by 5pm on this date to have the candidate's name listed on the ballot-provided that all other election requirements have been met.

Thurs.

May 5,

Noon-

1pm Quad

✓

ASCC May Spirit Thursday, Cinco De Mayo Candidate Mixer!

This is your day to come out, meet other candidates, and talk with Cañada College students and campaign! All candidates are strongly advised to be there!

Mon. May

9 & Tues.

May 10,

9am-

3pm,

4pm-6pm

Quad

✓ **Election Polls open:**

- 9 a.m. to 3 p.m. —Quad in front of the Pony Express, if it rains, 2nd floor of blg. 9
- 4 p.m. to 6 p.m. —Quad in front of the Pony Express, if it rains, 2nd floor of blg. 9

Wed. May

12, 12:30

OSA Office

✓ **Election results posted and Pizza Party!**

- Results will be posted by the Office of Student Activities if available and if all campaign materials have been removed from the campus. Candidates enjoy free Pizza

ASCC Position Descriptions

Students can only run for one position

The following positions are open:

GPA and Course Requirements. Senators and Executive Officers shall maintain a minimum GPA of 2.0. Executive officers shall be enrolled in a minimum of 6 units throughout the serving term. Senators shall be enrolled in a minimum of 5 units through the serving term.

Executive Board President

The president: shall:

1. Preside as the chairperson the Student Senate and Executive Board meetings.
2. Represent the Associated Students at all official functions.
3. Appoint any special committees deemed necessary, with the consent of the Student Senate.
4. Have the power to veto any legislation passed by the Student Senate. The veto must be submitted in writing within two school days after the passing of said legislation. This veto maybe overridden by a two-thirds (2/3) vote of the Student Senate.
5. Be empowered to sign, in the absence of the Treasurer, all requisitions for the disbursement of funds according to the budgets established by the Student Senate. The disbursement shall be ratified by a two-thirds (2/3) vote of the entire Student Senate.
6. Work with the Treasurer to prepare the annual budget.

Vice-President

The vice president: shall:

1. Preside as chair of ASCC Senate meetings in the absence of the President
2. Serve as Parliamentarian
3. Direct constitutional updating and revisions
4. Serve as chairperson of the Inter-Organizational Council
5. Perform other duties as directed by the President

Secretary

The Secretary: shall:

1. Reserve meeting rooms for senate meetings for the year.
2. Maintain a phone and email directory of all members
3. Maintain a record (both electronically and hard copy) of the minutes and agendas
4. Prepare meeting agendas with the President
5. Duplicate and distribute agendas to senators and post a copy of the agenda on the ASCC bulletin board three (3) calendar days before the next meeting.
6. Maintain attendance sign in sheets of all meetings.
7. Prepare and distribute folders for senators that include: the ASCC Constitution and Bylaws, contact list, list of meeting dates, times, and locations and additional documents as needed.
8. Maintain all correspondence for the Student Senate.

Treasurer

The Treasure: shall:

1. Chair the ASCC senate budget committee
2. Sign ASCC Requisitions for payment.
3. Prepare ASCC Requisitions for approved expenses, payments, and reimbursements.
4. Prepare and present a monthly report of ASCC senate expenses.
5. Maintain a file of all ASCC Funding Requests and Fundraising Match requests.
6. Serve on the Vending Commission Committee
7. Present request for Fundraising Matches to the senate.

Controller of Activities

The Controller of Activities: shall:

1. Prepare a working copy of the calendar of semester activities, and present it to the Student Senate for approval, by the third week of the semester.
2. Maintain a current copy of the calendar to be posted in the Student Activities and Senate Offices.
3. Designate a chairperson for all activities sponsored by the Associated Students.
4. Work with the Treasurer to prepare the annual budget.
5. Work in conjunction with the Commissioner of Publicity.

Commissioner of Publicity

The Commissioner of Publicity: shall:

1. Publicize all ASCC sponsored events, and assist in publicizing campus student events.
2. Coordinate all media coverage (print and broadcast).
3. Designate Senators and Representatives to publicize specific events.
4. Maintain adequate supplies for publicity purposes.
5. Work with the Treasurer to prepare the annual budget.
6. Work in conjunction with the Controller of Activities.

Senators (14 positions available)

Have the following rights and responsibilities:

1. Attend senate meetings as much as possible, but not required
2. Support senate events and functions
3. Serve on a college committee, it is mandatory to attend the following senate meetings for the committee report
4. Represent Clubs
5. Work on a project or task set by the Executive Board

ASCC Election Guidelines/Election Code

ARTICLE I: Election Board

Section 1. Purpose. The Election Board shall serve as the governing body for enforcing the Election Bylaws and conducting the Elections.

Section 2. Membership. The Election Board shall include the ASCC Vice President who shall serve as chairperson, Coordinator of Student Activities, and four student representatives.

Section 3. Duties of board members.

A. Chairperson.

The chairperson: shall:

1. Preside over Election Board meetings
2. Prepare and distribute meeting agendas
3. Have the power to appoint committee members
4. Serve as an ex officio member of the board, voting in the event of a tie
5. Preparing the Election Packet
6. Oversee the Election process

B. Secretary

The secretary: shall:

1. Record and maintain minutes of all committee meetings and hearings
2. Send minutes to committee members
3. Maintain a record of all public comments, board rulings, and written infractions.
4. Prepare an agenda with the chairperson for all meetings
5. Maintain attendance (roll call) at all meetings
6. Assist with the overall election process

C. Volunteer Coordinator

The volunteer coordinator: shall:

1. Recruit and train poll workers and other volunteers
2. Create a work schedule for poll workers
3. Maintain records of hours worked by each poll worker
4. Ensure poll workers are properly compensated
5. Assist with the overall election process

D. Campaign Coordinator

The campaign coordinator shall:

1. Design and distribute general Election materials (i.e., fliers, posters, table tents, etc)
2. Ensure candidates comply with all campaigning guidelines
3. Ensure all election materials are removed following the conclusion of the Elections
4. Schedule events (e.g., Meet the Candidates, Candidates Meetings, information sessions, etc)
5. Assist with the overall election process

E. Coordinator of Student Activities

The coordinator of student activities: shall:

1. Determine each candidate's eligibility

Section 4. Appointment of members. All members except for the chairperson and Coordinator of Student Activities shall be appointed by the Senate. The term of office may extend to seven school days following the conclusion of the Elections.

Section 5. Restrictions. Members of the Election Board shall not campaign for any candidate or resolutions on the ballot. No member of the Election Board shall be a candidate for office.

Section 6. Removal from the board. A majority vote of the senate shall be required to remove a member from the election board.

Section 7. Vacancies. The Senate shall fill vacancies by a majority vote.

Section 8. Meetings. The Election Board shall determine a regular meeting time through the duration of the Elections.

Section 9. Quorum shall consist of a majority of the current membership, excluding the Coordinator of Student Activities.

ARTICLE II—Requirements for Candidacy

Section 1. Filing for candidacy. All candidates shall submit an Election Candidate Eligibility form and a petition containing the signatures of 50 currently enrolled Cañada College students by deadline set by the Election Board and the Coordinator of Student Activities.

Section 2. Eligibility.

A. GPA. All candidates shall have a minimum GPA of 2.0 upon filing for office.

B. Units. A candidate shall be enrolled in a minimum of 6 units at Canada College upon filing for office.

Section 3. Meetings and activities. Candidates shall attend all mandatory meetings and activities organized by the Election Board.

Section 4. Restrictions. A candidate running for an Executive position (i.e., President, Vice President, Student Trustee, etc) shall not run for another Executive position concurrently.

Section 5. Compliance. All candidates are expected to know and understand the Election Bylaws and Election packet.

Section 6. Disqualification.

A. Candidates that do not comply with the Requirements for Candidacy shall be disqualified from the Elections.

B. The Election Board may disqualify a candidate that does not comply with the Election Bylaws.

ARTICLE—III General Elections

Section 1. Time and Duration. Elections shall be completed at least once a year, a minimum of two weeks before the first day of finals during the spring or fall semesters. Elections shall be held for a minimum of two school days and a maximum of four school days.

Section 2. Voting. The Election Board shall choose to conduct the elections using a method (e.g., paper ballots, an online voting programs, etc) of their choice.

A. Voting eligibility.

1. Students shall present a valid student identification card or other type of photo identification at the time of voting
 2. Student's enrollment status shall be verified at the time of voting.
 3. Voting shall be limited to students enrolled at Cañada.
- B. Proxy votes shall not be allowed.**

Section 3. Polling.

- A. Hours.** Polls shall be open a minimum of five hours a day for day students and a minimum of two hours a day for evening students.
- B. Polling location.** The Election Board may designate the amphitheater stage as the official polling location.

Section 4. Poll workers. Cañada students shall be used as poll workers at the polling location(s). If the Election Board is unable to find a minimum number of students to work on the polls. The Board may seek volunteers from the Cañada community.

A. Duties of poll workers

Poll workers shall:

- a. Verify student identification
- b. Distribute ballots and/or provide qualified students with access to ballot
- c. Enforce the election bylaws
- d. Report violations to the Election Board
- e. Complete all other duties as assigned

B. Compensation. Poll workers may be compensated a minimum of \$8.00 an hour.

Section 5. Results. The Coordinator of Student Activities shall be responsible for informing candidates and the student body of the results. Results may be posted on the ASCC website. Candidates that receive a majority of the votes shall be elected to the Student Senate.

Section 6. Special elections. Special Elections shall be conducted using the same procedures as General Elections.

A. Special Election shall be held if:

1. A contested General Election was found not to be conducted under the Election bylaws.
2. A majority of the membership is not met.
3. The Student Senate calls a Special Election by a majority vote.

Section 7. Runoff elections. A Runoff Election shall be held within three school days of an election. Runoff elections shall be conducted within the guidelines of the Election Bylaws.

ARTICLE—IV Campaigning

Section 1. Definition of Campaigning. Campaigning shall be defined as any action taken by a candidate or on behalf of a candidate to promote themselves.

- A. Campaign posting.** Candidates shall have all campaign materials date stamped and approved by the Office of Student Activities prior to posting. Campaigning materials such as posters, fliers, and table tents, etc shall only be displayed in approved areas as designated by the Coordinator of the Student Activities.
- B.** Candidates and supporters of candidates shall not campaign within 30 ft of a polling location. For Elections conducted online candidates and supporters of candidates shall not campaign within 100ft of a campus computer.
- C. Removal of campaign materials.** Candidates shall remove all campaign materials (i.e., fliers, posters, banners, table tents, etc) two school days following the last day of elections.

Section 2. Restrictions. Candidates and supporters of candidates shall comply with all requests by the Election Board, Coordinator of Student Activities, and/or poll worker that are within the guidelines of the election bylaws.

A. Use of ASCC office supplies. Candidates and supporters of candidates shall not use the ASCC office equipment and supplies to create, copy, or print campaign materials.

B. Spending limits. Candidates shall not spend more than \$100.00 on campaign materials. The Election Board may request a report and receipts detailing expenses from a candidate.

C. Bribes. Candidates and supporters of candidates shall not offer money or in-kind items of value (other than campaign literature i.e., buttons, pins, candy, fliers, etc) in exchange for votes.

ARTICLE—V Grievances

Section 1. Grievances. Candidates or voters may submit a grievance documenting the alleged misconduct of all persons, including of Student Act, poll workers, Election Board members, senators, candidates, etc. involved in the elections.

Section 2. Submission of Grievances. All grievances shall be submitted to the Coordinator using the Election Grievance Form.

A. The following information shall be included except where noted.

1. Name (optional)
2. Student I.D. number
3. Date of incident
4. Time of incident
5. Location of incident
6. Persons involved
7. Description of incident

B. All grievances shall be received by the Coordinator within two school days the final day of voting

C. The Coordinator shall inform the Election Board of all grievances.

Section 3. Review process

A. The Coordinator shall review all urgent grievances.

B. The Election Board shall review take action upon non-urgent grievances within five school days.

Revised Election Bylaws were adopted February 10, 2009 by the ASCC.

Election Candidate Eligibility Form

ASCC General Election – Mon. May 9-Tues. May 10, 2011. A general election to select an executive board and senators for the 2011-2012 Associated Students of Cañada College Board. This form must be returned to Office of Student Activities, Bldg. 9 rm 154 by Friday, April 29, 5pm.

Date _____ What office will you be running for? _____

Please print clearly!

Full Legal Name _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell/Other _____

Student Number GOO Current Major/Academic Interest _____

E-mail Address (print with large, clear characters) _____

Statement of Understanding

"I have picked up a complete ASCC Election Packet from the Office of Student Activities and will carefully read all of the material and election rules contained in this packet. I agree to follow the guidelines in the packet, and understand that I am subject to disqualification as a candidate upon failure to comply with any or all of these campaign guidelines. I also agree to abide by any additional rulings the Election Commissioner and the Coordinator of Student Activities may deem necessary to insure the fairness of this election."

Signature of Candidate _____ Date _____

Note: In order to be certified as eligible and to have your name appear on the election ballot, this form must be turned in to the Office of Student Activities, Bldg. 9 1st floor, rm 154 no later than Fri April 29, 2011, at 5:00 pm.

This space reserved for Office of Student Activities staff use only:
50 signatures and 100 word statement attached _____

Last full semester completed at CAN (Semester/Year) _____

Cumulative GPA _____ Minimum 2.0 for ASCC Candidates

Units currently being carried this semester _____ Minimum 5 units for ASCC Candidates

Student is () Eligible () Not Eligible Signature of Verifier _____ Date _____

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