

ELECTION CODE

I. Election Committee

As stated in the ASCC Constitution, all elections will be conducted by the Student Court. Members of the Committee may not be candidates for office. In the absence of a functioning Student Court, all election questions shall be referred to the Student Affairs Administrator.

II. Order of Events

A. Distribute candidate information packets a full month and a half prior to the election.

B. Notification that applications for ballot positions are available must be given at least two (2) school weeks prior to the acceptance deadline. The acceptance deadline shall be at least five (5) school days prior to the election. Applications for ballot position must be submitted to the Student Affairs Office by 2:00 p.m. on the application deadline date.

1. After the deadline of turning them in, applications must not take any longer than two (2) weeks to complete the vetting of all candidates.

C. In order to receive a ballot position, the candidate must turn in his/her completed application for ballot position to the Student Affairs Office on or before the application deadline.

1. At the time an application for ballot position is taken out, the candidate must state the office for which he/she wishes to run. If a candidate chooses to change the position for which they are running, this must be done in writing prior to the application deadline.

2. The completed application must include the following information: Student name, both as it appears on his/her registration and as he/she wishes it to appear on the ballot; student I.D. number; number of units in which the student is currently enrolled; the number of semesters of work completed at Citrus College; the applicant's signature; and any other information deemed necessary by the Election Committee. The application shall include a space for signed authorization by the student allowing a member of the Student Affairs staff to verify his/her eligibility in regards to grades. Each application must carry the written grades verification by a staff member before a ballot position may be granted.

3. To run for president or Vice-President, candidates must have served on the executive board for at least one (1) Semester before seeking this office.

4. Candidates, with the exception of those running for Student Trustee elect, may run for only one elective office. Candidates for the position of Student Trustee Elect may concurrently run for a position on the ASCC Executive Board.

5. Applications will be filed in the Student Affair Office.

D. A candidate may begin posting or distributing campaign materials only after he/she has been verified as eligible to hold office.

E. The Commissioner of Public Relations shall organize a public Candidates' Forum to be held not less than three (3) nor more than seven (7) school days prior to the election. It is up to the discretion of the Commissioner of Public Relations to hold up to two Candidates' Forums.

1. Candidates Forum(s) must be publicized well in advance of the date set and must not be held within a week prior to the election.

2. Candidates' Forum(s) will be conducted by a moderator, designated by the student court, shall be a faculty member not serving with the Office of Student Affairs or ASCC. If faculty member not available, then it falls to the office of Student Affairs designee.

3. Candidates' Forum(s) should be at last an hour and a half split up as follows: (1) one hour for moderator questions and, (2) the remaining half hour will be audience questions. If there are limited amount of audience questions, the moderator may resume asking questions at his/her discretion.

F. Commissioner of Public Relations will be in charge of publicizing the upcoming ASCC elections.

G. If there is no Commissioner of Public Relations available, the job of publicizing the election will then fall on a designated member(s) of the current ASCC executive board, not seeking office.

H. The publicizing of the election should begin on the announcement of candidates.

I. The candidates must be informed of any dates or rescheduling of an event a week in advance of the original date of the event.

J. Elections will be held prior to final exams and will be held on at least two (2) consecutive days.

K. Election results, including the number of votes received by each candidate,

shall be posted in the Student Affairs Office within three (3) school days following the election.

III. Campaign Regulations

- A. Each candidate shall be responsible for furnishing his/her own campaign materials.
- B. Candidates may have miscellaneous campaign items (buttons, shirts, yard signs etc.) at their own expense.
- C. The Election Committee shall approve the location of each item in keeping with campus policies and regulations.
- D. All campaign materials must be checked, approved, and stamped by a member of the Student Life and Leadership Development office before being posted.
- E. All campaign materials shall be removed the day following the last closing of the polls.
- F. No personal campaigning or campaign materials shall be permitted within 50' of an open polling location.
- G. A candidate must have the permission of the instructor before speaking in a class.

IV. Polling Regulations

- A. The number and location of polls shall be determined by the Student Court and shall be announced in the election packet. Poll locations may be subject to change due to unforeseeable circumstances. When feasible, the physical on-campus election may be supplemented by electronic balloting, providing that the integrity of such balloting can be reasonably assured by the Director of the Technology and Computing Services and the Student Affairs Administrator.
 - 1. When elections are to be conducted via electronic balloting, ASCC must publicize how and where to go for voting in the election.
 - 2. If electronic balloting is not operational the election will be conducted via scantron ballot and all candidates should be informed of this change one (1) week prior to the election dates.
- B. The polling place may be moved at the discretion of the advisor and with advertisement of the new location.
- C. Candidates for office shall not be allowed to act as poll workers.

1. Campus Center Hosts, Students, and Student Affairs staff shall not be poll workers as well. If a third party is not available, the duty will fall on Office of Student Affairs or designee.

D. Ballot boxes are to remain at the polling stations at all times while the polls are open and shall be removed only by the individual(s) designated by Student Court.

E. During elections the polls will open at 9:30 a.m. and remain open until 8:00 p.m. on both election and runoff days. In the event of electronic voting, voting may be done at any time during the twenty-four hours of any day on which the physical on-campus polls are open.

V. Balloting

A. In case of paper balloting, voting will be by the Australian Ballot and will be provided for and supervised by the Election Committee.

B. A random drawing will be made by the Election Committee for each office to decide what order the candidates' names will appear on the ballot.

C. Any student, currently enrolled at Citrus College, may vote.

D. In order to receive a ballot for the physical on-campus balloting, a student must sign the election register.

E. Each student may cast only one (1) ballot and must comply with the instructions thereon.

F. Election winners for the offices of ASCC President, Vice-President, Legislative Liaison, and the Student Trustees must poll a majority of the votes cast for their offices. The seven (7) Senators are elected by plurality. To be elected, candidates for Senator must receive at least fifty (50) votes.

G. In case of no majority for one candidate, there will be a run-off election between the two candidates with the highest number of votes. If more than three (3) candidates run for an office, the third highest may also run in the run-off election if he/she is within five (5) percent of the total votes cast for the second highest.

H. To be considered a write-in candidate, a student must meet eligibility requirements.

I. Votes for candidates who are not Citrus College students will not be counted.

J. When there are multiple ballot items, the invalidation of the entire ballot shall not be caused by the invalidation of the vote cast on any item(s) when the intent of the voter is clear on the other item(s).

VI. Violations

A. All complaints against violations and/or violators of this code must be submitted to the Election Committee and/or Student Affairs Administrator in writing within two (2) school days of the election. The Election Committee will refer all complaints to the Student Court unless the complaint involves a member of the Election Committee, in which case it will refer the complaint to the Student Affairs Administrator.

B. If there are cases of electioneering by poll workers or ballot tampering, this must be reported within 3 days to the Office of Student Affairs and dealt with immediately.

1. Poll workers must be removed from any election tasks during current and future election and be reserved for disciplinary actions.

VII. Election Results

A. The votes will be tabulated at a closed meeting by at least two (2) members of the Student Affairs staff and at least two (2) members of the Election Committee.

B. Each candidate may have a representative present during the tabulation.

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5/8/91
11/15/94
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4/23/02
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4/19/13
5/16/17

NOTICE: Any proposed amendments to this document that are in violation of or in contradiction to College policies, procedures, regulations, or local, state, and federal laws will not be allowed. Any items in this document that are found to be in violation of any of the above will be removed or changed in accordance with College policies and/or local, state, and federal laws.

In addition, any changes that make unreasonable demands of college employees will not be allowed (at the discretion of the Dean of Students or designee).