INTRODUCTION to the Election Packet

Greetings Election Candidates!

Thank you for your interest in the Associated Students. As the A.S Elections Commissioner, I would like to congratulate you for making the effort to improve the campus by seeking an A.S. elected position.

If and when you have any questions or concerns, please feel free to come and talk with me. I am available by appointment. If unable fro some reason, you may contact another member of the committee. I encourage all candidates to read the Election Code thoroughly, and contact me immediately to answer any questions. It is wiser to seek advice now, rather than face penalties later.

My office hours are posted in on the "Election Corner Wall" located in the office of Student Affairs.

THE ELECTION COMMITTEE

The Election Committee consists of myself, Rubyll Banuelos, and four other members, who are charged with overseeing the smooth running of the elections.

PURPOSE OF THIS PACKET

This packet is designed to ensure a fair, smooth and transparent election process for all candidates. You will be held responsible for all the information, policies and deadlines in this packet and in the Election Code.

READ ALL OF THIS INFROMATION CAREFULLY!

To ensure your eligibility as a candidate, you should follow the packet checklist that has been provided. Be sure to complete and return all packet documents to the Office of Student Affairs (no later than Monday, March 16, 2015 at 3:00pm). **All** requested materials must be attached.

There are several important meetings and deadlines that are included in this package. Please be sure to comply with these dates and times accordingly.

Please note, to avoid possible sanctions, be sure to carefully comply with the rules of the Elections process.

BEST OF LUCK IN YOUR COMPAIGN!

Rubyll Banuelos
A.S. Elections Commissioner Spring 2015

C: Elections Committee

Mr. William Ponder, Student Affairs Manager is the Advisor for Student Elections 2015-2016. He will work closely with the Elections Commissioner and Election Committee. Mr. Ponder will conduct the mandatory Campaign Orientations on Monday, March 23, 2015 at 3:00 p.m. and Tuesday, March 24, 2015 at 3:00 p.m. in Room M-202. Mr. Ponder and/or Lori Oldham, Student Affairs Coordinator, will oversee both of the Election Forums on Tuesday, April 14 2015 at the City College Cafeteria, 11:30 a.m.-1:30 p.m. AND 5:00 p.m.-7:00 p.m.

Please contact Mr. William Ponder at wponder@sdccd.edu of 619-388-3498, or Lori Oldham at loldham@sdccd.edu or 619-388-3106 should you have questions or need assistance.

Date Forwarded to Student Affairs: _____

ASSOCIATED STUDENT GOVERNMENT ELECTION
PROCEDURES AND CANDIDATE STATEMENT

1. Complete the "Declaration of Candidacy for Office to the Board of Directors" Form.
2. Submit the Candidate Statement.
3. Obtain **neatly printed** City College student signatures in your petition. If you are running for the President or Vice President, you will need to provide 100 signatures. If you are running for any of the other positions, you will need to provide 50 signatures. It is recommended that you obtain more than the required signatures in the event that some signatures are invalid. Please use the *attached student signature sheets at the back of this packet*. Student who sign the petitions do so in good faith that they are registered San Diego City College students.
4. Carefully review the "Student Body Campaign Guidelines". Sign and date the Guidelines, signifying that you have read and understand campaign guidelines. Failure to adhere to campaign guidelines may result in sanctions, up to your disqualification as a candidate as well as penalties for code of conduct violations.
5. Review and sign the Election Conduct statement.
6. Review and sign the Job Description.
7. Review the attached "Associated Students Election Code".

Submit the following materials as a ***complete package*** to the Office of Student Affairs, Room M-200 during regular office hours, using the following checklist by 3:00pm, Monday, March 16, 2015. There will be **no** exceptions.

— 1.Signed & dated Application - Declaration of Candidacy (page 4)
— 2.Candidate Statement (page 3)
— 3.Signed & dated original form of the Student Body Campaign Guidelines (page 5)
— 4.Signed and dated original Job Description form (pages 7 & 8)
— 5. Petition with student signatures (candidate should attach student signatures on back).
— 6.Signed & dated Conduct Agreement (page 6)
— 7.List of names of campaign staff (**candidate should attach a sheet of names**)

When signature petitions are turned in, a copy will be provided to you for your own records. **NOTE:** ***You are responsible for signatures.*** Unclear or unreadable signatures will *be disqualified* for eligibility purposes. **It is your responsibility to check with the Office of Student Affairs to determine whether you have qualified to be placed on the ballot, by no later than 3:00 p.m. on Wednesday, March 18, 2015.**

Important Dates:	
March 6 - 16, 2015	A.S. Election Packets available in the Student Affairs Office in Room M-200
Thursday, March 16, 2015	Packets **due** to the Office of Student Affairs - **No later than 3:00 p.m.**
Wednesday, March 18, 2015	Application eligibility confirmed. Announced at 3:00 p.m.
Mon. March 23 & Tues. March 24	Campaign Orientation- **M-202 – MANDATORY 3:00 p.m.**
April 6 – 16, 2015	**Official Campaign Period (After Spring Break)** ****NO CAMPAIGNING permitted prior to this date****
Tuesday, April 14, 2015	Elections Forum, 11:30 a.m. & 5:00 p.m. in Cafeteria – Student Side (times subject to change)
April 15 & 16	**STUDENT ELECTIONS-ON-LINE VOTING 24/7 www.sdcity.edu** Paper Ballots available if needed at the on-campus polling area in the City College Cafeteria.
Wednesday, April 22, 2015	Election Results posted by 3:00 p.m.

CANDIDATE STATEMENT: Please submit your Candidate Statement in space provided or on an additional sheet(s) if needed. Describe why you are uniquely qualified for this position and if elected what you will do for the City College Student Body. Your statement will be posted in designated areas on campus, and may likely be requested by the campus newspaper, as well as be posted on the ASG Website at City College. Your candidate statement is limited to no more than 750 words or less. It would also be helpful if you could also send the statement electronically to Mr. William Ponder, at wponder@sdccd.edu in addition to submitting it in the packet. Additionally, please e-mail Lori Oldham, Student Affairs Coordinator, a picture (head shot) to be placed on City College's ASG website, along with a brief summary position statement (small paragraph) at loldham@sdccd.edu for students' access.

2015-2016
Application

DECLARATION OF CANDIDACY FOR OFFICE TO THE BOARD OF DIRECTORS OF THE ASSOCIATED STUDENTS OF SAN DIEGO CITY COLLEGE

I, _____, declare myself as a candidate for the election or appointment to the Associated Students' Board of Directors at San Diego City College.

Specifically, I declare myself to be a candidate for the office of (select one). All positions require a current AS membership at the point of submission of application.

___ President ___Vice President ___Treasurer ___Secretary
___Webmaster ___Public Relations ___Public Events Coordinator ___Scholarship Officer
___Senator ___Safety & Environment Officer

I, the undersigned, concur that I meet all qualifications for a San Diego City College ASG position and assume the responsibility for becoming familiar with the Election Code, the San Diego City College ASG Constitution and By Laws, and the Student Code of Conduct. I also recognize that if I violate any of these regulations that I may be subject to sanctions from any of the college policies and procedures. I also understand that any complaints will be resolved by the Elections Committee and Elections Commissioner.

If elected, I agree to comply with all rules, regulations, and requirements as outlined in the A.S. Constitution and Bylaws, and as stated in Policy 3100 and 3200, for the indicated office. I request that my name be placed on the official ballot for the Elections to be held on **April 15 and 16, 2015 (online voting 24/7; paper ballots available at the polling station).**

I also recognize that I am responsible for completing the SDCCD employment application in a timely manner, which includes a criminal background test ($52.00). I am also responsible for paying for any requisite tests, included, but not limited to the life scan, and tuberculosis examinations ($9.00). I also understand that the outcomes may result in the delay or approval of my application. I also understand that the Office of Student Affairs requests that I complete this application within three weeks of being informed that I have an office. The application may be picked up from the Office of Student Affairs.

Name: _____

Address: _____ Phone: _____
Email: _____

Student C.S.I.D. #: _____

Signature: _____ Date: _____

Submit form to Room M-200, with completed Election Packet
no later than 3:00 p.m. on Monday, March 16, 2015.
A.S. MEMBER CARDS ARE A REQUIREMENT TO APPLY. PLEASE ATTACH A COPY OF YOUR A.S. CARD WITH CARD NUMBER. THANK YOU.

Students - please do not write below this line

(Please check off as confirmed or write in "no". Do not fill in the blanks.)

___ 12 Units Successfully Completed
___ Minimum 5 Units in Progress at City College
___ Proof of Current AS Membership
___ Are you a California Resident? Yes or No
___ Cumulative GPA (2.0 min)
___ 100 Verified Signatures (Pres. or VP)
___ A.S. Card Number _____
___ Not on Disciplinary Probation
___ Completed One Semester of ASG Experience at City College (Pres. or VP)
___ Does Not Hold Executive Office of Other City College Clubs/Organizations – Conflict of Interest Matter

___ Approved **___Not Approved**

APPROVED: _____
DEAN OF STUDENT AFFAIRS

Date Received: _____
Date Processed: _____

SAN DIEGO CITY COLLEGE ASSOCIATED STUDENT BODY CAMPAIGN

GUIDELINES FOR STUDENT ELECTIONS

The following guidelines are in effect for the Student Body Election Process. For questions regarding these guidelines, please refer to the Commissioner of Elections, Elections Committee, or Mr. William Ponder, Student Affairs Manager. Violations may result in sanctions, up to, and including removal. This document is designed to provide information in preparation for the election. Please consult the Constitution and Bylaws for additional expectations and information.

All candidates may campaign through posters, flyers, and speeches. Candidates are encouraged to develop a platform of issues and accomplishments for their election campaign. Give careful consideration to the issues and your method of delivery.

CAMPAIGN POSTERS - Campaign posters must be stamped "approved" by the Office of Students Affairs and may not exceed 3' X 6'. Posters, flyers, banners will be placed in the designated areas listed for posting on campus. Please note that locations vary also by whether it is a banner or flier posted on campus. During the campaign period only, April 6 through April 16, 2015, additional areas designated for posting have been added which will be clearly marked throughout campus to provide additional locations for posting. To minimize damage and clean up, blue tape is to be used for posters and banners. All literature must be removed within 72 hours following the close of the polls.

Campaign slogans, posters, banners or flyers that suggest "Mud-Slinging" are not encouraged, and may not be approved by the Elections Committee or the Office of Student Affairs. No more than **ONE** flyer may be placed on each bulletin board not to exceed 8-½ X 11 inches. Campaigners must be aware of any litter potential caused by campaign flyers and appropriately discard flyers that become litter. You may **not** chalk write on District grounds, walls or other District property.

Candidates are to submit campaign materials which must contain the following on each item, "this advertisement if endorsed by ["insert the candidate's name"] to indicate that the candidate has endorsed this campaign material.

SECURING TABLE- Candidates must secure a table from the Office of Student Affairs three (3) days prior to use in order to distribute flyers or campaign information. Tables will be provided based upon availability.

ELECTION DAYS- On Election Days, the Election Commissioner and/or member of the Election Committee will be available, during office hours – 8:00 a.m. – 6:00 p.m. to monitor voting. All City College votes will be counted and certified between **Friday, April 17 through Tuesday, April 21, 2015. Election Results will be posted on Wednesday, April 22, 2015 by 3:00 p.m**.

ENDORSEMENTS – Candidates may be endorsed by student organizations and clubs. Endorsements must appear in writing as a poster or campaign flier and posted on the Elections Bulletin Board approved by the Office of Student Affairs, and located in the Office of Student Affairs.

MEDIA – Audio-Visual or interviews with the media must be coordinated by candidates and/or by endorsing organizations. The Office of Student Affairs will **not** set-up media coverage for any candidate.

POSTER MATERIALS – It is the responsibility of the students campaigning for office to provide campaigning materials. Material for campaign posters must be provided by the candidates except for butcher paper, which may be obtained from the Office of Student Affairs, based on availability.

ELECTION DISCREPANCIES OR COMPLAINTS – The Commissioner of Elections and the Elections Committee handle any election discrepancies or violations/complaints.

Good luck with your campaign. If you have any further questions, please see the Commissioner of Elections, Mr. William Ponder, Student Affairs Manager or Lori Oldham, Student Affairs Coordinator.

I have read and understand the guidelines listed above and agree to abide by them, as well as all other provisions in the Constitution and By Laws. I also understand that any discrepancy or violation may lead to a sanction, including up to my disqualification from candidacy or office, and that matters will be resolved by the Election Commissioner and Committee.

_____ _____

SIGNATURE DATE

San Diego City College
A.S. Candidate
Conduct Agreement

I _____, hereby state that I have read and understand the A.S. Election Code. In the event that I have a question or concern regarding the Code, I will address that question to the Elections Committee. I promise to conduct myself in a positive, honorable manner throughout the election. I will refrain from any malicious behavior towards any of the other candidates, the Elections Commissioner, the Election Committee and any other campaign or election personnel. I recognize that if I violate any of these regulations that I may be subject to sanctions from the AS Constitution, bylaws, the Student Code of Conduct, and any other of the above mentioned college policies and procedures.

_____ _____

Signature **Date**

A.S. POSITIONS JOB DESCRIPTION

SUMMARY & AGREEMENT

SENATE: Senators are the direct representatives of the entire Associated Student Body. While the number of students on campus (one Senator per 1,500 Students) determines the Senators, each Senator represents the entire Student Body. At this time, the student body population requires eleven (11) senators. This Body is crucial in order to assure a representative voice in its Student Government.

Each Senator is required to:

Attend the Associated Student Government Board of Directors meetings.

1. Serve on one Standing Committee of the Associated Students.
2. Maintain five office hours per week.
3. Attend group retreats and workshops (usually one retreat and two workshops per semester).
4. Attend meetings of the Senate as determined by the Senate.
5. Attend the "Student Government" Class (Poli Sci 277D) during the Fall Semester **IF** conducted by the Dean of Student Affairs. Those who have taken this already are asked to take an Independent Study if conducted by the Dean.
6. Fulfill all of the obligations as a Senator as stated in the Constitution and Bylaws.

EXECUTIVE OFFICERS: The President, Vice-President, Secretary and Treasurer are elected to represent the entire body population.

Note: The A.S. President from City College will also share the responsibility of the Student Trustee along with the two other A.S. Presidents from Miramar and Mesa, effective at the beginning of the Fall 2015 semester through the end of the Spring 2016 semester. The Student Trustee represents the District-wide student voice on the Board of Trustees.

Each Officer is required to:

Attend the Associated Student Government Board of Directors meetings.

1. Serve on or manage a Standing Committee of the Associated Students as outlined on the Constitution.
2. Maintain five office hours per week.
3. Attend group retreats and workshops (usually one retreat and two workshops per semester).
5. Fulfill all of the obligations as an elected officer as stated in the Constitution and Bylaws.

OTHER POSITIONS: Any other positions must fulfill all other obligations as stated in the Constitution and By Laws, including attendance in the student government class referenced above.

STIPENDS: The Associated Students provide elected members of the Associated Students monthly stipends for their services in representing the Associated Students. To be compensated for the position, you must complete the employment packet in a timely manner, (due date determined by Student Affairs Office each semester), including a criminal background check and all requisite tests which you will be responsible for paying as a recipient. Please note that processing may be delayed. There will be no back pay considerations.

Stipends are awarded as follows:

The President shall receive a $200.00 stipend per month.
The Vice President shall receive $150.00 stipend per month.
The Secretary and Treasurer shall receive a $125.00 stipend per month.
The Webmaster shall receive a $100.00 stipend per month.
Public Relations, Public Events, Scholarship, Health & Safety Officers shall receive a $75.00 stipend per month.
The Senate President shall receive a $75.00 stipend per month.
Senators shall receive a $50.00 stipend per month.
Other offices compensated as stipulated in the Constitution and Bylaws.

Please sign this job/position description summary signifying that you fully understand the duties and responsibilities of the position for which you are running.

NAME (PRINT) _____ POSITION_____

SIGNATURE_____PH#_____EMAIL_____

CSID#_____ DATE_____

San Diego City College
AS Election Committee Board
2015-2016 Complaint Form

GENERAL INFORMATION

In accordance with the San Diego City College A.S.G. Election Code, alleged violations will be identified by the Election Commissioner, who will resolve the complaints. The Election Commissioner, in consort with the Election Committee has requested that all violations will be reported to the Commissioner in writing. The date and time of the complaint will be recorded on the document, which shall be turned into the Office of Student Affairs. The Election Commissioner and Board members will consider all complaints. The complaint should be time date stamped using the Student Affairs time date stamp, in the presence of a Student Affairs staff member or Election Committee member.

Complainant _____ _____
Full Name Email Address

_____ _____
Phone Number Address

Date and Time Submitted: _____

Complaint Filed Against _____

Who is running for the position of_____

Specific section of the Code Violated_____

State the specific breach of San Diego City College AS Election Code. Give details of when and how the breach was discovered:

_____
_____
_____
_____
_____
_____
_____

_____
Signature of the Complainant:

_____
Printed Name of the Complainant:
I am signing, indicating to the best of my ability, that the information I have provided is true and accurate.

STUDENT AFFAIRS OR ELECTION COMMITTEE PERSON USE ONLY:
Received by: _____
Date: _____ Time: _____

ARTICLE IX – ELECTION CODE

Section 1 – Authority. The Associated Students, as a representative student government organization under the California Education Code for the student body of San Diego City College, shall have power to codify its election processes within this election code. (See EC 76060, et. al.; Al.; ASC III, 2-5; ASC VI; ASC VIII)

Section 2 – Eligibility for Declared Candidates. All required completed courses for any Associated Students office shall be completed at the college or university level, and they shall be taken at or transferable to City College; uncompleted courses may be waived if they are to be completed before the start of the officer's term and each course instructor certifies satisfactory progress. Students on academic probation or otherwise not in good standing with the College shall not be candidates.

Section 3 – Petitions. All original petitions submitted to the Board of Directors shall carry the text of the petitions at the top of each page, each signature on each page shall be followed by the student number as recognized by the College, a submitted original petition shall be copied at cost to the Associated Students and the copy returned as receipt to the student or group making the submission.

Section 4 – Qualifying Propositions. A petition to place a non-binding initiative on the ballot shall have not less that two percent of the student body's signatures to qualify. Each proposition so qualified shall be worded in the form of a question that may be answered "yes" or "no," and the propositions shall be numbered consecutively from the date this Article is adopted, so that each one shall have a unique number.

Section 5 – Amendments to the Bylaws. On the failure by the Board of Directors to pass an amendment to the Bylaws, a petition to place the amendment on a ballot shall have not less than five percent of the student body's signatures to qualify; the Board of Directors may not prevent any qualified amendment under this Section to be placed on a ballot, and the Board must place it on the next general election ballot and must pass by simple majority.

Section 6 – Amendments to the Constitution. The students as prescribed in the Constitution shall ratify all constitutional amendments, after approval by the Board of Directors. All petitions to amend the Constitution shall be submitted to the Student Academic Senate as prescribed in the Constitution, but a petition calling for a constitutional convention shall be submitted to the full Board of Senators.

Section 7 – Special Election. All elections which are not held concurrently with the general elections for Executive Council officers or members of the Student Academic Senate shall be special elections; a special election may be called on three-fourths vote of the Board of Directors or by the presentation of a petition of at least five percent of the student body.

Section 8 - Prior Notification and Access. All elections shall be announced to the student body at least two weeks before the first day of the election; elections shall be held for not less than two consecutive days for both day and evening students; students shall not campaign or distribute campaign material within one hundred feet of any polling place during the hours of voting, and all campaign materials must comply with the regulations on file with the Office of Student Affairs.

Section 9 – Polling Personnel. There shall be at least two student poll workers, none of whom shall be declared candidates, present during the hours of voting; poll workers not otherwise employed by the Office of Students Affairs shall receive a stipend of five dollars per hour paid by the Associated Students. The President shall appoint a student commissioner of elections, who shall not be a declared candidate, but may be a student justice, for any election which is not explicitly governed by District policy; the commissioner shall manage the poll workers and otherwise assist the Dean of Student Affairs, as the Dean may require.

Section 10 – Security of the Ballot Box. Before the start of an election not otherwise explicitly governed by District policy, the commissioner of elections shall obtain the empty ballot box from the Office of Student Affairs and deliver it to the Campus Police Office. During the election, the commissioner shall escort the ballot box to and from the Campus Police Office when the polls are not open. At the end of the election, the commissioner shall seal and escort the ballot box until the appointed time of counting.

Section 11 – Publication of Results. The ballots for Associated Students Offices, propositions, and/or amendments shall be counted in the presence of both the commissioner of elections and the Dean or the other representative of the Office of Student Affairs. The unaltered result of the election shall be published in the editions of the Associated Students Newsletter and the Student Bulletin printed after the counting of the ballots.

Section 12 – Irregularities. All complaints of irregularities shall be submitted to the Student Judicial Review Board, the College Disciplinary Committee, or the College Grievance Committee as appropriate; in the absence of a quorum of the Student Judicial Review Board to hear an assigned complaint, the matter shall be resolved by a committee of students chaired by the Dean of Student Affairs. The Board of Directors may call for a special election under this Article in respond to a complaint where the resolution will affect the outcome of the contested election.