



# ***SANTA ROSA JUNIOR COLLEGE ASSOCIATED STUDENTS ELECTION CODE***

## **ARTICLE I INTENT**

**SECTION 1** This Election Code is established with the intent to govern and perpetuate broad participation in the elections held by the Associated Students of Santa Rosa Junior College. Associated Students' Elections are intended to foster spirited debate and collegial discussion among the entire enrolled student population, while maintaining civility, mutual respect, and cooperative effort in choosing student leaders best suited to represent all constituents. The SRJC Associated Students' Elections should motivate students toward lifelong engagement in education, the community, and to each other.

## **ARTICLE II IMPLEMENTATION**

**SECTION 1** The Election Coordinator shall be responsible for the implementation of the Election Code.

**SECTION 2** The Associated Students President, Elections Advisor(s), or designee shall execute responsibility for elections in the absence of an Election Coordinator.

## **ARTICLE III ELECTION COORDINATOR**

**SECTION 1** The Associated Students President, with the approval of the Student Senate, shall appoint an Election Coordinator no later than thirty-five (35) instructional weekdays before the election is to take place. The Election Coordinator must:

- A.** Not be a candidate in the election.
- B.** Not be a seated Student Senator or already serving to administer the Election Code in another capacity.
- C.** Abstain from supporting or hindering any campaign, in any capacity.
- D.** Ensure accessibility, equity, and fairness in the administration of elections.
- E.** Ensure publicity of online voting, and that students receive timely web portal and e-mail announcements.
- F.** Ensure that polling stations are available to students, on elections week, from 8 AM to 5 PM. Polling Stations are official voting booths (supplied by the Sonoma County Registrar of Voters) equipped with an SRJC laptop for students to cast ballots online.
- G.** Establish a minimum of (1) one polling station on each of the Santa Rosa and Petaluma campuses, for the duration of election week.
- H.** Read, become familiar with, and be responsible for upholding and enforcing the provisions of the following Associated Students documents: Constitution; Election Code; Publicity Manual.
- I.** Organize and update the Associated Students Election Packet (ASEP) and prepare it for distribution. The Election Coordinator shall make the packets available electronically and in the Student Affairs Office of each campus no later than (25) twenty-five instructional weekdays prior to the General Election.
- J.** Arrange a minimum of (1) one mandatory Candidate Orientation and Discussion Meeting on each of the Santa Rosa and Petaluma campuses. Meetings will take place after a minimum of (3) three instructional weekdays from availability of the ASEP but within a maximum of (10) ten instructional weekdays from availability of the ASEP. The Election Coordinator must create an agenda and distribute meeting minutes to all candidates within (3) three instructional weekdays before and after such meetings respectively.
- K.** Encourage Student Volunteers, especially clubs, to assist voters at polling stations and to promote the election. The Election Coordinator will advise volunteers to refrain from offering advice to voters while

- assisting.
- K.** Actively publicize and promote participation and engagement in the elections to ensure that all students have access to the General Election process.
- L.** Arrange one Election Assembly on each of the Santa Rosa and Petaluma campuses. All such events will occur at least (3) three instructional weekdays before General Election voting opens and it will be the duty of the Election Coordinator to inform all candidates of all such occurrences.
- M.** Verify the eligibility of each candidate with the Student Affairs Office to ensure that they meet the minimum qualifications to hold office. The Election Coordinator will add all eligible candidates to a list of qualified candidates on the AS Elections Webpage, as outlined in Article V, Section 1.
- N.** Inform all candidates that it shall be mandatory to locate, read, become familiar with, and be responsible for adhering to the provisions of the following Associated Students documents: Constitution; Election Code; Publicity Manual.
- O.** Preside over any special elections, as required.
- P.** Verify that all campaigns have adhered to Campaign Spending Regulations.
- Q.** Ensure that all campaigns adhere to Campaign Regulations as outlined in Article VIII of this Election Code.
- R.** Collaborate with the Election Advisor(s) or designee to review all cases of violations to the Election Code, and apply the associated sanctions to offending campaigns, as outlined in Article IX of this Election Code.

## **ARTICLE IV ELECTION ADVISOR(S)**

### **SECTION 1**      The Election Advisor(s), or designee, must:

- A.** Be appointed by the Associated Student President and the Dean of Student Affairs.
- B.** Not be the current Dean of Student Affairs. The Dean of Student Affairs holds a position of higher authority in the election appeals process, and must remain separate to protect impartiality.
- C.** Provide technical supervision to the Election Coordinator.
- D.** Ensure that the General Election occurs within the time frame outlined in Article V, Section 1 of this Election code. The Election Advisor(s), or designee, must take responsibility for all election duties if the Senate Members and the Election Coordinator fail to implement this Election Code, in both a timely and an adequate manner. Ultimately, it is the responsibility of the Election Advisor(s) to ensure that elections are held, each year, to elect representatives to the Associated Students.

### **SECTION 2**      The Election Advisor(s), or designee, shall support and advise the Election Coordinator:

- A.** For the duration of and throughout the entire Associated Students Election process.
- B.** In obtaining access to District resources and following District protocol.
- C.** In decision making and code interpretations.
- D.** In obtaining voting equipment from the Sonoma County Registrar of Voters
- E.** In all cases of campaign violations. The Advisor(s) will, in collaboration with the Election Coordinator, apply sanctions to offending campaigns, as outlined in Article IX of this Election Code.

### **SECTION 3**      The Election Advisor(s) or designee shall support the Election process by:

- A.** Attending the Candidate Orientation and Discussion Meeting(s) to help answer candidate questions.
- B.** Actively assisting during Election Assemblies, to ensure maximum student engagement.
- C.** Scheduling additional Election Assemblies on other SCJCD sites, if needed or requested.
- D.** Coordinating the schedule for, and staffing of, official polling stations on election week.
- E.** Providing assistance at polling stations (Article III, Section 1F) during election week.
- F.** Presiding over Special Elections, as required.
- G.** Verifying the validity of the General Election results.

## **ARTICLE V ELECTIONS**

## **SECTION 1      General Election**

- A.** The Associated Students President shall schedule a General Election, each spring, to engage all enrolled Sonoma County Junior College District (SCJCD) students in electing their Associated Student Senate representatives and Student Trustee.
- B.** The General Election shall commence no later than (12) twelve instructional weekdays prior to the end of the spring semester and no sooner than (30) thirty instructional weekdays prior to the end of the spring semester.
- C.** All prospective candidates must complete and submit the ASEP to qualify for the General Election ballot.
- D.** The ASEP will be available to prospective candidates electronically and in the Student Affairs Office of each campus no later than (25) twenty-five instructional weekdays prior to the General Election.
- E.** All packets must include the student's name (as registered with SRJCD), street address, phone number(s), e-mail address, aspired position, and candidate statement. The ASEP shall also include a list of Campaign Manager's and Campaign Advisor's name(s) if available and applicable.
- F.** Packets must be completed and submitted to the Election Coordinator for verification no later than (15) fifteen instructional weekdays prior to the General Election. Late packets will not be accepted.
- G.** Candidates shall notify the Election Coordinator of any changes or additions to packet information within (2) two instructional weekdays of said change. The Election Coordinator will accept packet and other candidate information changes until (5) five instructional days prior to the General Election.
- H.** The Election Coordinator shall verify each packet with the Student Affairs Office to ensure that all candidates meet the minimum qualifications of the intended office. Candidates will be notified, by electronic communication, of their eligibility or ineligibility for the ballot, within (3) three days of completing the application. Eligible candidates will have their name added to a list of qualified candidates on the AS Elections Webpage no more than (3) three instructional days after they receive verification. Written verification will be provided upon request.
- I.** In the event that no eligible candidate has qualified to run for an office, the Student Senate may, on the last instructional weekday before voting begins in an election, nominate an eligible candidate(s) to the ballot by simple majority vote.
- J.** There will be a minimum of (1) one mandatory Candidate Orientation and Discussion Meeting on each of the Santa Rosa and Petaluma campuses. Each meeting will be video-conferenced between both campuses. Both meetings will have a representative of the Student Affairs Office present to help answer questions. The Election Coordinator will provide an agenda and distribute meeting minutes to all candidates.
- K.** There will be one Election Assembly on each of the Santa Rosa and Petaluma campuses. The Elections Advisor(s) or their Designated Representative may schedule additional Election Assemblies at other SCJCD sites. All such events will occur at least (3) three instructional weekdays before General Election voting opens and the Election Coordinator will inform all candidates of all such occurrences.
  - 1.** Each candidate may speak for no more than (5) five minutes at each Election Assembly. Candidates must identify their name and aspired position in their speech.
  - 2.** Each candidate is allowed (1) one additional speaker, subject to the same (5) five minute time limit. Additional speakers must be approved by a candidate prior to speaking. Additional speakers must identify their name and the candidate they support during their speech.
  - 3.** and/or surrogate student speaker per assembly, subject to the same restrictions. Language interpreter(s) shall not be considered additional or surrogate speakers.
  - 4.** The Election Coordinator, or designee, shall preside at the Election Assembly.

## **SECTION 2      Special Election(s) and Assemblies**

- A.** The Student Senate may schedule a Special Election to resolve a tie, recall, or otherwise contested result of a General Election.
- B.** The Special Elections will be subject to the regulations as outlined in Article VII, Section 3, Part C.

## **SECTION 3      Qualifications for Candidates**

- A.** All candidates shall continuously meet the requirements specified in Education Code 76061
- B.** All candidates must carry at least (5) five units during the semester in which the elections take place.

- C. All elected senators are expected to remain enrolled in a minimum of (5) five units during both the Fall and Spring semesters to stay in office.
- D. All elected senators must be paid members of the Associated Student's "Student Benefits Program" (CubCard+) during both the Fall and Spring semesters to remain in office.
- E. Candidates for Associated Students President will have successfully completed at least (2) two semesters and (20) twenty units at Santa Rosa Junior College by the end of the Spring semester in which the candidate is elected.
- F. No person may run for more than one student office in any given General Election.
- G. All candidates in an election shall locate, read, become familiar with, and be responsible for adhering to all provisions of the following Associated Students documents: Constitution; Election Code; Publicity Manual.
- H. All persons appointed to fill vacancies must fulfill all qualifications that would normally be required of a candidate for the respective office.

#### **SECTION 4      Slates**

- A. Two or more candidates wishing to run together as a "slate" (a group of student candidates with similar interests, who share resources) shall inform the Election Coordinator of their intention to collaborate no later than five (5) instructional weekdays prior to the Election.
- B. A slate name shall be limited to (21) twenty-one characters including spaces.
- C. Slates are encouraged to collaborate in order to form a stronger campaign, but these Slates will be subject to increased regulation, as outlined in Article VIII, Section 2 and Section 3.
- D. Slates shall be treated primarily as a single entity in all instances of campaign violations, however, individual members may be individually sanctioned for violations, at the discretion of the Election Coordinator and the Election Advisor(s).

### **ARTICLE VII VOTING**

#### **SECTION 1      Ballot Format**

- A. Candidates' names will appear on the ballot in a random order.
- B. Incumbent Officers shall have "(I)" placed next to, or just below, their names on the ballot.
- C. The names of any candidates nominated to the ballot by the Student Senate shall be indicated on the ballot as *"Nominated for ballot position by current Student Senate"*.
- E. Candidates who are members of a slate shall have the title of the slate listed on the ballot below their name.

#### **SECTION 2      Casting of the Vote**

- A. Any enrolled students of the Sonoma County Junior College District shall be eligible to cast one vote for each office, initiative, or referendum on the ballot.
- B. The ballot shall be accessible via the Student Web Portal of the Santa Rosa Junior College website from 12:01 AM on the first day of elections until 11:59 PM on the last day of elections.
- C. Paid student workers will not offer advice about ballot choices to voters while working at official polling stations (Article III, Section 1F). Student volunteers at official polling stations are to refrain from offering advice to voters.
- D. Candidates and campaigns may explicitly instruct students in the use of the Student Web Portal Online Ballot to encourage students to vote; this includes the use of phones, tablets, computers, and other devices used in the voting process.
- E. Write-in votes are permitted and will be counted for each office. Write-in candidates must receive a minimum of (50) fifty write-in votes or (5%) five percent of the total votes cast in the election to be considered eligible for any election.
- F. Any student who has been disqualified from an election in-progress may not be elected by write-in votes during that election.

#### **SECTION 3      Tallying of the Vote**

- A. The Election Coordinator, along with the Election Advisor, shall ensure that Election results are posted no later than 5:00 PM on the next instructional weekday following the election. Results shall be posted in the Student Affairs Office of each campus and be electronically distributed to the student body. Results shall include the name of each candidate, initiative, and referendum, and the number of votes cast for each.
- B. The candidate receiving the most votes cast for a specific office shall be appointed to that office.
- C. In the event of a tie between candidates for a specific office, a Special Election Assembly will be called by the Elections Coordinator and the Election Advisor on the second instructional weekday following the final Election tally. Candidates who have tied for a position will, at the public assembly, draw numbers from a receptacle designed and under the direct control of the Elections Coordinator. The candidate who draws the highest number from those chosen by the candidates, who have tied, will be declared the winner.
- D. The Election Coordinator, or designee, shall inform the Student Senate, Dean of Student Affairs and New Student Programs, the Board of Trustees, and College Superintendent/President of the election results not later than 5:00PM on the next instructional weekday following the conclusion of the election.

## **ARTICLE VIII REGULATIONS**

### **SECTION 1      Campaigning**

- A. A campaign shall be defined as: an organized course of action that promotes a particular candidate or slate.
- B. On election days, there shall be no campaigning within (30) thirty feet of any official polling station (Article III, Section 1F). The Election Coordinator will delineate these boundaries so that they are visible to the public, and advise candidates of any “no-campaigning zones” and suspected violations. Candidates are only allowed in the “no campaign zones” in order to vote, briefly assist with setting up or breaking down of polling stations, or to pass through a public space.
- C. Campaigning in the Student Affairs Office or Associated Students Offices shall not be permitted. No campaign shall make use of the Copy Machine, Computers, or any resource available in the Student Affairs Office or Associated Students Offices.
- D. Campaigns may make use of the copy machines, computers, paper cutters, or any resources available in the CyBear Center, Libraries, and other publicly accessible equipment and areas of the College, but will be subject to associated fees.
- E. It is not the responsibility of the Associated Students or the Student Affairs Office to make or provide material to candidates except as related to promoting elections (i.e. the ASEP).
- F. All campaigns must adhere to the regulations and provisions of the following Associated Students documents: Constitution; Election Code; Publicity Manual.
- G. Any campaign found to have violated these regulations shall be subject to consequences and/or disqualification as outlined in Article IX of this Election Code.

### **SECTION 2      Posting and Publicity**

- A. Candidate Statements will be posted online by the Election Coordinator, the Election Advisor, or their designee for all candidates and be made accessible to all students in their Student Web Portal. Students may include hyperlinks in their candidate statements so that students can access further information on external websites. These statements are limited to the restrictions in the candidate packet.
- B. Candidate or slate election postings may be stamped “approved” in the Student Affairs Office beginning at 9:00 AM the morning that the ASEP is due. Approved posters may be placed on campus beginning at 5:00 PM the day that the ASEP is due.
- C. All campaign posters must be taken down, carefully, no later than twenty-four hours after the election ends. If the election concludes the day before a non-instructional day, posters must be removed by 3:00 PM on the next regularly scheduled instructional weekday.
- D. All campaign posters within a radius of (30) thirty feet of any official polling station are to be taken down before voting begins. Candidates must demonstrate reasonable effort to remove postings or such postings will be removed,

- at the discretion of the Election Coordinator or the the Election Advisor.
- E. Each candidate will be limited to a maximum of twenty (20) postings on each SCJCD campus or site. Each of the twenty (20) posters may be up to six (6) square feet (small); but eight (8) posters may be up to twenty-four (24) square feet (medium); and two (2) posters may be up to thirty-two (32) square feet each (large).
  - F. Candidate members of a Slate will be limited to a maximum of ten (10) postings on each SCJCD campus or site. Each of the ten (10) posters may be up to six (6) square feet (small); but five (5) posters may be up to twenty-four (24) square feet (medium); and one (1) poster may be up to thirty-two (32) square feet each (large).
  - G. No more than one (1) large poster per candidate or slate will be displayed on any single wall in a designated posting area as outlined in the Publicity Manual.
  - H. ANY poster (with the exception of club-sponsored postings), on which reference to a specific candidate (such as a website, a candidate's name, their likeness, their logo or other representation) appears shall count as one of the allowable posters for that candidate (at the discretion of the Election Coordinator and the Election Advisor).
  - I. No campaign materials of any kind shall exceed the size or quantity limits as specified above.
  - J. Candidates are responsible for any posting related to their candidacy.
  - K. Candidates may submit election statements, to the Election coordinator, as outlined in the ASEP. These statements may be submitted to the Oak Leaf Newspaper, by the Election Coordinator, to be used in any Election coverage.
  - L. Candidates may purchase advertising in the Oak Leaf; however, the costs of such advertising must be deducted from expenses as outlined in the Spending provisions of the Election Code.
  - M. The Inter-Club Council and Student Clubs are independent, student organizations administered by, but not controlled directly by, the Associated Students, except when participating in sanctioned election events. It is assumed that student clubs operate with high ethical standards and practices and should participate in student political processes in a manner befitting the Inter-Club Council Code. Clubs and organizations are responsible for their posters. Clubs may independently advocate for specific candidates, but clubs may not collaborate directly with candidates.
  - N. Clubs are limited to a maximum of (10) postings in support of any candidate or slate. These posters may not exceed the poster size limitations outlined in Article VIII Section 2 F, and must include the club's name.
  - O. Candidates and campaign representatives may not deface, alter, or move any publicity.
  - P. Social Media and other websites not residing on SCJCD district web servers are beyond the control of the Associated Students Senate and the Student Affairs Office. Such publicity is encouraged, but candidates are expected to maintain the high ethical standards of would-be elected representatives of the Associated Students Senate.
  - Q. Any campaign found to have violated these regulations shall be subject to consequences and/or disqualification as outlined in Article IX of this Election Code.

### **SECTION 3    Spending**

- A. No more than (\$100.00) one-hundred dollars may be spent by any (1) one candidate in a General election.
- B. Candidates who are members of a Slate may not spend more than \$75.00 dollars (each) on their General Election campaign.
- C. Value of expenditures shall be as indicated by original purchase receipt(s) for materials provided and/or for services rendered, and shall include applicable taxes. Value of material gifts, resources, in-kind donations, trades, professional services etc., that are without verifiable receipt, shall be deducted at fair-market value or average retail price, as determined by the Election Coordinator, except in the case of repurposed, recycled and surplus materials.
- D. Candidates are encouraged to make use of repurposed, recycled and surplus materials in order to reduce costs and preserve resources.
- E. Candidates shall exclude the cost of their own labor and the labor of volunteers, except for those cases when enlisting such labor would otherwise be considered provision of professional services or specific trade expertise.
- F. Candidates shall exclude from expenditures, the reasonable cost of incidental and customary possessions already owned at the time of filing their ASEP. Incidental and customary possessions could include items that a student might normally make use of, such as: formal clothing, software/programs, personal websites, tables, personal printers and computers, laptops, printer paper, ink cartridges, masking tape, colored pens and pencils, and other supplies.
- G. All campaigns must file a detailed report of expenses, including original receipts, within (5) five instructional days following the election. Slates are required to turn in the expense reports for each of their member candidates together.
- H. Any campaign found to have violated these spending regulations shall be subject to consequences and/or

disqualification, as outlined in Article IX of this Election Code.

## **ARTICLE IX VIOLATIONS & DISQUALIFICATIONS**

### **SECTION 1     Protocol and Appeals**

- A.** Candidates and Slates are responsible for code violations related to their campaign. Cases of willful or intentional violations of the Associated Students Constitution, Election Code, Publicity Manual, or the Sonoma County Junior College District's Policies and Procedures; or failure to correct Election Code violations within (6) six hours of *receipt* of verbal or written warning from the Elections Coordinator, will be reviewed by the Election Advisor(s) and the Election Coordinator. Such violations may lead to reprimand as follows:
- 1.** First violation – Suspension of campaign for (24) twenty-four hours. Candidate are required to remove all publicity postings from campus during suspension. Candidates who fail to remove such postings within (6) six hours of reprimand will incur penalties for a second violation.
  - 2.** Second violation – Suspension of campaign for (48) forty-eight hours. Candidate are required to remove all publicity postings from campus during suspension. Candidates who fail to remove such postings within (12) twelve hours of reprimand may be disqualified from the election at the discretion of the Election Coordinator and Election Advisor.
  - 3.** Third violation – Disqualification from the Election.
- B.** Slates shall be treated primarily as a single entity in all instances of campaign violations, however, individual members may be individually sanctioned for violations, at the discretion of the Election Coordinator and the advisor(s).
- C.** Campaigns and Slates found to have either falsified expenditure reports or exceeded the spending limits outlined in Article VIII Section 3 of this Election Code shall be subject to disqualification at the discretion of the Election Coordinator and the Election Advisor.
- D.** All reprimands are subject to the discretion of the Election Coordinator and Election Advisor(s).
- E.** Any appeals to candidate disqualifications shall be brought to the Dean of Student Affairs.
- F.** Appeals of these violation regulations, during the course of the election, may be made to the Dean of Student Affairs in order to avoid potential conflict of interest.
- G.** Any exception to this Article, made during the course of an election, applies equally to all candidates.

## **ARTICLE X AMENDMENTS & ENABLING CLAUSE**

- SECTION 1**     The amendment of this Code shall only be initiated in the Student Senate. Amendments to this election code may be approved by the Student Senate with a simple majority vote.
- SECTION 2**     Changes made to this Election Code once the ASEP becomes available shall not be implemented until the start of next academic year.
- SECTION 3**     This Code shall become effective when approved by a simple majority of the Student Senate following a one-week reading period.

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