

CAMPUS ASSOCIATED STUDENTS ELECTION PROCEDURES

MOORPARK COLLEGE
OXNARD COLLEGE
VENTURA COLLEGE
And All Off-Campus Sites

CAMPUS ASSOCIATED STUDENTS ELECTION PROCEDURES

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A. Mission Statement

The purpose of this Election Procedures is to ensure that:

1. Students of the Ventura County Community College District are provided equal and unbiased access to information in order to select the elected representatives of their choice, to the Board of Trustees for the District and to the individual Associated Students Boards, 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 Campus Associated Students Election Procedures and the VCCCD Student Trustee Election 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 All Campus Associated Students Elections and Student Trustee Elections

1. The following election procedures are to be applied uniformly throughout the Ventura County Community College District. Except as noted, the procedures will apply to the Student Trustee seated with the Board of Trustees and to the Associated Students positions at Moorpark, Oxnard and Ventura Colleges and at all District off-campus class sites. (Reference Education Procedures §72023.5, §76060 and §76061)
2. The contents of the Campus Associated Students Election Procedures must be consistent with the VCCCD Student Trustee Election Procedures. Any portion of the Campus Associated Students Election Procedures found to be inconsistent with the VCCCD Student Trustee Election Procedures shall be deemed invalid and stricken. However, striking any portion of the Campus Associated Students Election Procedures does not affect the validity of the remainder of the Campus Associated Students Election Procedures.
3. All candidates, whether declared or write-in, are bound by the contents of both the VCCCD Student Trustee Election Procedures and the Campus Associated Students Election Procedures.
4. 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.
5. Candidates may run for only one position on all ballots for one election period, including the Student Trustee and the Associated Students elections.
6. These Procedures and the VCCCD Student Trustee Election Procedures are to be posted on each college web site, be included in the Election Packet for each candidate for office, and be made readily available through each college Student Activities Office.

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7. By inclusion, any reference to the Chancellor includes any designee of the Chancellor, and any reference to the Student Activities Specialist (SAS) includes any alternate designee of the College President assigned responsibility for student elections.
8. These Procedures and the VCCCD Student Trustee Election Procedures shall supersede all Constitution and Bylaw provisions of the Associated Students. All Associated Students' Constitutions and Bylaws shall be brought into agreement with the contents of this Election Procedures and the VCCCD Student Trustee Election Procedures within a reasonable time of the enactment of the two Election Procedures, but no later than three months after both Procedures are enacted.
9. All issues involved in the election of the Student Trustee not directly addressed in the VCCCD Student Trustee Election Procedures shall be addressed in or inferred from the Campus Associated Students Election Procedures. Specific details regarding election procedure not set out in the VCCCD Student Trustee Election Procedures, but contained in the Campus Associated Students Election Procedures and appropriate to the Student Trustee election, shall be applied to the Student Trustee election in order to maintain election efficiency.
10. The College President shall interpret all unclear language and decide all matters not addressed in the content of both Election Procedures as those matters relate to the Associated Students election.
11. For purposes of Campus Associated Student Elections, "primary campus" is defined as the location at which a student is enrolled in the plurality of their units.

SECTION I CAMPAIGN TIMETABLE

- A. The Student Activity Specialists from the three colleges, in conjunction with the Chancellor's Office, will coordinate the student election process, including establishing the date of the General Election.
- B. The General Election shall be held in April, and a second election may be held in the second half of September each year, if a campus Associated Students Board fills vacancies through election and not through appointment. If the position of Student Trustee becomes vacant, it shall be filled through appointment as set forth in the VCCCD Student Trustee Election Procedures.
- 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. Candidates meeting to review campaign procedures, if so required by the Election Committee

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6. Campaigning and Candidates Forum(s)
 7. Two days of elections scheduled to be held in central campus and off-campus locations, if any, with poll times at each location on campus or at the off-campus site, to be open a sufficient number of hours that best accommodates each campus' or off campus site's 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 Associated Students (AS) conference room 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. Each campus Associated Students shall establish an Election Committee of no less than three students, chaired by the student designated by their campus AS Constitution and Bylaws.
1. No candidate 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 Student Activities Specialist 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 and on any off campus class sites for that 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 powerpoint presentation and any other necessary explanatory materials may be utilized.
 4. Assist candidates in completing the required forms, including the Declaration of Candidacy, Candidate Platform Statement, and Designated Campaign Assistants, Proof of Experience (where appropriate) and Acceptance of Packet and Acknowledgement of Responsibility forms.

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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 VCCCD Student Trustee Election Procedures.
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 their campus, with the exception of the advertisement paid for by the District Office titled a "Call for Candidates". 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, including polling sites on off campus class sites as well as on the main campus. 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 Associated Students Executive Board, members of the League of Women Voters, or members of the Associated Students hired by the Election Committee, with the approval of the Student Activities Specialist 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 and if requested by the Chancellor, the Student Trustee 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

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declared for the race that candidate was involved in, and the candidate is still competing for the position.

D. ASSOCIATED STUDENTS POSITIONS

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 Moorpark, Oxnard, or Ventura College.
- B. Each candidate for an Associated Students position must complete an Associated Students Candidate Eligibility Application. The application is available in the Student Activities Office of each campus.
- C. Each candidate for Associated Students President and Vice President 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.
 - 3. Be at least 18 years of age prior to assuming office.
 - 4. Have at least one complete semester of experience in leadership at either the high school or college level, whether in student government, club activities, athletics or some outside service or leadership organization like Key Club, Junior Civitan, etc.
 - 5. Have completed a minimum of 18 units at one or more of the District's colleges or off campus class sites prior to assuming office, of which a minimum of 12 must be taken on the candidate's primary campus.
- D. Each candidate for any other Associated Students position 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
 - 3. Be at least 18 years of age prior to assuming office.
- E. The Student Activities Specialist at each college 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. The Chancellor's Office shall, the last week of January or the first week of February of each year, call together a committee consisting of the Student Activities Specialist at each college or the appropriate alternate, and a

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representative of the Chancellor's Office, to initiate the Student Election events for the year. The Chancellor's Office committee will create the Election Calendar that will include the following information:

1. The date, time and location of Candidate's Meeting(s)
 2. The date the Election packets will be available in the Student Activities Office
 3. The date, time and location of each Candidates' Forum
 4. Permissible campaigning and free speech areas on each campus or off campus class site.
 5. The dates, times and specific location of each polling site. Prior to the creation of the Election Calendar, each college President shall decide how many polling sites the campus will host. Each campus shall host a minimum of one site, on their main campus. A campus may host additional polling sites at off-campus educational locations, if each selected site serves a minimum of 500 students, by headcount, as of the previous fall census date. Each college President shall notify the Chancellor of the sites selected and the previous fall census headcount for each off-campus polling site selected. The Chancellor may disapprove any selected off-campus polling site if the headcount is not sufficient and shall so notify the President of the affected college in writing.
 6. The date the election results will be reported
 7. The date, times and location of each polling site for a run-off election, to be used as needed
 8. The date that each candidates' completed and signed Campaign Expenditure Form must be returned to the Student Activities Specialist
- B. The Election Calendar will be available in the Student Activities Office at least two weeks in advance of the initial Candidates' Meeting.
- C. 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.*
- D. All candidates will be responsible for knowing and adhering to the VCCCD Student Trustee Election Procedures and the Campus Associated Students 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.
- E. Distribution and review of the contents of Election Packets will occur at the Candidates' Meetings. No Election Packets will be available before the initial Candidates' Meeting, unless so ordered by the College President.

SECTION V ELECTION PACKET FOR ASSOCIATED STUDENTS CANDIDATES

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- 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. Declaration of Candidacy and Compliance with Election Procedures (Form No. 1.DC)
 2. Candidate Platform Statement (Form No. 2.PS)
 3. Campaign Expenditure Report Form (Form No. 3.CEF)
 4. Designated Campaign Assistants (Form No. 5.DCA)
 5. Statement of Personal Experience (Form No. 6. PE)
 6. A copy of these Procedures
 7. A copy of the VCCCD Student Trustee Election Procedures
 8. A copy of the campus posting policy
 9. Acceptance of Packet and Acknowledgement of Responsibility (Form No. 7. AP/AR)
- C. All candidates shall complete the **Associated Students Candidate Eligibility Application** (see Section VI.A. above), **Declaration of Candidacy and Compliance with Election Procedures Form**, the **Candidate Platform Statement Form**, the **Designated Campaign Assistants Form** and the **Statement of Personal Experience** (if required for the position sought) prior to the qualification of a candidate, and no later than one week prior to the election.
1. Each Candidate shall sign an **Acceptance of Packet and Acknowledgement of Responsibility** upon receiving the packet at the Candidates' Meeting. 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.
 2. Candidates must meet the specific qualifications contained in the Sections III and IV of the Campus Associated Students Election Procedures and complete all materials (with the exception of the Personal Experience Statement, to be completed if required and the Campaign Expenditure Form, due after the campaign,) in the Election Packet *before initiating any campaign activities*.
 3. 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 VCCCD Student Trustee Election Procedures and the Campus Associated Students Election Procedures campaign procedures. *Candidates are responsible for the actions of their campaign assistants and are accountable for any violations by those assistants of either*

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Student Election Procedures, as if the candidate committed the violation.

Campaign Assistants:

- a. Must be listed on the Designated Campaign Assistants Form.
 - b. Must be currently enrolled students at the primary college of the candidate.
 - c. Must be at least 18 years of age.
 - d. Are required to comply with both Election Procedures at all times.
 - e. 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.
4. Violation of an Election 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.
 5. All Candidates for the Offices of President and Vice President of Associated Students must confirm on the **Statement of Personal Experience** that they have at least one complete semester of experience in leadership at either the high school or college level, whether in student government, club activities, athletics or some outside service or leadership organization like Key Club, Junior Civitan, etc.
 6. Endorsements are limited to students and members of student organizations on the three campuses and off-campus class sites.
 - a. Candidates may use garnered valid endorsements in their campaign materials and at campaign forums.
 - b. 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 and the VCCCD Student Trustee Election Procedures. No current or previous Student Trustee may endorse any candidate for any student office, including the student trustee office.
 - c. A campus Election Committee may require the use of a **Campaign Endorsement Form**, indicating the name, title, term of office, and signature of an individual's and/or a campus organization's approval (shown in its minutes) willing to endorse a specific candidate and to lend its name to be used for campaign purposes.
 7. A college may require the use of a **Campaign Material Approval Form** prior to the posting of campaign materials. Campaign materials must comply with the requirements set forth below. If a Campaign Material Approval Form is used, 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 Elections Committee. 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 at the campus of primary

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attendance by the close of the election period as indicated in the Election 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 Student Election Procedures and the VCCCD Student Trustee Election Procedures;
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 Student Activities Specialist at the campus of primary attendance no later than 4:00 p.m. on the Friday following the election.
4. Comply with filing a complete, signed Campaign Expenditure Report Form as required by the Election Calendar.
5. Comply with all campus regulations.

SECTION VII CAMPAIGNING FOR ASSOCIATED STUDENTS POSITIONS

- A. Each college will post a "Call for Candidates" in a public place on the campus and on each off-campus class site with a student headcount of 500 or more the previous fall census. The District will place a similar call paid advertisement in each college newspaper issued during the 30 days prior to candidate deadlines.
- B. No candidate for an Associated Students position may begin campaigning prior to having:
 1. Completed the Application Form,
 2. Been qualified as a candidate,
 3. Received written approval as a candidate from the Student Activities Specialist or Chair of the Elections Committee, if so designated (for Associated Students positions) or from the Chancellor (for Student Trustee candidates), and
 4. Attended a Candidates' Meeting and having completed all required forms as set out in the Procedures.
- C. 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

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7. Leaving such materials in locations available to students
 8. All forms of paid publicity, including advertisements in the student newspaper
- D. All candidates, whether formal or write-in, are responsible for being familiar with all information contained in these Procedures and the VCCCD Student Trustee Election Procedures.
- E. 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.*
- F. The Election Committee may organize one or more events (Campaign Forums) on the campus or off campus class site 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).
- G. A “slate” is a list of candidates running together for election to the various offices. Candidates may not combine their campaigning activities to create “slates” of candidates. Campaign materials may only contain information on one candidate. The election ballot may not align or designate candidates as belonging to a specific “slate”. However, candidates may support one another for various races, and may designate each other as campaign assistants in order to enable each to campaign for the other.
- H. Campaign literature posted at the colleges is subject to the posting guidelines at each respective college. Posting of campaign materials is permitted ONLY on designated bulletin boards, or other areas specified by the campus posting policy at each college.
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 Student Activities Specialist or designee must stamp the original poster. The Elections Committee may remove materials not previously approved.
 3. Candidates must receive the approval of the instructor or professor to campaign in a classroom.
 4. 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.
 5. No candidate may campaign within a 100-foot radius of a designated polling site. Said radius shall be clearly designated by the Election Committee.
 6. 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

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time frame may be charged through the Student Business Office 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 Student Activities Specialist or the Chair of the Elections Committee if so designated at the candidate's primary college of attendance. 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 \$100 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 (including the Associated Students organization) to prepare or deliver campaign materials.
- D. Candidates may not use Associated Students, College or District funds for any campaign purpose.
- E. Candidates may not combine funds with or receive any monetary or in-kind donation from another candidate.
- F. All preparation of campaign materials will occur off campus, and 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

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- A. Candidates may solicit endorsements from students and members of student organizations on the three campuses and off-campus class sites. Candidates may use valid endorsements in their campaign materials and at campaign forums at the discretion of the Associated Students Election 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 VCCCD Student Trustee Election Procedures and the Campus Associated Students Election 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 each college and off-campus class site at the discretion of the Student Activities Specialist or the Elections Committee, 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 chose 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

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The composition of election ballots shall be as follows:

- A The Associated Students positions will be on a ballot separate from the Student Trustee position, and all candidates for each Associated Students position 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. Each college Associated Students shall appoint an Election Committee to oversee the Election on that campus and at all off-campus polling sites selected by the college President and approved by the Chancellor (See Section II, above).
- B. At the request of the Student Activities Specialist, each college Election Committee may appoint a third party to assist during all hours that each campus or off-campus polling place is open.
- C. All ballots used for VCCCD student elections are to be scantron or typed/computer generated ballots, marked by hand.
- D. 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.
- E. 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.
- F. The voting student must record his or her college ID number and signature on the campus Voter Registration List. If the Election Committee designates a separate polling place at an off-campus class site, a system must be created that will not permit a student to vote in more than one polling location.
- G. Each authorized voter will receive one ballot packet.
- H. Voters must vote in a booth at the polling location.
- I. Separate locked ballot boxes must be maintained for the Student Trustee Election and 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 Student Activities Specialist 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 Election Committee will designate secure places.

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- J. Leaving the polling area with a ballot is a violation of the VCCCD Student Trustee Election Procedures and the Campus Associated Students Election Procedures. Ballots completed in violation of either Procedures will be invalid.
- K. The chair of the Election Committee or the Student Activities Specialist 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.
- L. Only members of the Election Committee, the Student Activities Specialist, 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 Student Activities Specialist 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 Student Activities Specialist, and the College President or President's designee may be present during the tabulation of ballots.
 - f. Only properly marked votes shall be tallied.
 - g. The decision to count or not to count a specific ballot shall be made by the Chair of the Election Committee, under the supervision of the Student Activities Specialist.
 - h. 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.
 - i. 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.

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- j. 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 Student Activities Specialist will prepare and sign a “Statement of Accuracy” regarding the results of the tabulated ballots for the Associated Students positions.
 - k. 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.
 - l. The Associated Students President on each campus shall receive the election results for the Associated Students positions and a copy of the signed “Statement of Accuracy”.
 - m. Copies of the signed “Statement of Accuracy” and all Associated Students ballots will be placed with each Student Activities Specialist or College President’s designee in the Election Committee file at each college 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 Student Activities Specialist.
 8. The Chair of the Elections Committee for each college 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 VCCCD Student Trustee Election Procedures may be disqualified.
- B. Alleged Violations of the Associated Students election:

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1. The chair of the campus Election Committee must receive written, signed notification of any alleged violation of the VCCCD Student Trustee Election Procedures or the Campus Associated Students Election Procedures related to the Associated Students election within 24 hours of 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 of either Student Election Procedures to the Student Activities Specialist on the campus where the alleged violations occurred on the same day the chair of the campus Election Committee is so notified. The Student Activities Specialist 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 Election Committee shall have initial jurisdiction over the enforcement of the VCCCD Student Trustee Election Procedures and the Campus Associated Students Election Procedures 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 of the Election Committee members with the Student Activities Specialist present. A candidate charged with a violation shall have an opportunity to refute the charge prior to a decision by the Election 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 VCCCD Student Trustee Election Procedures and the Campus Associated Students Election Procedures related to the Associated Students election within 48 hours to the Executive Board of the Associated Students. 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 Student Activities Specialist. The Student Activities Specialist or the President of the Associated Students if so designated 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 Executive Board of the Associated Students 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 Student Activities Specialist 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

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Associated Students Executive Board. The burden of proof shall be on the complainant.

- c. A candidate may appeal a ruling by the Executive Board of the Associated Students in a matter of a charged violation of the VCCCD Student Trustee Election Procedures and the Campus Associated Students Election Procedures related to the Associated Students election within 48 hours to the College President. 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 Student Activities Specialist. The Student Activities Specialist shall notify any student involved in an appeal of such a ruling by the Associated Students Executive Board within 24 hours, so that the student shall have a right to fully participate in the appeal. The College President 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.
 4. At any level of reviewing a charge of an election Procedures violation, the hearing body (Campus Election Committee, Associated Students Executive Board, or College President) 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.
 5. 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 Election Procedures.
- C. Disqualification of a candidate:
1. If a candidate is charged with a violation of either the VCCCD Student Trustee Election Procedures or the Campus Associated Students 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 (Election Committee, Associated Students Executive Board or College President for an Associated Students position) 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

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(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

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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 Student Activities Specialist at each college 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 Executive Board 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:

- A 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.
- B A vacancy in an Associated Students position shall be filled pursuant to the Associated Students' Bylaws.

SECTION XVI AUTHORITY

The Chancellor shall interpret all unclear language and decide all matters not addressed in the content of the VCCCD Student Trustee Election Procedures and the Campus Associated Students Election Procedures as those matters relate to the Student Trustee election.

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