

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

## **ARTICLE I INTENT**

**SECTION 1** The Election Code is established with the intent that it govern and perpetuate participation in the elections held by the Associated Students of Santa Rosa Junior College.

## **ARTICLE II IMPLEMENTATION**

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

**SECTION 2** The Associated Students President, or designee, shall execute this responsibility in case of the absence of the Student Election Coordinator.

## **ARTICLE III TERM OF OFFICE**

**SECTION 1** The Term of Office shall begin the day after Commencement and terminate the day of Commencement in the following academic year.

## **ARTICLE IV OATH OF OFFICE**

**SECTION 1** All members of the Student Senate shall take the following Oath of Office:

“I affirm that I shall uphold the constitution of the Associated Students of Santa Rosa Junior College.”

## **ARTICLE V STUDENT ELECTION COORDINATOR**

**SECTION 1** The Associated Students President, with the approval of the Student Senate, shall appoint a Student Election Coordinator, who shall:

- A.** Be appointed no later than the first instructional day of the semester in which the election is to take place.
- B.** Not be a candidate in the election.
- C.** Not publicly support or hinder any campaign.
- D.** Ensure the equity and fairness of elections and enforce all pertinent Codes during elections.
- E.** Ensure that all polling places are open and fully staffed during the elections and that the ballots are counted promptly after the polling places close.

## **ARTICLE VI ELECTIONS**

**SECTION 1** **General Election**

- A.** The Associated Students President shall schedule a General Election each spring, for the purpose of electing the officers of the Student Senate. These dates shall be established by the last Student Senate meeting of the Fall semester.

- B. The General Election shall not be later than three (3) weeks prior to the end of the spring semester or before nine (9) weeks prior to the end of the spring semester.
- C. Nomination to the ballot in the General Election shall be by petition.
- D. The Student Election Coordinator shall make available in the Student Affairs Office of each campus no later than twenty (20) instructional days prior to the General Election, petitions to be completed by potential candidates.
- E. Petitions shall be returned to the Student Affairs Office not later than ten (10) instructional days prior to the General Election to be considered valid.
- F. Petitions shall include the name under which the student is registered with the College, their address, phone number, office sought, and the name of their campaign manager if they choose to designate one.
- G. The Student Election Coordinator shall, with their advisor/supervisor, check each petition to ensure that all candidates are eligible for office. No candidate who is not eligible for office shall be placed on the ballot.
- H. In the event that less than two (2) eligible candidates have been placed on the ballot for one office, the Student Senate may, by a simple majority vote, nominate eligible candidates and place them on the ballot.
- I. The Student Election Coordinator shall actively publicize the election process and ensure that every student is aware of and able to participate in that process. This shall include an Election Assembly on the Monday prior to a General Election.
  - a. Each individual on the ballot shall be allowed to speak for no more than five (5) minutes at the Assembly.
  - b. Candidates may have one (1) other student speak before or in place of the candidate.
  - c. The Student Election Coordinator, or designee, shall preside at the Assembly.

**SECTION 2 Special Election**

- A. The Student Senate shall schedule a Special Election as required, for the purpose of resolving an Initiative, Referendum, or Recall.

**SECTION 3 Qualifications for Candidates**

- A. All candidates must have a minimum of a 2.00 cumulative grade point average at the end of the semester in which elected in order to take office the following year, and must maintain a 2.00 cumulative grade point average to remain in office.
- B. Candidates for all offices must carry at least five (5) units at the time of the elections in which they run for office.
- C. All elected officers must be enrolled in a minimum of five (5) units during both the Fall and Spring semesters to remain in office.
- D. All elected officers must be enrolled in Associated Students Programs (ASP) during both the Fall and Spring semesters to remain in office.
- E. Candidates for Associated Students President shall have completed at least two (2) semesters and fifteen (15) units or more at Santa Rosa Junior College by the end of the Spring semester in which the candidate was elected.
- F. No person may run for more than one office in any given election.
- G. All candidates shall read and be familiar with the Associated Students of Santa Rosa Junior College Constitution and all Codes and Policies.
- H. All students elected to office may, but are not required to, enroll in Interdisciplinary Studies 51 (Leadership Dynamics) or Community Involvement 52 for credit or a grade.
- I. All persons appointed to fill vacancies must fulfill all qualifications for candidates.

**ARTICLE VII  
VOTING**

**SECTION 1 Ballot Format**

- A. The order in which candidates names shall be placed on the ballot shall be: Incumbents, followed by other students in the order in which their petitions are returned (first received, first on the ballot), in the following manner: Last name, first name, middle name (space permitting).
- B. The order in which the officers shall be placed on the ballot shall be: Associated Students President, Executive Vice President, Vice President of Programs, Vice President of Organizations, Vice President of Committees, Vice President of Membership and Marketing, Vice President of Advocacy, Vice President of Santa Rosa Campus, Vice President of Petaluma Campus, and Student Trustee.

- C. Incumbent Officers shall have "Incumbent" placed next to, or just below, their names on the ballot.
- D. The names of any candidates nominated to the ballot by the Student Senate shall appear below the names of all other candidates for that office and shall be arranged in alphabetical order.
- E. Two or more candidates wishing to run together as a 'slate' shall inform the Student Election Coordinator, in writing, of their intention not later than ten (10) instructional days prior to the Election. No slate name shall be longer than twenty-one (21) characters including spaces, and that slate name shall be included on the ballot just below the names of each candidate who is a member.

**SECTION 2 Casting of the Vote**

- A. Any enrolled student 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 Portal of the Santa Rosa Junior College website beginning at 12:01am of the Monday designated as the first day of elections until 11:59pm on the ~~Thursday~~ ~~Friday~~ of that same week.
- C. Write-in votes will be permitted and allowed for and these votes will be counted for all offices. At least fifty (50) write-in votes must be received to be considered eligible for election. In the case of a tie, write in votes shall not be counted.

Formatted: Strikethrough

**SECTION 3 Tallying of the Vote**

- A. The Student Election Coordinator along with the Election Advisor shall ensure that the results are posted not later than 5:00pm on the ~~Friday~~ ~~Monday~~ following the election. Results shall be posted in the Student Affairs Office of each campus and 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 declared the winner.
- C. The Student Election Coordinator, or designee, shall inform the Student Senate, Director of Student Affairs and New Student Programs, and College Superintendent/President of the election results not later than 5:00pm on the Friday following the election.

Formatted: Strikethrough

**ARTICLE VIII  
CAMPAIGN REGULATIONS**

**SECTION 1 Campaigning**

- A. A campaign shall be defined as: the organization representing an Individual or Initiative which has been placed on the ballot. In the case of a group of candidates running as a slate, the slate shall not be defined as a campaign, and shall be considered a component of each individual campaign it encompasses.
- B. There shall be no campaigning on the days of the election within thirty (30) feet of any location where votes are being cast, in the Student Affairs Office, or Associated Students Offices. The Student Election Coordinator, or designee, shall delineate these boundaries so that they are visible to the public if necessary.
- C. In the case that the election results are challenged, the Student Election Coordinator having informed the Student Senate of the challenge, the Student Senate shall, by a two-thirds (2/3) majority vote, determine the validity of the challenge and take action.
- D. No campaign shall make use of the Copy Machine, Computers, or any other resources available in the Student Affairs Office or Associated Students Offices. The Student Election Coordinator shall, with their advisor, verify that all campaigns have adhered to Campaign Regulations, any campaign found to have violated these regulations shall be subject to disqualification.
- E. All election related activities shall adhere to the pertinent regulations and provisions of the Associated Students Publicity Code. The Student Election Coordinator shall, with their advisor, verify that all campaigns have adhered to the Publicity Code, any campaign found to have violated this code shall be subject to disqualification.

**SECTION 2 Spending**

- A. No more than \$50.00 including contributions, gifts, and services rendered may be spent by one campaign. The value used for the above shall be that of the present retail value, with volunteer labor accepted. In the case of a tie vote, an additional \$50.00 may be spent during a runoff election.
- B. All campaigns must file a detailed report of expenses, with receipts, within five (5) instructional days following the election. The Student Election Coordinator shall, with their advisor, verify that all campaigns have adhered to Campaign Spending Regulations. Any campaign found to have violated these regulations shall be subject to disqualification.

**SECTION 3 Disqualification**

- A. In the case that a Campaign is eligible for disqualification, the Student Election Coordinator having informed the Student Senate of the grounds for disqualification, the Student Senate shall, by a two-thirds (2/3) majority vote, disqualify the Campaign.

**ARTICLE IX  
AMENDMENT**

**SECTION 1** The amendment of this Code shall require at least a one week postponement and then a simple majority vote of the Student Senate.

**SECTION 2** The amendment of this Code shall be initiated in the Student Senate by only the Associated Students President.

**ARTICLE X  
ENABLING CLAUSE**

**SECTION 1** This Code shall become effective when approved by a simple majority of the Student Senate after a one week postponement.

Approved	January 2009
Revised	March 2010
	<u>October 2010</u>