

SANTA ROSA JUNIOR COLLEGE ASSOCIATED STUDENTS ELECTION CODE

SECTION 1 – ELECTIONS COMMITTEE COMPOSITION

- A. The Elections Committee shall consist of a member of the Associated Students Senate or Associated Students Cabinet, or any enrolled student not running in the current elections as chairperson, and at least one (1) Senator appointed by the Senate President and approved by the Associated Students Senate, and at least one (1) Associated Students Cabinet Member appointed by the Cabinet Chair and approved by the Associated Students Cabinet and any other students deemed necessary appointed by the chairperson of the elections committee with the approval of the elections committee.
- B. If any members of the committee shall be a candidate in an election, the President of the Senate shall appoint with the approval of the Student Senate a temporary replacement to serve only for that election.
- C. No committee member shall manage or publicly support or hinder any candidate's campaign.
- D. The Elections Committee shall have their first meeting no later than 15 instructional days prior to the first day of the Associated Students Elections and no later than 5 instructional days prior to a special election.

SECTION 2 – ELECTIONS COMMITTEE PURPOSE

- A. The purpose of the Elections Committee shall be to ensure equity, fairness, ethical responsibility, and enforce all pertinent Associated Students Codes and Documents during the entire elections process.
- B. The Elections Committee shall serve as governing body over all general and special elections.
 - 1. A general election is that in which candidates for Associated Students' offices are elected.
 - 2. A special election is that in which the Student Senate announces an election for purposes other than Section 2 Item B1.

SECTION 3 – NOMINATION TO THE BALLOT

- A. Nominations for office shall be by petition.
- B. Official petitions must be obtained from the Student Affairs Office, during normal working hours, by the candidate running for office or their campaign manager. The candidate must give the name, address, phone number, and office for which he/she is running. Official petitions will be available no earlier than twenty (20) instructional days before the election and returned to the Student Affairs Office no later than eleven (11) instructional days before the election.
- C. Petitions shall include the name under which the student is registered, address, phone number, office sought and must be legibly signed by at least seventy-five (75) Sonoma County Junior College District students.
- D. All petitions shall be checked by a designee of the Elections Committee to be sure each candidate is eligible.
- E. In the event that less than two petitions are filed for one office, with the exception of the offices of Senator at Large and Cabinet Member at Large, with the Student Affairs Office by the deadline date, the Student Senate may, by a majority vote, nominate eligible candidates for Senate offices, the Student Cabinet may, by a majority vote, nominate eligible candidates for Cabinet offices.

- F. In the event that less than four petitions are filed, for Senator-At-Large or Cabinet Member-At-Large positions, with the Student Affairs Office by the deadline date, the Student Senate may, by a majority vote, nominate eligible candidates for Senate offices, the Student Cabinet may, by a majority vote, nominate eligible candidates for Cabinet offices.

SECTION 4 – FORMAT OF THE BALLOT

- A. The order in which the candidates' names shall be placed on the ballot will 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 on ballot).
- B. The order in which offices shall be placed is: Senate President, Senate Vice President, Senator of Legislation, Senator of Finance Senator of Petaluma Campus, and Senators-At-Large, Cabinet Chair, Cabinet Vice Chair, Treasurer of the Cabinet, ICC Chair, and Cabinet Members-At-Large.
- C. Candidates running for re-election shall have "incumbent" placed next to, or just below, their names.
- D. The names of any candidates for a given office nominated by the Student Senate or Cabinet 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" will be designated on the ballot by the same single letter or numeral after each name. Candidates wishing to run on a "slate" must file a request, in writing, with the Student Affairs Office, by the last day for filing petitions.

SECTION 5 – CASTING OF THE VOTE

- A. All elections shall be by secret ballot.
- B. Any enrolled student of the Sonoma County Junior College District shall be eligible to cast one ballot for each Office, Constitutional Amendment or Referendum issue at each election.
- C. Any student registered for the semester during which the election is occurring may obtain an Absentee Ballot in lieu of casting a ballot during the regularly scheduled election hours.
- D. Absentee Ballots may be obtained by filing the SRJC Associated Students' Absentee Ballot Request Form with the Student Affairs Office. Both the Request Forms and the Ballots will be available starting five (5) school days prior to the first day of the election. Absentee Ballot Request Forms must be picked up in person and identification will be required. All Absentee Ballots must be returned to the Affairs Office Activities Advisor or his or her designee, by 8:30 p.m. on the Santa Rosa Campus and 8:00 p.m. on the Petaluma Campus, on the last day of the election in order to be counted as valid ballots.
- E. Elections for the Associated Students Senate President Senate Vice President, Senator of Legislation, Senator of Finance, Senator of Petaluma Campus, Senators, Cabinet Chair, Cabinet Vice Chair, Treasurer of the Cabinet, ICC Chair, and Cabinet Members-At-Large 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.
- F. Casting of the vote shall take place Wednesday & Thursday: from 10:00 a.m. to 2:00 p.m. and from 4:30 p.m. to 8:30 p.m. on the Santa Rosa Campus; and from 10:00 a.m. to 2:00 p.m. and from 4:00 p.m. to 8:00 p.m. on the Petaluma Campus. The polling places may be moved under nearby shelter at the discretion of the Chair of the Elections Committee, their designee, or the Elections Advisor.
- G. Write-in votes will be counted for all offices. In order to be elected to any office a candidate must have at least fifty (50) write-in votes. Write-in votes will not be counted in a run-off election.
- H. From the time of the opening of the polls on the first day of elections to the end of the time the ballots are required to be kept, the Ballot Box shall only be opened by the Elections Advisor or his/her designee, in the presence of Chair of the Elections Committee or his/her designee.

SECTION 6 – TALLYING OF THE VOTE

- A. Ballots will be locked up daily by the Elections Advisor or his/her designee, counted and results posted no later than 5 p.m. on the day following the final day of the election.
- B. The Elections Advisor shall be responsible for the safe-keeping of the ballots for two (2) weeks after the election at which time the ballots will be destroyed.
- C. Except for Senators-At-Large and Cabinet Member-At-Large, any candidate receiving the majority of the votes cast for a given office will be declared the winner. In the event no candidate receives a majority of the votes cast, the candidate receiving the most votes shall be declared the winner if said candidate has a lead over the next closest candidate equal or greater in number to 10% of the total number of votes cast for that office.
- D. In the event that no candidate is declared winner as outlined above, a runoff election will be declared between the two candidates with the highest number of votes received.
- E. The six (6) candidates for Senators receiving the most votes for that office will be elected, and the five (5) candidates for Cabinet Member-At-Large receiving the most votes for that office will be elected.
- F. Election results will be posted at the Student Affairs Office and shall include the amount of votes cast for each office or ballot measure.
- G. The ballots shall be tallied by the Elections Advisor or his/her designee and the Chair of the Elections Committee or his/her designees.
- H. The Chair of the Elections Committee and one other Elections Committee member shall send to the Superintendent/President of the College the names of the elected candidates and their respective offices along with one blank ballot with the votes cast for each candidate within twenty-four (24) hours after the election.

SECTION 7 – QUALIFICATIONS FOR CANDIDATES

- A. All elected members of the Student Senate and Cabinet must be able to attend their respective meetings as scheduled by the Senate President or his or her designee or the Cabinet Chair or his or her designee. Members may, but are not required to, enroll in Interdisciplinary Studies 51 or Community Involvement 52 for a credit or a grade.
- B. 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.
- C. Candidates for Senate President and Cabinet Chair shall have completed at least one (1) semester of academic work within the last two (2) academic years and twelve (12) units or more at Santa Rosa Junior College by the end of the Spring semester in which the candidate was elected.
- D. Candidates for all offices must carry at least five (5) units during the semester in which they run for office.
- E. All appointments made to fill vacancies must meet the election criteria requirements for the appropriate office.
- F. All candidates must have read and be familiar with the Associated Students of Santa Rosa Junior College Constitution and all Codes and Policies.
- G. No person may run for more than one Associated Students office in a given election, or hold the office of Student Trustee and an Associated Students office concurrently.

- H. Any person running for an Associated Students Cabinet office must be a current member of the Associated Students Plus.
- I. All elected officers must be enrolled in a minimum of 5 units during the Fall and Spring semesters and be enrolled during academic calendar breaks between semesters to remain in office.

SECTION 8 – ELECTIONS ASSEMBLY

- A. Nominees for the elected Associated Student Offices, and the candidates for Student Trustee, shall be allowed to make a campaign speech at the Associated Students Elections Assembly.
- B. The length of time each candidate will be allowed to speak will be up to four (4) minutes.
- C. Candidates may have one other student speak before or in place of the candidate.
- D. The Chair of the Elections Committee or his/her designee shall preside at the Assembly.

SECTION 9 – CAMPAIGN REGULATIONS

- A. All candidates shall adhere to all pertinent restrictions, regulations and provisions of the Associated Students Publicity Code for the duration of the campaign.
- B. Candidates may **not** use the Associated Students Copy Machine or Computers. The Elections Advisor has the right to check all Student Affairs Office Computers, if it is found by the Student Activities Advisor that a Student Affairs office Computer has been they will bring the information to the Chair of the Elections Committee, if a candidate is disqualified or removed Section 9 Item D will apply.
- C. There will be no campaigning on the days of the elections within thirty (30) feet of the polls or in the Student Affairs Office during early balloting. The election committee or designee shall delineate the boundary so that it is visible to the public.
- D. It shall be the duty of the Chair of the Election Committee to regulate the campaign and to disqualify any candidate found by the Elections Committee to be in violation of any Codes, Policies, rules or regulations of the Associated Students.
 - 1. Any candidate disqualified may appeal the decision of the Chair of the Elections Committee to the Student Senate within ten (10) instructional days of the decision. A two-thirds vote of the Student Senate shall reinstate the candidate.
 - 2. If a candidate is disqualified and then reinstated after the election, the Senate President shall declare the election for the office void and a special election shall be held within ten (10) instructional days after reinstatement.
 - 3. The Chair of the Elections Committee shall inform the Senate President, in writing, of any protests of violations by any student to the Election Committee, within twenty-four (24) hours after the protest has been made.
 - 4. In the event that the results of an election are challenged, the Student Senate will act as the final arbitrator.

SECTION 1 – CAMPAIGN SPENDING

- A. No more than \$200 including contributions, gifts and services rendered may be spent for one campaign for one candidate. The value used for the above shall be that of the present retail value, with volunteer labor accepted. The price ceiling will be adjusted periodically to reflect the change in the consumer price index.

- B. All candidates, or their campaign managers, must file, in writing, to the Chair of the Elections Committee within one (1) weeks after the election, a detailed report of expenses, with receipts, of their campaign. All receipts may be audited.
- C. If a candidate is found to have spent more than the approved amount, or has filed a false statement of expenses, this shall be sufficient grounds for either disqualification or, removal from office, if a candidate is disqualified or removed under this Section, the provisions of Section 9, Clause D, points 1-4 shall apply.
- D. Candidates in a run-off election may spend \$100.00 in additional to the amount approved for the general election.

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