

MT. SAN ANTONIO COLLEGE  
ASSOCIATED STUDENTS  
ELECTIONS DIRECTIVE

I. PURPOSE

The purpose of the Elections Directive is to establish rules and regulations for conducting Associated Student Elections. Failure to comply with the Elections and Publicity Directives may cause ticket disqualification and/or penalties as indicated in this document.

II. THE ELECTIONS COMMITTEE

- A. It shall be the responsibility of the Associated Students Executive Board to appoint the Elections Committee by the beginning of the third week of the semester unless there is a special election. General Elections for student officers will be held in March/April. In case the General Elections are invalidated, a special election will be held in May, if sufficient time remains in the semester; otherwise, the elections shall be held at the beginning of the following Fall Semester. All A.S. elections will follow the Elections Directive guidelines.
- B. The Elections Committee shall consist of (8) members:
1. The Elections Senator (Chairperson) (non-voting, only to break a tie):
    - a. In the absence of an Elections Senator, the Senate will appoint a member of the Senate to be the Chairperson.
  2. Two students-at-large (voting) nominated by the Elections Senator and ratified by Executive Board.
  3. Two Senate members (voting) nominated by the Senate and ratified by Executive Board.
  4. A.S. President (ex-officio; non-voting)
    - a. In the event that the A.S. President decides to run for another elected position the Senate shall vote for one Vice-President to assume the President's duties pertaining to the election.
    - b. In the event that both Vice-Presidents are running for another elected position, the responsibility shall fall upon one of the other elected officers, in this order: (1) I.C.C. Chair (2) I.C.C. Vice-Chair.
    - c. In the event that all of these elected officials are running for another elected position, the Senate will elect a Senator who is not running in the election.
  5. A.S. Advisor/Elections Advisor (ex-officio; non-voting)
  6. A.S. Secretary (ex-officio; non-voting)
- C. Quorum shall consist of a majority of voting members.
- D. No member of the Elections Committee may be running for an office at the time he/she is serving on the Committee. Elections Committee members cannot support or oppose campaign, or work for any candidate, or ballot issues while serving on the Elections Committee.
- E. The Elections Committee shall be responsible for implementing, administering and monitoring all A.S. Elections.
- F. The Chairperson of the Elections Committee will directly report once per week to the Senate

- G. All issues that pertain to the Elections will first be brought to the Elections Committee. If a ruling of the Elections Committee is disputed, the Student Court will preside, whose decision will be final.
- H. In the absence of Student Court, the Executive Board will make the final decision. Members of the Executive Board running in the election shall not participate in the ruling. If this results in the impossibility of a quorum, the Senate shall establish a Committee made up of two impartial Senators and/or three students-at-large for the purpose of ruling on the dispute
- I. Only current Mt. San Antonio College students are allowed to participate/campaign during elections and are responsible for abiding by the rules and regulations set forth by this document and the Elections Committee.

### III. VOTER ELIGIBILITY

- A. All currently enrolled Mt. San Antonio College students who hold a valid Mt. SAC Student I.D. Card and have paid the current Student Activities Fee shall be eligible to vote. (Note: Community Education students are not eligible to vote unless they have purchased an A.S. Activities Fee Sticker). Any discrepancies regarding eligibility should be addressed to the Elections Committee.

### IV. REQUIREMENTS FOR STUDENT TRUSTEE CANDIDACY

- A. Comply with Board Policy as determined by the current Education Code requirements.
- B. Must be a member of the Mt. SAC Associated Students holding a valid Mt. SAC Student I.D. Card and has paid the current Student Activities Fee.
- C. File an application in person with the A.S. Secretary by the scheduled deadline. Candidates can run for only one office.
- D. Have a cumulative G.P.A. of no less than 2.0 and currently enrolled in five (5) credit units at Mt. SAC.
- E. Submit one current letter of recommendation by Mt. SAC faculty, staff, or manager. Recommendations must attest to the student's qualifications and character to run for office.

### V. REQUIREMENTS FOR A.S. OFFICER CANDIDATES

- A. Must be a member of the Mt. SAC Associated Students holding a valid Mt. SAC Student I.D. Card and has paid the current Student Activities Fee. Must have completed six units and be in good standing behaviorally.
- B. File an application in person with the A.S. Secretary by the scheduled deadline. Candidates can run for only one office.
- C. Submit one current letter of recommendation by Mt. SAC faculty, staff, or manager. Recommendations must attest to the student's qualifications and character to run for office.

- D. Have a cumulative G.P.A of no less than 2.0 and currently enrolled in five (5) credit units at Mt. SAC. \*
- E. Shall not have held an appointed or elected office for more than four semesters in the Senate and/or Executive Board of the Mt. San Antonio College Associated Students. Extenuating circumstances shall not be considered.

VI. OPERATIONAL PROCEDURES

- A. Candidate filing dates shall be advertised publicly for at least twenty (20) school days\* prior to the application deadline.
- B. There will be a mandatory meeting for candidates. A minimum of two sessions will be scheduled to accommodate those candidates interested in running for office. Every candidate running for office MUST attend a candidate meeting. A quorum of the Elections Committee MUST be present.
- C. Elections Committee requests for tables, open forum location, and other equipment needed to hold the elections must be submitted to Event Services at least ten (10) school days\* before the first date of elections.
- D. All elections must be publicized at least ten (10) school days\* before voting begins.
- E. The Elections Committee Chairperson shall be responsible for bringing all appropriations concerning A.S. Elections to Senate for approval no later than five (5) school days\* after the last day of the election.
- F. All complaints prior to and during the elections shall be detailed and submitted in writing to the A.S. Secretary for immediate review by the Elections Committee. No complaints will be accepted after 12:00 p.m. on the day following the close of the elections.

VII. COMPUTER VOTING STATIONS

- A. The A.S. will use an electronic internet based voting system.
- B. It is the responsibility of the Elections Committee to clearly define the A.S. voting locations on campus.
- C. It is the responsibility of the Elections Committee to define campaigning parameters. All campaign materials are prohibited at the computer voting stations except for handbills carried by voters to assist in casting a vote.
- D. Candidates will not be allowed to harass and/or deliberately serve as a physical obstruction to students.

VIII. CAMPAIGNING REGULATIONS

- A. Definition of Tickets:
  - 1. The A.S. President and two Vice-Presidents shall constitute one ticket.
  - 2. The I.C.C. Chair and I.C.C. Vice-Chair shall constitute one ticket.
  - 3. Student Trustee shall constitute one ticket.

4. Senator Pro Temps shall run on individual ticket
  5. Write-in candidates will not be accepted.
- B. Each ticket shall run individually, but it is permissible for tickets to endorse each other.
  - C. The A.S. Secretary or Student Life designee shall approve all campaign material/publicity and keep one copy of all campaign material/publicity used by each ticket.
  - D. The Publicity Directive will govern all publicity. Posting on buildings and placing flyers on counters must have prior written approval from the Dean/Director of that area on file with the A.S. Secretary. Student Life Staff or designee will solicit/or request permission from Dean/Director of that area before publicity begins.
  - E. Students must abide by the student “Standard of Conduct” policy of the College.
  - F. All advertisement space taken out in the campus newspaper or provided by electronic means must be approved by the A.S. Secretary or Student Life Staff designee.
  - G. Campaigning for eligible tickets shall begin at least seven (7) school days\* prior to the opening of the polls, on a date established by the Elections Committee.
  - H. The Elections Committee will set dates for all of the following during it’s first meeting:
    - ∞ Election Date (with approval of Executive Board)
    - ∞ Candidates’ meetings
    - ∞ Elections Committee meetings
    - ∞ Executive Board will post the Elections Calendar in the Student Life Center after approval.
  - I. Each candidate and ticket shall remove all of his/her campaigning materials from the campus within 24 hours after the polls close on the last day of the election(s).

#### IX. POTENTIAL PENALTY ASSESSMENTS

- A. Reduction of a tickets campaigning time.
- B. Restrict campaigning of tickets from specific locations.
- C. Disqualification of a ticket.

The Elections Committee has the right to assess penalties against any ticket that fails to follow any guidelines established by the Elections Committee, the Elections Directive and/or the Publicity/Dissemination Directive. All penalties must be pre-established by the Elections Committee and communicated to the candidates during the candidates meeting. If a penalty is assessed, the ticket must be immediately informed in writing. All members of the Elections Committee must receive a letter of notification of the penalty assessed. In order to assess a penalty, a quorum must exist in the Elections Committee.

#### X. ELECTION PROCEDURES

- A. The General Election will be held during the Spring Semester. The Elections Calendar will be set by the Elections Committee and ratified by the Executive Board.

- B. Associated Students elections must be open at least four consecutive school days\* during elections week. Ballots may be cast from any computers on/or off campus during the designated election dates. The Elections Committee will determine when elections will end.

XI. CONSTITUTIONAL CHANGES

- A. Constitutional changes to be voted upon in any election must be posted ten (10) school days\* prior to the commencement of the elections at the following locations and a copy will be on file with the A.S. Secretary:
  - 1. Auxiliary Services Office
  - 2. Student Life Office
  - 3. Learning Technology Center - (Entrance Doors - upper level)
  - 4. All A.S. Posting Boards
  - 5. Student Center
  - 6. Student Services Building: One copy on each side of the lower level

XII. REQUIREMENTS TO TAKE OFFICE

- A. Winning candidate(s) must receive a *plurality* of the votes cast for a given office.
- A. At least seventy-five (75) votes must be cast for an election to be valid.

XIII. RUN-OFF ELECTIONS

- A. A run-off election will be held in the event of a tie.
- B. Run-off elections shall be held no later than fifteen (15) school days\* before the end of the last day of instruction.

XIV. SPECIAL ELECTIONS

- A. All rules and regulations stated in this document shall govern special elections.
- B. Special elections shall be held no later than fifteen (15) school days\* before the end of the last day of instruction.

XV. ELECTION RESULTS

Election results shall be posted for a two-week period at the locations listed in Article XI, on the Friday following the close of the elections, beginning at 12:00 p.m.

XVI. AMENDMENTS

This Directive may be amended by submitting the amendment as a Bill to the Senate and Executive Board. A two-thirds (2/3) vote of the quorum present is required by both. The Bill will then be forwarded to the A.S. President for approval. The approved amendment(s) will become effective immediately after the A.S. President signs it.

\*School days are defined as Monday-Friday, excluding legal holidays

Approved in Senate 3/17/05