

ASCC Student Senate Bylaws Article VII – Election Code (revised 4/19/12, subject to annual review and update by the ASCC Student Senate)

The Associated Students of Cabrillo College (ASCC) Student Senate shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Students shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

The purpose of the Election Code is to provide the direction for all ASCC Senate-related elections consistent with the ASCC Constitution.

Section 1. Election Committee:

A. Purpose:

The Election Committee shall enforce the articles of the Election Code, and provide interpretation.

B. Members shall be:

1. Chair, to be appointed by the ASCC President.
2. An advisor (Student Activities Coordinator).
3. Up to four (4) members (approved by the Vice President or, in event of the vacancy of the VP, approval by the majority of the Executive Board).
4. No member may be a candidate for office while serving on the committee.
5. All members shall have one (1) vote.

C. Duties of the Election Committee:

1. Enforce the provisions of the Election Code.
2. Review the application of each candidate and submit a list of qualifying applicants for ballot publication.
3. Distribute Election Code to each candidate upon approval of application.
4. Arrange for the preparation of the official student ballots.
5. Appoint or employ a sufficient number of neutral student members to operate the polls.
6. Count ballots at a time and place designated by the committee and set prior to the election(s).
7. Present the result(s) of election(s) to the ASCC Senate for formal announcement at the next meeting.
8. Update the ASCC Senate Handbook and all relevant literature.

Section 2. Candidate Qualifications

- A. A candidate must submit an application to the Student Affairs Office prior to, or on the cutoff date stipulated by the elections committee.



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- B. Candidates for all positions must meet the following qualifications:
 - 1. Each applicant must have a cumulative two-point-zero (2.0) grade point average (G.P.A.) at the time they run for office, and maintain the two-point-zero (2.0) G.P.A. during their term of office.
 - 2. If the applicant is in their first semester at Cabrillo College, they must have been admitted on a “clean” academic status.
 - 3. The applicant shall have and maintain an academic load of at least five (5) units during their term of office.
- C. The advisor of the elections committee shall, upon submission of the application for candidacy or appointment, verify qualifications and report findings to committee for ruling.

Section 3. Voting Procedures

- A. The names of candidates who have submitted completed and approved applications and followed the Election Code shall appear on the ballot.
- B. Voting shall be done by secret ballot.
- C. Any registered Cabrillo College student may vote. Proof of identification is required at the voting location (student ID number).

Section 4. Election Dates

- A. The general election shall be held before the last three (3) weeks of the end of the Spring Semester.
- B. Voting shall be held for a minimum of three (3) consecutive days at the Cabrillo Campuses.
- C. The general student population must be notified through all publicity channels available (flyers, posters, email, websites, college newspapers, etc.) at least fifteen (15) school days prior to any election.

Section 5. Ballots

- A. All candidates running unopposed for an office must receive at least twenty-five (25) percent of the vote.

Section 6. Counting the Ballots

- A. The Election Committee Chairperson and the Student Activities Coordinator shall supervise the actual counting of the ballots. The counting shall be held at a time and place designated by the Election Committee, set prior to the election.
- B. Candidates may not be present at the time of tabulation of any ballots.
- C. Candidates are allowed one (1) representative to observe the ballot tabulation.

Section 7. Contesting an Election

- A. In the event that the election is contested, a written petition must be submitted to the Student Activities Coordinator within one (1) week following the election.
- B. The Election Committee shall review the petition and shall determine the appropriate action to be taken.
- C. The Election Committee’s report shall be presented to the ASCC Senate no later than seven (7) school days following the contested election.



Section 8. Campaigning

- A. Following the approval of the ASCC Senate application by the Election Committee, the candidate may begin campaigning.
- B. The ASCC Senate candidate may not begin campaigning prior to approval of their application by the Election Committee.

Section 9. Posting Signs

- A. Campaign posters must meet the following requirements:
 - 1. Candidates shall abide by the guidelines of the Election’s Committee and advisors.
 - 2. Ten (10) total posters allowed on campus, no more than one (1) per building per candidate.
 - 3. All posting of flyers and posters must conform to Cabrillos College AR6100/AP3900, which is available in the Student Affairs Office.
 - 4. All candidate materials must be taken down within three (3) days of election completion. Defiance of this section shall be reported to the Dean of Student Services.

Section 10. Campaigning during the days of the election

- A. No candidate may campaign within two hundred (200) feet of any polling location.
- B. All campaign materials must be removed within two hundred (200) feet of any polling location.
- C. For specific clarifications of Article VII, Sections 10.A and 10.B see “Election Policy” available in the Student Affairs Office during each election.

Section 11. Reporting an Election Code Violation

- A. In the event of an election code violation, a written petition must be submitted to the Student Activities Coordinator within one (1) week following the violation.
- B. The Election Committee shall review the petition and shall determine the appropriate action to be taken.
- C. The Election Committee’s report shall be presented to the ASCC Senate no later than seven (7) school days following the election and can be appealed by the candidate-in-question by the 2/3 vote of the Student Senate body. Appeals of the decision of the Election Committee can be made by the candidate in question to the full ASCC Senate within one (1) week of the Election Committee’s decision.

References: Education Code Section 76061

Approved by Student Services Council August 15, 2012