I. GENERAL INFORMATION

A. ELECTION DAYS
Associated Student Government officers shall be elected at the Canyon Country Campus on Monday, April 25, 2016. Associated Student Government Officers shall also be elected at the Valencia Campus on Wednesday, April 20, 2016 through Wednesday, April 27, 2016. If a run-off election is necessary, dates will be determined by the Election Committee. The Associated Student Government positions that will be elected shall be as follows:

B. OFFICES
1. President
2. Executive Vice President
3. Executive Vice President of Activities
4. Vice President of Activities – Valencia Campus
5. Vice President of Activities – Canyon Country Campus
6. Vice President of the Inter Club Council
7. Officer of Marketing and Information
8. Public Affairs Officer
9. Student Trustee
10. (2) Cultural Student Involvement Coordinators – Valencia Campus
11. (1) Cultural Student Involvement Coordinator – Canyon Country Campus
12. (2) Social Student Involvement Coordinators – Valencia Campus
13. (1) Social Student Involvement Coordinator – Canyon Country Campus

C. VOTER ELIGIBILITY
All current, duly registered students of College of the Canyons in good standing, may vote. Eligible voters will be checked on a District computer database list. Proof of identity will be required as part of the voter registration procedure.

D. RESULTS
A plurality of the votes cast for a specific office shall be necessary to elect Associated Student Government officers. Candidates running for the Student Involvement Coordinator (Cultural and Social) – Valencia Campus positions, must receive the top two votes cast for each position in order to be elected. All candidates running for office, in order to be elected, must receive one third (1/3) of all ballots cast during the polling period.

II. CANDIDACY

A. QUALIFICATIONS
All candidates for elective Associated Student Government offices, must meet the following qualifications:
1. Currently have paid the Student Support Fee.
2. Enrolled in at least 6 units of COC college work at the time of the election. (To hold office, a student must be enrolled in at least 10 COC units during his/her term).
   (2.1) Student Trustee must have completed at least 20 semester units at COC.
   (2.2) Student Trustee must be a resident of the State of California.
   (2.3) Canyon Country Campus Representative, Vice President of Activities-Canyon Country Campus, Cultural Student Involvement Coordinator-Canyon Country Campus, and Social Student Involvement Coordinator-Canyon Country Campus must be enrolled in at least 3 units at any satellite campus during their term of office.
3. A 2.0 cumulative grade point average for all college work taken at COC. For students who have not attended COC, a 2.0 grade point average for their most recent year of school.
4. Write-in candidates are subject to the same qualifications that apply to duly registered candidates. Proof of having met the required qualifications, must be turned in to the Office of Student Development within seven (7) school days prior to the election.
   A. Write-in candidates are also subject to the following guidelines regarding their campaign:
      ▪ Must attend a candidate(s) orientation;
      ▪ Cannot present their written platform at the polling site;
      ▪ Will not be listed on the official ballot.
   B. Write-in candidates are also allowed the following opportunities:
      ▪ Can submit information to the “Paw Print” regarding their candidacy;
      ▪ Can publicize after they have attended the candidate(s) orientation;
      ▪ Can participate in the candidate(s) forum.

B. PROCEDURES
1. Candidate(s) for election to an A.S.G. office must submit an Associated Student Government Officer Application to the Office of Student Development (STCN-102) no later than Thursday, March 31, 2016. Registrations will be accepted from 9:00 a.m. – 6:00 p.m., Monday through Thursday and 9:00 a.m. – 1:00 p.m. on Fridays, in the Office of Student Development, STCN-102.
2. Candidates must provide the Election Committee with a signed Candidacy form completed by the Office of Student Development, verifying the number of units enrolled in during the Spring 2016 semester, the number of college units to date, the cumulative grade point average in college work or most recent school experience, and proof of current payment of the Student Support Fee.
3. The following must be submitted to the Office of Student Development by the following dates and times in order for the candidate’s name to appear on the election ballot:
   a. A completed Officer Application submitted by 6:00 p.m. on March 31, 2016.
   b. A signed ASG Election Code Statement of Understanding with a list of the names of all canvassers and campaign managers submitted by 6:00 p.m. on March 31, 2016.
c. An approved Platform Statement by the ASG Advisors submitted by 6:00 p.m. on March 31, 2016.

4. ASG Officer candidates may have their picture taken for the purpose of posting candidate pictures on the election ballot.

5. Meeting all candidacy filing requirements is the sole responsibility of the candidate.

C. EXCLUSIONS

1. Candidates, campaign managers and canvassers shall not be active members of the A.S.G. Election Committee.
   a. A candidate may not endorse or promote other candidates in any way other than their running pair.
   b. Campaign managers may not endorse more than one independent candidate or running pair.
   c. Candidates and running pairs are limited to one campaign manager.
   d. Canvassers may endorse as many candidates as they wish, as long as they are not running for the same position.

2. A campaign manager is defined as a person who assists the candidate in planning and carrying out of all the election activities, such as, but not limited to: recruiting and supervising canvassers, conducting rallies, making, obtaining, distributing, posting and removing campaign signs and fliers.

3. Campaign managers shall be limited to COC students.

4. A canvasser is defined as a person who makes and distributes election materials in support of a specific candidate.

5. ASG Officers and Directors may only participate in support of a candidate in the capacity of a campaign manager or canvasser.

6. A running pair is defined as two (2) candidates who choose to share a campaign.

III. CAMPAIGN

A. ORIENTATION

All candidates and their designated representatives shall meet with the Election Committee and an Associated Student Government Advisor for a group orientation. Orientations will be held on:

- Tuesday, March 29, 2016 at 10:00 – 11:30 a.m. in STCN-129
- Wednesday, March 30, 2016 at 1:00 p.m. – 2:30 p.m. in STCN-129

Candidate(s) must be present for the entire duration at one of these orientation times. Candidate(s) may also arrange for an individual orientation at the discretion of the Election Committee chair(s). All candidates, in order to be qualified to be on the ballot, must complete
an orientation by 12:00 p.m., Thursday, March 31, 2016 in order to qualify as a candidate and run for office.

B. FORUMS
Should there be a candidate forum sponsored by the Associated Student Government, it will be held on a date to be announced. It is highly recommended that candidates participate in this forum.

C. PROCEDURES
1. Candidates shall commence their campaign no sooner than 9:00 a.m. on Monday, April 11, 2016. No candidate may campaign unless they have been oriented, have signed an ASG Election Code Statement of Understanding, and have met all the candidate requirements.

2. Candidates may have running partners, in pairs of two, but they must share a campaign manager if they choose to have one.

3. Candidates shall not participate in any ASG Elections related discussions while in the ASG Office or at ASG sponsored functions with the exception of designated ASG Elections related events.

4. Candidates may not employ or solicit professional help (faculty and staff of College of the Canyons as well as outside consultants) except in the duplication of campaign materials for the campaign.

5. All campaign materials and activities must be submitted to and approved by the Election Committee chair(s), under the supervision of the Associated Student Government Advisor(s), during the times specified at the orientation. It is optional for candidates to provide the Election Committee with a link to their social networking site (i.e. Facebook, Instagram, etc.) if they choose to use these venues to campaign for themselves.
   a. If candidates choose to create a social media account designated for campaigning, it is required for a link to the account to be provided to the Election Committee.
   b. Social media campaigns may not be launched until 9:00a.m. on April 11th and are limited to Facebook, Twitter, Vine, YouTube, and Instagram sites.

6. The total cost of the campaign materials will not exceed $250 per candidate or running pair. All receipts must be submitted to the Office of Student Development, STCN-102, by April 27, 2016 at 6:00 p.m.
   a. Candidates must also provide a written estimate of the costs and description of any items that are donated and/or items that the candidate may already have in their possession prior to the submission of their Candidacy Form. Written estimated costs of any donated and/or prior possessed campaign materials will be calculated into the allowable costs for campaign materials.

7. Posting Policies and Procedures will be given to the candidates, in written form, at the orientation meeting.
8. If the candidate wishes, they may create fliers promoting themselves and may not post more than a total of fifty (50) on campus. The Election Committee will approve for each candidate up to (50) 8 1/2" X 14" or smaller campaign materials for posting on campus.

9. The Election Committee will approve one (1) banner and/or poster per candidate or running pair per location to help promote their campaign. Banners or posters will be kept to no bigger than 8' x 4', and MUST be stamped "APPROVED" in the Office of Student Development, STCN-102, before posting.
   a. Candidates must also inform the Election Committee, in writing, of where they will be hanging their banners/posters.

10. Candidates may post approved campaign materials, one (1) per bulletin board or kiosks as suggested in the campus posting handout.

11. To distribute campaign materials on campus, a sample must be presented to the Election Committee for approval and placement on file.

12. All preparation and duplication of campaign materials must be done off-campus.

13. Campaigns may not interfere, in any way, with the conduct of classroom instruction.

14. Candidates may campaign in class with prior permission of the instructor. Candidates wishing to do this must inform the Election Committee in writing, with at least two (2) school days advanced notice. Included in this written notice must be the specific date, time and location of the class meeting, as well as the name of the instructor.

15. The ASG Advisor(s) will have a file with all the submitted written notices that will be available to inform other candidates of any in-class campaigning by candidates. It is the candidate’s sole responsibility to check this file.

16. If the other candidates cannot be present at any in-class and/or club campaign presentations, the candidate can request the Election Committee to have a member attend and monitor an election related classroom presentation.

17. College faculty and staff may not campaign for any candidate.
   a. College assistants and hourly employees may campaign outside their working hours.
   b. The Election Committee shall send a campus-wide email before the election informing the campus community of this rule.

18. There shall be no defacing of campus property or the materials of other candidates.

19. No posting will be permitted on glass or tile as specified at the candidate(s) orientation.

20. Campaign materials, including excess adhesives, must be removed by Monday, May 9, 2016 by 5:00 p.m.
21. Campaigns shall only be allowed within the physical confines of this campus, with the exception of social media.

22. Candidates, campaign managers, and canvassers may not use mobile technological devices (i.e. laptops, cellular phones, etc.) to approach, coerce, solicit, etc. other students to vote.

23. Slandering of another candidate of any kind is strictly prohibited.

24. All conduct by candidates, campaign managers, and canvassers shall fall under the responsibility of the candidate.

25. Any suspected violations of these regulations and/or the District’s Student Code of Conduct after the elections code has been approved shall be investigated by the Election Committee and may be cause for disqualification.

   a. If a candidate is disqualified after he/she has been elected into office, that position will then be vacant and will be filled by interviews conducted by the new senate.

IV. CONDUCT OF THE ELECTION

A. ELECTION COMMITTEE
   1. The election will be directed and supervised by the Election Committee and the Associated Student Government Advisor (or designee).

   2. The Election Committee shall be solely responsible for proofing the ballot.

   3. The Election Committee shall have sole authority to preside over all matters of misconduct and/or violations of the Election Code by registered candidates.

B. CASTING BALLOTS
   1. The poll shall be staffed by not less than two (2) poll workers at all times. These poll workers shall be designated as the Registrar and the assistant. If the number of poll workers should drop below two (2), the polls shall be considered closed.

   2. The Election Committee shall conduct an orientation for all poll workers prior to the election.

   3. Polling place and hours shall be set up and publicized in the college newspaper and on campus signs.

   4. There shall be no campaigning within 100 feet of the polling place. The prohibition includes the posting of signs and distribution of campaign materials.

C. BALLOTS
   1. Only the names of fully qualified candidates will appear on the ballot.
2. Write-in candidates will be permitted. To be elected, write-in candidates must not only have a plurality, but a number of votes equal to 20% of all ballots cast during the polling period.

3. Candidates are required to file a Platform Statement of up to one hundred (100) words with the Election Committee. Platforms are to be completed by the deadline specified at the Candidate Orientation, using forms provided by the A.S.G. Election Committee.

4. Votes will be counted by the Election Committee with the supervision of the Associated Student Government Advisor or an appointed representative. Offices that remain vacant after the elections, will be filled by appointment (as stated in the A.S.G. Bylaws).

5. Election results for Spring 2016 will be posted as soon as all ballots are verified and counted, and the qualifications of any write-in candidates are received by the Election Committee.

6. If a run-off election is necessary, appropriate dates will be determined and publicized by the Election Committee.

7. If a candidate runs for office unopposed, in order to be elected they must receive 20% of all ballots cast during the polling period.

D. VOTER PROCEDURE
1. Voting shall be conducted online, however, an on-campus polling place shall be established to allow for students to vote in person.

2. Voters may cast their vote on any computer with internet access.

3. The on-campus polling site shall open promptly and remain open the full time specified by the code. Two (2) workers must be present at all times at the on-campus site for the on-campus polls to be open.

4. One member of the Election Committee shall be present at the on-campus voting location at all times when possible.

5. If voting in person, students will present identification; drivers license or College of the Canyons student ID card.

6. Poll workers will not discuss candidates. They will concern themselves only with voting procedures.

7. Candidates, campaign managers, and canvassers may not be poll workers.
E. **POLL HOURS**

*(On campus, in person polling site):*

- Monday, April 25, 2016 9:00 a.m. – 4:00 p.m.
  *(Canyon Country Campus)*
- Wednesday, April 27, 2016 9:00 a.m. - 4:00 p.m.
  *(Valencia Campus)*

*(Online Voting):*

- Wednesday, April 20, 2016 9:00 a.m.-11:59 p.m.
- Thursday, April 21, 2016 12:00 a.m. - 11:59 p.m.
- Friday, April 22, 2016 12:00 a.m. - 11:59 p.m.
- Saturday, April 23, 2016 12:00 a.m. - 11:59 p.m.
- Sunday, April 24, 2016 12:00 a.m. - 11:59 p.m.
- Monday, April 25, 2016 12:00 a.m. – 11:59 p.m.
- Tuesday, April 26, 2016 12:00 a.m. – 11:59 p.m.
- Wednesday, April 27, 2016 12:00 a.m. – 4:00 p.m.

V. **INFORMATION FOR SUCCESSFUL CANDIDATES**

A. **NEW OFFICER TRAINING**

1. All successful candidates will be required to attend all New Officer Training sessions during the summer. However, in light of extenuating circumstances (i.e. illness, emergency, etc.), prior arrangements must be made with the Associated Student Government advisors. If such person(s) fail to fulfill new officer training sessions without making such arrangements, such officers may be subject to removal.

2. All newly elected candidates will be expected to meet with the current officer (if position is filled), to review job responsibilities before June 3, 2016.

B. **TERM OF OFFICE**

All candidates certified by the Election Committee as having won, will be seated at the first Senate meeting to be announced in June 2016. The term of office is from the time of taking office through the day of Commencement 2017.
STATEMENT OF UNDERSTANDING

I, __________________________, have received a copy of the Spring 2016 Election Code, and have been oriented by the Election Committee. I agree to abide by all regulations regarding campaign conduct set forth in the code or stated by the Election Committee. I understand that failure to comply may result in disqualification.

Candidate’s Signature: ___________________________  Date: ___________________________

Candidate’s I.D.#: ___________________________

Campaign Manager’s Signature: ______________________  Date: ___________________________

Campaign Manager’s I.D.#: ______________________

Canvassers: __________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Election Committee Chair’s Signature: ___________________________  Date: ___________________________

Associated Student Government Advisor’s Signature: ___________________________  Date: ___________________________