

Associated Student Government Spring 2024 Election Code

SECTION I: GENERAL INFORMATION

A. TERM IN OFFICE

The Associated Student Government candidate application is open for the 2024-2025 academic term. Elected individuals' terms begin June 3, 2024 and end on Commencement Day 2025.

B. ELECTION DAYS

Associated Student Government officers will be elected for the Canyon Country and Valencia campuses starting **9:00am Monday, April 29, 2024 through 11:59pm Friday, May 3, 2024**. If a run-off election is necessary, the Elections Committee will determine those dates.

C. OFFICES

The Associated Student Government positions that will be elected are as follows:

1. President
2. Executive Vice President
3. Student Trustee
4. Executive Vice President of Communications
5. Vice President of Activities
6. Vice President of Equity
7. Vice President of Advocacy
8. Vice President of the Inter-Club Council

D. VOTER ELIGIBILITY

All current, duly registered students of the College of the Canyons in good standing may vote. Eligible voters will be checked through a District database list to verify the voter's identity.

E. RESULTS

A plurality of the votes cast for a specific office shall be necessary to elect Associated Student Government officers. All candidates running for office, to be elected, must receive of **20%** of all ballots cast during the polling period.

SECTION II: CANDIDACY

A. QUALIFICATIONS

All candidates running for elected Associated Student Government offices must meet the following qualifications:

1. Enrolled in **at least 5 units** of COC college work at the time of the election.
2. To hold office, a student must be enrolled in at least 5 COC units during their term.
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. Candidates for President, Executive Vice President, and Student Trustee must have completed at least 20 semester units at COC.
5. Candidates for President Executive Vice President, and Student Trustee must submit a Letter of Recommendation written by an individual (excluding family and friends) that can speak on the candidate's leadership skills.
 - a. Candidates will input the recommender's information (name, phone number, and e-mail address) in their Candidate Application.
 - b. An e-mail with instructions will be sent to the recommender to submit a letter of recommendation by April 1, 2024 at 9:00am.
 - c. The Letter of Recommendation must be submitted by 11:59pm on April 8, 2024.
 - d. Letters of recommendation for candidates will be posted alongside the candidate's platform statement without revealing the identity of the recommender.
 - e. Letters of recommendation may be no longer than 250 words.
 - f. Recommenders will also complete Likert scale questions in review of the candidate.
6. Candidates for Student Trustee must be a resident of the State of California.
7. Candidates for Canyon Country Campus Officer positions must have taken at least one physical or hybrid class before their appointment or plan to be enrolled in at least one physical or hybrid class during their appointed term of office if they have not already taken a class at the Canyon Country Campus. This qualification only applies when the physical campuses are open.
8. Candidates for the Executive Liaison Officer position must have taken at least one physical or hybrid class before their appointment or plan to be enrolled in at least one physical or hybrid class during their appointed term of office if they have not already taken a class at the Canyon Country Campus. This qualification only applies when the physical campuses are open.

B. PROCEDURES

1. Candidates must submit an online Associated Student Government Candidate Application. Online applications will be accepted starting at 9:00 a.m. PST Monday, March 4, 2024, until 12:00 p.m. PST Friday, March 29, 2024.
2. Through the online application, candidates must provide the Elections Committee with the number of units they are enrolled in for the Spring 2024 semester, the number of college units they have completed to date, and their cumulative grade point average in college work or most recent school experience. All information provided through the online application will be reviewed and confirmed by Campus Life & Student Engagement. Any incorrect information provided in the application may cause applicants to lose the opportunity to run in the 2024 Spring Semester.
3. It is the sole responsibility of the candidate to have the following completed by the following dates and times for the candidate's name to appear on the election ballot:
 - a. Submit an online Associated Student Government Candidate Application by 12:00pm Friday, March 29, 2024 PST.
 - b. Candidates and their designated representatives must have attended one of the Mandatory Candidate Information Sessions and Campaign Material Review Sessions below.
 - i. All potential candidates are required to attend one of the **Mandatory Candidate Information Sessions** to be held at the following dates and times:
 - Monday, March 4, 2024, 1pm, STCN-129(VAL) & Building 1A(CCC)
 - Tuesday, March 12, 2024, 10am, STCN-129(VAL) & Building 1A(CCC)
 - Wednesday, March 13, 2024, 11am, STCN-129
 - Thursday, March 21, 2024, 3pm, STCN-129

- ii. Candidates and their campaign managers (if any) who complete the candidate application and receive confirmation of their eligibility are required to attend one of the **Campaign Material Review Sessions** to be held at the following dates and times.
 - Tuesday, April 9, 2024, 3pm – 4pm, STCN-129
 - Wednesday, April 10, 2024, 12pm – 1pm, STCN-129
 - Candidates are not required to be present for the entire session.
 - Candidates must get all campaign materials reviewed and approved during this session.
- iii. Candidates unable to fulfill the mandatory candidate meetings requirement must e-mail ASG Elections Committee Chair Ellie Wingo at asg_vpicc@canyons.edu to schedule an alternative option.
- iv. Candidates who fail to attend or schedule an alternative mandatory candidate meetings will not be listed on the ballot.

C. WRITE-IN CANDIDATES

1. 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 Campus Life & Student Engagement Office within seven (7) school days prior to the election.
2. Write-in candidates are also subject to the following guidelines regarding their campaign:
 - a. Must have attended one of the Mandatory Candidate Information Sessions.
 - b. Must have attended one of the Campaign Material Review Sessions
 - c. Cannot present their written platform at the polling site
 - d. Will not be listed on the official ballot
 - e. Can publicize their candidacy only after receiving confirmation of their eligibility from Elections Committee Chair

D. EXCLUSIONS

1. Candidates and campaign managers shall not be active members of the ASG Elections Committee.
 - a. Candidates 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.
2. A campaign manager is defined as a person who assists the candidate in planning and carrying out all the election activities, such as, but not limited to: recruiting and supervising candidate representatives, conducting rallies, creating, obtaining, posting and removing online campaign advertisements.
3. Campaign managers shall be limited to currently enrolled COC students.
4. A candidate will be deemed responsible for all election advertisements posted on the candidate's behalf.
5. Current ASG Officers and Directors may only participate in support of a candidate in the capacity of a campaign manager.
6. A running pair is defined as two (2) candidates who choose to share a campaign.

SECTION III: CAMPAIGN

A. ELECTION ORIENTATION

1. All candidates and their campaign managers (if any) must attend one of the **mandatory** Information Sessions offered by the ASG Elections Committee (Refer to Section VI for dates).

2. Candidates and their campaign managers (if any) must attend one of the **mandatory** Campaign Material Review Sessions (Refer to Section VI for dates).
3. If an approved candidate is unable to attend any of the Information Sessions and/or Campaign Material Review Sessions, they must e-mail ASG Elections Committee Chair, Ellie Wingo, at asg_vpicc@canyons.edu to schedule an alternative option. Failure to meet Election Orientation requirements will disqualify a candidate from running in the ASG Election.

B. CANDIDATE MEET AND GREET

Candidate Meet and Greet events will be held the week before elections. Although not required, each candidate is highly recommended to attend in order to share information about the upcoming elections. Participation includes having their platform statement, campaign materials/online promotions, and any other approved forms by the Elections Committee available for students to read.

C. PROCEDURES

1. Candidates can commence their campaign on or after 9:00 a.m. on Monday, April 22, 2024. No candidate may campaign unless they have met all requirements stated in the Election Code.
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). Candidates must ask for permission from faculty/staff of College of the Canyons to post campaigning materials or promote themselves during class, but cannot ask for their endorsement.
 - a. All campaign materials and online activities must be submitted for approval by the Elections Committee, under the supervision of an Associated Student Government Advisor during one of the Campaign Material Review Sessions. An ASG Elections Committee member or ASG Advisor will note any revisions needed to campaign materials during the review session. Campaign materials with completed revisions must be submitted to ASG Elections Committee Chair, Ellie Wingo, (asg_vpicc@canyons.edu) by 5:00pm on Monday, April 15, 2024.
 - b. If candidates choose to create or use social media accounts for campaigning, it is required they submit a link to the account(s) or username(s) to the Elections Committee by emailing asg_vpicc@canyons.edu by 5:00pm on Monday, April 15, 2024. Candidates using private accounts are required to accept a follow request from @coc_asg, @ellie.dwingo, @chris_bordbar, @stephanieofi, or another ASG-related account, depending on the social media platform, for monitoring purposes only.
 - c. Campaign posts on social media may begin no earlier than 9:00 a.m. on Monday, April 22, 2024. Campaigning on social media is limited to Facebook and Instagram.
 - d. During the Campaign Material Review Session, each candidate will be given a choice to be filmed to create a short TikTok to be introduced on ASG's official TikTok account (@coc_asg).
 - e. Candidates who wish to create an additional personal TikTok video must share the video file to asg_vpicc@canyons.edu by 5:00pm on Monday, April 15, 2024. Each candidate is allowed to create up to 3 videos no longer than 30 seconds each. Personal TikTok video(s) cannot be shared on the candidate's personal TikTok account, but will be shared on ASG's official TikTok account (@coc_asg).
 - f. Candidates are encouraged to adopt environmentally sustainable practices when preparing and distributing campaign materials and while engaging in any campaign-related activities.

5. The total cost of campaign materials, description of any items that are donated, and/or items the candidate already had in their possession prior to their candidacy shall not exceed \$100 per candidate - \$50 in donation and \$50 in personal funds, or \$200 per running pair - \$100 in donation and \$100 in personal fund per candidate in the running pair. All receipts, and descriptions of any items that were donated and/or items the candidate already had in their possession prior to their candidacy must be submitted to the Elections Committee through Campus Life & Student Engagement, STCN-102. ***Receipts and Expense Statement Form must be submitted for review by 3 p.m. on Monday, April 22, 2024.***
 - a. If a candidate is not planning to spend funds, use donated, and/or previously owned items for their campaign, they are still required to submit an Expense Statement Form.
 - b. The Expense Statement Form will be handed out to potential candidates during the Candidate Information Sessions.
6. All campus posting policies and procedures must be followed while posting campaign materials. For a copy of the official campus posting policies, please visit Campus Life & Student Engagement, STCN-102 on the Valencia Campus and Quad 1A on the Canyon Country Campus.
7. A candidate may create 8.5" x 11" flyers to post up on approved locations of each campus (12 on Valencia and 5 on Canyon Country Campus). Candidates are additionally allowed to utilize a maximum of thirty pages of 8.5" x 11" paper to distribute flyers throughout campus during Campaign Week only (April 22 – 26, 2024). A candidate may choose to create smaller versions of an approved flyer to distribute throughout campus.
 - a. For example, a candidate can create 30 half-page flyers, giving them up to 60 flyers to distribute.
8. The Elections Committee will approve two (2) banners and/or posters per candidate or running pair to help promote their campaign at the Valencia Campus and one (1) banner at the Canyon Country Campus. Banners or posters will be kept to no bigger than 8' x 4', and MUST be stamped "APPROVED" in Campus Life & Student Engagement, (Valencia: STCN-102/Canyon Country Campus: Quad 1A), before posting.
 - a. Banners must be reviewed and approved during the Campaign Material Review Session.
 - b. Candidates must also inform the Elections Committee, in writing, of where they will be hanging their banners/posters.
9. Candidates may post approved campaign materials, one (1) per bulletin board or kiosk as outlined in the official campus posting policies that can be found in Campus Life & Student Engagement.
10. To distribute campaign materials such as buttons, keychains, stickers, etc. on campus, a sample must be presented to the Elections Committee through Campus Life & Student Engagement. Candidates are not allowed to distribute any food items as part of an individual campaign.
11. All preparation and duplication of campaign flyers can be done on campus through the ASG Computer Lab, Quad 1B on the Canyon Country Campus and STCN-124 on the Valencia Campus, within the free printing limitations (80 pages black and white, 50 color pages per week). Approved materials will be forwarded to the ASG Computer Lab staff to ensure only reviewed and approved materials are printed. The privilege of using the ASG Computer Lab at either campus is restricted to those who have not declined the Student Support Fee.
12. Campaigns may not interfere, in any way, with the conduct of classroom instruction.
13. Candidates may campaign in class (online or in person) with prior permission of the instructor. Candidates wishing to do this must inform the Elections Committee in writing (e-mail asg_vpicc@canyons.edu), with at least two (2) school days advance notice. Included in this written notice must be the specific date, time, and location of the class meeting, and proof of approval from the instructor.
14. The ASG Advisor(s) will have all the submitted notices on file and available to inform other candidates of any in-class (online or in-person) campaigning by candidates if they ask. It is the candidate's sole responsibility to check these notices if they so choose.
15. College faculty and staff may not campaign for any candidate.
 - a. College assistants may campaign outside their working hours.

- b. The Elections Committee shall send a campus-wide email before the election informing the campus of this rule.
- 16. There shall be no defacing of campus property or the materials of other candidates.
- 17. No posting will be permitted on glass or tile as specified at the Campaign Material Review Session.
- 18. In-person campaign advertisements must be removed by 9:00 a.m. on Monday, May 6, 2024 by the candidate or campaign manager. Online campaign materials posted on ASG pages (website and social media) will be removed by 11:00 a.m. on Monday, May 6, 2024.
- 19. Campaigns shall only be allowed within the physical confines of either campus, with the exception of social media.
- 20. Candidates, campaign managers, and candidate representatives may not use their personal mobile technological devices (i.e. laptops, cellular phones, etc.) to approach, coerce, and solicit other students to vote.
- 21. Slandering of another candidate of any kind is strictly prohibited.
- 22. All conduct by candidates, campaign managers, and candidate representatives shall fall under the responsibility of the candidate.
- 23. Any suspected violations of these regulations and/or the District's Student Code of Conduct after the Election Code has been approved shall be investigated by the Elections Committee and may be cause for disqualification.
 - a. If the candidate is disqualified after voting has begun or ended, all votes for that candidate shall be nullified.
 - i. If the candidate with the next highest number of votes did not receive 20% of all votes cast, the position will remain vacant and will be filled by appointment through interviews conducted by the new ASG Senate.

SECTION IV: CONDUCT OF THE ELECTION

A. ELECTIONS COMMITTEE

1. The election will be directed and supervised by the Elections Committee and the Associated Student Government Advisor (or designee).
2. The Elections Committee shall be solely responsible for proofing the ballot.
3. The Elections Committee shall have sole authority to preside over all matters of misconduct and/or violations of the Election Code by registered candidates.

B. REPORTING MISCONDUCT/VIOLATIONS

1. A complaint of misconduct and/or violation against any candidate may be submitted from 9:00am April 22, 2024 until 9:00am on May 6, 2024 to the Associated Student Government Advisor (lynn.suh@canyons.edu).
2. Once a complaint is received, a copy will be distributed to ASG Elections Committee members to be discussed within 2 business days.
3. At the discretion of the ASG Advisor and Elections Committee, one of the following will occur:
 - a. The complainant will receive an explanation if the candidate in question is not violating the ASG Election Code.
 - b. A written warning along with reminders of proper conduct will be sent to the candidate in question if it is determined that there is a minor violation.
 - i. The candidate must acknowledge receipt of notification within 72 hours.
 1. Failure to acknowledge receipt of the notification will count as an additional violation.
 - ii. If a single candidate or running pair receives 2 separate notifications, a further investigation will be conducted.
 - iii. If a single candidate or running pair receives a third notification, the candidate will be disqualified from the running.
 - c. If the violation is deemed extensive, the Director of Campus Life and Student Engagement will participate in determining the disciplinary steps against the candidate.
4. Upon receiving written warning, the candidate has 72 hours to submit an appeal to the report.
 - a. If the appeal is successful, the violation will be nullified.
5. If the candidate is disqualified before the ballot opens, their name will not appear on the ballot.
6. If the candidate is disqualified after voting has begun or ended, all votes for that candidate shall be nullified.
 - a. If the candidate with the next highest number of votes did not receive 20% of all votes cast, the position will remain vacant and will be filled by appointment through interviews conducted by the new ASG Senate.

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. Write-in candidates must have met all qualifications outlined in the Election Code in order for the vote to count.
3. Candidates are required to submit a Platform Statement of up to one hundred (100) words on the Candidate Application. Write-in candidates cannot present a Platform Statement.
4. Votes will be counted by the Elections 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 ASG Bylaws).

5. Election results for Spring 2024 will be shared as soon as all ballots are verified and counted, and the qualifications of any write-in candidates are received by the Elections Committee no later than 9:00am on Thursday, April 18, 2024 (7 school days prior to the election).
6. If a run-off election is necessary, appropriate dates will be determined and publicized by the Elections Committee.
7. If a candidate runs for office unopposed, to be elected, they must receive 20% of all ballots cast during the polling period.

D. VOTER PROCEDURE

1. Voting shall be conducted online. Links will be provided via Canvas, student e-mail, and MyCanyons app.
2. Voters may cast their vote on any computer/laptop with internet access.
3. Voters will have to log in with their MyCanyons credentials to cast a vote.

E. POLLING INFORMATION

1. Online Voting:
 - Begins: 9:00 am on Monday, April 29, 2024 PST
 - Ends: 11:59 pm on Friday, May 3, 2024 PST

SECTION V: MANDATORY TRAININGS & ELECTED TERM

A. OFFICER TRAINING

1. All elected Officers are **REQUIRED** to attend Officer training during the summer – dates will be shared before the end of the 2024 Spring Semester. Summer plans and schedules must be shared with ASG Advisors by May 13, 2024 at 5pm. Failing to attend summer training may cause an officer to be removed from their position.
2. All newly elected officers are recommended to contact and highly encouraged to meet with the outgoing officer (if the position is filled), to review job responsibilities before the end of the 2024 Spring Semester.

B. TERM OF OFFICE

All candidates certified by the Elections Committee as having won, will be seated at the first Senate meeting to be announced in May 2024. The term of office is from June 3, 2024 through the day of Commencement 2024.

SECTION VI: DATES & DEADLINES

CANDIDATE INFORMATION SESSIONS

DATE	TIME (PST)	LOCATION
March 4, 2024	1pm	STCN-129 (VAL) Building 1A (CCC)
March 12, 2024	10am	STCN-129 (VAL) Building 1A (CCC)
March 13, 2024	11am	STCN-129 (VAL)
March 21, 2024	3pm	STCN-129 (VAL)

****Mandatory to attend at least one session****

CAMPAIGN MATERIAL REVIEW SESSIONS

DATE	TIME (PST)	LOCATION
April 9, 2024	3pm – 4pm	STCN-129 (VAL)
April 10, 2024	12pm – 1pm	STCN-129 (VAL)

****Mandatory to attend at least one session****

Candidates do not have to be present for the entire session. Candidates must have all campaign materials reviewed during the session in order to be able to use them during Campaign Week.

OTHER DATES

DATE	TIME (PST)	LOCATION	EVENT
March 11, 2024	9am	ONLINE	Candidate application opens
March 29, 2024	12pm NOON	ONLINE	Candidate application closes
April 8, 2024	11:59pm	ONLINE	Letter of recommendation for candidates for President, Executive Vice President, and Student Trustee DUE
April 15, 2024	5pm	E-mail asg_vpicc@canyons.edu	Revised campaign material(s) due
April 17, 2024	11:59pm	Candidate's E-mail	E-mail approval of revised campaign materials sent to candidate by 11:59pm
April 22 – 26, 2024	9am – 11:59pm	Valencia and Canyon Country	Campaign Week
April 22, 2024	3pm	Campus Life and Student Engagement (STCN-102)	Expense Statement Form DUE
April 29, 2024	9am	ONLINE	ASG Ballot OPENS
May 3, 2024	11:59pm	ONLINE	ASG Ballot CLOSES

****Online links will be shared via ASG's social media, Canvas, and student e-mail****