



## Associated Student Government Election Code Spring 2022

# Associated Student Government Spring 2022 Election Code

## I. GENERAL INFORMATION

### A. ELECTION DAYS

Associated Student Government officers will be elected for the Canyon Country and Valencia campuses starting Monday, May 9, 2022 through Friday, May 13, 2022. If a run-off election is necessary, the Election Committee will determine those dates. The Associated Student Government positions that will be elected are as follows:

### B. OFFICES

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

### C. VOTER ELIGIBILITY

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

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



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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. Candidates for Student Trustee must have completed at least 20 semester units at COC and be a resident of the State of California.
4. Candidates for Canyon Country Campus Officer positions must have taken at least one physical or hybrid class prior to 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.
5. Candidates for the Executive Liaison Officer position must have taken at least one physical or hybrid class prior to 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.
6. 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.
7. 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.
  - a. Write-in candidates are also subject to the following guidelines regarding their campaign:
    - i. Must attend ASG Informational Session on Monday, March 14, 2022 at 2:00pm or Tuesday, March 15, 2022 at 10:00am.
    - ii. Cannot present their written platform at the polling site
    - iii. Will not be listed on the official ballot
  - b. Write-in candidates are also allowed the following opportunities:
    - i. Can publicize their candidacy after they have viewed the ASG Informational Sessions Orientation or attend an ASG Informational Session.

## **B. PROCEDURES**

1. Candidates must submit an online Associated Student Government Candidate Application. Online applications will be accepted starting at 9:00am PST Monday, March 21, 2022 until 6:00pm PST Thursday, April 21, 2022.
2. Through the online application, candidates must provide the Election Committee the number of units they are enrolled in for the Spring 2022 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 2022 spring semester.



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3. It is the sole responsibility of the candidate to have the following completed by the following dates and times in order for the candidate's name to appear on the election ballot:

- a. Submit an online Associated Student Government Candidate Application by 6:00pm Thursday, April 21, 2022.
- b. Candidates and their designated representatives must attend the Online Candidate Orientation:
  - i. Tuesday, April 26, 2022 from 3:00pm to 4:00pm
  - ii. Each approved candidate will receive an invitation to attend the Online Candidate Orientation
  - iii. If an approved candidate is unable to attend the scheduled Online Candidate Orientation, they must e-mail Sona Tigranyan at [asgsocial1@canyons.edu](mailto:asgsocial1@canyons.edu) to schedule an alternative option.

### C. EXCLUSIONS

1. Candidates, campaign managers and canvassers shall not be active members of the ASG Election 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.
  - 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 (under the advisement of COC COVID-19 protocols), creating, obtaining, posting and removing online campaign advertisements.
3. Campaign managers shall be limited to COC students.
4. A canvasser is defined as a person who makes and shares election advertisements 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. ELECTION ORIENTATION

1. All candidates and their designated representatives must attend the Online Candidate Orientation offered by the ASG Elections Committee on:
  - a. Tuesday, April 26, 2022 from 3pm to 4pm.
  - b. If an approved candidate is unable to attend the scheduled Online Candidate Orientation, they must e-mail Sona Tigranyan at [asgsocial1@canyons.edu](mailto:asgsocial1@canyons.edu) to schedule an alternative option.



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2. Candidates and their designated representatives must attend the entire online Candidate Orientation or attend an entire individual online orientation. All candidates, in order to be qualified to be on the ballot, must complete an orientation by 4:00pm on Tuesday, April 26, 2022 in order to qualify as a candidate and run for office in the Spring 2022 semester.

### **B. CANDIDATE MEET AND GREET**

If applicable, each candidate is recommended to meet with students the week before elections to share information about the upcoming elections and why they should vote. Participation includes having their platform statement, campaign materials/online promotionals 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 9:00am on Monday, May 2, 2022. No candidate may campaign unless they and their designated representatives have viewed or attended the ASG Candidate Orientation on or before 4pm on Thursday, April 28, 2022, or arranged an Election Orientation by 2:00pm on Thursday, April 21, 2022.
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.
5. All campaign materials and online activities must be submitted for approval by the Election Committee, under the supervision of an Associated Student Government Advisor, by 5:00pm on Thursday, April 28, 2022. Confirmation that candidates can or cannot use campaign materials they submitted will be sent in an email by 12:00pm on Friday, April 29, 2022.
  - a. 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 Election Committee by emailing [asg\\_publicaffairs@canyons.edu](mailto:asg_publicaffairs@canyons.edu) by 6:00pm on Thursday, April 28, 2022. Candidates using private accounts are required to accept a follow request from @coc\_asg or another ASG-related account, depending on social media platform, for monitoring purposes only.
  - b. Campaign posts on social media may begin no earlier than 9:00am on Monday, May 2, 2022. Campaigning on social media is limited to Facebook, Twitter, YouTube, TikTok, and Instagram. Candidates who do not have any of these social media accounts can submit a [request](#) to feature a campaign post on COC ASG's Instagram and Facebook. These requests must be submitted by Thursday,



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April 28th, 2022 at 5pm in order to guarantee posting. Please allow for three business days for requests to be processed. Any questions regarding social media guidelines can be emailed to [asgsocial1@canyons.edu](mailto:asgsocial1@canyons.edu).

- c. Candidates are encouraged to adopt environmentally sustainable practices when preparing and distributing campaign materials and while engaging in any campaign-related activities.
6. 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 - \$50 in donation and \$50 in personal fund per candidate in the running pair. All receipts, 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.
7. 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 Room 204 on the Canyon Country Campus.
8. If the candidate wishes, they may create 8.5"x11 fliers promoting themselves and may post up to a total of twenty (20) on the Valencia Campus and up to five (5) at the Canyon Country Campus (with permission). The Election Committee will approve up to thirty (30) smaller campaign fliers for posting on campus. Fliers posted, with permission, inside classrooms do not count towards the poster limit.
9. The Election 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 per location 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: Room 204), 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 outlined in the official campus posting policies that can be found in Campus Life & Student Engagement.
11. To distribute campaign materials on campus, a sample must be presented to the Election Committee through Campus Life & Student Engagement.
12. All preparation and duplication of campaign materials can be done on campus through the ASG Computer Lab, Room 204 on 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). The privilege of using the ASG Computer Lab at either campus is restricted to those who have not declined the Student Support Fee.
13. Campaigns may not interfere, in any way, with the conduct of classroom instruction.



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14. Candidates may campaign in class (online or in person) 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 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.
16. 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 of this rule.
17. There shall be no defacing of campus property or the materials of other candidates.
18. No posting will be permitted on glass or tile as specified at the candidate(s) orientation.
19. In-person campaign advertisements must be removed by 9:00am on Monday, May 16, 2022. Online campaign materials posted on ASG pages (website and social media) will be removed by 11:00am on Monday, May 16, 2022.
20. Campaigns shall only be allowed within the physical confines of this campus, with the exception of social media.
21. Candidates, campaign managers, and canvassers may not use mobile technological devices (i.e. laptops, cellular phones, etc.) to approach, coerce, and solicit other students to vote.
22. Slandering of another candidate of any kind is strictly prohibited.
23. All conduct by candidates, campaign managers, and canvassers shall fall under the responsibility of the candidate.
24. 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 they have 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. BALLOTS**

1. Only the names of fully qualified candidates will appear on the ballot.



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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 ASG 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 ASG Bylaws).
5. Election results for Spring 2022 will be shared as soon as all ballots are verified and counted, and the qualifications of any write-in candidates are received by the Election Committee no later than 9:00am on Monday, May 9, 2022.
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.

### **C. VOTER PROCEDURE**

1. Voting shall be conducted online.
2. Voters may cast their vote on any computer/laptop with internet access.
3. Voters will have to log in with their MyCanyons credentials in order to cast a vote.

### **D. POLLING INFORMATION**

1. Online Voting:
  - Begins: 9:00am on Monday, May 9, 2022
  - Ends: 11:59pm on Friday, May 13, 2022

## **V. MANDATORY TRAININGS & ELECTED TERM**

### **A. NEW OFFICER TRAINING**

1. All newly elected Officers are REQUIRED to ATTEND New Officer TRAINING during the summer – dates will be shared before the end of the 2022 spring semester. Failing to attend 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 position is filled), to review job responsibilities before the end of the 2022 spring semester.

### **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 May 2022. The term of office is from the time of taking office through the day of Commencement 2023.