

# 2025 Contra Costa College Associated Students Election Packet

## Approved:

Information for Associated Students elected positions  
Compiled and distributed by the 2025 ASU Elections Committee

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# 2025 ASU ELECTIONS POSITIONS AVAILABLE

*Official descriptions of each position can be found in the current [ASU Bylaws](#).*

**PRESIDENT:** Be the Chief Executive Officer and official representative of the student body of Contra Costa College. Have the power to call meetings of the ASU Board. Assign duties or special projects to the ASU Board as deemed necessary. With consideration of the appointee's schedule, make all necessary appointments to District committees, Shared Governance committees, Internal committees and Ad Hoc committees unless otherwise stated in the Bylaws. Be a member of the following External committees and attend all meetings including but not limited to: College Council, Student Trustee Advisory Committee as needed, College Grievance Committee as needed, and President's Cabinet. Assist with the election of the Student Trustee yearly according to the Student Trustee Election Procedures. Designate another member of the ASU Board to either the College Grievance Committee. Be an authorized signer for ASU check requests. Be a current ASU Board member to hold this office.

**EXECUTIVE VICE PRESIDENT:** Perform in the capacity of the President in case of his/her absence or inability to conduct the business of the ASUCCC. Work in conjunction with the President on the duties related to ASUCCC business. Serve, under the direction of presiding officer, until a new officer is elected, in the capacity of any vacant ASUCCC office or position. If one or more office and/or position are vacant, the President of Clubs will serve in the offices/positions deemed most important by the ASU President. Be a member of the ASUCCC Election Committee in accordance with the ASUCCC Election Code. If the Executive Vice President is a candidate for the election in question, then the Board will appoint another person. Maintain the duties of the DSG in the absence of one. Oversee the board of directors and meet a minimum once a month or as necessary Present a report at the ASU Board meeting. Perform other related duties as assigned by the President. Be a member of at least one of the following: DGC (District Governance Committee) Member, Region III Representative, Schedule and Catalog Committee, Basic Skills Committee. Be an authorized signer for ASU Check Requests. Finalize, maintain and compile hard copies of accomplished student surveys. Be a current ASU Board member to be elected for this office.

**VICE PRESIDENT OF CLUBS:** Be the chair for the Inter Club Council. The Chair of the ICC will be responsible for advising club representatives as well as scheduling the ICC Board meetings. As ICC Chair, the President of Clubs shall: Prepare and deliver a report at the ASU Board meeting immediately following the ICC meeting. Assist with the charter of new and reactivated clubs. Abide by other duties as prescribed in the ICC Bylaws. Assume the duties of the ASU President as Chair of the Board in the short-term absence of the President and Vice President. Maintain a binder of all ICC agendas, minutes and all other pertinent ICC documents which shall be kept inside the Club Hub and/or office of the Student Life Coordinator. Be a current ASU Board member to be elected for this office.

**SECRETARY:** Serve as the Inter Club Council Secretary if none exists. Shall be responsible for taking minutes during the ASU Board meetings and distribute the prior meeting minutes for approval no less than 72 hours before the next regularly scheduled meeting. Copy and furnish all materials necessary for the ASU Board meetings, which are submitted at least 72 hours in advance. Keep a present year ASU folder with all agendas, meeting minutes, invoices, and other relevant materials in the ASU office in Student Life, or with the Student Life Coordinator. Perform all duties assigned by the President related to ASU Board meetings. Be a current ASU Board member to be elected for this office.

**TREASURER:** Be the chair for the ASU Finance Committee responsible for calling and conducting the committee meetings. Must serve as Inter Club Council Treasurer if none exists, upon the request of the ASU President. Supervise the collection and disbursement of ASU funds. Prepare a budget for the ASU Board for the fiscal year. Be responsible for maintaining documentation of the ASU account and be knowledgeable of cash accounts in all ASU accounts. Produce a monthly financial report documenting all ASU accounts activity. Work with the Student Life Coordinator to process ASU check requests including providing back up information. Must be a member of the college-wide Budget Committee, unless waived by majority vote of the ASU Board. Be a current ASU Board member to be elected for this office.

*Candidates for positions should be available to serve a full term.  
The term of office for these positions begins on June 1st for the entire academic year.*

*The prerequisites for **elected officers** include  
a minimum 2.0 GPA and current enrollment in a minimum 5 units.*

# 2025 ASU ELECTIONS ELECTION TIMELINE

ACTIVITY .....	DATE
Candidate Nominations Opened at Student Life Office (Room SAB 101, 12:00 PM)	March 3 <sup>rd</sup>
Candidate Nominations Closed at Student Life Office (Room SAB 101, 4:00 PM)	March 28 <sup>th</sup>
Candidate Nomination Form Due (Student Life Office, 4:00PM)	April 11 <sup>th</sup>
All Candidates' Orientation PowerPoint (Emailed)	April 14 <sup>th</sup>
Campaign Period Begins (6:00 PM)	April 14 <sup>th</sup>
Campaign literature must be removed within 50 feet of Student Life Office (7:00 PM)	May 2 <sup>nd</sup>
Campaign literature must be removed from ALL Campus Computer Labs (7:00 PM)	May 2 <sup>nd</sup>
ELECTION DATES:	May 5 <sup>th</sup> – May 12 <sup>th</sup>
* Voting occurs on-line. Polls open on May 5 <sup>th</sup> at 9:00 AM and close on May 12 <sup>th</sup> at 5:00pm.	
Expense Report Due (9:00 AM)	May 13 <sup>th</sup>
All Campaign Publicity Removed (12:00 NOON)	May 13 <sup>th</sup>
Violation Report Deadline (4:00 PM)	May 14 <sup>th</sup>
Election results announced and posted (Contra Costa College Website & Student Life Office 5:00 PM)	May 15 <sup>th</sup>
New Officers Begin Duties	June 1

# 2025 ASU ELECTIONS CANDIDATE'S NOMINATION ACCEPTANCE FORM

Candidate Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
(As you wish it to appear on the ballot)

Current Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Important:** Please attach a typed statement (max. 150 words) describing why you are seeking this position, your qualifications, and your goals if you are elected. Email a copy of your statement to Angela Loera [aloera@contracosta.edu](mailto:aloera@contracosta.edu). This may be used by the Elections Committee for informational and promotional purposes.

**Statement of Understanding:** I have read the ASU Bylaws, ASU Election Guidelines, and job descriptions, and hereby declare that I meet the candidate requirements stated therein. I agree to comply with the Election Guidelines and regulations and deadlines established by the Elections Committee. I understand that any breach of the above by myself or any authorized person acting on my behalf (including, but not limited to, my campaign staff) may result in my disqualification, removal from the ballot, forfeiture of all or part of my votes, and/or disciplinary action by the Elections Committee. I agree to abide by any decisions made by the Elections Committee as specified in the Election Guidelines.

By signing below, I hereby affirm:

- I am enrolled in and will maintain at least 5 units at Contra Costa College.
- I have and will maintain a cumulative grade point average of at least 2.0.
- I am in good standing with the District in terms of discipline.
- I meet all candidate qualifications as outlined in the ASU Bylaws and ASU Election Guidelines.

I understand that the Student Life staff will verify the above qualifications as part of the application process. I hereby authorize release of my educational and disciplinary records to the Student Life Office as part of the verification process. In addition, I authorize the use of my typed statement for public informational purposes including, but not limited to, publication on the ASU election website.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Candidate's Signature ID# Date Time

For Official Use Only:  
Eligibility confirmed by: \_\_\_\_\_  
Date: \_\_\_\_\_ Angela Loera

**Note to Office Staff:**  
Date Stamp Form  
Mailbox: Angela Loera

# CANDIDATE NOMINATION SUPPORTING SIGNATURES

**CCC ASSOCIATED STUDENT CANDIDATE:** \_\_\_\_\_

**Current CCC Students:** Please sign your name to have the above Senator be considered in the ASU Elections.

NAME	ID#	NAME	ID#
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
11.		12.	
13.		14.	
15.		16.	
17.		18.	
19.		20.	
21.		22.	
23.		24.	
25.		26.	
27.		28.	
29.		30.	
31.		32.	
33.		34.	
35.		36.	
37.		38.	
39.		40.	
41.		42.	
43.		44.	
45.		46.	
47.		48.	
49.		50.	

# 2025 ASU ELECTIONS EXPENSE REPORT

## CANDIDATE'S FINANCIAL STATEMENT

All campaign expenses and donations must be listed. Receipts for all of the above must be included within this statement. If no receipt is available, the Election Committee will make an assessment of its fair market value.

Candidates may spend no more than \$50 in the election. Donations may not total more than half of the allowable expenses in each election and do not count towards the spending limit.

This expense sheet must be returned to the Student Life Office (SAB 101) on the deadline date established by the Election Committee. Use extra sheet(s) if necessary.

CANDIDATE'S NAME: \_\_\_\_\_ ID#: \_\_\_\_\_

### Itemized Expenses

No.	Item	Date	Sub Total
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total:			

*NOTE: Attach additional sheets to detail expenses, if necessary.*

\*Receipts should be marked to correspond with item number.

*I declare that the above is a full, true, and correct report of my expenses in this election.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Candidate's Signature ID# Date

Return to Student Life  
Office

**Note to Office Staff:**  
Date Stamp Form  
Mailbox: Angela Loera

# 2025 ASU ELECTIONS VIOLATION/ELECTION REPORT

*This report form is used to officially register a violation.  
Please be accurate in your description of the behavior and/or events that you saw take place.*

**Only grievances submitted using this form and answering all questions will be considered.**  
**Please type in the space provided below and submit additional sheets if necessary.**

Person registering the violation: \_\_\_\_\_ Student ID # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Candidate you are registering the violation against:

Date violation was witnessed: \_\_\_\_\_ Time violation was witnessed: \_\_\_\_\_

1. What is the specific nature of the grievance and who was involved?

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2. What specific Election Guidelines section, rule, regulation, law, or student right do you allege has been violated?

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3. List all the facts that substantiate your claim.

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4. Is there any other information you wish to present at this time?

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5. Are there any documents you wish to have considered? If so, please attach a copy to this form and note specific sections being cited.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature Date

**Completed form must be turned in to the Student Life Office no later than 1 full business day after the alleged violation occurred and no later than 4:00pm on the business day after the close of the polls.**

***Note to Office Staff:***  
*Date Stamp Form*  
*Mailbox: Angela*  
*Loera*

**Violation Report**  
**#**