

Contra Costa College Associated Student Union Election Code

Section 1: Formation of the Election Committee

- A. The ASUCCC president, unless seeking re-election to an ASUCCC office shall be one of two chairpersons on the election committee. If the president is seeking reelection the ASU Board shall elect both chairs at the first meeting.
- B. The ASUCCC election committee shall consist of the Advisor, 2 ASU Board members, and 2 ICC members with one being the VP of Clubs if not seeking election.

Section 2: Duties of the ASUCCC Election Committee

- A. The ASUCCC Election Committee shall remain impartial in all dealings with the candidates, students, and members of the public. No member of the ASUCCC Election Committee shall assist not endorse or oppose any candidate and or ballot measure whether in writing or verbally.
- B. The scheduling of the application deadline, mandatory candidates' meetings, elections and any other ASUCCC Election related activities are at the discretion of the ASUCCC Election Committee.
- C. Ensure that all candidates are eligible to hold office, according to the ASUCCC Constitution and Bylaws, and/or the ASUCCC Election Code.
- D. Coordinate the mandatory candidates meeting.

- E. Encourage potential candidates to submit completed ASUCCC application forms to the Student Life Center by the deadline.
- F. Coordinate open forums, speech events, information tables, or any events as deemed necessary. At least one of the above events shall be conducted by the committee.
- G. One committee member shall draw names to determine ballot placement during the first mandatory candidates meeting.
- H. Photo sessions shall be coordinated at the time application are submitted and/or at each of the candidates meeting.
- I. Shall operate an online election, in addition to an on campus polling place with computer access for at least 4 days but no more than 15 days/evenings, dates to be determined by the ASUCCC Election committee.
- J. Validate the ballot and tally them according to ASUCCC Election Committee guidelines.
- K. Certify the result of the General Election valid unless fewer than 50% of student who voted in the previous election voted in the current election. If the result cannot be certified valid within five (5) business days after the official completion of the election due to the 50% percent rule, the polling centers shall remain open until the three 50% percent average number has voted.
- L. Post the official results of the General Election for at least five (5) business days throughout campus once the results have been certified.

Section 3: Mandatory Specifications for Executive Candidates.

- A. Submit a completed ASUCCC Application form to the Student Life Center by the application deadline.
- B. Be a current ASUCCC Board member in good standing.

- C. Be enrolled in at least five (5) units at Contra Costa College, and must be intending to enroll for next semester.
- D. Have a cumulative GPA of 2.0, be a student in good standing, and not on social or academic probation.
- E. Attend one of the mandatory candidates' meetings. Any candidate not able to attend at least one of these meetings must arrange an alternate time to meet with at least two members of the ASUCCC Election Committee.
- F. Understand and sign the document entitled, "The Rules and Regulations of the ASUCCC Election Committee".
- G. Adhere to the following campaign regulations:
 - 1. Campaigning shall be defined as activities including dissemination of printed campaign and/or ballot issue material, public statements for or against any candidate or ballot issues. The actions of any candidate, member of the ASU Board, the ICC any Contra Costa club or any other campus organization, done in the course of discharging her/his duties associated with that organization, shall not be considered campaigning.
 - 2. Campaign conduct
 - a) Candidates may begin campaigning on the official campaigning start date as determined by the election committee. Campaigning at any other time shall be grounds for disqualification. Campaigning shall consist of flyers, posters, giveaways, any other form of public advertising, or public speaking regarding a candidates running in the ASUCCC election.

- b) No candidate shall interfere with the campaign of any other candidate, nor shall they interfere with the dissemination of information by any student publication. Failure to obey this provision shall be grounds for disqualification.
- c) No candidate shall use any club, ICC, ASUCCC, or college resource not normally provided to the general student body for campaigning purposes. This includes computers, paper, printers and copiers. ASUCCC office, chambers, pens, general office supplies or anything else as deemed by the election committee.
- d) Each candidate may campaign for only one executive office. Candidate may not form slates.
- e) Any attempt by a candidate to subvert the election shall be grounds for disqualification as determined by the election committee.
- f) Any actions of a candidate that impedes a member of the ASUCCC Elections Committee or a poll watcher in the discharge of their duties shall be grounds for disqualification.
- g) No candidate shall publish or post campaign materials featuring factually inaccurate information about any ASUCCC candidate, their actions, or their endorsements.
- h) Any deliberate violation of any ruling of the ASUCCC Election Committee shall be grounds for disqualification.

- i) A plea of ignorance shall not be considered valid defense to an infraction of any ruling of the ASUCCC Elections Committee or the ASUCCC Election Code.
- j) Disqualification may only be based on violation of rules specified in the ASUCCC Election Code or on rulings of the ASUCCC Election Committee. However, the ASUCCC Election Committee shall have the discretion to determine the applicability or enforceability of any reported or discovered violations.
- k) All candidate materials containing individual views, agendas, and policies must be candidate specific and must contain their name and position. All candidate campaign material must list candidate specific information.

3. Posting of Campaign material

- a. Campaign materials must be posted according to the Contra Costa College regulations for bulletin board posting.
- b. No campaign material may be posted outside the CCC campus.
- c. Candidates shall remove all signs, posters, and/or displays within forty-eight (48) hours of notification of the official closing of the General Election. Failure to do so may result in the college imposing fines for clean-up and a hold on candidates' records.
- d. Violations of these provisions shall be grounds for disqualification.

4. Campaigning on Election Days

- a. Prior to the opening of the computer poll site the poll watchers shall remove all campaign materials and all student publications containing endorsements that are clearly visible and legible from within fifty feet of the polling site.
- b. Any campaigning or distribution of student publications within fifty (50) feet of an open polling site shall be grounds for disqualification.

5. Campaign Expense Limits

- a. Each candidate shall not spend more than \$ (amount determined by Election Committee) on campaign materials for the General Election. Any donated materials will be assessed at full retail value and clearly itemized as part of this limit.
- b. Each candidate shall submit an expenditure report, which include:
 - All receipts clearly itemizing personal funds and donations.
 - All sources of gifts, donations and other services.

The ASUCCC Election Committee shall review all candidate expenditure reports prior to official certification of the General Election. Any substantial inaccuracies in an expenditure report shall be grounds for disqualification.

6. Student Club, Organization, and Associated Endorsements

- a. Student Clubs, organizations and associations at CCC may endorse and campaign for ASUCCC Candidates, but only after having turned in a completed Endorsement of ASUCCC Candidate form to the Student Life Office.

- b. ASUCCC candidates and student clubs, organizations, and associations may not claim or publicize endorsements until and unless endorsing group has turned in an Endorsement of ASUCCC Candidate form.

Section 4: Determination of ASUCCC Election Code Violations

- A. Any and all alleged violations of the ASUCCC Election Code must be submitted in writing to the Student Life Office on the first business day after the close of the polls by 4:00pm.
- B. All alleged violations of the ASUCCC Election Code will be reviewed by the ASUCCC Election Committee by 1:00pm the day following the submissions of alleged violations. The committee has the option to review violations electronically.
- C. Any decision made by the ASUCCC Election Committee to disqualify any candidate shall require a two-thirds vote of the Election Committee.

Section 5: Swearing in/Affirming all Newly Elected Officers

- A. All newly elected ASUCCC Officers must be sworn in by the presiding chair according to the ASUCCC Constitution and Bylaws.

Section 6: Amendments to the Election Code

- A. Any amendments to the ASU Election Code must be approved by the ASU by a 2/3 vote in a regular meeting

REVISED: August 19, 2009

REVISED: March 2, 2016