

Chapter 5 - Student Services

AP 5410 Associated Students Elections

Reference:

Education Code Section 76061

The Associated Students shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Students shall meet the requirements in BP 5410.

MT. SAC ASSOCIATED STUDENTS Elections Directive

I. Purpose

The purpose of the Elections Directive is to establish rules and regulations for conducting Associated Student Elections. Failure to comply with the Elections and Publicity Directives may cause ticket disqualification.

II. The Elections Committee

- A. It shall be the responsibility of the Associated Students Executive Board to appoint the Elections Committee by the beginning of the third week of the semester unless there is a special election. General Elections for student officers will be held in March/April. In case the General Elections are invalidated, a special election will be held in May, if sufficient time remains in the semester; otherwise, the elections shall be held at the beginning of the following Fall semester. All A.S. elections will follow the Elections Directive guidelines.
- B. The Elections Committee shall consist of eight (8) members:
1. The Elections Senator (Chairperson) (non-voting, only to break a tie). In the absence of an Elections Senator, the Senate will appoint a member of the Senate to be the Chairperson.
 2. Two students-at-large (voting) nominated by the Elections Senator and ratified by Executive Board.
 3. Two Senate members (voting) nominated by the Senate and ratified by Executive Board.
 4. A.S. President (ex-officio; non-voting)
 - a. In the event that the A.S. President decides to run for another elected position the Senate shall vote for one Vice-President to assume the President's duties pertaining to the election.

- b. In the event that both Vice-Presidents are running for another elected position, the responsibility shall fall upon one of the other elected officers, in this order: (1) I.C.C. Chair (2) I.C.C. Vice-Chair.
 - c. In the event that all of these elected officials are running for another elected position, the Senate will elect a Senator who is not running in the election.
- 5. A.S. Advisor/Elections Advisor (ex-officio; non-voting)
 - 6. A.S. Secretary (ex-officio; non-voting)

Note: A quorum shall consist of a majority of voting members.

- C. No member of the Elections Committee may be running for an office at the time he/she is serving on the Committee. Elections Committee members cannot support, campaign or work for any candidate or ballot issues while serving on the Elections Committee.
- D. The Elections Committee shall be responsible for implementing and administering all A.S. Elections.
- E. The Chairperson of the Elections Committee will directly report once per week in written communication to the Senate and the Executive Board as soon as the Committee begins to meet.
- F. If a ruling of the Elections Committee is disputed, the Student Court will preside, whose decision will be final.
- G. In the absence of Student Court, the Executive Board will make the final decision. Members of the Executive Board running in the election shall not participate in the ruling. If this results in the impossibility of a quorum, the Senate shall establish a Committee made up of two impartial Senators and/or three students-at-large for the purpose of ruling on the dispute.
- H. Only current Mt. San Antonio College students are allowed to participate/campaign during elections and are responsible for abiding by the rules and regulations set forth by this document and the Elections Committee.

III. Voter Eligibility

- A. All currently enrolled Mt. San Antonio College students who hold a valid Mt. SAC Student I.D. Card and have paid the current student activities fee shall be eligible to vote. (Note: Community Education students are not eligible to vote unless they have purchased an A.S. Activities fee sticker). Any discrepancies regarding eligibility should be addressed to the Elections Committee.
- B. Voters must present a valid Mt. SAC Student I.D. Card with current student activities fee sticker.
- C. Voters may cast only one (1) ballot per election.

IV. Requirements for Student Trustee Candidacy

- A. Comply with Board Policy, as determined by the current Education Code requirements.
- B. Submit three current letters of recommendation by Mt. SAC faculty/staff/managers; no more than two can be from the same department. Recommendations must attest to the student's qualifications and character to run for office.

V. Requirements for Associated Students Officer Candidates

- A. Must be a member of the Mt. SAC Associated Students holding a valid Mt. SAC Student I.D. Card and has paid the current student activities fee.
- B. File an application in person with the A.S. Secretary by the scheduled deadline. Candidates can run for only one office.
- C. Have a cumulative G.P.A of no less than 2.5 and currently enrolled in nine (9) credit units at Mt. SAC.
- D. Shall not have held an appointed or elected office for more than six semesters in the Senate and/or Executive Board of the Mt. San Antonio College Associated Students. Extenuating circumstances shall not be considered.

VI. Requirements of Poll Workers

- A. The League of Women Voters shall oversee the polling booths and have at least one representative present at all times. When a member of the League of Women voters is not available, a Mt. SAC Manager will serve as their representative. At least one student-at-large shall be present at each booth.
- B. The Student Poll Workers must:
 - 1. attend an information meeting with the Elections Committee;
 - 2. work all agreed upon hours;
 - 3. may not campaign for any person(s) or issue(s) while staffing a polling booth;
 - 4. must record on the voter's current Mt. SAC Student I.D. Card that a ballot has been cast; and
 - 5. be a current Mt. San Antonio College student holding a valid Mt. SAC Student I.D. Card with a current Student Activities fee sticker.

VII. Operational Procedures

- A. Candidate filing dates shall be advertised publicly for at least twenty (20) school days* prior to the application deadline.
- B. The League of Women Voters shall be contacted within one week after dates for the General Election have been set. A job description and parking permits will be mailed.

- C. There will be a mandatory meeting for candidates. A minimum of two sessions will be scheduled to accommodate those candidates interested in running for office. Every candidate running for office MUST attend a candidate meeting. A quorum of the Elections Committee MUST be present.
- D. Elections Committee requests for tables, open forum location, and other equipment needed to hold the elections must be submitted to Event Services at least ten (10) school days* before the first date of elections.
- E. All elections must be publicized at least ten (10) school days* before voting begins.
- F. The job announcement for poll workers, the hiring of poll workers and the informational meeting will be scheduled prior to the start of the elections.
- G. The Elections Committee Chairperson shall be responsible for bringing all appropriations concerning A.S. Elections to Senate for approval no later than five (5) school days* after the last day of the election.
- H. All complaints prior to and during the elections shall be detailed and submitted in writing to the A.S. Secretary for review by the Elections Committee before the election is certified as final. All complaints must be submitted no later than 12:00 p.m. on the day following the close of the elections.
- I. Elections Committee members, League of Women Voters and Mt. San Antonio College employees will monitor the election process.

VIII. Polling Stations

- A. Polling stations must be in visible and accessible locations.
- B. It is the responsibility of the Elections Committee to clearly mark a perimeter of fifty feet (50) surrounding each of the polling stations. Campaigning is not allowed within the fifty-foot (50) perimeter.
- C. Any materials not pertinent to the election procedure are prohibited at the polling station except for handbills carried by voters to assist in casting a vote.
- D. All polling stations shall consist of at least one polling booth and a check-in table. All polling stations must have at least one student worker and one League of Women Voter or a Mt. San Antonio College Manager on duty at all times.
- E. Candidates will be allowed to campaign outside the fifty (50) foot perimeter in order to distribute campaign materials and platforms. Candidates will not be allowed to harass and/or deliberately serve as a physical obstruction to others.

- F. Two polling stations shall be available, one located near Building 26 and the other at the library. Students can vote at either location. If these locations are unavailable, the Elections Committee will decide on alternate locations.

IX. Campaigning Regulations

A. Definition of Tickets:

1. The A.S. President and two Vice Presidents shall constitute one ticket.
2. The I.C.C. Chair and I.C.C. Vice-Chair shall constitute one ticket.
3. Student Trustee shall constitute one ticket.
4. Write-in candidates will not be accepted.

- B. Each ticket shall run individually, but it is permissible for tickets to endorse each other.

- C. The A.S. Secretary or Student Life designee shall approve all campaign material/publicity and keep one copy of all campaign material/publicity used by each ticket.

- D. The Publicity Directive will govern all publicity. Posting on buildings and placing flyers on counters must have prior written approval from the Dean/Director of that area on file with the A.S. Secretary. Student Life Staff or designee will solicit/or request permission from Dean/Director of that area before publicity begins.

- E. All advertisement space taken out in the campus newspaper or provided by electronic means must be approved by the A.S. Secretary or Student Life Staff designee.

- F. Campaigning for eligible tickets shall begin at least seven (7) school days* prior to the opening of the polls, on a date established by the Elections Committee.

- G. The Elections Committee will set dates for all of the following during it's first meeting:

- election date (with approval of Executive Board);
- candidates' meetings;
- elections committee meetings; and
- poll workers meetings.

- H. Executive Board will post the Elections Calendar in the Student Life Center after approval.

- I. Each candidate and ticket shall remove all of his/her campaigning materials from the campus within 24 hours after the polls close on the last day of the election(s).

X. Potential Penalty Assessments

- A. Reduction of a tickets campaigning time.

- B. Restrict campaigning of tickets from specific locations.

C. Disqualification of a ticket:

The Elections Committee has the right to assess penalties against any ticket that fails to follow any guidelines established by the Elections Committee, the Elections Directive and/or the Publicity/Dissemination Directive. All penalties must be pre-established by the Elections Committee and communicated to the candidates during the candidates meeting. If a penalty is assessed, the ticket must be immediately informed in writing. All members of the Elections Committee must receive a letter of notification of the penalty assessed. In order to assess a penalty, a quorum must exist in the Elections Committee.

XI. Election Procedures

- A. The General Election will be held during the Spring semester. The Elections Calendar will be set by the Elections Committee and ratified by the Executive Board.
- B. Polling stations must be open at least two school days* with set hours from 9:00 a.m. to 2:00 p.m., and 6:00 p.m. – 9:00 p.m.
- C. All ballot boxes shall remain locked throughout the election.

XII. Constitutional Changes

Constitutional changes to be voted upon in any election must be posted ten (10) school days* prior to the commencement of the elections at the following locations and a copy will be on file with the A.S. Secretary:

- 1. Auxiliary Services Office
- 2. Student Life Office
- 3. Learning Technology Center - (Entrance Doors - upper level)
- 4. All A.S. Posting Boards
- 5. Student Center
- 6. Student Services Building: One copy on each side of the lower level

XIII. Requirements to Take Office

- A. Winning candidate(s) must receive a majority of the votes cast for a given office.
- B. At least seventy-five (75) votes must be cast for an election to be valid.

XIV. Ballot Counting

- A. Tabulation of the votes shall begin on the day following the close of the polls, at a time determined by the Elections Committee.
- B. A quorum of the members of the Elections Committee shall be present at the time ballots are counted.
- C. All tabulation of ballots shall be done under the supervision of the Elections Committee. No students other than the members of the Elections Committee shall be allowed inside the tabulations area.

- D. Ballots will be retained for one year from the day the results of the last election were posted.

XV. Run-Off Elections

- A. A run-off election will be held in the event of a tie.
- B. Run-off elections shall be held no later than fifteen (15) school days* before the end of the last day of instruction.

XVI. Special Elections

- A. All rules and regulations stated in this document shall govern special elections.
- B. Special elections shall be held no later than fifteen (15) school days* before the end of the last day of instruction.

XVII. Election Results

Election results shall be posted for a two-week period at the locations listed in Article XII, on the Monday following the close of the elections.

XVIII. Amendments

This Directive may be amended by submitting the amendment as a Bill to the Senate and Executive Board. A two-thirds (2/3) vote of the quorum present is required by both. The Bill will then be forwarded to the A.S. President for approval. The approved amendment(s) will become effective immediately after the A.S. President signs it.

*School days are defined as Monday-Friday, excluding legal holidays

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