**ELECTION CODE**

**OF THE**

**LOS ANGELES CITY COLLEGE**

**ASSOCIATED STUDENT GOVERNMENT**

**ARTICLE I.** **JURISDICTION**

This code shall have jurisdiction over all election procedures of the Associated Student Government (ASG) and shall be the operation code for the ASG Election Committee.

**ARTICLE II. STRUCTURE OF THE ELECTION COMMITTEE**

SECTION 1. CHAIRPERSON

The Chairperson of the Election Committee shall be appointed by the Associated Student Government President from amongst the current ASG officers with the approval of the ASG Board.

SECTION 2. MEMBERS

The ASG President shall appoint two to three active members of the ASG to serve, along with the chairperson, on the Election Committee, none of whom are candidates in the election.

SECTION 3. ELECTION ADVISOR

ASG Advisor shall serve as the advisor to the Election Committee.

**ARTICLE III. POWERS OF THE ELECTION COMMITTEE**

SECTION 1. THE ELECTION COMMITTEE SHALL

1. Administer all Associated Student Body Government Elections, whether general or special including recall elections.
2. Provide for all conduct a pre-election candidates’ mandatory orientation meeting in order to inform all candidates of the rules and procedures, which shall be enforced during the election.
3. Provide for one or more election candidates’ debate at which each candidate shall have an opportunity to present his/her program and ideas to the members of the student body, during the campaigning period.
4. Election Committee will certify the results of all elections.

**ARTICLE IV. DUTIES OF THE ELECTION COMMITTEE MEMBERS**

SECTION 1. THE CHAIRPERSON SHALL

1. Preside at all Election Committee meetings and hearings.
2. Set the dates, times, and places for and conduct the pre-election candidates’ orientation meeting and all the candidates’ debate, subject to the approval of the Election Committee.
3. Certify all elections results.
4. Be ineligible to run for any ASG Senate Board position as the current Chair.
5. Not take part in the campaign of any ASG Senate Board candidate or issue of an election over which the committee shall have jurisdiction.
6. Coordinate and moderate the candidate’s debate.

**ARTICLE V. PROCEDURES**

SECTION 1. ELECTION CALENDAR

1. ASG Senate Board Election
2. Shall take place on the same days as the Los Angeles Community College District Student Trustee election.
3. Shall be a minimum of two (2) weeks after verification of eligible candidates.
4. Shall be conducted through an online voting system.
5. Special Election
   * + 1. Shall take place on the dates assigned to them by the Election Committee for a minimum of three (3) days.
       2. The deadline for applications will be set by the Election Committee at least one (1) week in advance of the election date.
       3. There shall be a minimum of one (1) week allotted for campaigning after the announcement of the election.
6. Runoff Election
   * + 1. Shall begin on a day chosen by the Election Committee no later than one (1) week following the ASG Senate Board or Special Election and shall take place for a maximum of three (3) weekdays.

SECTION 2. CANDIDATES FOR OFFICE

1. Application Form
   * + 1. Any person who wishes to run for an ASG Senate Board position must fill out an application form which shall include:
          1. The name of the applicant as listed in the office of Admissions and Records of their current Student ID number.
          2. The name under which the candidate will run on the ballot.
          3. The office for which the candidate is declaring their candidacy.
          4. The total units they have completed at any college in the Los Angeles Community College District, the number of units in progress, and their cumulative G.P.A.
          5. Their current mailing address and telephone number.
          6. The candidate’s signature which acknowledges:

The submission of the application form.

Knowledge of the date, time, and place of the mandatory candidates’ orientation meeting.

* + - 1. The falsification of any information on the ASG Senate Board application form shall result in the immediate disqualification of the candidate in the election in question.
      2. Under no circumstances will ASG Senate Board applications be accepted after the deadline as defined in Section 1. of this article.
      3. No candidate may change their candidacy form from one office to another before the application deadline without the approval of the Election Committee Chairperson.

1. Eligibility for Candidacy
   * + 1. A candidate for any Associated Student Government office must meet E-22 eligibility requirements.
       2. Candidate must be able to devote eight (8) hours per week to carry out the duties of their office. Any student who considers running for office must, when registering for the next semester, plan their schedule to allow free time to coincide with scheduled meeting times of the ASG Senate Board.
       3. Unit checks will be made during the application and campaign period, the beginning of the semester of service, and during the 10th and 15th weeks of the semester of service by the ASG advisor.
       4. Candidates for any ASG office may not hold a position for more than two terms in which the member was elected.
       5. No officer who has been suspended, impeached, or who has involuntarily resigned, or otherwise been removed from office, will be allowed to serve on the ASG Senate Board during the academic year in which they were removed from office.
       6. Candidates for Associated Student Government President and Vice President must have completed at least five (5) semester units.
2. Candidates’ Orientation Meeting
   * + 1. All candidates, or their officially designated representative, are required to attend the candidates’ orientation meeting which will be held at a time designated by the Election Committee Chairperson and approved by the Election Committee.
       2. A candidate who cannot attend may be represented by another student only if a signed statement indicating the name of the representative is submitted to the Election Committee Chairperson and before the meeting. No student can represent more than one (1) candidate.
       3. All candidates and representatives must sign a roster sheet which will verify their attendance at the meeting.
       4. The date, time, and place of the meeting shall appear on the ASG Senate Board application for student office.
       5. All candidates shall be assumed to possess complete knowledge of all matters discussed at this meeting and shall be responsible for any information within the packet.

SECTION 3. CAMPAIGN PROCEDURES

1. Publicity
   * + 1. All banners and campaign activities must be submitted to and approved by an Election Committee member of the Office of Student Life staff. All posting shall be in compliance with the ASG Election Code and LACC posting guidelines.
       2. Three (3) posters not to exceed twenty-four inches by thirty-six inches (24’x36’) for individuals, and twenty-five (25) flyers not to exceed eight and a half inches by eleven inches (8 ½’ x 11’) for individuals. There is no limit on handbills not exceeding four and one-fourteenth inches by five and a half inches (4 1/14’ x 5 ½’).
       3. Three (3) posters per group not to exceed twenty-four inches by thirty-six inches (24’x36’). There is no limit on group handbills, which shall not exceed four and one-fourteenth inches by five and a half inches (4 1/14’ x 5 ½’).
       4. No other campaign banners may be displayed on campus.
       5. All postings shall be available on a first come, first serve basis, but may not be claimed before the beginning of campaigning.
       6. No campaign material may litter the campus.
       7. No one may deface or remove the legally posted campaign material of any candidate or posting.
       8. Only the Election Committee may remove campaign materials from their place of display prior to the conclusion of the election.
       9. No amplified device may be used with the exception below B.2.
2. Speeches
   * + 1. Campaign speeches may be given in classrooms with approval of the instructor.
       2. Campaign speeches may be given on campus only when cleared by the Election Committee Chairperson or the Election Advisor. Sound amplifying equipment shall be used only in accordance with college policies and with the approval of the Dean of Student Life.
       3. One (1) or more candidate’s debate shall be set up by the Election Committee and each candidate shall be invited to make a presentation at these events. The date and time of these forums shall be announced at the candidate’s orientation meetings.
3. Each candidate is responsible for removing their campaign materials by 4:00p.m. the day before the results are announced.
4. “The use of ASG supplies (telephone, copier, or any other resources) for vote solicitation is strictly prohibited as deemed by the Election Committee.

SECTION 4. ELECTION PROCEDURES

1. Voting Procedures
   * + 1. All students enrolled in the Los Angeles City College credit or non-credit courses, excluding Community Service courses may vote in the ASG elections.
2. Verifications of Results
   * + 1. The Election Committee must view the election results before presenting it to the public.
       2. The candidates or their representatives may be present when the election results are being verified.
       3. The Election Committee Chairperson or ASG Advisor shall notify candidates in advance of the date, time and place of the election results verification.
       4. The Election Committee Chairperson or Advisor shall be the authority to clear the counting room of all candidates and representatives if order cannot be maintained.
       5. At least two (2) copes of the ASG election results shall be distributed as follows:
          1. One (1) copy to be posted in the Office of Student Life.
          2. One (1) digital copy will be posted on the LACC ASG webpage.
3. Votes Required for Election or Passage
   * + 1. Candidates for ASG office must be elected by a majority of the votes cast for the office. If no candidate receives a majority of the votes cast, the top two candidates in votes received shall compete in a runoff election for that office.
       2. Candidates for all elected offices, who are running without opposition, shall be elected by a majority of “Yes” votes from the total votes cast for that office.

SECTION 5. GENERAL PROCEDURES

1. Violations
   * + 1. The Election Committee has the authority to hear and decide complaints regarding infractions of the Election Code and procedures.
       2. The Election Committee may, after a noticed hearing, disqualify any candidate determined to have violated the election rules.
       3. A complaint regarding violation of the Election Code or procedures must be filed with the Election Committee, in writing, specifying the violation date, time, place, and person involved within twenty-four (24) hours of the alleged infraction.
       4. The Election Committee will meet to review the complaint, within forty-eight (48) hours of its receipt. If the election committee finds the Election Codes to have been violated, they will notify the accused party no later than twenty-four (24) hours after the hearing.
       5. Appeal of the Election Committee’s decision may be made to the College President within twenty-four (24) hours of notification of the committee’s decision.
2. Write-in Candidates
   * + 1. Write in candidates will not be considered and votes cast for write-ins will not be counted.