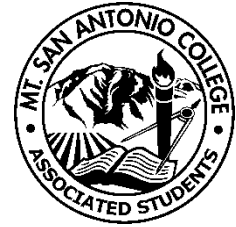




**MT. SAN ANTONIO COLLEGE
ASSOCIATED STUDENTS
ELECTIONS DIRECTIVE**

Approved May 16, 2023



I. PURPOSE

The purpose of the Elections Directive is to establish rules and regulations for conducting Associated Students (A.S.) Elections. Failure to comply with the Elections and Publicity Directives may cause ticket disqualification and/or penalties as indicated in this document.

II. THE ELECTIONS COMMITTEE

- A. It shall be the responsibility of the A.S. Executive Board to ratify the Elections Committee by the beginning of the third (3rd) week of the fall semester unless there is a special election.
- B. 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.
- C. Membership of the Elections Committee is as follows:
 - 1. The Elections Senator (Chair and non-voting, only to break a tie):
 - a) The Elections Senator is not eligible to run for an Executive Board Officer position in the current elections cycle**.
 - b) If the Elections Senator chooses to resign from their position, they forfeit eligibility to run in the current elections cycle**.
 - c) In the absence of an Elections Senator, the Senate will appoint a member of the Senate to be the Interim Chair.
 - 2. Two (2) to four (4) students-at-large (voting) nominated by the Elections Senator and ratified by Executive Board.
 - 3. Two (2) 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 Vice President shall assume the President's duties pertaining to the election.
 - b) In the event that both the A.S. President and the Vice President are running for another elected position, the responsibility shall fall upon another Executive Board officer.
 - 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)
- D. Quorum shall consist of a majority of voting members.
- E. No member of the Elections Committee may be running for office at the time they are serving on the Committee. Elections Committee members cannot support or oppose campaigns, candidates, or ballot issues while serving on the Elections Committee.

- F. The Elections Committee shall be responsible for implementing, administering and monitoring all A.S. Elections.
- G. The Chair of the Elections Committee will directly report once (1) per week to the Senate.
- H. If a ruling of the Elections Committee is disputed, the Student Court will make a final determination.
- I. 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 (2) impartial Senators and/or three (3) students-at-large for the purpose of ruling on the dispute.
- J. Only currently enrolled 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. SAC students who have paid the current Student Activities Fee shall be eligible to vote for all A.S. candidates.
- B. All currently enrolled Mt. SAC students, regardless of Student Activities Fee status, shall be eligible to vote for the Student Trustee.
- C. Community Education students are not eligible to vote for A.S. candidates unless they have paid the Student Activities Fee for the current semester. Any discrepancies regarding eligibility should be addressed to the Elections Committee.

IV. REQUIREMENTS FOR STUDENT TRUSTEE CANDIDACY

- A. Comply with Board Policy and Administrative Procedures 2015.
- B. Must have paid the current Student Activities Fee.
- C. File an electronic application by the scheduled deadline. Candidates can run for only one office.
- D. Have a cumulative G.P.A. of no less than 2.0 and currently enrolled in five (5) credit units at Mt. SAC.
- E. Submit three (3) current, and specific to this position, letters of recommendation by Mt. SAC faculty; no more than two (2) can be from the same department.
- F. Must attend one (1) mandatory candidate orientation.

V. REQUIREMENTS FOR A.S. OFFICER CANDIDATES

- A. Comply with Board Policy and Administrative Procedures 5410.
- B. Must have paid the current Student Activities Fee.
- C. Have a 2.5 Mt. SAC cumulative G.P.A. at the time of elections, maintain a 2.0 semester G.P.A., and be currently enrolled in five (5) credit units at Mt. SAC and throughout their term of office.
- D. File an electronic application by the scheduled deadline. Candidates can run for only one (1) office.

- E. Must attend one (1) mandatory candidate orientation.

VI. OPERATIONAL PROCEDURES

- A. The General Elections will be held during the Spring semester.
- B. Candidate filing dates shall be advertised publicly for at least one (1) month prior to the application deadline.
- C. Every candidate running for office must attend a candidate orientation. A minimum of two (2) sessions will be scheduled to accommodate those candidates interested in running for office.
- D. All elections must be publicized at least ten (10) school days* before voting begins.
- E. All elections issues may be brought to the Elections Committee. If action is requested, the elections issue must be submitted to the Elections Committee in writing within one (1) business day of the elections issue. If a ruling of the Elections Committee is disputed, an appeal may be filed with Student Court. The Student Court's decision will be final.
- F. In the absence of Student Court, the A.S. Advisor, and Dean, Student Services will make the final decision.
- G. Only current Mt. SAC students are allowed to participate/campaign during elections and are responsible for abiding by this document, college policies, and regulations set forth by the Elections Committee.
- H. A.S. elections must be open at least four (4) consecutive school days* during elections week. Ballots may be cast from any computers on/or off campus during the designated election dates.

VII. COMPUTER VOTING STATIONS

- A. Polling stations must be in visible and accessible locations. The A.S. will use an internet based voting system.
- B. It is the responsibility of the Elections Committee to clearly define the A.S. voting locations on campus.
- C. It is the responsibility of the Elections Committee to define campaigning parameters. All campaign materials are prohibited at the computer voting stations except for handbills carried by voters to assist in casting a vote.
- D. Candidates will be allowed to campaign outside the fifty (50) feet 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 students.

VIII. CAMPAIGNING REGULATIONS

- A. Definition of Tickets:
 - 1. The A.S. President shall run on an individual ticket
 - 2. The A.S. Vice President shall run on an individual ticket
 - 3. The ICC Co-Chairs shall run on individual tickets
 - 4. Senate Chairs shall run on individual tickets
 - 5. Student Trustee shall run on an individual ticket

6. 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 Elections Committee 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. The Elections Committee will determine where postings will be allowed.
- E. All advertisement space taken out in the campus newspaper or provided by electronic means must be approved by the Elections Committee.
- F. Campaigning for eligible tickets may begin after attending a candidate orientation prior to the opening of the polls, or on a date established by the Elections Committee.
- G. Each candidate and ticket shall remove all of their campaigning materials from the campus within twenty-four (24) hours after the polls close on the last day of the election.

IX. POTENTIAL PENALTY ASSESSMENTS

- A. The Elections Committee has the right to assess penalties. All penalties must be pre-established by the Elections Committee and communicated to the candidates during the candidates orientation. If a penalty is assessed, the ticket must be immediately informed in writing. All members of the Elections Committee must receive notification of the penalty assessed. In order to assess a penalty, a quorum must exist in the Elections Committee and the following penalties may result:
 1. Warning
 2. Reduction of campaigning time
 3. Restrict campaigning in specific locations
 4. Disqualifications

X. CONSTITUTIONAL CHANGES

Constitutional changes to be voted upon in any election must be publicized ten (10) school days* prior to the start of the elections.

XI. REQUIREMENTS TO TAKE OFFICE

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

XII. 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.

XIII. 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. Please refer to the section regarding Invalid Elections for additional details.

XIV. ELECTION RESULTS

Election results shall be posted for a two (2) week period on the Monday following the close of elections.

XV. INVALID ELECTIONS

In case the General Elections are invalidated by technical error, or situations characterized as uncontrollable, acts of nature, or emergency, a special election will be held by the end of the Spring Semester, if sufficient time remains. Otherwise, the elections shall be held at the beginning of the following Fall Semester.

XVI. 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 District holidays

**Elections cycle is defined as Fall and Spring semester

***Elections advisor is the Assistant Director of Student Life and/or the Student Activities Coordinator

Approved by E Board May 16, 2023, Bill #14