

**Associated Students of Evergreen Valley College**  
**Election Code Policies: 2000 Series**

**Section 2001: Election Committee**

An Election Committee must be formed in order to conduct any Elections held during that semester and to ensure that a proper Election is held.

**Section 2002: Chairperson of the Election Committee**

the Chairperson of the Election Committee shall be the Internal Vice President or (if not available), shall follow the order of succession. This person must serve as the chairperson unless and until he/she declares candidacy (date Nominating Petitions are made available), at which time he/she is automatically dropped from the committee.

**Section 2003: Composition of the Election Committee**

The Election Committee shall be comprised of the following people, confirmed by the Senate:

- a. a chairperson who shall be referred to as the Chief Election Officer.
- b. An appointed Co-Chairperson approved by the Committee
- c. Election Officials include all A.S. members not running for elected position.
- d. If an A.S. member has declared candidacy, he/she shall request that his/her name be removed from the Election Committee by the Senate.
- e. The coordinator of Student Activities/A.S. Advisor shall serve as advisor to the Election Committee and as such, is ultimately responsible for the Election.
- f. No relatives, campaign managers or other affiliates of candidates shall serve on the Election Committee.

**Section 2005: Duties and Powers of the Election Committee**

The Election Committee shall have the authority for the following:

- a. Encourage students to run for office and file Nominating Petitions;
- b. Provide proper publicity for the elections;
- c. Establish a timeline for the election process;
- d. Verify petition information and signatures of registered EVC students through Admissions and Records, upon request by Coordinator of Student Activities;
- e. Request that the Coordinator of Student Activities order printout of currently registered students;
- f. Arrange for stage, microphone and chairs for Candidate Forum(s);
- g. Inspect and approve all campaign materials prior to posting in accordance with ASEVC Posting Procedures;
- h. Arrange for voting booths, tables, chairs, and flags;
- i. Print and pre-number ballots;
- j. Encourage students to vote.
- k. Arrange for removal and storage of Ballot Box along with contents, by and at Campus Police until the tabulation of the ballots.

- l. Establish election checklist for election officials
- m. Committee members must serve an approximate equal number of hours either at the polls, doing publicity/posting and or in the tabulation off ballots, etc., or they may be disqualified. Log will be kept by Coordinator of Student Activities;
- n. All Election Committee members must be present at Candidates Meeting, or risk disqualification;
- o. All decisions made by the Election Committee regarding the Election shall be final (Committee to meet two times, once to discuss and once to vote).

**Section 2006: Definition of General Election**

The General Election shall be defined as the Election held during the Spring Semester to elect Officers for the following academic year.

**Section 2007: Definition of Special Election**

The Special Election shall be defined as any Election held outside the General Election.

**Section 2008: Election Timeline**

The Election Committee shall establish a timeline for all elections held.

2008.1 The timeline for the General Election shall be established and submitted by the Election Committee no later than April 20<sup>th</sup> prior to the Election

2008.2 The General Election shall take place no later than May 10 each year.

**Section 2009: Publicity of Elections**

The Evergreen Flyer shall be notified of the Election Timetable including such dates as when Nominating Petitions are made available and deadline for submission; Election dates and locations of the polls or alternate location.

2009.1 The Election Committee shall make and prominently post (5) posters for proper advertising.

**Section 2010: Qualifications for Candidates**

A candidate running for office must meet the following requirements to be eligible.

2010.1 Be currently enrolled in six (6) or more academic unites at E.V.C.

2010.2 Possess and maintain a 2.0 Grade Point Average;

2010.3 Possess an ASEVC Card (or be prepared to show paid proof of membership in AS)

2010.4 Must have completed or be in process of completing one full semester at EVC;

2010.5 Must not be on Academic, Progress or any other type of Probation;

2010.6 If candidate is running for position of Student Trustee, that person must reside within District Boundaries.

### **Section 2011: Registration of Candidacy**

A candidate must register in the Office of Student Activities with the following information:

- a. Date of Declaration of Candidacy
- b. Name of Candidate
- c. Title of Declared Candidacy for Position
- d. EVC Student ID number
- e. Address and Phone Number

### **Section 2012: Nominating Petitions**

Completed Nominating Petitions must be submitted by all candidates, by published deadline, to be eligible to have name placed on ballot in candidacy for position.

### **Section 2013: Contents of Nominating Petitions**

The Nominating Petition must contain the following:

- a. Entire name of Candidate and declared position;
- b. Complete address;
- c. EVC student ID number
- d. Complete phone number
- e. Cumulative and Current Grade Point Average;
- f. Number of Units current enrolled in.
- g. AS Card Number or proof of AS membership (print-out showing proof of payment/current AS sticker)
- h. A print-out showing current EVC registration, cumulative GPA/units, address and phone number.
- i. Fifty word Statements of Intent-to be showcased in the voting area.
- j. A signed statement that AS Advisor will access transcripts and current registration.
- k. One hundred nominating signatures for executive positions (President, Internal VP, External VP, Secretary, VP of Finance) with student ID numbers of currently registered EVC students. Fifty nominating signatures for non-executive positions (Activities Director, Director of Public Relations, Senators) with student ID number of current EVC students.

### **Section 2014: Verification of Nominating Petitions**

All petitions shall be verified by the Election Committee within one week of the petition deadline.

### **Section 2015: Availability of Nominating Petitions**

Nominating Petitions shall be released and made available, in March, to all who may wish to run for office. Nominating Petitions shall be available in the Office of the Coordinator of Student Activities/AS Advisor.

2015.1 Official Register of Candidates is to remain in AS Advisor's office

2015.2 If potential student candidate has not signed Official Register, he/she is not an official candidate.

**Section 2016: Length of Nominating Period**

The Nominating Period for the General Election shall be *at least* seven (7) days.

**Section 2017: Candidates Meeting**

A mandatory meeting of all candidates shall be held within one week of the Petition submission Deadline. At this meeting, candidates will be informed of rules regarding the Election, Campaign Procedures and Posting Procedures. Dates and times for the Candidate Forum shall be announced at this meeting.

**Section 2018: Candidate Forum**

The Candidates Forum provides for a presentation by each candidate and encourages questions from the audience, with an Election Official as moderator. The Candidates Forum shall be held at least once.

**Section 2019: Format of Candidate Forum**

The following format shall be followed at the Candidates Forum:

- a. Candidates are introduced to public;
- b. One speech of not more than five (5) minutes by each officer candidate or regarding two issues;
- c. Questions and answers sessions to be moderated by Election Official for not more than two (2) minutes per questioner, with a limit of two (2) questions apiece, not to exceed 10 minutes per candidate total.

**Section 2020: Speaking Order of Candidates of Candidates Forum**

The order of speaking at the Forum shall be that of the order of the ballot and the order shall reverse at alternating forums.

**Section 2021: Write-in Candidates**

2021. 1: Write-in Candidates must follow all rules and regulations outlined in this Code with the exception of Section 2013, and Section 2022.3.

2021. 2: Write-in Candidates must meet with the Chief Election Officer to review the Election Code.

2021. 3: Write-in Candidate must submit the following before the close of the polls on last day of balloting:

- a. Entire name of Candidate and title of position.

- b. Complete address,
- c. EVC student ID number,
- d. Complete phone number,
- e. Cumulative and Current Grade Point Average;
- f. Number of Units currently enrolled in,
- g. AS card Number or proof of AS membership (print-out showing proof of payment/current AS sticker);
- h. A print-out showing current EVC registration and cumulative GPA/units;
- i. Twenty-five (25) word statement;
- j. A signed statement that AS Advisor will access transcripts and current registration;
- k. Twenty-five (25) nominating signatures with student ID numbers of currently registered EVC students;
- l. Write-in Candidates will not have their name printed on the ballot.

## **Section 2022: Rules of Campaigning**

The following rules shall be followed by all candidates running for office:

2022.1 No campaigning may begin before the Nominating Petitions are made available.

2022.2 All candidates must meet with the Election Committee at the Candidates Meeting.

2022.2.1 All candidates must attend the Candidates Meeting. Failure to attend the meeting will result in name not being placed on the ballot.

2022.2.2 All campaign material must be approved and posted according to Evergreen Valley College posting procedures and the ASEVC Publicity Code, before being posted or distributed.

2022.3 No stickers or adhesive backed posted of any kind are allowed.

2022.3.1 Candidates may not use AS or District equipment or facilities during the campaign (i.e., District Office, Admissions and records Office, Student Activities, Reprographics, or Evergreen Flyer, etc.)

2022.4 No campaigning or campaign material will be allowed within 50 feet of the voting area.

2022.5 Candidates must remain 50 feet away from voting area unless voting.

2022.6 No blocking of thoroughfare by anybody involved in campaign.

2022.7 There will be no negative campaigning. This includes, but is not limited to, slander or attacking the platform of other candidates in any communicative form (e.g., social networks, electronic media, etc.). Violations must be reported to the Election Committee Chair and A.S. Advisor.

2022.8 All campaign material must be removed before the posting of unofficial election results.

2022.9 All candidates are subject to this Election Code, and to the AS Constitution.

### **Section 2023: Penalties for Non-Compliance of Candidate, Referendum or Initiative**

Failure to comply with this Election Code may result in disqualification of the Candidate, Referendum or Initiative.

### **Section 2024: Right to Vote**

The right to Vote is extended to all students currently enrolled at Evergreen Valley College.

### **Section 2025: Voting Period**

The voting period shall be for at least two (2) school days (Monday through Saturday).

2025.1 The hours of the polls shall be from 9AM to 2PM and from 5PM to 6PM

2025.2 If there is Friday voting, it shall be between the hours of 10AM-2PM

2025.3 Additional polling site(s) may be established subject to ability to staff.

### **Section 2026: Workers in Voting Area**

The polls must be staffed by at least two (2) people at all times.

2026.1 A schedule of staffing hours will be posted at the Polls with a copy to be turned in to the AS Advisor prior to the Elections.

2026.2 Only Election Committee members and other designated people (i.e., faculty and staff) may staff the Polls.

2026.3 A log of personnel working at the Polls shall be maintained, to be submitted to the AS Advisor at the end of each Election Day.

**2027: Identification of Voter**

Students wishing to vote must present name and current registered status. (i.e., schedule or ID card).

**2028: Voting Area Loitering**

No loitering will be allowed in the voting area by anyone.

2028.1 The voting area shall be considered to be an area ten (10) ft. around the voting table.

2028.2 Candidates must stay 50 feet away from the voting area, unless voting.

**Section 2029: Voters with Ballots**

No voter may leave the voting area with a ballot.

**Section 2030: Numbering and Order of Ballots**

All ballots shall be pre-numbered

2030.1 A Candidate's position on the ballot shall be determined alphabetically

**Section 2031: Security of Ballots**

Ballots shall be stored in the AS Advisor's office.

**Section 2032: Tabulation Time Period**

All ballots must be tabulated within forty-eight (48) hours (not counting Saturday and Sunday) of the closing of the polls.

**Section 2033: Uncertainty of Ballots**

Any ballot in which the intent of the voter is unclear shall not be counted during the tabulation.

**Section 2034: Candidates Present at Tabulation**

All Candidates shall have the right to be present at the tabulation of the ballots and/or have a representative present.

2034. 1 No candidate or his/her representative may be within ten (10) feet of the tabulation area.

### **Section 2035: Declaration of Winner**

A candidate must receive a majority of the votes cast in order to be declared the winner.

### **Section 2036: Release of Election Results**

Unofficial results shall be posted within three (3) school days after the final closing of the polls at the polling place with the exception of the Student Trustee Election.

2036.1 The Student Trustee Election results shall be withheld until the SJCC Student Trustee unofficial results are disclosed to the Election Committee.

2036.1.1 The Election Committee shall give the Evergreen Flyer the official results of the Election and a summary of the Election proceedings.

2036.2 Results of all Elections shall remain unofficial until the AS Senate confirms the results.

### **Section 2037: Right to Protest**

Only a student who presents proof of current enrollment at Evergreen Valley College may submit a protest.

### **Section 2038: Submission of Protest**

A protest must be submitted in writing, along with print-out of current schedule, which documents EVC enrollment, to the Election Committee Chairperson with a copy to the Coordinator of Student Activities/A.S. Advisor describing the specific situation in detail. This may be submitted anytime prior to the announcement of the vote tabulation results or, it will not be considered by the Election Committee.

2038.1.1 If the actual ballot tabulation is of issue, this must be protested within two (2) school days of the final closing of the polls, or it will not be considered by the Election Committee.

2038.1.2 First hand, original documentation must be provided (with a copy to both the Election Committee Chair and the Coordinator of Student Activities/A.S. Advisor) to substantiate any concern or the protest will not be considered.

2038.1.3 A dated receipt will be issued by the Coordinator of Student Activities/AS Advisor, to the protestor documenting receipt of protest.

### **Section 2039: Protest Process**

The Election Committee, with the Coordinator of Student Activities/AS Advisor present, as a consultant regarding legality and ethics, shall make a decision regarding the Initial Protest and submit a summary of its findings in writing to the AS Senate within five (5) school days.

2039.1 The protest may be denied or deemed worthy of further action at this stage, by **the AS Senate**.

2039.2 If the protest is deemed worthy of further action, the Election Committee will present a possible resolution to the AS Senate.

2039.3 If the protest is denied, the process has ended.

#### **Section 2040: Appeal to the AS Senate**

2040.1 If the AS Senate deems the appeal worthy of review, it may then be presented to a committee selected by the AS Senate to meet within five (5) school days, conduct an open hearing, and come to a resolution.

2040.2 This committee will be comprised of one (1) administrator, two (2) classified staff, three (3) faculty and five (5) students, with the Coordinator of Student Activities/AS Advisor **present** as a consultant.

2040.3 Resolution will be presented at the next AS meeting. AS Senate will confirm the Resolution and post official results.

#### **Section 2041: Definition of Initiative**

An Initiative shall be defined as an action to allow the initiation of legislation through a vote of the currently registered students.

#### **Section 2042: Proposal of Initiative**

All Initiatives shall be proposed by a petition signed by five (5%) percent of all students enrolled at EVC.

2042.1 All Initiatives shall contain the full text of the proposed action.

#### **Section 2043: Approval of Initiative**

A Special Election must be held within thirty (30) days of receiving the petitions.

2043.1 Public notice of the proposed action **for a Special Election** must be made available no later than ten (10) school days before the Special Election.

2043.2 A majority of the votes cast is required to pass the proposed measure.

#### **Section 2044: Referendums**

A Referendum shall be defined as an action to allow students to overturn legislation of the ASEVC through a vote of the currently registered students.

### **Section 2045: Proposal Referendums**

A Referendum shall be proposed by a petition signed by five (5%) percent of all students enrolled at EVC.

2045.1 The petition must contain the full text of the proposed action.

### **Section 2046: Approval of Referendums**

A Special Election must be held within thirty (30) days of receiving the petition.

2046.1 Public notice of the proposed action **for a Special Election** must be made no later than ten (10) school days prior to the Special Election.

2046.2 A majority of the votes cast is required to pass the proposed measure.

### **Section 2047: Referendums and Initiatives during General Elections**

All Initiatives and Referendums received after March 1, prior to the General Election shall be voted on during the General Election.

### **Section 2900: Elected Officers of the ASEVC**

The Elected Officers of the Associated Students shall be the AS President, the AS Vice President, the Vice President of Finance, the AS Secretary (and the Student Trustee).

**Note. The Student Trustee is a District position, but elected by students.**

**Election Guidelines are advertising for that position have been developed jointly, by a committee comprised of members from the SJCC and the EVC student governments as well as the Advisors from each campus.**

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