



FALL ELECTION TIME TABLE AND DEADLINES

Friday, September 9, 2022	9 am	Applications Available at rcc.edu/asrcc under forms and applications
Tuesday, November 1, 2022	NOON	Circulate Petition. Do not include campaign or written material with petition. Deadline for receipt of application materials to Student Activities Office or emailed to studentactivities@rcc.edu .
Friday, November 4, 2022	10 am	ATTEND ONE (1) MANDATORY Candidate Meeting Time– Hall of Fame Campaigning opens for candidates until voting closes on November 17
Tuesday, November 8, 2022	Noon - 2 pm	Candidate Introduction and Town Hall for students on Terracina
Tuesday – Thursday, November 15 – 17, 2022		Electronic voting opens at 12:00 am on 15th and closes at 11:59pm the 17th
Friday, November 18, 2022	12 pm	Results of election posted at rcc.edu/asrcc and winners will be notified

(Please initial) I have been made aware and understand the election timeline

PROCEDURES AND DEADLINES

All candidates must complete the proper forms to be placed on the ballot by the set deadline. Any candidate who does not turn in the candidate forms by the deadline will not be placed on the ballot. **THERE WILL BE NO EXCEPTIONS!** Candidates whose names are not placed on the ballot may run as a write-in candidate. Write-in candidates must meet the qualifications and have turned in a *Petition to Run for Office* (50 signatures) one (1) day prior to the election and meet with a Supreme Court Justice prior to campaigning for office.

Procedure and Checklist:

- ___ 1. *Application:* Application to Placed on the Ballot form must filled out and turned in to Student Activities Bradshaw 207 by the deadline.
- ___ 2. *Student Petition:* Candidates must collect Fifty (50) valid student signatures to be listed on the ballot. The petition can only be circulated between the set deadlines, and the only attachment that may accompany is a copy of the supplied form of the Candidate's Statement. **All petitions must be turned in with all other required forms by set deadline.**
- ___ 3. *Candidate's Statement:* Candidates must create a statement of their candidacy. The statement must be **computer generated, emailed to megan.bottoms@rcc.edu**, and a copy attached to this packet before the deadline. The statement must be no more than one page (8.5" x 11" sheet paper) in Times New Roman, size 12 font and include the candidates name and their Senate platform, or why students should vote for them. It should include good grammar, spelling and neatness are very important. The candidate statement is a document that will be available at all voting locations for voters to read. The Candidate's Statement will not be accepted after the set deadline.
- ___ 4. All candidate documents **MUST** be received by set deadline and candidates **MUST** attend the Candidate's Meeting to have their names placed on the ballot. All dates and deadlines are specified on the *Election Time Table* above. If you have any questions and/or concerns you can contact Advisor Megan Bottoms in the Student Activities Office or the ASRCC Supreme Court Chief Justice.
- ___ 5. After all forms are received and approved by the Student Activities Office, and candidates have attended one (1) mandatory meeting, the candidate may campaign. See *Guidelines for Campaigning* for more detailed information on campaigning.
- ___ 6. Senators need a minimum of 50 VOTES during the election and the fifty (50) Senators with the most votes will win.

Enrollment and GPA

In elections of the past, more students were disqualified by the enrollment and the GPA requirements than any other requirement. Candidates should make sure to meet the GPA requirements and that there are no errors in their records before submitting applications. Candidates may contact the Coordinator of Student Activities for verification of the GPA. It is the candidate's responsibility to correct any discrepancies. If a candidate is disqualified because of a GPA or enrollment error, an appeal may be made to the Supreme Court Election Committee with written proof that the error has been corrected before the deadline. No appeals will be heard after the deadline

I signify that I read through the election procedures, qualifications, and timeline; and I understand that if I do not meet the qualifications, deadlines, and campaigning procedures stated in this document, I will be disqualified for candidacy and will not be placed on the ballot.

_____ Senate Candidate's Signature _____ Date

DUTIES AND POWERS OF THE SENATE

Section: Composition

The ASRCC shall designate its powers of legislation to its Legislative Branch. The Legislative Branch shall be maintained by the ASRCC Senate and shall consist of the Vice-President, Senate Pro Tempore, and a maximum of thirty (30) Senators. The newly elected Vice-President and Senators shall begin their term the first day after the end of the spring semester in which elected, unless elected by special circumstance, and remain in office until the last day of the following spring semester. All appointed Senators shall begin their term the first day of appointment and shall remain in office until the last day of the following spring semester.

Section: Qualifications

A Senator must have complied with all elections or appointment procedures as well as completed a minimum of six (6) units at RCC prior to the beginning of their term. Each Senator shall attend a minimum of two (2) Senate outreach events per semester. All Senators shall be responsible for allocating time designated for ASRCC Senate meetings, senate committee meetings, and shared governance meetings established by the ASRCC Vice-President, prior to accepting early registration for the following academic semester. If qualifications are not met, the Representative in question shall be ineligible for office.

Section: Duties and Powers

Confirm all appointments for the Executive Treasurer and Secretary, the Directors of respective branches, the Supreme Court Chief Justice, Justices, and all vacancies in the Senate. The Senate shall confirm all appointments with a two-thirds (2/3) vote of its members present during the meeting in which the vote takes place.

The Senate shall reconsider and enact any legislation brought to the senate floor with a two-thirds (2/3) vote of its members present during the meeting in which the vote takes place.

Appoint a Pro-Tempore from its membership with a two-thirds (2/3) vote of its members present during the meeting in which the vote takes place.

Each Senator shall serve on a minimum of one (1) shared governance committee at RCC.

Have the power to enact impeachment proceedings with the ASRCC Supreme Court against all elected and appointed Representatives.

GUIDELINES FOR CAMPAIGNING

BEFORE CAMPAIGNING, All candidate packets must be submitted to the Student Activities Coordinators for validation. The advisor will check for GPA's, for complete packets, etc. Only complete packets will be considered for approval. All students running for Senate MUST have submitted a petition with 50 valid signatures, a candidate statement, and a request to be placed on the ballot for candidacy to Student Activities Office. All valid signatures must include student ID number and student name.

Prior to the candidates meeting, candidates may ONLY campaign verbally, while on campus. Verbal campaigning is defined as speaking to groups no larger than two RCCD students.

Documents to be circulated for signatures may ONLY include copies of the supplied signature sheet and a copy of the candidate's statement.

The use of campaign posters and distribution of flyers or goodies will be permitted ONLY during the official campaign period. Candidates may be disqualified if violations of campaign guidelines are reported and substantiated.

After all forms are approved by Student Activities, candidates must attend the candidates meeting. Attendance at the candidates meeting **IS MANDATORY**. Following the candidates meeting, campaign commences for those deemed eligible to run.

DURING CAMPAIGNING All eligible candidates are allowed to campaign on campus in accordance with the college posting policies and these guidelines.

Campaign election guidelines and information should be distributed via college Student Activities Offices and members of the associated students' organizations. In accordance with Board Policy, all **POSTERS, FLYERS and SOCIAL MEDIA** must be approved by Student Activities prior to posting. For posting locations and other inquiries please visit the Student Activities Office in Bradshaw 207 or call (951) 222 – 8570. **Posters:** Only (10) ten (8 1/2" by 11") small posters and (2) two large (no larger than 24" x 36") posters can be posted per college and per candidate. **Flyers:** They may only be passed out and NOT left unattended on campus. Flyers are to be no larger than 8 1/2"x 11". The number of flyers to be handed out is unlimited. **Social Media:** Candidates may be required to submit a log of all eCampaigning to the Election Committee Representatives. All social media should be set to public during the campaign period and until winners are announced, election officials need to investigate grievances. Associates may post about a candidate during elections, but it must not be influenced by candidate or with 50 yd of polling station. Candidates should not disparage or slander other candidates in any form of campaigning. **FINANCE:** A candidate may choose to spend money on campaign materials, but it is not required to campaign for an ASRCC position. Should a candidate choose to purchase campaign materials they must follow the guidelines set forth. Candidates who do choose to purchase campaign materials shall not spend more than \$300.00 for the election, and candidates will not be reimbursed for expenses. Candidates are responsible for maintaining all campaign related receipts and expenditures. **NO ASRCC materials or finances** should be used by candidates and receipts for campaigning materials may be requested. Official ASRCC accounts will not be used to endorse a specific candidate. (For more details please refer to attached Article VI: Election code)

All campaign materials must be removed, by the candidate, prior to the end of the voting period and within all-time deadlines as set forward in the Candidate Timeline. If a candidate has no access to secured areas, the Student Activities Office will be responsible for the removal of posting materials.

**The Elections Committee will handle all election procedures and interpretation of guidelines regarding candidate's conduct during the election process. Failure to comply with any of the stated guidelines may result in a public grievance hearing or disqualification. Action taken will depend on the severity of the infraction. **All grievance/disqualifications will be handled by the Elections Committee. All grievances must be submitted in writing to any of the Student Activities Offices no later than seven (7) calendar days after the official posting day of election results.

**The Elections Committee must be comprised by the following:

- One Student Activities Coordinator or college official designee
- One member of ASRCC Supreme Court

**For details of the grievance process please contact the designated Student Activities Coordinator overseeing the Elections Committee for said election.

_____(Please initial) I have been made aware and understand the Guidelines for Campaigning

ASRCC Senator Elections
PETITION TO RUN FOR ASRCC SENATE OFFICE



Senator Candidate Name (Please Print)

Number of required Signatures: **50** Due Date: **SEPTEMBER 20, 2022 BY NOON**

This signifies that I am currently enrolled at Riverside City College and I approve of this candidate running for ASRCC Senate. This does not constitute a vote or endorsement for this candidate, it simply enables them to be on the ballot. **(Please Print Clearly)**
Signatures invalid if not accompanied by their student number.

Printed Name	Student ID #	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____
31. _____	_____	_____
32. _____	_____	_____

ARTICLE 6: ELECTIONS CODE**Section 1 – Election Standard I**

In accordance with AP 5400 and Article VI, Section I of the ASRCC Constitution, The ASRCC shall coordinate an all-campus election of to determine the ASRCC President/Vice President and Senators each academic year. All positions of the ASRCC shall be elected positions for a term of one academic year.

Section 2 – Election Timeline

- a. All elections shall be concluded no later than the third week of May of each academic year.
- b. The election week shall be announced to the public no earlier than six weeks and no later than four weeks.
- c. The voting period during election week will be Tuesday beginning at 12:00am and Wednesday at 11:59 pm, unless in the case of a special election.
- d. Unofficial Results shall be posted within 48 hours after the polls closing to the ASRCC website and in a fully accessible place to the public.
- e. All results are considered unofficial until five business days after posting and/or after the conclusion of any appeals process.

Section 3 – Candidate Application

- a. Student Activities and ASRCC shall release elections packets on the Monday four weeks prior to elections. The packets will be available in the Student Activities office and online for students.
- b. Completed packets will be due to the Student Activities eight calendar days after the release date.
- c. All candidates will be responsible for returning completed packets to the Student Activities Office by the submission deadline. A completed packet includes
 1. Candidate Application
 2. 100 valid signatures of registered Riverside City College students,
 3. a written candidate's statement
 4. a current photograph
- d. Applicants who have submitted a completed packet before the deadline and meet the following qualifications, are considered a qualified candidate.
 1. Qualifications for President and VP are found in the ASRCC Constitution Article II Section 4
 2. Qualifications for Senate are found in the ASRCC Constitution Article III Section 4
 3. Attend a mandatory candidate meeting scheduled by the Supreme Court.
- e. All qualified candidates are placed on the ballot for elections
- f. All Qualified Candidates will also be required to attend any public forums prior to elections as scheduled by the Supreme Court.
- g. Once a candidate is considered qualified, they may begin campaigning.

Section 4 – Campaign Materials: Campaigning shall be defined as dissemination of printed and/or digital materials and public statements for or against any candidate.

- a. All Qualified Candidates will be responsible for their own campaign materials throughout the duration of the election period and adhere to all campaign material guidelines.
- b. All candidate campaign materials must clearly state their name and position for which they are running.
- c. Campaigning shall consist of flyers, posters, giveaways, digital media, social media, printed media, or public speaking regarding their candidacy in the ASRCC election.
- d. Campaigning before a candidate is qualified may be grounds for disqualification.
- e. No candidate shall interfere with the campaigning of any other candidate, or shall they interfere with the dissemination of information by any student publication.

- f. All candidates and their campaign volunteers shall be responsible for the quality, content, and distribution of any campaign materials.
- g. All qualified candidates shall not have access to any college equipment/resources, including ASRCC materials.
- h. No candidate shall attempt to gain additional votes by defacing campaign materials of other candidates or engaging in libelous behavior with intent of fraudulently shifting public confidence away from other candidates.
- i. All Qualified Candidates are allowed to campaign during the scheduled election times
- j. All campaign materials need to be removed from campus within 48 hours after the election.
- k. Campaign materials will be posted in accordance with the following rules:

1. **Posters and Flyers:** All posters and flyers must be approved by Student Activities prior to posting. For posting locations and other inquiries please visit the Student Activities Office in Bradshaw 207 or call (951) 222 – 8570 or emailing studentactivities@rcc.edu.

i. **Posters:** Only (10) ten (8 1/2" by 11") small posters and (2) two large (no larger than 24" x 36") posters can be posted per college and per candidate.

ii. **Flyers:** They may only be passed out and NOT left unattended on campus. Flyers are to be no larger than 8 1/2"x 11". The number of flyers to be handed out is unlimited.

iii. Each candidate may have up to three flyers posted on the digital display boards throughout the campus by submitting to studentactivities@rcc.edu.

2. **Social Media:** Candidates will be required to submit all social media handles they will use to the Supreme Court.

i. Any Social media being used should be set to a public setting

ii. ASRCC needs to be allowed to follow the candidate's pages

iii. Candidates can campaign using their own social media page

iv. Snapchat is not an approved form of social media and may be grounds for disqualification

3. **Digital Media:** including website creation, email, canvas posts, blogs, podcasts, vlog, YouTube, is allowed and a log of content and distribution needs to be maintained and should be submitted upon request from the ASRCC advisor or Supreme Court.

1. ASRCC should use their social and digital media to promote elections and introduce qualified candidates to the public but cannot endorse a specific candidate.

j. No campaign materials may be posted

i. Outside of Riverside City College.

ii. On any motor vehicle.

iii. On any doors, windows, or on non-approved locations on campus.

Section 5 - Campaign Finance: A candidate may choose to spend money on campaign materials, but it is not required to campaign for an ASRCC position. Should a candidate choose to purchase campaign materials they must follow the guidelines set forth.

a. No ASRCC funding or materials shall be used to endorse a candidate

b. Candidates who do choose to purchase campaign materials shall not spend more than \$300.00 for the election, and candidates will not be reimbursed for expenses.

- c. Candidates are responsible for maintaining all campaign related receipts and expenditures
- d. Any donated materials must be assessed at retail value and clearly itemized as part of this \$300.00 limit.
- e. Each candidate must be able to submit a report of all campaign related expenditures to the Student Activities Office upon request. The ASRCC Advisor and Supreme Court shall ensure all expenditures are approved. Failure to do so may be grounds for disqualification.
 - i. Receipts clearly itemizing any personal funds, and donations.
 - ii. All sources of gifts, donations, and/or other services to be used in the election.

Section 6 – Voting Procedure In accordance with the ASRCC Constitution and Election Code, Supreme Court shall be responsible for the ASRCC elections.

- a. The voting time and location of ASRCC elections shall be announced no later than two weeks prior to the opening of the polls
- b. Voting happens electronically through the student portal during the announced times.
- c. Students will have digital access to the ballot beginning at the time specified and can access from any computer by logging into their student portal to cast their vote
- d. Students may only cast ballot but can vote for the following:
 - i. Vote for one President/Vice President ticket
 - ii. Vote for as many Senators as they want
- e. There will be one physical polling location on campus for students
 - i. There should be no campaign materials at the polling location
 - ii. Those working the polling location may not actively endorse a candidate while working the polling location
 - iii. Qualified Candidates cannot work the polling location
- f. All Qualified Candidates and volunteers, may campaign during the election but must remain at least 50 feet from the polling location
- g. All qualified candidates are only allowed to enter the voting location to exercise their right to vote. Failure to comply with these voting regulations result in automatic disqualification.
- h. Any promotions or incentives for student voting are at the discretion of the Supreme Court
- i. Voting at the ends on the announced day and time determined by Supreme Court
- j. Qualified Candidates must receive a minimum number of votes of to be considered viable
 - i. President/Vice President Tickets need a minimum of 100 VOTES to reach viability
 - ii. Senators need a minimum of 50 votes to reach viability
- k. Winners are determined by a simple majority of those voting in the current election.
 - i. There will be one President/Vice President ticket winner
 - ii. There are maximum 50 senate seats available
- l. If a tie occurs between two or more President/Vice President tickets, a runoff election will be scheduled no later than a week after results are posted. The Supreme Court, in consultation with the ASRCC Advisor, shall be responsible for setting the timeline and manner of the runoff election.

Section 7 – Election Violations Failure to comply with any of the following is considered an election violation: a. Failure to comply with Section 4, 5, and/or 6 of this Election Code. b. Behavior that violates:

- a. The ASRCC Constitution, Bylaws and/or Finance Code. ii. RCCD’s Standards of Student Conduct.
- b. RCCD’s Board and/or Administrative Policies.
- c. Any attempt to tamper/manipulate/interfere with or otherwise intentionally disrupt the election process.
- d. Any violation set forth in these Bylaws may result in immediate disqualification from candidacy/office.

Section 8 – Grievance Process:

- a. Any registered student of the RCCD may file a written, including email correspondence, complaint with the ASRCC Advisor and Supreme Court throughout the elections timeline up until five business days after results are posted.
- b. The complaint must cite the specific section(s) of the Elections Code and/or any other policy that was violated and a narrative of the violation that occurred.
- c. The ASRCC Advisor and Supreme Court will respond to the grievance within three business day will review the complaint and determine appropriate course of action.
- d. If a violation did occur, and depending on the nature of the violation, the ASRCC Advisor and Supreme Court shall determine the course of action and/or disciplinary measures. If the violation falls solely under the Elections Code disqualification of the candidate may be enforced by Supreme Court.
- e. If the violation falls under the code of student conduct and/or any RCCD Board Policies/Regulations the Dean of Student Life or Dean of Student Services shall determine the course of action.
- f. Should the violation fall under the Election Code, Supreme Court shall proceed with investigating the violation.
- g. All findings are subject to appeal within five business days after the Supreme Court ruling.
- h. The ASRCC advisor shall set forth the appeals process, in coordination with the Supreme Court.
- i. Once the appeals process is concluded the matter is considered settled and no further action may be taken.

Section 8 – Election Oversight The ASRCC Supreme Court shall be responsible for the oversight of all the ASRCC elections, including the following:

- a. Creating the Elections timeline and overseeing all matters relating to the elections process up to the confirmation of results.
- b. They are responsible for assembling, making available, and promoting election packets for to entire student body.
- c. Organizing and overseeing all public forums and meetings related to the ASRCC elections.
- d. Identifying locations for the voting booth, maintaining the integrity of the voting booth, providing adequate staffing for the voting booth, securing physical ballots, counting the votes, and posting the results in accordance with these Bylaws.
- e. Participating in the complaint/grievance process in accordance with these Bylaws.
- f. Maintaining confidentiality of all results until posted as in accordance with these Bylaws.
- g. Refraining from endorsing any candidate, distributing any campaign materials, disclosing any information about the candidates and/or preliminary ballot counting.
- h. Participate in the voting process if they choose to do so and in accordance with these Bylaws.
- i. Any member of the Supreme Court who is on the ballot as a qualified candidate must recuse themselves from this process.
- j. I any member of the Supreme Court, violates the Election Code of these Bylaws, they will be subject to disciplinary action as determined by the ASRCC Advisor. Such action may include removal from the Supreme Court.