

OFFICIAL ASFC ELECTIONS CODE

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ARTICLE I: GUIDELINES

Section 1: *Election Schedule*

The following election events shall occur before or during the corresponding time periods shown below:

- Winter Quarter Week Ten (10) Announcement of Election Schedule and Procedure
- Winter Quarter Week Ten (10) Elections Committee Begins Promoting Elections
- Spring Quarter Week Two (2) Mandatory Candidate Information Meeting/Bylaw Review
- Spring Quarter Week Two (2) Application/Petition Submission Deadline
- Spring Quarter Week Three/Four (3/4) Campaign Exhibition Week
- Spring Quarter Week Four/Five (4/5) Election Week
- First Business Day After Last Day of Polling Expense Reports and Challenge Forms Due
- Third Business Day After Last Day of Polling Challenge Meeting
- Second and Third Business Days after the Last Day of Polling Challenge Meeting Appeal Meetings
- Officer Elect Transition Period 1st to 30th of June

Section 2: *Election Procedure*

- A. The elections shall follow a simple plurality voting system.
- B. All candidates will run on the same ballot.
- C. In case of a tie for the positions of ASFC President or Student Trustee, the Elections Commission will hold a runoff election within 2 weeks following results.
- D. The election for the Foothill Student Trustee shall automatically end ten (10) days before the Student Trustee is to be sworn in regardless of the number of votes cast.

Section 3: *Ballot Measures*

- A. All ballot measures need to be submitted by the submission deadline.
- B. Candidate ballots will be in random order and the order switched throughout the week to give equal coverage.

Section 4: *Candidates' Meeting*

- A. Photos to be placed on the ballot shall be provided by the candidate.
- B. Email the Elections Commissioner or their designee to make alternate arrangements.

Section 5: *Election Events*

- A. The Elections Committee is recommended but not obliged to coordinate the following events during Campaign Week:
 - One (1) Meet the Candidates event.
 - One (1) Candidate Debate event.

Section 6: *Election Results Process*

The Election Committee shall complete the following steps in order after the last day of polling:

- A. Review all candidates and expense reports.
- B. Validate the ballots and tally.
- C. Certify the election results and publicly post them for at least five (5) business Days.

ARTICLE II: MEMBERSHIP

Section 1: *Make-Up*

- A. The ASFC Elections Committee shall consist of five (5) ASFC members with voting positions, and an advisor.
- B. Voting Positions include: Vice President of Administration, Elections Commissioner, three (3) ASFC elected student officers, and two (2) members-at-large of the ASFC (to be appointed by the Elections Commissioner and approved by the Campus Council). An Advisor or whoever he/she assigns will need to be present at all Challenge hearings.

- C. The Chair of the Committee will be the Elections Commissioner. If vacant, VP of Administration will serve as chair.
- D. The ASFC Elections Commissioner shall appoint committee members with the approval of the advisor and the Campus Council.

Section 2: *Duties and Responsibilities of Elections Committee*

The Elections Committee shall:

- A. Remain impartial in all dealings with ASFC members.
- B. Act in accordance with the ASFC Constitution, ASFC Bylaws, and ASFC Codes.
- C. Ensure that all candidates are eligible to hold office.
- D. Encourage ASFC members to apply for ASFC Officer and Foothill Student Trustee positions.
- E. Advertise and promote the ASFC General Election.
- F. Meet once per week until the committee is dissolved.
- G. Meet twice per week during campaign exhibition week and election weeks.
- H. Manage and oversee the ASFC Elections Line Item.
- I. Propose amendments to and review proposed amendments to the ASFC Elections Code.
- J. Provide an expense report template to all candidates.

ARTICLE III: CANDIDATES

Section 1: *Positions*

The available positions in the ASFC General Election are as follows:

- A. ASFC Officers
 - President
 - Vice Presidents
 - Finance
 - Administration
 - Activities
 - Inter-Club Council
 - Senate
 - Senator (6 positions)

B. Foothill Student Trustee

Section 2: *Candidate Eligibility Requirements*

- A. All candidates must:

1. Submit a completed application by the application submission deadline.
 - a. Candidates for President and Vice Presidents must all turn in individual applications in order for them to be considered eligible.
2. Attend the mandatory candidates' meetings. Any candidate unable to attend must arrange an alternate time to meet with the ASFC Advisor and at least three (3) Elections Committee members.
3. Be enrolled in at least eight (8) units at Foothill College, and intend to enroll throughout the following academic year.
4. Be in good standing with the college. Not be on academic or disciplinary probation.
5. Not have filed transfer applications to any College/University.
6. Not be a member of the Elections Committee.
7. Any violation of academic integrity or the student code of conduct will follow the college disciplinary procedures with a report to the Elections Committee as appropriate.

B. In addition, all ASFC Student Government Candidates must:

1. Have paid their student body fees.
2. Have a cumulative GPA of at least 2.0 and be enrolled in 8 units.
3. Not be running for the Foothill Student Trustee position.
4. Not have held office for three (3) consecutive or nonconsecutive year-long terms.
5. Be familiar with ASFC Constitution, ASFC Bylaws, and ASFC codes.
6. Attend Any and All mandatory meetings.

C. In Addition, all Student Trustee Candidates must also:

1. Have a cumulative GPA of at least 2.0.
2. Not be running for any other ASFC Officer positions.

ARTICLE IV: CAMPAIGN REGULATIONS

Section 1: *Definition*

- A. Campaigning shall be defined as activities or items advertising the candidacy of any candidate or ballot issue. The actions of any candidate, member of the ASFC, any Foothill club or any other campus organization, done in the course of discharging their duties associated with that organization, shall not be considered campaigning.

Section 2: *Campaign Conduct*

- A. Failure to obey the campaign conduct provision in this section could result in disqualification.

- B. Candidates may begin verbal campaigning during the quarter that elections are to take place. Campaigning that consists of physical materials such as: flyers, posters, giveaways, classroom presentations, electronic media, or any other form of advertising shall only be permitted during Campaign Week and Elections Week.
- C. No candidate shall interfere with the campaigning of any other candidate, nor shall they interfere with the dissemination of information by any student publication.
- D. No candidate shall use any club, organizations, or college resources not normally provided to the general student body for campaigning purposes or for campaign coordination purposes. This includes: computers, paper, printer, copier, pens, general office supplies, and anything else deemed appropriate by the Elections Committee.
- E. No candidate shall deliberately violate the Elections Code or any Elections Committee ruling.
- F. Any student in the ASFC Student Government cannot actively Endorse or campaign for a candidate that is running that general election. However, impersonal questions about the candidates' work ethic and history within ASFC are allowed to be answered by the student government representative.
- G. Candidates shall not attempt to subvert the election. Subverting the election shall include but not be limited to:
 - 1. Attempting to use the Elections Committee to bias the outcome of the election or overlook violations of the Elections Code.
 - 2. Attempting to gain additional votes by defacing or molesting campaign materials of other candidates or engaging in libelous behavior with intent of fraudulently shifting public confidence away from other candidates.
 - 3. Attempting to use media or other such public entities to publish or spread false information about candidates, or to use media or other such public entities to promote based on inaccurate or false information.
 - 4. Purposely providing inaccurate or false information to the Elections Committee; to include submission of documents, evidence, and witnesses.
 - 5. Impeding an Elections Committee member during the discharge of their duties.
 - 6. Attempting to bribe students or buy votes. This includes providing food or beverages.
 - 7. Publishing or posting campaign materials featuring factually inaccurate information about any candidate, their actions, or their endorsements.
 - 8. Actively assisting students with voting.

Section 3: Campaign Material

- A. All campaign materials must be posted in accordance with the Campus Posting Guidelines that is published by Foothill College.
- B. All candidates' campaign materials must contain the candidate's name (only one preferred name) and the position for which the candidate is running. Failure to fulfill this requirement shall result in removal of the material at the direction of the Elections Commission and possible disqualification of the candidate.
- C. Candidates are allowed to campaign using the internet via personal websites, blogs, social networking sites, etc; but only after the URL to such internet resources is submitted in email to the Elections Committee. The Elections Committee may rule an internet site to be prohibited and any candidate(s) that continues to use such resource after twenty-four (24) hour notice shall be considered in violation and may face disqualification.
- D. Candidates shall remove all signs, posters, displays, all fragments of such signs, posters, or displays, including tape, rope, and all other such materials used to attach said campaign materials within twenty-four (24) hours of the official closing of the General Campaign Period.
 - a. Failing to remove a majority of materials may result in Disqualification.
- E. All candidates can submit a video within 1 (one) minute along with their applications. Videos will be shown at the ballot, as well as on ASFC social media platforms.

Section 4: Campaign Expense Limits

- A. No personal funds shall be used during the election.
- B. The campaign expense limit for candidates shall be \$100 as provided by the ASFC Smart Shop & Design Center.
- C. All donated materials and professional services must be assessed at retail value and counted towards the campaign expense limit.
- D. Each candidate, regardless of whether they campaigned or used funds to campaign, shall submit an expense report to the Elections Commission.
- E. Candidates shall not be reimbursed for items that are bought to help their campaigns other than print media.
- F. Expense reports containing a substantial amount of inaccuracies may result in disqualification.

- G. Expense reports must account for every campaign item bearing the candidate's name and must include receipts, and sources of all gifts and donations.

Section 5: ICC Club Endorsements

- A. Candidates may seek club endorsements any time after the first mandatory candidates' meeting.
- B. ICC clubs may endorse and campaign for ASFC General Election candidates, and ballot measures after turning in a completed Club Endorsement Form to the Elections Committee and receiving approval from the Elections Committee.
- C. Candidates may not claim or publicize endorsements from student clubs until such endorsements have been approved by the Elections Committee.
- D. ICC clubs may only endorse up to two (2) candidates per term.
- E. Endorsements shall only be valid when all of the following circumstances are satisfied:
 - 1. No candidate has voted on the endorsement.
 - 2. A legal vote of the club as deemed by that club's constitution/bylaws was taken and is reflected in the club's official meeting minutes.

ARTICLE V: DETERMINATION OF VIOLATIONS

The Elections Committee shall employ the following methods to enforce campaign fairness and integrity, and to uphold the Elections Code and Posting Guidelines. The severity and consequence of all infractions shall be at the discretion of the Elections Committee.

Section 1: Corrective Action

- A. All candidates who violate any part of the Elections Code or Posting Guidelines shall be informed of the infraction by any member of the Elections Committee and instructed to correct the violations. The infraction must be corrected within twenty-four (24) hours of confirmed notification (witnesses or proof). Candidates are responsible to identify and correct violations regardless of being notified.
- B. Minor Infractions
If the infraction is corrected within twenty-four (24) hours and is not determined to damage college property, create an unfair campaign advantage, or impede the elections in any way, no further action shall be taken.
- C. Major Infractions

If the infraction is not corrected within twenty-four (24) hours, or is determined to have damaged college property, created an unfair advantage or impeded the elections, further action shall be taken.

- D. Disqualification based on violations of rule(s) specified in the ASFC Election Code and may only occur during or after the challenge meeting. However, the Elections Committee shall have the discretion to determine the applicability of reported or discovered violations.
- E. Valid methods for candidates to be punished for violations are limited to the following methods:
 - Disqualification
- F. A reduction to the count of votes for any candidate is illegal and shall never be considered a valid punishment for infractions.
- G. A plea of ignorance shall not be considered a valid defense to an infraction of the ASFC Elections Code or any ruling of the Elections Committee.

Section 2: *Submission of challenge*

- A. All alleged violation(s) of the Elections Code must be submitted in writing, via the General Election Challenge Form, to the Elections Committee on or before the first (1st) business day after the last day of polling by 4:00 PM. All late challenges shall not be considered.

Section 3: *Challenge and Appeal Meetings*

- A. All alleged violation(s) of the Elections Code shall be reviewed by the Elections Committee.
- B. All appeals shall be heard by the Elections Committee.
- C. The Elections Committee shall record all meetings in which deliberation regarding alleged violations or disqualification of any candidate occurs.
- D. Any decision to disqualify any candidate shall require a two-thirds (2/3) vote of the Elections Commission and then be advised to Campus Council.

ARTICLE VI: ELECTION RESULTS AND SWEARING IN

Section 1: *Determination of Election Results*

- A. No candidate will be considered elected as an ASFC Officer/Senate who receives less than twenty percent (20%) of the total votes cast in the General Election.
- B. In case of three (3) or more Presidential Candidates, no candidate will be considered elected as the ASFC President who receives less than fifty percent (50%) of the total votes cast in the General Election.
- C. In case of the circumstances in clause (B), the two (2) candidates with the highest votes shall run off a second round of elections.

Section 2: *Swearing in of ASFC Officer Elects*

- A. All newly elected ASFC Officers must be sworn/affirmed into office during or after the ASFC New Officer Orientation.
 - 1. The swearing in/affirming shall consist of the verbalization and signing of the ASFC Oath of Office.

Section 3: *Swearing in of Newly Elected Foothill College Student Trustee*

- A. The newly elected Foothill College Student Trustee must be sworn/affirmed into office in accordance with relevant Foothill-De Anza Community College Board Policies and Administrative Procedures (First (1st) Monday of June).