



202019 ELECTION CODE

*This Election Code was approved
by the Associated Students Board of Directors
on November 26th, 2018.*

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SECTION I. INTRODUCTION

The ~~2019-2020~~ Election Code comprises the candidates' requirements, campaign guidelines and further information regarding the Associated Students Board elections and the official ballot.

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- I. INTRODUCTION, page 1.
- II. REQUIREMENTS, page 2 and 3.
- III. APPLICATION PROCESS & DOCUMENTS, pages 4, 5 and 6.
- IV. DATES AND DEADLINES, pages 7 and 8.
- V. CAMPAIGNING, pages 9, 10, 11, 12 and 13.
- VI. POSITION DESCRIPTIONS & DUTIES, page 14,15,16,17 and 18.
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The Board of Directors' and the Student Trustee position are open to applicants for the ~~2019-2020~~ – ~~2020-2021~~ academic term. The Associated Students Board of Directors term runs from July 1st, ~~2019-2020~~ through June 30th, ~~2020-2021~~. The **Student Trustee's** term is from June 1st, ~~2019-2020~~ through May 31st, ~~2020-2021~~.

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|---------------------------------------|------------------------------------|
| 1. Associated Students President | 8. Director of Community Relations |
| 2. Associated Students Vice President | 9. Director of Student Advocacy |
| 3. Associated Students Secretary | 10. Director of Activities |
| 4. Director of Budget Management | 11. Director of Publicity |
| 5. Director of Student Assistance | 12. Director of Sustainability |
| 6. Director of Instructional Support | 13. Student Trustee |
| 7. Director of Outreach | |

Note: The Inter-Club Council Chair, Vice-Chair and Communications Officer also hold positions on the Associated Students Board of Directors. However, these particular positions are decided by a vote held by

the membership of the Inter-Club Council.

SECTION II. REQUIREMENTS

A. **CANDIDACY ELIGIBILITY (At the time of nomination)**

1. **ASSOCIATED STUDENTS BOARD OF DIRECTORS**

As stated in the A.S. Constitution:

- i. A candidate for a position on the Associated Student Board of Directors **must be able to serve during the whole term, which runs from July 1st, 2019-2020 through June 30th, 2020-2021.**
- ii. A candidate for a position on the Associated Students Board of Directors must be enrolled in at least eight (8) units, and currently hold a minimum cumulative grade point average of "C" (2.0). This information is reviewed once the candidate's packet is submitted to the Dean of Student Life or the designee.
- iii. In order to hold office, the A.S. President and Vice President must:
 1. Have completed a minimum of twenty (20) units at SMC, and
 2. Have had a leadership experience in the A.S. organization for at least one (1) semester prior to running for or holding office by having been either a Commissioner or a Director of a club or previous Board.

2. **STUDENT TRUSTEE**

As stated in the Santa Monica Community College District Board of Trustees Policy Article 1410:

- i. A candidate to the Student Trustee position shall be a resident of California at the time of nomination and during the term of service.
- ii. A candidate to the Student Trustee position shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service.

B. **REQUIREMENTS DURING THE TERM OF OFFICE**

1. **ASSOCIATED STUDENTS BOARD OF DIRECTORS**

- i. Each member of the Associated Students Board of Directors must be enrolled in at least eight (8) units each semester and s/he must complete those units with a minimum grade point average of "C" (2.0) for each semester. The Director who fails to fulfill these requirements **shall be automatically removed from office.**
- ii. Each member of the Associated Students Board of Directors must have at least 3 counseling appointments with the Office of Student Life counselors.

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2. STUDENT TRUSTEE

- i. The Student Trustee shall be a resident of California during the term of office.
- ii. The Student Trustee shall be enrolled in and maintain a minimum of five (5) semester units in the District throughout the term of service. The Student Trustee shall maintain a minimum grade point average of C (2.0) throughout the term of service. **The Student Trustee who fails to fulfill these requirements shall be automatically removed from office.**

Disclaimer: Candidates are eligible to participate in the Official Campaign Period ONLY after verification of eligibility. Candidates will be notified on their eligibility status before 1 PM on Friday, March ~~13th, 2020~~^{15th}.

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SECTION III. APPLICATION PROCESS & DOCUMENTS

A. MANDATORY CANDIDATES MEETING

All potential candidates must attend one of the Mandatory Candidates meetings to be held at the following dates and times:

- Wednesday, March ~~6th~~^{3rd}, 2019-2020 at ~~4:00~~^{5:30} PM.;
- Thursday, March ~~7th~~^{4th}, 2019-2020 at ~~11:15 AM~~^{2:30 PM};
- Friday, March ~~8th~~^{5th}, 2019-2020 at ~~11:00 AM~~^{12:45 PM}; and
- ~~Tuesday~~^{Wednesday}, March ~~12th~~^{11th}, 2019-2020 at ~~11:15~~^{4:30} PM.

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These meetings will take place in the **Cayton Center Conference Room, Room #206** (above the cafeteria) and will last **approximately 75 minutes**.

Candidates must attend the entire meeting to be considered an official ~~candidate, and~~^{candidate} ~~and~~^{and} receive a signature from the Associate Dean of Student Life or designee to submit with their official candidate's packet.

- a. No proxy or substitutes will be allowed to represent you during the Mandatory Candidates Meeting.
- b. Student ID with current A.S. sticker is required.

B. ELECTION PACKET

DEADLINE TO TURN IN THE ELECTION PACKET TO THE STUDENT LIFE OFFICE, EXCEPT FOR THE SLATE MEMBERS FORM: **TUESDAY, MARCH ~~12TH~~^{10TH}, 2020** BY 5 PM.

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The Election Packet contains the following documents:

1. Candidate Petition
2. Candidate Contract
3. Slate Members Form
4. Proof of Attendance to Mandatory Candidates Meeting
5. Candidate Statement & Picture

Below is a brief description of each and every document included in the Election Packet:

1. CANDIDATE PETITION

A candidate for an Associated Students Director position or Student Trustee shall submit a petition:

- a. Petitions must be signed by a minimum of fifty (50) currently enrolled Santa Monica College students.
- b. A candidate shall be allowed to run for only one (1) position in any one election.
- c. In the event that a candidate decides to run for an alternate position after having already submitted an Election Packet, a new Election Packet must be filed and submitted by March ~~12th~~^{10th}, 2020 at 5 p.m. No time extensions will be made under any circumstances.

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2. CANDIDATE CONTRACT

This contract contains three sections:

- a. Eligibility Requirements - outlines the candidate's academic responsibilities.
- b. Counseling Requirements – This contract confirms the candidate's understanding and awareness of the Associated Students Board of Directors & Student Trustee's counseling responsibilities.
- c. Election Code Compliance – confirms the candidate's understanding and awareness of the current Santa Monica College Associated Students Election code.

3. SLATE MEMBERS FORM

- a. The Slate Member Form can be turned in by **5 PM on Thursday, March ~~14th~~^{10th}, 2020.**
- b. List your slate members with their signatures.
- c. Once you enter into a slate agreement changing slates, is not allowed.
- d. If you chose to run as an independent, you must turn in the "Slate Separation Form" to the Office of Student Life no later than Thursday March ~~21st~~^{19th}, 2020 at 5 p.m. and resubmit any campaign material for approval on that same day. Approval of new campaign material will be determined by Friday, March ~~22nd~~^{20th}, 2020 by 1 PM.

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4. PROOF OF ATTENDANCE TO MANDATORY CANDIDATES MEETING

- a. A signature by the Associate Dean of Student Life or designee is required.

5. CANDIDATE'S STATEMENT & PICTURE

Candidate's statement:

- a. The statement may not exceed 250 words.
- b. It will be included in the official elections website and shared with The Corsair.

Candidate's photograph:

- a. Quality, professional picture.
- b. It will be included in the official elections website and shared with The Corsair.

Both the candidate's statement and the picture must be emailed to:

~~*as.president@smc.edu, icc.chair@smc.edu, benny.blaydes@smc.edu and grass.nancy@smc.edu, rodriguez.isaac@smc.edu,*~~ by **TUESDAY, MARCH ~~12th~~^{10th}, 2020 AT 5 PM.**

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C. CAMPAIGN MATERIAL

DEADLINE TO SUBMIT ALL CAMPAIGN MATERIALS FOR APPROVAL TO THE DEAN OF STUDENT LIFE OR DESIGNEE: **THURSDAY, MARCH 14TH 12TH, 2020 BY 1 PM.**

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A digital design of ALL campaign materials must be emailed to as.president@smc.edu, icc.chair@smc.edu, benny_blaydes@smc.edu and grass_nancy@smc.edu, rodriguez_isaac@smc.edu.

Candidates will be notified of Campaign Advertising Material compliance and eligibility no later than **Friday, March 15TH 13TH, 2020 by 5 p.m.**

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D. EXPENSE ACCOUNT & DONATION STATEMENT FORM

DEADLINE TO SUBMIT A COMPLETE EXPENSE ACCOUNT & DONATION STATEMENT TO THE DEAN OF STUDENT LIFE OR DESIGNEE: **FRIDAY, APRIL 3RD 2020 5TH BY 1 PM.**

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*IN THE CASE OF RUN-OFF ~~ELECTIONS~~SELECTIONS, THE DEADLINE TO SUBMIT A COMPLETE EXPENSE ACCOUNT & DONATION STATEMENT TO THE DEAN OF STUDENT LIFE OR DESIGNEE: **MONDAY, APRIL 15TH 13TH 3, 2020 BY 5 PM.***

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The Expense Account & Donation Statement Form is a sworn statement from the candidate attesting to the accuracy of the candidate's expenses.

- i. It lists your combined total of expenses and donations to your campaign.
- ii. It includes all the original receipts.
- iii. Slates must submit a combined expense account statement in lieu of individual statements.
- iv. **Failure to meet the deadline will result in forfeiture of campaign reimbursements and/or possible disciplinary action.**

SECTION IV. DATES & DEADLINES

- Monday, February ~~11th, 2019~~^{10th, 2020} – Election Packet ready.

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Mandatory Meetings

- ~~Wednesday, March 6th, 2019 at 4:00 PM;~~
- ~~Thursday, March 7th, 2019 at 11:15 AM;~~
- ~~Friday, March 8th, 2019 at 11:00 AM; and~~
- ~~Tuesday, March 12th, 2019 at 11:15. See dates above.~~

- Tuesday, March ~~12th, 2019~~^{10th, 2020} by 5 p.m. – Deadline to Turn in Election Packet, except for Slate Members Form.
- Thursday, March ~~14th, 2019~~^{12th, 2020} by 5 p.m. – Deadline to Turn in Slate Members Form & Campaign Material Designs.
- Friday, March ~~15th, 2019~~^{13th, 2020} by 5 p.m. – Response on candidate and campaign material eligibility.
- Thursday, March ~~21st, 2019~~^{19th, 2020} by 5 p.m. – Deadline to turn in “Slate Separation Form” and new campaign material.
- Friday, March ~~22nd, 2019~~^{20th, 2020} by 5 p.m. – Response on new campaign material eligibility.

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Campaign Period

Providing a candidate is eligible and has submitted and gotten all campaign material approved by the Office of Student Life, campaigning **may start Monday, March ~~18th, 2019~~^{16th, 2020}.**

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Election Period

Votes are cast online through Corsair Connect. Voting is available during the following dates and times:

- The Election runs four consecutive days from **Monday, March ~~25th, 2019~~^{23rd, 2020} at 12 a.m. ~~until~~ Thursday, March ~~28th, 2019~~^{26th, 2020} at 11:59 p.m.**
- In the case of Run-off Elections, they will run from **Monday, ~~April 1st, 2020~~^{March 30th, 2020} at 12 a.m. ~~until~~ Thursday, April ~~4th, 2019~~^{2nd, 2020} at 11:59 p.m.**

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Voting Polls

A computer terminal will be available in the following locations of the Santa Monica College Main Campus:

- Cafeteria
- Library Walkway
- North Quad

This terminal will be available on the following times and dates:

- **Regular Elections Week:**

10 a.m. to 4 p.m. on Monday, March ~~25th~~

~~2019~~23th, 2020

10 a.m. to 4 p.m. on Tuesday, March ~~26th~~

~~2019~~24th, 2020

10 a.m. to 4 p.m. on Wednesday, March ~~27th~~

~~2019~~25th, 2020

10 a.m. to 4 p.m. on Thursday, March ~~28th~~

~~2019~~26th, 2020

- **Run-off Elections (if necessary):**

*During run-off elections computer terminals will **only be available in the Cafeteria and Library Walkway.***

12 ~~pa.~~m. to 4 p.m. on Monday, ~~April 1st 2019~~ March 30th, 2020

12 ~~pa.~~m. to 4 p.m. on ~~Monday Tuesday~~, ~~April 2nd 2019~~ March 31st, 2020

12 ~~pa.~~m. to 4 p.m. on ~~Monday Wednesday~~, ~~April 3rd 2019~~ 1st, 2020

12 ~~ap.~~m. to 4 p.m. on ~~Monday Thursday~~, ~~April 4th 2019~~ 2nd, 2020

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Results

Regular Elections results will be announced at the Election Committee meeting at **9 AM on Friday, March ~~29th 2019~~ 27th, 2020**, given that there are no election violation complaints pending. The meeting will take place in the Conference Room of the Cayton Center.

In the case of Run-off Elections, results will be available at 9 AM on Friday, April ~~4th 2019~~ 3rd, 2020.

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SECTION V. CAMPAIGN

A. CAMPAIGN GUIDELINES

1. Campaigning can begin Monday, March ~~18th~~^{16th}, 2020 providing a candidate is eligible and has submitted and gotten all campaign material approved by the Office of Student Life. Campaign Material must be submitted for review no later Tuesday March ~~20th~~^{17th}, 2020. Candidates will be notified of campaign ad compliance and eligibility no later than Friday, March ~~23rd~~^{20th}, 2020 by 3pm.
2. Campaign presentations to classrooms are allowed -only with -the -expressed c-~~e~~-consent of the instructor. Candidates are advised to contact instructors in advance.
3. No campaigning is to take place in the Library, the Student Life Office, ~~or~~ any campus computer labs, bathrooms, or inside the Student Services Center building.
4. While individual club members may express support for candidates, **club endorsements will not be considered an official part of the campaign process.** The expressed neutrality of any club must be respected by candidates.
5. Campaign workers must be SMC students. A list of campaign workers and their SMC ID numbers must be submitted to the election committee before campaign workers are allowed to participate in the elections. The candidate must be able to verify all campaign workers prior to and during campaigning.
6. The candidates are responsible for ensuring that their campaign assistants adhere to election guidelines and wear a visible identification of candidate or slate affiliation. Candidates will be held responsible for any unlawful actions taken by their campaign workers. If any offense committed by a campaign worker is stated as grounds for disqualification. In other words, the candidate to whom they are registered will be subject to disqualification.
7. Campaign workers will be permitted to advise candidates and aid them in determining their schedules and actions during the campaign. Campaign workers may speak on candidates' behalf in any venue approved by the candidate for whom they are registered.
8. Candidates and campaign workers cannot serve on the Election Committee.
9. Any involvement in destruction, defacement, alteration, and/or removal of campaign publicity by any candidate or campaign worker will result in disqualification or termination of the candidate, or the candidate to whom the campaign worker is registered.
10. Likewise, cross-promotion between members of different slates, in attempt to effectively act as one slate or circumvent the 2-8 person slate member limit, is also not allowed.
11. All polling areas shall be designated and clearly marked by the Election Committee. No campaigning shall be done with the attempt to contact and/or influence any person or persons within the polling boundary area.
12. All campaign guidelines will be in effect in the event of a run-off election.
13. All members of the Associated Students Board of Directors, including the officers of the Inter- Club Council, and student trustee must remain neutral before and during the elections and may not endorse any candidate or slate.
14. Candidates must not solicit endorsements from any SMC Staff and Faculty. Staff and ~~F~~faculty are encouraged to remain neutral at the risk of disqualifying the candidate they are promoting. (At the discretion of the Elections Committee)

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15. Candidates may not skip classes to campaign.
16. The Inter Club Council will provide time in their biweekly meetings for candidates to speak. ~~The Inter Club Council will also provide sign up times in coordination with clubs so candidates can speak at club meetings.~~ It is up to the club's discretion to allow slates to campaign during club meetings. It is however the right of the clubs to not allow any candidates to speak. However, if a club chooses to only let certain positions speak (President, Student Trustee etc.) they must allow each person running for that position to speak).

B. FINANCES

1. No candidate or his/her representatives shall incur expenses in excess of two hundred and fifty dollars (\$250.00) over the official campaign period and the run-off election (if necessary). Any slate may spend up to \$250 on their campaign, with an additional \$15 per slate member for a maximum of up to \$355 for a slate of eight people.
2. Each candidate expressing financial need (must provide proof and documentation of financial need) will be reimbursed up to \$150. Funds will be dispersed based on financial need and on a first-come first-serve basis.
3. Cash Advances will be available up to \$50 at the start of campaigning on a first come first serve basis for those expressing financial need and can provide documentation to the office of student life.
4. A completed Expense Account and Statement (contained in this election packet), including \$0 (zero) expenditures, must be submitted to the Associate Dean of Student Life or designee on Friday, April 5th 3rd, 2020 by 1 PM. In the case of run-off elections, the deadline will be Monday, April 13th, 2020 by 5 PM. Original receipts must be submitted with this document.
Slates must submit a combined expense account statement in lieu of individual statements.
5. Product donations or donations by any outside individuals or organizations must be listed on the expense statement and will count towards the total amount that can be used in an election by an individual or slate.
6. **No more than 8600 percent of any candidates or slates budget (NOT EXPENSES) or product donations can be spent on paper products. Paper products include flyers, posters, business cards, etc, unless above products purchased are made of recycled paper 4-ups etc.**

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C. PUBLICITY

1. All literature, flyers, posters, advertisements, and other publicity must be approved and signed off by the Associate Dean of Student Life or the designee prior to posting.
2. Prior to duplication, the original campaign materials must be approved and signed off by the Associate Dean of Student Life or the designee and a copy must be submitted to the election committee.
3. Space is designed for the placement of campaign literature as follows:
 - i. Candidates may mount approved campaign ads on stakes and place them in the ground.
 - ii. All permanent structures are off limits; this includes such structures as sidewalks, phone booths, trees, fences, doors, windows, any painted surface on the inside or outside of the campus structures, and the cafeteria breezeway.

- iii. Public bulletin boards are open to posting, once the material in question has been approved by the student life office. The approved posting materials may not unreasonably monopolize ~~space, and~~space and may not obstruct other candidates' materials.
- 4. If an inappropriate item of publicity is recognized, **do not take it down**. Complaints must be reported via email or handwritten notice to the Elections Committee and Dean of Student Life, where it will undergo review and subsequent action. Photographs of the violation may be submitted as proof. Candidates may only remove their own publicity.
- 5. Slander and libel are not allowed in any aspect of the campaign.
- 6. Campaign stakes must be twenty-four (24") inches from the edge of the grass.
- 7. Candidates may not issue any incentives that have inherent value (pencils, candy, etc.)
- 8. Buttons and paper materials, which serve no inherent purpose beyond promotion of a given candidate or slate, are allowed.
- 9. **If incentives such as ice cream, cookies, candy, small tokens, and etc. are given to encourage voting, they will be funded and distributed by the Election Committee, and not candidates or campaign workers.**
- 10. All candidates from the moment of their application until the moment of elections closure must only issue statements, both verbally and on all issued media that are true to the best of their knowledge. In the event that an unintentionally false statement is identified and proven, the candidate will be notified and must remove the false information from their promotional materials within 24 hours of notice.
- 11. In the event that an intentionally false or misleading statement is identified, verified false or misleading, the candidate may be subject to disciplinary action and/or disqualified from running and removed from the ballot.

D. SOCIAL MEDIA

- 1. Social Media Posts must adhere to the same rules set forth in the election code.
- 2. Defamation, Bullying, Libel, Rumors, etc. will not be tolerated on social media by candidates or campaign workers and is subject to consequences of the election code.
- 3. For purpose of the campaign social media is defined as websites, Facebook pages, ~~F~~acebook groups, Facebook boost, Facebook advertisements, ~~T~~witter, ~~T~~witter promoted post, Instagram-, Instagram filter. Snapchat, Snapchat filter, ~~P~~interest, ~~T~~umblr, ~~R~~eddit, and any other advertising avenue on the internet and or through social media
- 4. Advertisements and boosts may be purchased through Social Media companies and must follow the campaign approval process set forth in section VII Campaign. Any purchases on social media must follow the same budget limitations as spelled out in the election code.
- 5. Since Snapchat and Instagram filters are limited geographically. No Snapchat/Instagram advertisements may be purchased by any campaign. The Election committee may choose to purchase snapchat filters for the purpose of promoting voting.
- 6. Social Media Posts that violate any portion of the election code are subject to the consequences as set forth by section IX Rules.
- 7. **Candidates shall not make more than 5 promotional posts per day in the SMC unofficial Facebook page.**

E. SLATES

1. A “slate” is any group of two (2) to eight (8) candidates campaigning as a team.
2. Submit the Election Slate Form found in the Election Forms Packet. The form will be your official notification of intent to run as a slate and considered your letter of consent signed by each candidate on the slate, which must be submitted to the Dean of Student Life or designee by 5 p.m. on Thursday, March ~~14th~~^{12th}, 2020. A copy of this form will then be forwarded to the Election Committee Chairperson.
3. The names of slates shall be included on campaign publicity and on the election website, in association with the name of any candidate who claims membership on the corresponding slate.
4. Slates are subject to the same publicity guidelines and campaign regulations as individual candidates.
5. If a candidate chooses to leave a slate to become an ~~independent~~^{independent}, they must submit the “Slate Separation” form no later than Thursday March ~~21st~~^{19th}, 2020 by 5~~6~~⁶pm. With new campaign material submitted for approval by March ~~29th~~^{27th}, 2020 by 5~~6~~⁶pm. Once a candidate’s packet is turned in there will be no switching to other slates only leaving slates to become an independent candidate by the above deadline. If there are remaining members of a slate where candidates have ~~left~~^{left}, they too have to resubmit publicity material with only current slate members listed.

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F. ENFORCEMENT

1. Any breaking, infringing, or transgressions of the above sections shall be in violation of this Election Code, and may result in the disqualification of that candidate.
2. A complaint of violation alleged against any candidate said to have violated any section of this Election Code must be submitted in writing to the Dean of Student Life or the designee, ~~no later than 9:00 a.m. the morning after the last day of voting.~~ A copy of the complaint will be submitted to the Election Committee Chairperson by the Dean of Student Life or designee.
3. Upon receipt of the charge, the Election Committee Chairperson shall do one of the following:
 - i. Issue a written warning letter for minor violations of the Election Code. Either the complainant or the candidate may appeal the decision of the Chairperson of the Election Committee. The appeal must be filed within 72 hours after the Chairperson provides notice of the warning letter to the complainant and candidate. In the case of an appeal, the Election Committee Chair and the Dean of Student Life/designee, shall determine whether or not to forward the appeal to the Elections Committee. Should more extensive review prove necessary, the appeal shall be presented before the Judicial Board.
 - ii. Refer the matter to the Election Committee for action, upon verification of the charge.
4. In connection with complaints referred or appealed to the Election Committee, the Election Committee shall meet in a public session to determine whether there is reasonable cause to believe that a violation of the Election Code has been committed by the candidate. The candidate shall be given written notice by email of the date, time, and place that the Election Committee will meet along with a general statement of the complaint against the candidate. The written notice shall be given at least 72 hours prior to the meeting.

5. Following its consideration of the complaint, the Election Committee shall take one of the following actions:
 - i. Determine that no violation of the Election Code has occurred. Any such decision may be appealed to the Judicial Board by the person filing the complaint within 72 hours after the determination.
 - ii. Determine that a minor violation of the Election Code has occurred and issue a written warning letter. Any such decision may be appealed to the Judicial Board by the candidate receiving the warning letter within 72 hours after the determination.
 - iii. Refer the complaint to the Campus Disciplinary for formal disciplinary proceedings.
6. If the candidate is disqualified through the student discipline process after voting has begun or ended, all votes cast for that candidate shall be counted as blank.

G. RUN-OFF ELECTIONS

1. Automatic run-off elections will occur if two (2) or more candidate's votes end in a tie.
2. If the winner of a position is disqualified there will be a run-off election among or between the top two (2) remaining candidates.
3. If a candidate in a run-off election is declared ineligible to serve there will be a new election among the remaining candidates for that office upon approval by the A.S. Board
4. Any other run-off elections will occur only after a petition for a run-off election has been reviewed and approved by the Election Committee and the A.S. Board.

H. RECOUNT GUIDELINES

1. Requests for recount will be considered if the margin of victory is within one percent (1%) of the total Votes counted on hand ballots for that **position**.
2. Polling workers shall be non-SMC students.
3. The computer will be removed from the computer terminal located in the SMC main campus cafeteria, each evening and returned to the Associated Students office or designated location, by A.S./Student Life Staff or the poll workers (are non-SMC students).
4. No candidate or campaign worker shall use, or solicit for use, personal laptops or mobile devices as polling stations on the SMC campus.
5. Voters may use, at their discretion, their own devices or public computers in the-SMC labs to become informed about candidates and cast their votes.
6. Any vote cast on the device belonging to or offered by a candidate or campaign worker is unlawful, and the candidate or campaign- worker -found to have done so is subject to Disqualification.
7. Anything in this Election Code or not included in this Election Code shall be interpreted by the Election Committee under the supervision of the Dean of Student Life or the designee.
8. **(NOTE: If you are unsure about the legality of an action, ask first!)**
9. Other mandatory meetings of the candidates may be called by the Election Committee and the Dean of Student Life or the designee, provided forty-eight (48) hours' notice has been given.

SECTION VI. POSITION DESCRIPTIONS

Source: **A.S. By-Laws, Article III.**

SECTION 1: GUIDELINES

- (1) Board Members must uphold the A.S. Constitution, By-Laws, and A.S. Fiscal policy.
- (2) Board Members must be acquainted with Parliamentary Procedures and the governing documents that supersede the A.S. Constitution & By-Laws, including but not limited to: the California Education Code (Sections 76060 - 76067 & 72670-72682), Title 5, Robert's Rules of Order, and the Brown Act.
- (3) Board Members are expected to serve a minimum of fifteen (15) hours per week, in service to the A.S.
 - a. Service includes but is not limited to: Attending board meetings, attending campus committees, office hours, A.S. sponsored and co-sponsored events, and actively working on A.S. projects.
- (4) Board Members are encouraged to bring students to committee meetings, including campus-wide and A.S. established committees, particularly if the student shows personal interest in a matter addressed by a particular committee.
- (5) In addition to performing their individual duties, Board Members must collectively pursue the mission of the A.S. and are encouraged to take on initiatives that aim to benefit the students.
- (6) Board Members are required to attend the weekly A.S. Board meetings.

SECTION 2: BOARD OF DIRECTORS

(1) The President:

- (a) Presides over all Board of Directors meetings, calls special meetings, and forms ad-hoc committees for specific purposes;
- (b) Is the official spokesperson for the A.S.
- (c) Serves as a voting member of, including but not limited to, the following:
 - A.S. Finance Committee.
 - District Planning and Advisory Council (DPAC), wherein The President appoints a second student representative.
 - District Planning and Advisory Council (DPAC) Budget Sub-committee.
 - Student Senate for California Community Colleges (SSCCC), wherein the A.S. President, along with the Director of Student Advocacy, represents SMC students.
- (d) Has the authority to appoint student representatives to any DPAC and Academic Senate committee.
- (e) Has other powers granted to him or her by the A.S. Board of Directors in accordance with the A.S. Constitution and By-Laws.

(2) The Vice President:

- (a) Assumes the Office of the A.S. President in the latter's absence, resignation, or removal from office and performs such other duties as directed by the A.S. President.
- (b) Is an ex-officio member of all Board of Directors Committees, other than those of which he or she is Chairperson,
- (c) Serves as the Chairperson of the A.S. Constitution Committee and Joint Council.

- (d) Appoints proper student representatives to campus-wide committees, including but not limited to, DPAC and Academic Senate Committees.
- (e) Serves on the:
 - Academic Senate Curriculum Committee.
 - Academic Senate Student Affairs Committee.

(3) The Director of Budget Management:

- (a) Keeps a written account of all finances related to the A.S.
- (b) Signs all requisitions for expenditures.
- (c) Provides a "Financial Balance Sheet Summary" to the A.S. Board, Finance Committee, and I.C.C. at least three (3) times each Fall and Spring semester.
- (d) Chairs the A.S. Finance Committee.
- (e) Prepares the agenda and minutes for the A.S. Finance Committee meetings, and is responsible for submitting those minutes to the Secretary in a timely manner.
- (f) Is responsible for sustaining the A.S. Fiscal Policy and communicating it to the I.C.C. and other A.S. Directors.
- (g) Serves on the DPAC Budget Planning Sub-Committee.

(4) The Secretary:

- (a) Prepares and posts the agendas and minutes, in cooperation with the A.S. President, and the A.S. Advisor or designee, for all:
 - A.S. Board Meetings.
 - A.S. Constitution Meetings.
 - Joint Council Committee Meetings.
- (b) Conducts roll call and keeps attendance at official meetings;
- (c) Maintains a publicly accessible file containing the minutes of the A.S. Board, Constitution, and Joint Council meetings, and other A.S. historical and important documents, including but not limited to:
 - Resolutions.
 - Contracts and Memorandum of Understandings (MOUs).
 - Reports.
- (d) Records each Director's vote, by name, for main motions.
- (e) Serves on the Grade Appeals Committee.

(5) The Director of Activities:

- (a) Coordinates A.S. sponsored events. These include but are not limited to: concerts, speaker series, plays, exhibitions, and creative activities.
- (b) Assists Board members with events they may coordinate.
- (c) Follows set guidelines for A.S. sponsored events and ensures that other Board members are in compliance as well.
- (d) Keeps a schedule of all A.S. sponsored events and keeps a file of all agreements and contracts pertaining to such A.S. events.
- (e) Chairs the A.S. Activities meeting and updates the SMC Events Calendar.
- (f) Serves on the:
 - DPAC Facilities Committee.
 - I.C.C. Activities Committee, as an ex-officio member (as stated in the I.C.C. Constitution V.3.2.)

- (g) Helps promote A.S. events in cooperation with the Director of Publicity and Director of Outreach.

(6) The Director of Outreach:

- (a) Acts as the official A.S. membership recruiter.
- (b) Actively works to maintain and improve A.S. benefits. These include but are not limited to A.S. discounts with business, as well as with other partners.
- (c) Acts as a liaison between the A.S. and Santa Monica locally owned businesses, including on-campus food and other services, in order to maintain and expand A.S. membership benefits.
- (d) Works in cooperation with SMC athletics and serves as a member of the SMC Homecoming Committee.
- (e) Helps promote A.S. benefits along with the Director of Publicity.

(7) The Director of Community Relations:

- (a) Serves as a liaison between the A.S. and SMC Community Programs, in order to ensure that these programs are fair and reflective of students' needs. These programs include but are not limited to: the Center of Environmental and Urban Studies, Campus Police, Campus Food Services, Health Service Center, Psychological Services Center, Bursar's Office, and other Offices which provide non-instructional services to the SMC community
- (b) Organizes and maintains community service and engagement programs.
- (c) Assists SMC students with finding community service and volunteer opportunities in and outside of campus.
- (d) Maintains a publicly accessible folder of all partner organizations and community service opportunities available to SMC students.
- (e) Serves on the:
 - Academic Senate Global Citizenship committee.
 - G.R.I.T. initiative committee.

(8) The Director of Student Advocacy:

- (a) Is a liaison between the A.S. and local legislators, as well the campus Senior Director of Government Relations and Institutional Communications, along with the A.S. President.
- (b) Researches legislation, bills and laws pertaining to education, which affect SMC students and provides the A.S. Board with updates and reports.
- (c) Establishes and conducts legislative visits, so as to advocate for students and Public Education.
- (d) Assists non-partisan advocacy groups, including but not limited to: student workers, student grassroots movements, and advocacy clubs.
- (e) Organizes channels for public civic expression, such as open forums, public opinion polls, voter registration drives, lobbying efforts, advocacy campaigns and rallies, in order to promote students' interests and civic engagement. This includes organizing the SSCCC sponsored event "March in March".
- (f) Is the official SSCCC Region VII SMC Delegate should the President choose not to be.
- (g) Serves on the Academic Senate Student Affairs Committee.

(9) The Director of Student Assistance:

- (a) Works in collaboration with **and** is the liaison between the A.S. and all campus Student Assistance programs, including but not limited to, EOPS, Financial Aid Office, Adelante Center, Disabled Students Center, SMC Foundation, African-American Collegiate Center, International Education Counseling Center, Latino Center, Veterans Center, and any other SMC counseling, assistance, or transfer center, in order to ensure that all student support service programs reflect the needs of the students.
- (b) Along with the Academic Senate Student Relief Fund Committee, Financial Aid, Counseling Offices, coordinates the A.S. Assistance Program (ASAP), which consists of:
 - i. A.S. Instructional Materials Assistance.
 - ii. A.S. Meal Plans.
 - iii. A.S. Awards and Scholarships.
- (c) Serves on the DPAC College Operational Services Committee.

(10) The Director of Instructional Support:

- (a) Works in cooperation with all instructional and academic support related services provided on campus, including but not limited to: the Library, Bookstore, Computer and Tutoring labs, Supplemental Instruction centers, which includes the Center for Students with Disabilities, and all counseling and transfer centers. This director does so in order to ensure that these services reflect the students' instructional needs.
- (b) Maintains the printing services available in the A.S. Computer Lab. This includes but is not limited to: monitoring and maintaining paper and toner supplies, and providing printer maintenance supply kits when needed.
- (c) Maintains and manages all operational technology employed by the A.S., which includes setting up all necessary equipment for A.S. Board meetings.
- (d) Ensures that free Scantrons and Bluebooks are always available to A.S. members at the A.S. Office Reception, as agreed with the Director of Outreach.
- (e) Assists the Director of Student Assistance in providing instructional materials for the ASAP program.
- (f) Serves on the:
 - DPAC Technology Planning Sub-committee.
 - G.R.I.T. initiative committee.

(11) The Director of Publicity:

- (a) Promotes and preserves an excellent A.S. image.
- (b) Publicizes the A.S. and its related events, activities, programs, and Board of Director vacancies, through college and campus channels, which may include the Corsair newspaper, A.S. social media channels, and the SMC website. The Director of Publicity should consult with at least **one** (1) other Board member before releasing advertising materials.
- (c) Raises student awareness of all campus student services, such as instructional support services, mental and health services, and financial aid services.
- (d) Maintains an active presence on campus, which may include the satellite campuses, as well as maintaining an A.S. social media presence.
- (e) Serves on the DPAC College Operational Services Committee.

(12) The Director of Sustainability:

- (a) Works to reduce the ecological footprint of the A.S. This includes but is not limited to overseeing and assisting with the reducing, reusing, recycling, and composting for all A.S. and I.C.C. events, as well as in the A.S. office.
- (b) Is responsible for overseeing the A.S. Board's compliance with the Zero Waste Policy, pursuant to the Fiscal Policy VI.B.1.
- (c) Works in cooperation with the Grounds Department, Sustainability Coordinator, and Director of the Center of Environmental and Urban Studies (CEUS).
- (d) Ensures that there are always reusable water bottles and reusable bags available to A.S. members in the A.S. Office reception.
- (e) Serves on the:
 - A.S. Finance Committee.
 - Garden Allotment Committee.
 - Academic Senate Environmental Affairs Committee.
 - American College and University President's Climate Commitment (ACUPCC) Sustainability Task Force.
 - Transportation Taskforce.

SECTION 3: STUDENT TRUSTEE

The Student Trustee:

- (a) Is the liaison between the Board of Trustees and the A.S. Board.
- (b) Attends the A.S. Board meetings as a non-voting member a minimum of once per month.
- (c) Provides a written and verbal report to the A.S. Board a minimum of once per month, pertaining to activities and issues concerning the Board of Trustees.
- (d) May provide A.S. reports to the Board of Trustees as instructed by the A.S. President, or by the majority of the A.S. Board.

Please see SMC BOARD POLICY- SECTION 1000 – BYLAWS OF THE BOARD:
(http://www.smc.edu/admin/board_policy_manual/default.htm)

SECTION VII. BALLOT INITIATIVES

1. Submitting a petition to the A.S. Secretary, signed by 5 percent (5%) of the number of students currently enrolled at SMC (spring or fall semesters only), attached with the Legislative/Action proposal. The Dean of Student Life or designee must validate the signatures.
 - a. Upon determination of the validity of the signatures, the A.S. Board of Directors must either pass such legislation or submit it to a vote of the student body at the next general election.
 - b. An initiative petition must pertain to one (1) specific action and must be submitted four (4) weeks prior to the next general election.
 - c. Any proposed action dealing with financial matters must specify the dollar amount.
2. The Joint Council may submit proposed legislation or an advisory proposition to a vote of the student body, but must give at least fifteen (15) days notice. A majority of all votes cast is sufficient to pass such legislation or advisory proposition.
3. The governing body of the association may order that an election be held for the purpose of establishing a student representation fee of two dollars (\$2) per semester. The election shall be held in compliance with regulations of the Board of Governors of the California Community Colleges and shall be open to all regularly enrolled students of the community college. The affirmative vote of a majority of the students voting in the election shall be sufficient to establish the fee. However, the election shall not be sufficient to establish the fee unless the number of students who vote in the election equals or exceeds the average of the number of students who voted in the previous three student body association elections. For the 2018-2019 academic year this would mean 2,367 voters and 1,184 in the affirmative to pass.
4. The results of the votes for the measure shall be announced along with the results of the general election. Unless a recount has been ordered, the results shall be given following the general election rules.