



### 2024-2025 ASBG ELECTIONS TIMELINE

1. Petitions for ASBG offices for the school year 2024-2025 will be available in the Student Activities Office in Student Center G-105 beginning Monday, February 19 through Friday, April 5, 2024.
2. The deadline for turning in petitions is Friday, April 5, 2024 at 2:00 p.m. in the Student Activities Office or via email to [srobb@hancockcollege.edu](mailto:srobb@hancockcollege.edu). It is recommended that you do not wait until the last minute to turn in your petition. **The deadline will be strictly observed.**
3. A mandatory candidate's meeting will be held on Monday, April 8, 2024 at 3:00 p.m. via Zoom to discuss campaign guidelines and regulations. The zoom link will be emailed to all candidates.
4. Candidates may campaign between Monday, April 8, 2024 at 4:00 p.m. and Monday, April 29, 2024. All campaign materials must be removed by 4:30 p.m. on April 30. Check the elections code for specific information.
5. Tuesday, April 23 through Thursday, April 29, 2024 are the ASBG elections. Students vote electronically and will have access to the ballot during this duration of time.
8. Available Student Body Offices:
  - PRESIDENT
  - VICE PRESIDENT
  - STUDENT TRUSTEE
  - EXECUTIVE ASSISTANT
  - EXECUTIVE SECRETARY
  - VICE PRESIDENT OF FINANCE
  - VICE PRESIDENT OF EXTERNAL AFFAIRS
  - DIRECTOR OF STUDENT OUTREACH
  - DIRECTOR OF ACADEMIC AFFAIRS
  - DIRECTOR OF PUBLIC RELATIONS
  - DIRECTOR OF STUDENT ADVOCACY
  - DIRECTOR OF CAMPUS ENVIRONMENT
  - DIRECTOR OF LEGISLATIVE AFFAIRS
  - DIRECTOR OF STUDENT ORGANIZATIONS
9. All enrolled Allan Hancock College students, credit and non-credit, are eligible to vote in the ASBG election.



## CANDIDATES RULES AND REGULATIONS

**All candidates are responsible for reading the approved Elections Code and for complying with all rules and regulations outlined therein. The code is included in this packet.**

1. On Monday, April 8, 2024 at 3:00 p.m. via Zoom there will be a mandatory meeting for all candidates. Candidates will receive the zoom link via email.
2. Campaigning may take place beginning Monday, April 8 after 4:00 p.m. and continue through 11:59 on April 29, 2024.
3. Any materials must be removed by each candidate on the day after voting takes place (April 29). Please note, all candidates are responsible for removing such materials.
4. Campaigning is highly encouraged in on campus, in the Student Center, and on your social media accounts. Campus Graphics will print posters, flyers, etc. very inexpensively.
5. Remember students are elected with a majority vote. On the ballot a student has the option to vote for "None of the Above". It is possible therefore that a candidate may lose because a majority voted for none of the above. Get out and encourage students to vote.

### MANDATORY CANDIDATES MEETING

- ◆ Friday, April 8, 2023 at 3:00p.m. via Zoom. Campaigning can begin following the meeting.

### ELECTIONS

- ◆ Tuesday, April 23 at 12 a.m. through 11:59 p.m. on Monday, April 29, 2023



## CANDIDATE PLATFORM STATEMENT

### **THIS MUST BE TYPED**

Please submit electronically a brief platform statement and a photo to [srobb@hancockcollege.edu](mailto:srobb@hancockcollege.edu) by Friday, April 14, 2024. Copies of these statements will be available online, to be made available for students to read prior to voting.

### **This statement must be submitted with your petition and should include:**

1. Your Name
2. What education, skills and/or experience would you bring to this office
3. What are your specific goals, and/or what ideas/programs would you strive to implement, if elected to this office.

*\*Don't forget to email the platform statement and photo to [srobb@hancockcollege.edu](mailto:srobb@hancockcollege.edu) by Friday, April 14, 2024*



IMPORTANT NOTICE FOR ALL CANDIDATES

A **mandatory** meeting for all candidates will be held on Monday, April 8, 2024 at 3:00 p.m. via zoom.

Candidates must sign this form and submit it with the completed nomination petition.

I, \_\_\_\_\_ (printed name) understand the candidate meeting is mandatory. I will be able to attend on Friday, April 8, 2024 online.

If I cannot attend this meeting I will arrange a time to go over the material with the Director, Student Activities & Outreach at another date/time.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**PUBLICITY RELEASE FORM**

I hereby grant my consent to Allan Hancock College to use and license the use of my name and my likeness, whether in still in or moving pictures, my photograph and/or other reproduction, including my voice and features, with or without my name for any editorial, promotion, trade, business or other purpose whatsoever, including testimonial and endorsement of product advertising.

Allan Hancock College may exercise its rights in any way it sees fit for its productions, for advertising and for other purposes. I hereby waive any right to approve the finished photograph, audio recording or video, or any copy which might be used in conjunction with the finished product. I understand I will receive no compensations for photographs, audio recordings of videos used and/or reused.

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **EXCERPT FROM ASBG CONSTITUTION**

### **Article II - MEMBERSHIP**

Section 1. Membership consists of those students duly registered in credit classes at Allan Hancock College.

Section 2. All members of Allan Hancock College have the right and privilege to:

- Clause 1. hold office in ASBG, if all qualifications are met as set forth in this Constitution under Article V Section 1.
- Clause 2. vote in student body elections.
- Clause 3. participate in all activities sponsored by the Associated Student Body.
- Clause 4. pursue academic studies and to become involved in college sponsored activities that promote intellectual growth and personal development.
- Clause 5. fair and proper treatment by any member of the Allan Hancock College community.

### **Article V - REGULATIONS OF STUDENT COUNCIL**

Section 1. Eligibility to hold office.

- Clause 1. Only those persons may be on the Student Council who shall:
  - a. be students of Allan Hancock College in good standing, without being on academic or progress probation and have no outstanding financial obligations to the College.
  - b. be enrolled at Allan Hancock College in a minimum of eight (8) units per semester during their term.
  - c. maintain at least a minimum cumulative grade point average of 2.00 (on a 4-point system) per semester during their term.

Section 2. Elective Offices

- Clause 1. Executive Board and Commissioners shall be elected at least two (2) weeks before the close of the preceding term of office.

Section 3. Term of Office

- Clause 1. The term of office for all Council members shall be one year beginning June 1 and ending May 31. Elected officials may meet unofficially prior to the first day of fall semester for planning purposes. No action may be taken until the first day of the fall semester, after the Oath of Office is administered, nor may it be taken after the last day of the spring semester.

The term of office for the Student Trustee is governed by the Board of Trustee's Policy and Procedure Manual.

Clause 2. The elected officers may serve unofficially through the summer session on campus wide committees and informally as representatives of the ASBG with a written report being submitted to the Student Council at the first regularly scheduled business meeting of the fall semester under the appointing authority of the Vice-President, Student Services or his/her designee.

## **Article VI - POWERS OF THE ASSOCIATED STUDENT BODY**

### Section 1. Elections

The Associated Students shall have the power to elect, by secret ballot, the elective officers of the Associated Student Body at the polls. The polling places shall remain open for a period of two (2) regular school days. All candidates will comply with the ASBG Election Code, appended to the by-laws of the Associated Student Body of Allan Hancock College.

### Section 2. Vote

Clause 1. A majority vote shall be necessary for election, except, in the case of three or more candidates, when a plurality shall be required. In case of a tie vote, a special run-off election between the tied candidates shall occur.

Clause 2. All voters must present a current AHC Student Identification Card plus one additional form of photo identification card (drivers license, military ID card, etc.).

## **EXCERPT FROM ASBG BY-LAWS**

### **BY-LAW NUMBER VIII – ELECTIONS**

Article I. Elections will be held each spring semester, a minimum of two weeks prior to the end of the semester.

Article II. All candidates for office must comply with the approved ASB Student Elections Code, appended to these by-laws.



## ASSOCIATED STUDENT BODY GOVERNMENT STUDENT ELECTION CODE

This Student Election Code (hereafter referred to as the Code) will govern all students who choose to run for an elected position on the Associated Student Body Government Student Council. All successful candidates will assume office on the opening day of the fall semester for which they are elected, and their term shall end the day after Commencement ceremonies. The only exception to this rule shall be the term of office for the Student Trustee, whose term shall be specified by the Board of Trustees Policy and Procedure Manual (normally July 1 through June 30.) It is the responsibility of all candidates to comply with this Code. If a candidate has an individual or individuals assisting with their campaign, it is the candidate's responsibility to inform such individuals of the requirements in this Code.

### I. ELECTION COMMITTEE

- a. The Election Committee shall be chaired by the Director of Legislative Affairs and shall include the Director, Student Activities & Outreach/ASBG Advisor.
- b. No member of the Election Committee shall be a candidate for an ASBG position the same year(s) that they serve on the committee. In the event the office of the Director of Legislative Affairs is vacant, or if that person is a candidate in the current election, the chair shall be the ASBG President or designee
- c. The Director, Student Activities & Outreach/ASBG Advisor shall be responsible for establishing all dates relative to ASBG elections.
- d. The Election Committee shall have the power to interpret and enforce this election Code. Appeals to decisions made by the Election Committee may be brought before the ASBG Board as outlined under Article IX.e. of this code.
- e. Discussion during Election Committee meetings may be limited to members of the committee, at the discretion of the chair or at the direction of the Director, Student Activities & Outreach/ASBG Advisor.
- f. The Election Committee may meet in closed session only when discussing alleged violations of the Elections Code.

### II. GENERAL REQUIREMENTS FOR CANDIDACY

- a. As outlined in the ASBG Constitution (Article V, Section 1, clause 1) and By-laws, all candidates must:
  - be students in good standing (not be on academic or progress probation);
  - have no outstanding financial obligations to Allan Hancock College;
  - must maintain a minimum cumulative grade point average of 2.00 on a 4.00 scale during their term of office;
  - be enrolled in, and successfully complete a minimum of 8 units per semester at Allan Hancock College during their term of office;



- candidates for the position of ASBG President, Vice President and Student Trustee must have completed a minimum of 12 units of credit classes at AHC with a minimum 2.00 cumulative grade point average, including Leadership 111 or 112 at AHC;
  - dual enrolled students may not run for or hold the offices of ASBG President, Vice President or Student Trustee.
- b. No student may run for office for one year who has been previously removed from any board position due to excessive tardiness or absences. If a student was removed from office for violating any ASBG rule or regulation, that student may not run for office for a minimum of two years.
  - c. The Director, Student Activities & Outreach will be the individual responsible for verification of the candidate's eligibility in accordance with the above criteria prior to being approved for candidacy.

### **III. ELECTION PACKET**

- a. The ASBG elections will be held in April or May each year, at least two weeks before the end of the semester (when the current officer's terms expire). The following materials will be included in the election packet, which will be made available at least ten working days prior to the deadline for filing.
  - i. Candidate Rules and Regulations
  - ii. Elections Timeline
  - iii. Nomination Petition
  - iv. Notice to Candidates
  - v. Candidate Platform Statement
  - vi. Publicity Release Form
  - vii. ASBG Student Election Code
  - viii. Article II, Article V and Article VI of the ASBG Constitution
  - ix. Publicity Policy
- b. All candidates must meet the specific requirements laid out in the packet prior to being approved for candidacy. By signing the candidacy petition, the candidate agrees to abide by the ASBG Election Code and the Constitution and By-law's of the Associated Student Body.

### **IV. PRE-ELECTION MEETING**

- a. A mandatory pre-election meeting for all candidates shall be held after the deadline for filing.
- b. At this meeting, all campaign guidelines shall be reviewed, and candidates will have the opportunity to ask questions concerning all applicable rules and regulations, including this code.

### **V. CAMPAIGNING**

- a. Campaigning may take place only during the designated dates and times through the last day of elections.
- b. All candidates must comply with this Code and the campus publicity policy when posting or distributing campaign materials. Failure to comply may be sufficient cause for the disqualification of a candidate. Such a decision is subject to the discretion of the Elections Committee.

- c. Campaign materials may not be posted in any restrooms on campus. Any candidate who has other persons assisting in the posting and distribution of their campaign materials is held accountable for the behaviors and actions of those persons. It is the candidate's responsibility to ensure these persons are aware of all pertinent regulations.
- d. For the exclusive purpose of ASBG election campaigning, specific posting requirements and regulations contained in this Code supersede requirements and regulations in the AHC publicity policy.
- e. No ASBG supplies or equipment may be used for campaign purposes. No copies may be made on the copy machine in the Student Activities Office or ASBG Office.. Campus Graphics may be utilized to design and print any/all campaign materials at the candidates' cost.
- f. During the allowable campaigning period, candidates may "table" in inside the Student Center hallway or outside in The Commons. An "Instructions to Maintenance" form must be completed, the form is available in the Student Activities office. Candidates may campaign during events organized by the Student Activities office/ASBG within the campaign time period.

#### **VI. REMOVAL OF CAMPAIGN MATERIALS**

- a. The Election Committee and the Director, Student Activities & Outreach/ASBG Advisor, shall have the right to remove any campaign material not meeting the requirements as listed in this Code under Article V, Campaigning, and will inform the Chair of the Elections Committee if required to do so.
- b. It is each individual candidate's responsibility to ensure all campaign materials are removed prior to the opening of the polls.
- c. The candidate or his/her designee must remove all campaign materials by 4:30 p.m. on the day following the last day of voting.

#### **VII. BALLOTS**

- a. The position of the names on the ballots shall be presented in the following manner:
  - i. President, Vice President, Student Trustee, Executive Director, Executive Secretary, Vice President of Finance, Vice President of External Affairs, and Directors of: Student Organizations, Academic Affairs, Public Relations, Student Advocacy, Campus Environment, Legislative Affairs, and Student Outreach.
  - ii. In the event that more than one candidate runs for an office, a random drawing will take place to determine the order in which the candidate's names will be listed on the ballot. The chair of the Election Committee will draw the names in the presence of the Director, Student Activities & Outreach /ASBG Advisor.

#### **VIII. VOTING**

- a. All students enrolled and have a valid myhancock portal account at Allan Hancock College are eligible to vote in the ASBG elections.
- b. In order to vote, all voters must login to their valid myhanck portal.

- c. Voting shall be by secret ballot online through the myhancock portal.
- d. Write-in candidates are not permitted. All voters have the option to vote for "None of the Above."
- e. In the event that any race results in a tie, a run-off election will be conducted. The winner of the run-off election will be determined by a majority vote.

**IX. ALLEGATIONS OF MISCONDUCT/DISQUALIFICATION**

- a. A candidate's failure to comply with any portion of this Code may result in their disqualification.
- b. Any allegation against any candidate running for office of violating this Code must be submitted in writing to the Director, Student Activities & Outreach/ASBG Advisor, within five (5) days (Monday through Friday excluding college holidays) of the alleged violation. Staff is then required to bring the item to the attention of the committee. Any ruling made by the committee may only be made public or expressed to the candidate or complainant by the chair or his/her designee. If any allegation of violation of this Code is made against any candidate, that candidate has a right to due process as outlined below. No anonymous letters will be accepted.
- c. Upon receipt of such a complaint staff will immediately inform the candidate against whom allegations have been made regarding the allegation. Such notification shall be communicated in writing by one of the following methods:
  - (1) the letter may be mailed by priority or certified mail, return receipt requested; OR
  - (2) the letter may be hand delivered by the chair or his/her designee to the candidate against whom the allegation(s) have been made. If this method is used, the person delivering the letter must sign a receipt of delivery and have the accused candidate and an independent witness sign it, such receipt to be maintained by the Director, Student Activities/ASBG Advisor.

The candidate against whom allegations have been made has eight days from the date of the letter (Monday through Friday excluding college holidays) to respond, in writing, to the allegations. Failure by the candidate to respond will result in their automatic disqualification of the candidate.

- d. If the committee agrees that an infraction has occurred, penalties may be issued in proportion to the infraction committed, and as determined by the Elections Committee. These penalties may include, but are not limited to, written censure, loss of eligibility to run for office in the current election, or loss of eligibility to run or apply for an open office for a maximum of 2 years. Immediate notification shall be made, in writing, delivered by either method outlined in (c) above, to the candidate against whom charges have been made. Such notification will indicate that the committee upholds the charges made and will specify any action proposed by the committee.
- e. An appeal of the Election Committee decision may be made in writing to the ASBG President and must be received within seventy-two hours (Monday through Friday excluding college holidays) of the decision being rendered and the findings mailed or hand delivered to the

candidate. Upon receipt of an appeal, the ASBG President shall include discussion on the appeal on the agenda for the next regularly scheduled ASBG Board meeting. The only material which will be reviewed will be the written complaint(s) and the written response to the complainant, as submitted to the Election Committee. The person filing the complaint and the individual against whom the allegation(s) was/were made will each be given 5 minutes maximum to state their case. The ASBG Board will review the allegation(s) and response to them, and may vote to uphold or overturn the penalty issued by the Elections Committee. A two-third majority vote will be required to uphold or overturn the decision. Any board member who has a direct personal interest not common to other members of the ASBG board should remove himself or herself from voting prior to any discussion.

- f. The decision of the ASBG board is final.
- g. In the event that the elections have taken place prior to a final decision being rendered in regards to the allegation(s), election results for all positions will be posted as soon as available, except as indicated here. Should the candidate against whom the charges have been made lose the election, the chair of the election committee may permit the results for the position to be posted immediately. The candidate against whom charges were made may still file an appeal to attempt to clear their name within the appropriate time frame spelled out in this Code. In the event that the said candidate wins the election, the chair of the Election Committee may choose to delay posting the results for that position until a decision has been rendered concerning the allegation(s).
- h. If no appeal is received, or if an appeal is made and the charges are upheld by the ASBG board, the infraction will be recorded and all documentation saved for future reference by the Director, Student Activities and Outreach/ASBG Advisor. Should the candidate against whom the charge(s) was/were brought attempt to run for office at a future time, the results of these findings will be considered in determining an individual's eligibility to run for office.

APPROVED: DECEMBER 12, 2001  
AMENDED: DECEMBER 10, 2004  
REVISED: MAY 18, 2007  
REVISED: APRIL 24, 2015  
REVISED: MARCH 5, 2018

AMENDED: MAY 8, 2002  
AMENDED: MAY 15, 2006  
REVISED: APRIL 5, 2011  
REVISED: MARCH 16, 2016  
REVISED: FEBRUARY 6, 2024

