

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER S-10
REFERENCE:	TOPIC: ASO Election Procedures
ISSUE DATE: June 3, 2010	INITIATED BY: Educational Support Services Division
CHANGES: Replaces E-102	DATES OF CHANGES:

1. ELECTION AND CAMPAIGN RULES

- a. The ASO at each college will adopt election and campaign rules addressing those aspects of the election activities, including candidate conduct, not covered by this regulation. These rules may be included in the ASO Constitution and Bylaws, or in a separate election code.

2. APPLICATION PROCESS

- a. Applications for candidacy for ASO Offices will be available and must be filed in the Office of Student Activities or in the Office of Student Services.
- b. Applications will be made available on the first working Monday in February. Applications must be returned and filed no later than March 30th or, if March 30th falls on a Saturday or Sunday, the first working Monday thereafter.
- c. The Chief Student Services Officer (CSSO) or designee will provide all candidates with written notification of eligibility to run for office and campaign, within five (5) working days after the close of the application filing period.
- d. All candidates will follow the college's election campaign rules and regulations, developed pursuant to Section 1 of this regulation.

3. PUBLICITY

The college shall publicize the upcoming ASO elections during the second week of the spring semester, notifying the students of the upcoming elections, and that candidacy for ASO elected offices is open to everyone who meets the requirements of S-9. The campus may publicize their upcoming election earlier if they choose to do so.

4. CAMPAIGNING AND DEBATES

Campaigning for ASO offices will commence in keeping with the rules adopted in accordance with Section 1 of this regulation. Campaigning may continue until the ASO elections are held.

5. ELECTIONS PROCEDURES

- a. The voting shall be open to all currently enrolled students at each campus. To be eligible to vote, there must be proof of the student's current enrollment and the student must present photo identification.
- b. The election will be an annual multiple-day election, as defined in ASO election rules, which will conclude no later than April 30th, and concurrent with the campus Student Trustee elections.
- c. Printed ballots containing the name of all eligible candidates or each office shall be prepared prior to the election, and shall be provided to each eligible student voting.
- d. Polling hours shall be for a minimum of 8 hours per day, allowing access to both day and evening students. The location of the polls and hours shall remain the same on all days of the election. A campus law enforcement officer and/or CSSO or designee shall deliver the voting boxes to the polling places each day and collect them each day at the appropriate closing time.
- e. A certificate, indicating that the ballot boxes were empty just prior to the first person voting, shall be signed and deposited by the supervisors at each polling place.
- f. The CSSO and/or the ASO may appoint official observers to witness all aspects of the ASO elections at the college. These observers shall not be candidates for Student Trustee or candidates for any elected college ASO office.
- g. The CSSO or designee shall ensure that polls are properly staffed and supervised, and that election staff conform to the following:
 1. Must verify current enrollment of each student voting.
 2. Must ensure that each student voting must sign the master list to account for the vote.
 3. Must ensure that the ballots are placed in the ballot box.
 4. May encourage students to vote but shall not endorse any of the candidates.
 5. Monitor the polling place and if a poll worker is charged with endorsing a candidate he/she shall be removed from the polling place immediately.

6. Ensure that there shall be no campaigning within 50 feet of the polling place. The poll shall not be placed in the free speech area.
- h. Colleges may employ electronic voting procedures (e.g., phone, web-based), which may be used in lieu of the procedures described in sections “c”, “e” and “f.” The procedures must be designed in such a way that only enrolled students are permitted to vote, the student voting can be identified as the enrolled student (e.g., the use of PIN numbers), and that each student is permitted to only vote once.
- i. The candidate who receives the most votes will be elected to office, whether or not the candidate receives a majority of the votes cast.

6. COUNTING OF BALLOTS

Each college shall establish written procedures for counting ballots. These procedures shall include the opportunity for candidates, as well as other interested members of the public, to witness the counting of the ballots and shall provide for public notice thereof.

7. VIOLATIONS OF ELECTION RULES

- a. Alleged violations of college election rules, or this regulation, must be reported to the CSSO or designee within one (1) working day of the alleged violation.
- b. Allegation must include the following:
 1. Specific facts constituting the violation.
 2. Evidence supporting the allegation.
 3. Evidence from supporting witnesses, if appropriate.
 4. Remedy requested.
- c. The CSSO or designee will investigate the allegations and make a decision regarding the appropriate remedy or sanction within two (2) working days of the filing time of the allegation.

8. APPEALS

- a. Any appeals relating to remedies or sanctions, imposed by the CSSO or designee under the provisions of section 8 of this regulation, shall be made to the College President within five (5) working days of the CSSO or designee’s decision.
- b. All appeals must be presented in writing and must include:
 1. Specific facts constituting the violation.
 2. Evidence supporting the allegation.
 3. Evidence from supporting witnesses, if appropriate.
 4. Remedy requested.

- c. The College President shall review the facts and make a decision and provide a written response regarding any action to be taken within five (5) days of the appeal. Copies of the response will be provided to the CSSO and the person filing the appeal. After his/her review, the College President's decision shall be final.

TIMEFRAMES

Applications available at colleges	First working Monday in February
Applications submission deadline	March 30 th or, if March 30 th falls on a Saturday or Sunday, the first working Monday thereafter
ASO and Student Trustee Elections and Ballot counting	April 1 – April 30