

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, Elections Commission will hold a runoff election within 2 week 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. Validate the ballots and tally.

- B. 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: Three 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
 - a. Finance
 - b. Administration
 - c. Activities
 - d. Inter-Club Council
 - e. 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' information session meetings. Any candidate unable to attend must notify the Elections Committee immediately and arrange an alternate time to meet with the ASFC Advisor and at least three (3) Elections Committee members.

Candidates who do not attend one of the mandatory meetings or set up a separate time are prohibited from running in the election.

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 or intend to file transfer applications to any college/university. Transfer applicants who are committed to another institution must withdraw from the ASFC Elections immediately.
6. Not be a member of the Elections Committee.
7. Any violation of academic integrity or the student code of conduct will follow Foothill College disciplinary procedures with a report to the Elections Committee as appropriate.
8. Not have held candidacy in any student government elections within the same academic year.

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

1. Have paid their Foothill College 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 held by the Elections Committee.
7. Be enrolled at Foothill College in a minimum of 8 units during the quarter PRIOR to and DURING the quarter in which the candidate application is submitted. Candidates must have Foothill College as their primary college at the time of application and throughout the term in office.
8. ASFC President and Student Trustee candidates must schedule a mandatory meeting with the ASFC Advisor along with current president and student trustee prior to submission of application. Candidates for the five (5) Vice President positions are required to schedule a meeting with the current officer in their prospective position before the start of campaign week.

C. In addition to the above, all Student Trustee Candidates must also:

1. Have a cumulative GPA of at least 2.0.
2. Not be running for any other ASFC elected 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 shall result in disqualification.
- B. Campaigning through 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 clubs, 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 attempt to deceive the Election Committee in any capacity is strictly prohibited and grounds for disqualification.
- G. Any student in the ASFC Student Government cannot actively endorse or campaign for a candidate that is running in the general election. However, impersonal, objective questions about the candidate's work ethics and history within ASFC are allowed to be answered by the student government representative.
- H. Students, friends, family members or other supporters are strictly prohibited from campaigning on behalf of any candidate(s). Campaign responsibilities lie solely on each individual candidate. This includes social media, Instagram and Facebook or other platforms. The Elections Committee reserves the right to penalize non-candidate campaign violations on behalf of the candidate.
- I. Classroom announcements will be limited to 5 classes per candidate and are expected to be no more than one minute in length. Instructor permission is required prior to any classroom announcements both online and in person. Candidates are required to submit the following materials to the Elections Committee by email BEFORE their classroom presentation: date of presentation, classroom room number, instructor full name and official course title, valid proof of instructor consent or approval.
- J. Candidates may not collaborate with other candidates in the election, regardless of form. Candidate coalitions, alliances, "tickets" or cohorts are strictly prohibited. This may look like, but is not limited to:
1. Openly discussing your campaign with other candidates
 2. Working on your campaign posters alongside each other
 3. Helping review another candidate's campaign material

K. 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 or harassing an Elections Committee member or candidate at any time during the elections process. This extends to any current or former persons associated with the ASFC Elections.
6. Attempting to bribe students or buy votes. This includes but is not limited to providing food or beverages.
7. Actively assisting in or pressuring students to vote.

L. All candidates must adhere to the elections campus posting policy. Please refer to the elections' website for the posting policy.

Section 3: Campaign Material

A. Free design services and printing will be provided for all candidates, limited to the finite amount set by the Elections Committee.

B. All candidates' campaign materials must be approved by the ASFC Design Center and 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 the removal of the material and possible disqualification of the candidate, at the full discretion of the Elections Committee.

C. Candidates are allowed to campaign using the internet via personal websites, blogs, social media apps, or any broader digital platform, etc., but only after the URL to such internet resources is submitted and approved in email by 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. All candidates can submit a 1-minute video along with their applications. Videos will be shown on the Foothill website ballot and ASFC social media platforms.

Section 4: Campaign Expense Limit

A. No personal funds or donated materials shall be used during the election.

B. Printed and electronic campaign materials will be provided at no cost to candidates by the ASFC Design Center.

Section 5: Endorsements

- A. Candidates may NOT seek club endorsements at any time during the election.
- B. ICC clubs may NOT endorse specific candidates.
- C. Brief candidate announcements are permitted, but in a manner that is separated from the individual's relevance to the club and is standardized for all candidates.
- D. Faculty are not permitted to endorse candidates.

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 consequences 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 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 for identifying and correcting violations regardless of being notified. Distinction between major and minor infractions will be determined on a case-by-case basis at the discretion of the Elections Committee.

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 full discretion to determine the applicability of any reported or discovered violations, regardless of timeline.

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 the ASFC 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/ Senator who receives less than twenty percent (20%) of the total votes cast in the General Election.

B. Uncontested candidates must still receive 20% of the total vote to win their race.

C. 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. This provision separately applies to the election for Student Trustee, which shall follow the same requirements when three or more candidates are running for that office.

D. In case of the circumstances in clause (B) or (C), 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).

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