



# ELECTIONS PROCEDURE

AP #1004

## I. Background and Purpose

The Student Senate for California Community College (SSCCC) shall hold transparent, fair, and equitable elections for the Board Officers of the Board of Directors. The purpose of this policy is to provide guidance in the process for electing the Board Officers of the SSCCC. The Bylaws and Constitution for the SSCCC supersede any provisions made within this policy.

## II. Election of Board Officers

The President, Vice President, Vice President of Regional Affairs, Vice President of Legislative Affairs, Vice President of Finance, and Vice President of Communications will be elected to the SSCCC Board of Directors by online balloting from all California community college delegates present at the General Assembly, which consists of one delegate from each local associated student organization recognized pursuant to California Education Code §76060.

## III. Terms of Office

The term of Board Officers is one year beginning July 1 and ending June 30. No individual shall serve more than two terms as a Board Officer.

## IV. Policy and Procedures

### Elections Timeline

- a. Elections for Board Officer positions for the next fiscal year shall take place each spring of the current fiscal year during the General Assembly.
- b. Each January the Candidate Eligibility Form, Candidate Statement, submission, and deadline dates will be announced and released through the SSCCC Listservs, social media accounts, and the official SSCCC website.
- c. Each February, the Candidate Eligibility Form for Board Officer positions is due.
- d. Each February, applicants who submitted the Candidate Eligibility Form will be notified of eligibility
- e. Each March, eligible candidates are required to submit a Candidate Statement.
- f. Candidate Statements will be released through the SSCCC Listservs and posted on the official SSCCC website within one week after the submission deadline.

- g. Candidates may be nominated from the floor during the General Assembly on Friday. All candidates must attend a mandatory candidate information session immediately following the General Session nominations on Friday.
- h. Any candidate who does not attend the information session will be ineligible to run for the Board Officer position.
- i. Once elected, all candidates have 10 calendar days to provide the Executive Director with all the necessary forms to prove eligibility. If a candidate fails to provide all the documentation required or does not meet the eligibility requirements for the position, the runner up for the position shall be declared the winner.

## **V. Eligibility**

- a. The individual shall meet the requirements as stated in the SSCCC Bylaws, Article IV, Section 3.
- b. California Community College students may run to be a Board Officer given they meet and maintain compliance with the requirements of California Education Code §76061.
- c. All applicants must submit the Candidate Eligibility Form by the submission deadline to be considered for a Board Officer position unless nominated from the floor during the General Assembly.

## **VI. Elections Committee**

- a. A call for students to serve on the Elections Committee will be made to all SSCCC regions. No member of the SSCCC Board of Directors, current candidate, or voting delegate can sit on the Elections Committee.
- b. The Elections Committee shall meet to review and recommend revisions to the Elections Policy, and Candidate Statement.
- c. The Executive Director or designee will chair the Elections Committee and screen applications for eligibility.
- d. The Elections Committee will consist of at least five California community college students and one advisor with representation from different regions if possible. Only the appointed students serving on the Elections Committee can vote.
- e. The Elections Committee shall meet at least once prior to the Spring General Assembly to review the onsite elections process.
- f. No member of the Elections Committee can endorse a candidate.
- g. No member of the Elections Committee can accept a nomination from the floor during the general session when they are serving as a committee member.

## **VII. Elections Process During General Assembly**

### **Section 1. General Overview**

- a. The specific process by which the election will be conducted, including the grounds and process for disputes of specific ballot

results, shall be distributed at least 30 calendar days prior to the General Assembly.

- b. Delegates will vote by ballot on the day of elections.
- c. A quorum of registered delegates is required for elections to be valid. This will be determined on the day of elections.
- d. Prior to Elections, each candidate shall make a brief speech as follows:
  - i. President – 5 minutes maximum
  - ii. Vice Presidents – 3 minutes maximum
  - iii. Changes to speech times can be made by the Elections chair based on the number of candidates.
- e. Running as a slate, coalition, or independent group of candidates of two or more is prohibited.
- f. Endorsements are allowed for individual candidates with written documentation provided to the elections chair. Regions, SCCC Board of Directors, or Region Officers cannot endorse candidates. Endorsements cannot be made after the beginning of the General Assembly.
- g. All candidates must participate in a Candidate Forum held the evening prior to the Elections. Any member of the public, voting delegates, and current members of the SCCC Board of Directors may ask any candidate for a Board Officer position a question. The Executive Director or designee will facilitate the Candidate Forum.
- h. A process for how the forum shall be conducted will be developed and shared with the candidates at least two weeks prior to the General Assembly.
- i. The current President shall preside over the Elections. In the case the President is also a candidate, the Vice President or the next Board Officer in the line of succession who is not running will preside over the Elections.
  - i. In the event all Board Officers are running for a position, the Elections Chair will preside over the elections.
- j. Voting shall be conducted via online ballot the day of the election with voting instructions provided to the registered delegate or alternate delegate at the time of registration.
- k. To be elected, a candidate must receive a vote from a majority of those delegates present and voting. If no person receives a majority vote, a run-off election shall be conducted immediately to choose from the two candidates that received the largest number of votes.
- l. If a candidate runs unopposed, the candidate may be elected by acclamation. The motion to be elected by acclamation must be moved and seconded by delegates from the floor and must be approved by the Delegate Assembly.
- m. The order of the Elections are as follows: President, Vice President, Vice President of Regional Affairs, Vice President of Legislative Affairs,

Vice President of Finance, and Vice President of Communications.

- n. In the event of a tie, the current Chair shall cast the deciding vote.
- o. All election disputes shall be addressed immediately by the Elections Committee, which has the final decision on any disputes.
- p. New Board Officers will be sworn in during the July SSCCC Board of Directors meeting.

## Section 2. Campaigning

- a. Campaigning can begin when a candidate is eligible and can occur prior to the General Assembly but shall not be conducted once the General Assembly begins. This includes any flyers, pins, advertisements, speeches, social media posts or advertisements, emails, or any other activities that might be considered campaigning at the discretion of the Elections Committee.
- b. A maximum of \$100 either cash or donations may be spent per campaign. If there is a discrepancy in the amount spent, the candidate will be asked to submit a report of expenditures to the Elections Chair including market value.
- c. Candidates will attend a mandatory meet and greet during the General Assembly to provide candidates with an additional opportunity to engage participants.
- d. Any candidate who violates the elections policy will be disqualified from running for a Board Officer position.
  - Any violations to the elections process will be submitted to the Elections Chair and documented with evidence including social media post, testimony, or other means to demonstrate the violation.
  - Any person may submit a complaint, however, violations submitted by candidates must also be verified by individuals not running for a position.
- e. All violations will be heard by the Elections Committee and the decision will be notified to the candidate by the Elections Chair.

## **VIII. Ballot**

- a. Each registered delegate will have access to the online ballot, which will list their name and college.
- b. Once the elections are closed, the votes for each candidate will be announced during the General Assembly. The Elections Chair will provide the current Chair with the final count. Winners will be announced by the chair and via the SSCCC Listserv, social media, and SSCCC Website.

## **IX. Special Election**

- a. In the event of a vacancy in an officer position, the Board may fill the position in the following circumstances:

- i. Succession: If the position becomes vacant after a General Assembly, the order of succession as noted in the SSCCC Bylaws Article V. Section 8 will be used to fill the position unless the Board determines that the interests of the Senate would be better served by appointing another officer to that position.
- ii. Interim: If the position becomes vacant prior to September 30th, the Board may make an interim appointment from its membership to assume the officer responsibilities without losing their current position until a special election can be held. The term of the interim appointment shall not exceed 90 days.
- iii. Emergency: If the position becomes vacant after October 15th the Board of Directors at its discretion may make an emergency appointment from its membership to fulfill the term until the new officer term begins in July.

- b. After filling the positions through the order of succession or emergency appointment, any open positions will be announced to the regions and a special elections timeline will be posted immediately. Upon confirmation of the Board of Directors, the President may fill the vacant Board Officer position by an emergency appointment between the time of vacancy and upon successful special election and verification of an elected candidate.
- c. If the vacancy is in an incoming Board Officer position then the incoming President will make the appointment upon confirmation of the Board of Directors. The term of the emergency appointment shall not exceed 90 days.
- d. Any student can submit a candidate application as long as they meet eligibility criteria as noted in Section V of this policy.
- e. On the day of election, a candidate forum will be held prior to voting.
- f. Ballots shall be submitted online following the online ballot instructions above.

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**Board Policy:** BP #1004

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