



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/paper 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 November the Candidate Eligibility Form, Candidate Statement, submission and deadline dates will be announced and released through the SSCCC Listservs and the official SSCCC website.
- c. Each January, 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 and required to confirm that they are still interested in running for a Board Officer position.
- e. Each March, eligible candidates are required to submit a Candidate Statement.
- f. Candidate Statements will be released through the SSCCC Listservs and official SSCCC website within one week after the submission deadline.
- g. Candidates may be nominated from the floor during the General Assembly. Any candidate who is elected after being nominated from the floor shall have ten calendar days to provide the Executive Director with all the necessary forms to prove eligibility. If the 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 Constitution, 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 January 1 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 each Fall 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 in the Fall 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 and the paper ballot.
- f. No member of the Elections Committee can endorse a candidate.

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 must submit their ballots before 11:30 am on the day of elections to vote.
- c. Delegates will vote by ballot on the day of elections.
- d. A quorum of registered delegates is required for elections to be valid. This will be determined the day of elections.
- e. Prior to Elections, each candidate shall make a brief speech as follows:
 - i. President – 5 minutes maximum
 - ii. Vice Presidents – 3 minutes maximum
- f. Running as a slate, coalition, or independent group of candidates of two or more is prohibited.
- g. Endorsements are allowed for individual candidates with written documentation provided to the elections chair. Regions cannot endorse candidates. SSCCC Board of Directors and Region Officers cannot endorse candidates.
- h. All candidates will participate in a Candidate Forum held the evening prior to the Elections. Any member of the public, voting delegates, and current members of the SSCCC Board of Directors may ask any candidate for a Board Officer position a question. The Executive Director or designee will facilitate the Candidate Forum. 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.
- j. Voting shall be conducted via a paper ballot or via online ballot the day of the election and provided to the registered delegate or alternate delegate at the time of registration. No replacement ballots will be provided if the ballot is missing or lost.
- k. If a candidate loses, the candidate may run for only one other vacant Board Officer position.
- l. 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.
- m. 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.
- n. 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.
- o. In the event of a tie, the current Chair shall cast the deciding vote.
- p. All election disputes shall be addressed immediately by the Elections Committee, which has the final decision on any disputes.
- q. Once elected, the new Board Officers will receive training and orientation from the current Board Officers prior to taking office.
- r. New Board Officers will be sworn in during the July SSCCC Board of Directors meeting.
- s. Ballots shall be kept in the SSCCC archives until the next election.
- t. In the event of a special meeting or teleconference meeting of the delegate assembly, voting shall take place electronically and no paper ballots will be issued.

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. Any candidate who violates the campaign policy will be disqualified from running for a Board Officer position. The Election Chair will notify the candidate of the violation.

VIII. Ballot

- a. An online ballot will be sent to the registered delegates when the elections are opened 24 hours prior to the voting. The online ballot will have a college and delegate name, and open Board Officer positions. The delegate shall select the candidates name and click submit.
- 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 including the number of delegates eligible to vote, delegates disqualified from voting, needed to win, votes cast for each candidate, and the winner. This information will be included in the minutes.
- c. Winners will be announced by the chair and via the SSCCC Listserv 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. 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. If the position becomes vacant in the first half of the term, 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. If the position becomes vacant with less than half the term remaining, 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 an 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 confirmation of the elected candidate's eligibility.
- 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.

Board Policy: BP #1004

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