



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3200.2 – ASSOCIATED STUDENTS ELECTIONS

The Associated Students (AS) shall conduct annual elections to elect officers. Any student elected as an officer in the Associated Students shall meet the criteria as established herein.

1. APPLICATION PROCESS

Candidates shall be eligible to run for an elected position in the Associated Students Government after submitting a candidate application packet to include: verification of eligibility and any other required information, as determined by the local college/campus Student Affairs office.

2. ELECTION RESPONSIBILITIES

The Student Affairs office has administrative oversight for the election process. The Associated Students have operational responsibilities in accordance with respective college guidelines.

3. ELECTION PROCESS

- a. The Associated Students Government shall hold regular annual elections by the end of the spring semester to elect members and officers who will serve during the following academic year.
- b. In the event that the regular annual election fails to produce at least fifty percent (50%) of the Senate positions and/or fails to elect a President and/or Vice President, a special election shall be held in accordance with the respective college's Associated Students Constitution.

4. CAMPAIGNING

- a. No candidate shall begin active campaigning until notified of his/her eligibility by the Student Affairs office.
- b. Campaigning, including the posting of campaign materials, shall not violate the election code of the local college/campus, or any provision contained herein.
- c. Candidates shall remove all election materials from the campus within 48 hours after the close of the election.

5. POLLING

- a. Electronic polls shall be open during the normal online business hours, on at least two (2) consecutive work days.

- b. Where polls are provided on campus, no campaign material or activity shall be allowed within 50 feet of the polling location on election days. Where evening polling has been designated, hours and locations will be posted in the Student Affairs office.
- c. Paper ballots, when applicable, shall be deposited in a locked box and stored in a secure location in the Dean of Student Affairs office.

6. VOTING

- a. All students actively enrolled in classes, during the term the election is held, are eligible to vote.
- b. Students can vote online or at polling stations, on campus, where provided. To vote at a polling station, a student must present his/her voter verification or student identification number provided by the campus of registration.
- c. Where polling stations are provided, paper ballots shall be deposited in a locked box and retained in the office of the Dean of Student Affairs. Ballots should be forwarded to the District Student Services office within 24 hours after the close of the election.

7. COUNTING ELECTRONIC VOTES/BALLOTS AND CERTIFYING ELECTIONS

- a. The electronic votes are tabulated electronically and certified by the District Student Services office.
- b. Paper ballots are tabulated by the District Student Services office and incorporated into the final election tally. Paper ballots are retained for 90 days following the election.
- c. The Vice Chancellor of Student Services shall certify the election and send the verified results to the Dean of Student Affairs at each college.

8. ELECTION IRREGULARITIES

- a. Allegations of election irregularities must be filed in writing to the Dean of Student Affairs within 24 hours of the close of the election.
- b. In the event that a student finds cause to allege violation of the Election Code, the Dean of Student Affairs, in consultation with the Vice Chancellor of Student Services, may temporarily suspend certification of the election and notify the candidates.
- c. A comprehensive investigation of the allegations of violation of the election code shall be conducted by the Dean responsible for Student Affairs. The findings shall be reviewed by the Vice Chancellor of Student Services within 30 days of the formal complaint.
- d. If allegations are substantiated, the election will be invalidated and all parties notified of the final outcome.
- e. In the event of an invalid election, a new election shall be conducted within six (6) weeks of the start of the following fall semester.

9. VACANCIES

- a. In the event that the office of the Associated Students President is vacated, the Associated Students Vice President shall assume the duties of the President until a new president has been elected.
- b. In the event that the office of the Associated Students Vice President becomes vacant, the position may be replaced as delineated in each college's respective Associated Students Government Constitution.

10. TERMS OF OFFICE

- a. Associated Students Executive Council and Associated Students Senate
 - 1) All members of the Associated Students Executive Council and Associated Students Senate will serve a term of one (1) academic year.
 - 2) All members of the Associated Students Executive Council and Associated Students Senate shall serve no more than two (2) terms in any one position.
- b. Associated Students Clubs and Organizations representatives shall serve a term of one (1) semester.
- c. Student Judicial Review Board
 - 1) All Student Judicial Review Board members, where in effect, shall serve a term of one (1) year from the beginning of the fall semester to the end of the spring semester.
 - 2) All Student Judicial Review Board Members, where in effect, shall serve no more than two (2) terms.

Reference: Education Code Section 76061

Approved by
the Chancellor: November 28, 2016

Supersedes: 5/7/12