



2024 ELECTION CODE

*This Election Code was approved by
the Associated Students Board of Directors
on September 9, 2024*

SECTION I: INTRODUCTION

The 2024 Election Code comprises the candidates' requirements, campaign guidelines and further information regarding the Associated Students Board elections and the official ballot.

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Term: The Student Trustee is open to applicants for the 2024-2025 academic term. The **Student Trustee's** term is from June 1, 2024 through May 31, 2025.

1. Student Trustee

Note: The Inter-Club Council Chair, Vice-Chair and Communications Officer also hold positions on the Associated Students Board of Directors. However, these positions are decided by a vote held by the membership of the Inter-Club Council.

SECTION II: REQUIREMENTS

A. CANDIDACY ELIGIBILITY (At the time of nomination)

1. STUDENT TRUSTEE

As stated in the Santa Monica Community College District Board of Trustees Policy Article 1410:

- i. A candidate to the Student Trustee position shall be enrolled in and maintain a minimum of five (5) semester units in the district at the time of nomination and throughout the term of service.
 - a) Per [AB 1736](#), accommodations of eligibility for student government can be made for students who do not meet the 5-unit requirements:
 - (1) Adult Education and/or Non-Credit Students
 - (2) Students with documented disabilities with DSPTSAccommodation request will be considered by the Associated Dean, Student Life or their designee.

B. REQUIREMENTS DURING THE TERM OF OFFICE

1. STUDENT TRUSTEE

- i. The Student Trustee shall be enrolled in and maintain a minimum of five (5) semester units in the district throughout the term of service. The Student Trustee shall maintain a minimum grade point average of C (2.0) throughout the term of service. **The Student Trustee who fails to fulfill these requirements shall be automatically removed from office.**
 - a) Per [AB 1736](#), accommodations of eligibility for student government can be made for students who do not meet the 5-unit requirements:
 - (1) Adult Education and/or Non-Credit Students
 - (2) Students with documented disabilities with DSPTSAccommodation request will be considered by the Associated Dean, Student Life or their designee.

Disclaimer: Candidates are eligible to participate in the Official Campaign Period ONLY after verification of eligibility. Candidates will be notified on their eligibility status as stated in Section IV of this document.

SECTION III: APPLICATION PROCESS & DOCUMENTS

A. MANDATORY CANDIDATES MEETING

All potential candidates must attend one of the Mandatory Candidates meetings to be held at the following dates and times:

- **Wednesday, September 4, 2024 at 3:00 PM;**
- **Thursday, September 5, 2024 at 11:15 AM; and**
- **Monday, September 9, 2024 at 12:00 PM**

These meetings will take place in **person in the Cayton Center Conference Room on the 2nd floor of Cayton** and will last **approximately 75 minutes**.

Candidates must attend the entire meeting to be considered an official candidate. No proxy or substitutes will be allowed to represent you during the Mandatory Candidates Meeting.

B. ELECTION PACKET

THE DEADLINE TO TURN IN THE ELECTION PACKET TO THE STUDENT LIFE OFFICE, INCLUDING THE SLATE MEMBERS FORM IS STATED IN SECTION IV OF THIS DOCUMENT.

The Election Packet contains the following documents:

1. Candidate Contract
2. Slate Members Form
3. Candidate Statement & Picture

Below is a brief description of each and every document included in the Election Packet:

1. CANDIDATE CONTRACT

This contract contains three sections:

- a. Eligibility Requirements - outlines the candidate's academic responsibilities.
- b. Counseling Requirements – This contract confirms the candidate's understanding and awareness of the Associated Students Board of Directors & Student Trustee's counseling responsibilities.
- c. Election Code Compliance – confirms the candidate's understanding and awareness of the current Santa Monica College Associated Students Election code.

2. PROOF OF ATTENDANCE TO MANDATORY CANDIDATES MEETING

- a. Attendance will be verified by Office of Student Life staff.

3. CANDIDATE'S STATEMENT & PICTURE

Candidate's statement:

- a. The statement may not exceed 250 words.
- b. It will be included in the official elections website and shared with The Corsair.

Candidate's photograph:

Good Quality Photo

Recommendations for a good quality photograph

A clear headshot

Unobstructed View (no sunglasses, no hat, etc.)

No excessive photography editing, and school appropriate

- a. It will be included in the official elections website and shared with The Corsair.

Both the candidate's statement and the picture must be uploaded to the Elections Packet submission by the deadline

stated in Section IV of this document.

C. CAMPAIGN MATERIAL

ALL CAMPAIGN MATERIALS MUST BE SUBMITTED BY THE DEADLINE STATED IN SECTION IV OF THIS DOCUMENT.

All campaign materials must be uploaded with the Elections Packet submission by the deadline stated in Section IV of this document.

Candidates will be notified of Campaign Advertising Material compliance and eligibility by the deadline stated in Section IV of this document.

D. EXPENSE ACCOUNT & DONATION STATEMENT FORM

DEADLINE TO SUBMIT A COMPLETE EXPENSE ACCOUNT & DONATION STATEMENT TO THE ASSOCIATE DEAN OF STUDENT LIFE OR DESIGNEE AS STATED IN SECTION IV OF THIS DOCUMENT

IN THE CASE OF RUN-OFF ELECTIONS, THE DEADLINE TO SUBMIT A COMPLETE EXPENSE ACCOUNT & DONATION STATEMENT TO THE ASSOCIATE DEAN OF STUDENT LIFE OR DESIGNEE IS STATED IN SECTION IV OF THIS DOCUMENT.

The Expense Account & Donation Statement Form is a sworn statement from the candidate attesting to the accuracy of the candidate's expenses.

- i. It lists your combined total of expenses and donations to your campaign.
- ii. It includes all the original receipts.
- iii. Slates must submit a combined expense account statement in lieu of individual statements.
- iv. **Failure to meet the deadline will result in forfeiture of campaign reimbursements. In addition, false reporting of reimbursement may lead to possible disciplinary action.**

SECTION IV: DATES & DEADLINES

08/26/24 (MON)	Election Packet available at www.smc.edu/as
09/04/2024 (WED) 3PM	Mandatory Candidates' Meeting, need to attend one of the four dates
09/05/2024 (THU) 11:15AM	Mandatory Candidates' Meeting, need to attend one of the four dates
09/09/2024 (TUES) 12PM	Mandatory Candidates' Meeting, need to attend one of the four dates
09/10/2024 (TUES) 5PM	<u>Deadline to Turn in Election Packet, including Slate Members Form & Campaign Material Designs, candidate statement, photograph, and list of campaign workers.</u>
09/13/2024 (FRI) 5PM	<u>Response on candidate and campaign material eligibility.</u>
09/16/2024 (MON)	<u>Campaigning may start if a candidate is eligible and has submitted and received all campaign material approved by the Office of Student Life.</u>
09/23/2024 – 09/26/2024 (MON-THURS)	Online ELECTIONS! Votes are cast online through Corsair Connect. Sign-on to your SMC Corsair Connect and Look for the “vote” icon towards the bottom of the page!
09/27/2024 (FRI) before 9AM	Deadline to submit Complaints of Violations to the Associate Dean of Student Life, email: bui_thomas@smc.edu
09/27/2024 9AM (Fri)	<u>Election Results! Regular Election results will be announced at the Election Committee meeting, if there are no election violation complaints pending. The meeting will take place virtually at https://us06web.zoom.us/j/84183756247</u>
10/7/2024-10/10/2024	If there is a need for Run-off Elections, the same method will be used as in the Regular Elections stated above.
10/11/2024 (FRI)	In the case of Run-off Elections, results will be announced.
10/04/2024 (FRI)	Deadline to submit a complete expense account & donation statement for Regular Elections
10/18/2024 (FRI)	Deadline to submit a complete expense account & donation statement, in case of runoff elections.

SECTION V: CAMPAIGN

A. CAMPAIGN GUIDELINES

1. Campaigning can begin on the date stated in Section IV of this document if a candidate is eligible and has submitted and gotten all campaign material approved by the Office of Student Life. Campaign Material must be submitted for review by the deadline stated in section IV of this document. Candidates will be notified of campaign ad compliance and eligibility by the deadline stated in section IV of this document, via email.
2. Campaign presentations to classrooms are allowed only with the expressed advanced consent of the instructor.
3. No campaigning is to take place in the Library, the Student Life Office, or any campus computer and tutoring labs.
4. While individual club members may express support for candidates, **club endorsements will not be allowed.** The expressed neutrality of any club must be respected by candidates.
5. Campaign workers must be SMC students. A list of campaign workers and their SMC ID numbers must be submitted to the Office of Student Life, by the deadline stated in Section IV of this document, and before campaign workers are allowed to participate in the elections. The candidate must be able to verify all campaign workers prior to and during campaigning.
6. The candidates are responsible for ensuring that their campaign workers adhere to election guidelines. Candidates will be held responsible for any unlawful actions taken by their campaign workers. Any offense committed by a campaign worker is stated as grounds for disqualification of the candidate. In other words, the candidate they represent will be subject to disqualification.
7. Campaign workers are permitted to advise candidates and aid them in determining their schedules and actions during the campaign. Campaign workers may speak on candidates' behalf in any virtual venue, or classroom, approved by the candidate they represent.
8. Candidates and campaign workers cannot serve on the Election Committee.
9. Any involvement by a candidate or their campaign worker in the destruction, defacement, alteration, and/or removal of campaign publicity will result in disqualification or termination of the candidate.
10. Cross-promotion between members of different slates, in attempt to effectively act as one slate or circumvent the 2-8 person slate member limit, is also not allowed.
11. All polling areas shall be designated and clearly marked by the Election Committee. No campaigning shall be done with the attempt to contact and/or influence any person or persons within the polling boundary area.
12. All campaign guidelines will be in effect in the event of a run-off election.
13. All members of the Associated Students Board of Directors, including the officers of the Inter- Club Council, student trustee, and/or student judicial board must remain neutral before and during the elections and may not endorse any candidate or slate.
14. Candidates must not solicit endorsements from any SMC Staff and Faculty. Staff and Faculty are encouraged to remain neutral at the risk of disqualifying the candidate they are promoting.
15. Candidates may not skip classes to campaign.

B. The Inter-Club Council will provide time in their meetings for candidates to speak. It is up to the club's discretion to allow slates to campaign during club meetings. It is however the right of the clubs to not allow any candidates to speak. However, if a club chooses to only let certain positions speak (President, Student Trustee etc.) they must allow each person running for that position to speak).

C. FINANCES

1. No candidate or their representatives shall incur expenses in excess of three hundred (\$300.00) over the official campaign period and the run-off election (if necessary). Any slate may spend up to \$300 on their campaign, with an additional \$ 15~~per~~ slate member for a maximum of up to \$420 for a slate of eight people.
2. Each candidate expressing financial need will be reimbursed up to \$200, as long as they provide proof of financial need. Funds are not guaranteed and will be dispersed based on financial need and on a first-come first- serve basis.

3. A completed Expense Account and Statement (contained in this election packet), for general or runoff elections, including \$0 (zero) expenditures, must be submitted to the Associate Dean of Student Life or designee by the deadline stated in Section IV of this document. Original receipts must be submitted with this document. Slates must submit a combined expense account statement in lieu of individual statements.
4. Product donations or donations by any outside individuals or organizations must be listed on the expense statement and will count towards the total amount that can be used in an election by an individual or slate.
5. **No more than 80 percent of any candidates or slates budget (NOT EXPENSES) or product donations can be spent on paper products. Paper products include flyers, posters, business cards, etc, unless above products purchased are made of recycled paper.**

D. PUBLICITY

1. All literature, flyers, posters, advertisements, and other publicity must be approved by the Office of Student Life prior to posting.
2. Posters, Flyers, and Advertisements are only permitted to be posted on public boards on any SMC campus. All posting must adhere to SMC Posting Policies, any materials found violating this policy will be removed.
3. If an inappropriate item of publicity is recognized, report it via email to the Associate Dean of Student Life, where it will undergo review by the Election Committee and receive subsequent action, if applicable. Photographs of the violation may be submitted as proof.
4. Slander, libel, or doxing are not allowed in any aspect of the campaign.
5. Candidates may not issue any incentives that have inherent value (pencils, candy, etc.)
6. All candidates from the moment of their application until the moment of elections closure must only issue statements, both verbally and on all issued media that are true to the best of their knowledge. In the event that an unintentionally false statement is identified and proven, the candidate will be notified and must remove the false information from their promotional materials within 24 hours of notice.
7. In the event that an intentionally false or misleading statement is identified and verified, the candidate may be subject to disciplinary action and/or disqualified from running and removed from the ballot.

E. SOCIAL MEDIA

1. Social Media Posts must adhere to the same rules set forth in this election code.
2. Defamation, bullying, libel, rumors, etc. by candidates or campaign workers will not be tolerated on social media and is subject to disciplinary action and/or possible disqualification from running and removed from the ballot.
3. For purpose of the campaign, social media is defined as websites, Facebook (pages, groups, boost, advertisements), X (formerly known as Twitter), Instagram, Snapchat, Pinterest, Tumblr, Reddit, Discord, TikTok, and any other advertising avenue on the internet and or through social media
4. Advertisements and boosts may be purchased through Social Media companies and must follow the campaign approval process set forth in section VII Campaign. Any purchases on social media must follow the budget guidelines in Section V.B of this election code.
5. Since Snapchat and Instagram filters are limited geographically, No Snapchat/Instagram or other geographically limited social media advertisements may be purchased by any campaign. The Election committee may choose to purchase snapchat filters for the purpose of promoting voting.
6. Social Media Posts that violate any portion of the election code are subject to disciplinary action and/or possible disqualification from running and removed from the ballot.

F. SLATES

1. A "slate" is any group of two (2) to eight (8) candidates campaigning as a team.
2. The Election Slate Form:
 - i. Is found in the Election Forms Packet.
 - ii. Will be your official notification of intent to run as a slate.

- iii. Is also considered your letter of consent, and signed by each candidate on the slate.
- iv. Must be submitted by the deadline stated in Section IV of this document.
3. The names of slates shall be included on campaign publicity and on the election website, in association with the name of any candidate who claims membership on the corresponding slate.
4. Slates are subject to the same publicity guidelines and campaign regulations as individual candidates.
5. If a candidate chooses to leave a slate to become an independent, they must submit the "Slate Separation" form by the deadline stated in Section IV of this document. New campaign material must be submitted for approval by the deadline stated in Section IV of this document. Once a candidate's packet is turned in there will be no switching to other slates only leaving slates to become an independent candidate by the above deadline. If there are remaining members of a slate where candidates have left, they may resubmit publicity material with only current slate members listed.

G. ENFORCEMENT

1. Any violation of this Election Code, may result in the disqualification of that candidate and/or disciplinary action.
2. A complaint of violation alleged against any candidate said to have violated any section of this Election Code must be submitted via email to the Associate Dean of Student Life or the designee, **no later than 9:00 a.m. PST the morning after the last day of voting.** A copy of the complaint will be submitted to the Election Committee Chairperson by the Associate Dean of Student Life or designee.
3. Upon receipt of the charge, the Election Committee Chairperson shall do one of the following:
 - i. Issue a written warning letter for minor violations of the Election Code. Either the complainant or the candidate may appeal the decision of the Election Committee Chair. The appeal must be filed within 72 hours after the Chairperson provides notice of the warning letter to the complainant and candidate.
 - In the case of an appeal, the Election Committee Chair and the Election Committee Advisor, shall determine whether or not to forward the appeal to the Elections Committee.
 - Should more extensive review prove necessary, the appeal shall be forwarded to the Associate Dean of Student Life.
 - ii. Refer the matter to the Election Committee for action, upon verification of the charge.
4. In connection with complaints referred or appealed to the Election Committee, the Election Committee shall meet in a public session to determine whether there is reasonable cause to believe that a violation of the Election Code has been committed by the candidate and/or campaign worker. The candidate and/or campaign worker shall be given written notice by email of the date, time, and place that the Election Committee will meet along with a general statement of the complaint against the candidate and/or campaign worker. The written notice shall be given at least 72 hours prior to the meeting.
5. Following its consideration of the complaint, the Election Committee shall take one of the following actions:
 - i. Determine that no violation of the Election Code has occurred. Any such decision may be appealed to the Judicial Board by the person filing the complaint within 72 hours after the determination.
 - ii. Determine that a minor violation of the Election Code has occurred and issue a written warning letter. Any such decision may be appealed to the Associate Dean of Student Life or Designee by the candidate receiving the warning letter within 72 hours after the determination.
 - iii. Refer the complaint to the Campus Disciplinary for formal disciplinary proceedings.
6. If the candidate is disqualified through the student discipline process after voting has begun or ended, all votes cast for that candidate shall be nullified.
7. If a winner of a position is disqualified, the candidate with the next highest number of votes will be declared the winner.

H. RUN-OFF ELECTIONS

1. Automatic run-off elections will occur if two (2) or more candidate's votes end in a tie.

I. ADDITIONAL GUIDELINES

1. Requests for recount will be considered if the margin of victory is within one percent (1%) of the total Votes counted on hand ballots for that **position**.
2. Voters may use, at their discretion, their own devices or public computers in the SMC labs to become informed about candidates and cast their votes.
3. Any vote cast on the device belonging to or offered by a candidate or campaign worker is unlawful, and the candidate or campaign worker found to have done so is subject to disqualification.
4. Anything in this Election Code or not included in this Election Code shall be interpreted by the Election Committee under the supervision of the Associate Dean of Student Life or the designee.
5. If you are unsure about the legality of an action, ask first!

SECTION VI: POSITION DESCRIPTIONS

ADDITIONAL INFORMATION ABOUT POSITION DESCRIPTIONS CAN BE FOUND IN THE A.S. CONSTITUTION AND BYLAWS (PAGE 10): <https://www.smc.edu/community/office-of-student-life/student-government/documents/AS-Constitution-and-Bylaws/as-const-and-bylaws-revised-may-2022.pdf>

SECTION VII: BALLOT INITIATIVES

1. Submit a petition to the A.S. Secretary, signed by 50 current students currently enrolled at SMC (spring or fall semesters only) with SMC Student ID Numbers, attached with the Legislative/Action proposal. The Associate Dean of Student Life or designee must validate the signatures.
 - a. Upon determination of the validity of the signatures, the A.S. Board of Directors must either pass such legislation or submit it to a vote of the student body at the next general election.
 - b. An initiative petition must pertain to one (1) specific action and must be submitted four (4) weeks prior to the next general election.
 - c. Any proposed action dealing with financial matters must specify the dollar amount.
2. The Joint Council may submit proposed legislation or an advisory proposition to a vote of the student body, but must give at least fifteen (15) school days notice. A majority of all votes cast is sufficient to pass such legislation or advisory proposition.
3. The results of the votes for the measure shall be announced along with the results of the general election. Unless a recount has been ordered, the results shall be given following the general election rules.