ASO Election Code

The following is the official Election code of the Associated Student Organization of Los Angeles Mission College, in accordance with LACCD administrative regulation S-10, which states that “each college will adopt election and campaign rules addressing those aspects of the election activities, including candidate conduct, not covered by this regulation.”

ELIGIBILITY

1. Students interested in running for office must submit the election application by the posted due date. Late applications will not be accepted under any circumstances.

2. Students may run for one office. Once an application is submitted, the position cannot be revised.

3. The ASO Advisor will verify candidate eligibility, as defined by LACCD administrative regulation S-9: The candidate must be a paid ASO member at Mission, enrolled and complete a minimum of five (5) units at LA Mission College, maintain a current and cumulative GPA of 2.0, not be on academic or progress probation, not have served four (4) semesters or more in any ASO campus or district office, and not violate the district code of conduct.

4. Eligible students will be notified by the ASO Advisor. Ineligible students can appeal the decision using the procedure outlined in administrative regulation E-55.

5. Eligible students will not be considered official candidates for office until they have met with the ASO Advisor and ASO Election Committee for an orientation on ASO election code.

CAMPAIGNING

1. Candidates cannot begin campaigning for office until they have completed an orientation with the ASO Advisor and ASO Election Committee.

2. Campaign materials must adhere to the LAMC publicity regulations. Candidates can create up to (3) posters (for ASO Elections only) not to exceed 24x48 (2ft X 4ft). Candidates can create flyer not to exceed 8 x 11.
Candidates can use the ASO logo design on all posters and flyers. All materials must be stamped directly by ASO Advisor, no exceptions.

3. Any campaigning materials not in accordance with the ASO publicity regulations will be removed and discarded.

4. Under no circumstances will a candidate or their representatives remove, deface, mutilate, cover up and/or remove another candidate’s publicity materials. Such action will result in disqualification. If a candidate feels a posting is in violation, it must be reported immediately to the ASO Advisor.

5. If candidates purchase other campaigning materials (shirts, buttons, etc.) the total cost shall not exceed $100, this at the candidates’ expense. Candidates cannot use ASO supplies to create posters, banners or flyers. i.e. printer, paint, paper, pens, markers, crayons etc. A campaign expense report and receipts must be submitted to the ASO Advisor prior to the election.

6. Candidates running for ASO Offices are not permitted and/or eligible to work on the election committee and/or the actual election in any manner. This would constitute a direct conflict of interest.

- All campaign materials must comply with applicable Federal, State, and local laws as well as policies established by the Los Angeles Community College District.

- All campaign materials must be submitted to the ASO Advisor and are subject to approval by the Vice President of Student Services.

- Handouts and flyers maybe distributed, provided that they conform to the pertinent conditions contained herein, and that the distribution of these materials does not interfere with the educational process.

- To campaign in a class, candidate must give 24 hours in advance notification to professor (see form). Two minutes are given per class; professor must give equal access to opposing candidates.

- Campaigning at club meetings is only permitted during public forum.

- During the selected election days, candidates cannot enter the main campus center except for the following exceptions (appointments of services or voting) documented proof must be shown to validate access into the main campus center.
• No campaigning is allowed within fifty (50) feet of the polling table on election days.

• The posting of campaign materials is restricted to specific areas on campus. The posting of any campaign materials outside the campus is strictly prohibited.

• Los Angeles Mission College and the Associated Student Organization are not responsible for liability, damage, or loss incurred during the election process.

• The ASO council, in part or whole cannot public endorse nor support any candidate in any manner. It is ASO’s job to set the mark of impartiality.

ELECTIONS PROCEDURES

A. Ballot

1. The ballot will list the position in the following order: President, Vice-President, Treasurer, Executive Administrator & Parliamentarian.

2. If there is more than one candidate for a position, the names will be listed in alphabetical order by last name. During the election, your campaign statement and election biography will be on display to be viewed by the voters. Be sure to include a photo no more than 2” x 2”.

3. The candidate name on the ballot must match the name issued on the application.

4. If only one candidate is running for a position, the ballot will list a “yes” and “no” option.

B. Polls

1. There shall be one poll location, the Campus Center Lobby.

2. Polls will be open on two consecutive days, from 10am to 7pm. The ASO Election timeframe will be determined by the District and ASO council.

3. The polls must be run by two (2) workers who are not Mission students. The workers shall be hired by the ASO Advisor at an hourly rate determined by the ASO Advisor and ASO Council.
• 4. The poll workers shall be provided the following materials: ASO Officer ballots, Student Trustee ballots, two locked ballot boxes, pens, and a roster of currently enrolled Mission students. Current means those students registered at LAMC by the ADD/DROP period.

• 5. The polls must be monitored at all times by the ASO Advisor or their designee.

• 6. All registered Mission students may vote in the election. They must present a Student ID or other form of legal identification and sign next to their name on the roster to receive a ballot.

• 7. Voters will receive one (1) ASO Officer ballot and one (1) Student Trustee ballot. Voters may not remove their ballots from the polling area.

• 8. Polls will be set up and taken down only by the ASO Advisor, his/her designee, and/or the poll workers.

• 9. Ballots will be stored in the office of the Vice President of Student Services.

• 10. Candidates or their representatives cannot use listening or recording devices in or around the polling area. Voting is confidential.

**C. Campaigning Conduct**

• 1. The candidate will be held responsible for any actions taken by representatives campaigning on their behalf. No more than five (5), representatives are allowed whom must be current LA Mission students who have paid their ASO fees.

• 2. Candidates or their representatives may not campaign within 50 feet of the polls.

• 3. No sound amplification system may be used at any time while the polls are open.

• 4. Candidates or their representatives cannot disrupt classes or other college business while campaigning during the elections. Candidates must give **24 hour** advanced notification to professor (see form) 2 minutes per class is given only per candidate. Professor must give equal access to opposing candidates. Professors cannot endorse a candidate.
5. Candidates or their representatives may not impede the path of students walking through all areas or use intimidating or illegal tactics to solicit votes. This includes: harassment, verbal threats, confrontation, and persistence.

6. Candidates or their representatives may not offer any incentive or gift, or anything that can be construed as such, to potential voters. Any items handed out must be made available to all students, whether or not they vote in the election and whether or not they vote for a specific candidate.

7. Candidates or their representatives may not engage or confront other candidates or students, faculty or staff in a threatening or intimidating manner.

8. Any infractions of these rules must be reported immediately to the ASO Advisor. The specific nature of the infraction, the time/date of the infraction, and the names of those involved must be included in the report.

9. If a candidate or their representatives who violates any of the election conduct rules, the candidate may be disqualified.

COUNTING OF BALLOTS

1. Ballots shall be counted no more than five (5) working days after the close of the polls.

2. Ballot counting is subject to the Brown Act.

3. Ballots shall be counted by the ASO Advisor or their designee.

4. Ballot counting shall be supervised by the ASO Advisor or their designee.

5. In contested elections, the candidate with the highest total number of votes will be declared the winner.

6. In uncontested elections, the election shall be decided by “yes” or “no” votes. The candidate wins the office if they receive a majority of “yes” votes. In the event a candidate receives a majority of “no” votes, the candidate does not win the office, and a special election will be held in the Senate the following semester to fill the vacancy.

7. Ballots with more than one vote for contested offices will be declared invalid for that office only.
VIOLATIONS OF ELECTION RULES

1. Alleged violations of college election rules must be reported to the CSSO or designee within one (1) working day of the alleged violation.

2. Allegation must include the following:
   a. Specific facts constituting the violation.
   b. Evidence supporting the allegation.
   c. Evidence from supporting witnesses, if appropriate.
   d. Remedy requested.

3. The CSSO or designee will investigate the allegations and make a decision regarding the appropriate remedy or sanction within two (2) working days of the filing time of the allegation.

APPEALS

1. Any appeals relating to remedies or sanctions imposed by the CSSO or designee shall be made to the College President within five (5) working days of the CSSO or designee’s decision.

2. All appeals must be presented in writing and must include:
   a. Specific facts constituting the violation.
   b. Evidence supporting the allegation.
   c. Evidence from supporting witnesses, if appropriate.
   d. Remedy requested.

3. The College President shall review the facts, make a decision and provide a written response regarding any action to be taken within five (5) days of the appeal. Copies of the response will be provided to the CSSO and the person filing the appeal. After his/her review, the College President’s decision shall be final.

4. In case of a disputed election wherein a new election is called, only those persons who had previously filed petitions and are still otherwise eligible may file petitions to run for the same office. No candidate may run for an office different than the office for which he/she originally filed by petition.
REGISTRATION OF CAMPAIGN WORKERS

Candidate Name: _________________________________________________________

For the office of: _______________________________________________________

Please print the names of all campaign workers and their Student ID number.

1.

2.

3.

4.

5.
Classroom presentation 24-hour advance notification form

Dear LAMC Professor,

Please allow candidate______________________________________________________
to give a brief two- minute presentation in your classroom with regard to
being elected in the upcoming ASO Election.

Please be aware that as a college professor you cannot endorse any
candidate for you must remain neutral as well as, allow opposing
candidates that same opportunity to speak in your classroom.

Professor name___________________________________________________________

Professor signature_______________________________________________________

Class/Location/Section #

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________