



### 2016-2017 ASBG ELECTIONS TIMELINE

1. Petitions for ASBG offices for the school year 2016-2017 will be available in the Student Activities Office in Student Center G105 beginning Monday, March 14, 2016 – Friday, April 1, 2016.
2. The deadline for turning in petitions is Friday, April 1, 2016 at 4:00pm in the Student Activities Office. The clock in the office of the Coordinator, Student Activities will be the one used to determine this deadline. It is recommended that you do not wait until the last minute to turn in your petition. **The deadline will be strictly observed.**
3. A mandatory candidate's meeting will be held on Monday, April 4, 2016 from 12:30pm – 1:30pm to discuss campaign guidelines and regulations. The meeting will be held in G103 (in the Student Center).
4. Candidates may campaign between Tuesday, April 5, 2016 and Monday, April 25, 2016. Campaigning on April 26 & 27 (election days) is restricted. Check the elections code for specific information.
5. A Candidates' Forum, for those candidates wishing to appear, will be held on Monday, April 25, 2016, 12:00am-1:30pm in the student center.
7. Tuesday, April 26, 2016 and Wednesday, April 27, 2016 are the ASBG elections at both campus locations: Santa Maria Campus in the Student Center; and Lompoc Valley Center in the main office. Times for all locations are 9:00am – 6:00pm.
8. Available Student Body Offices:
  - PRESIDENT
  - EXECUTIVE VICE PRESIDENT
  - STUDENT TRUSTEE
  - EXECUTIVE DIRECTOR
  - EXECUTIVE SECRETARY
  - VICE PRESIDENT OF FINANCE
  - DIRECTOR OF STUDENT ORGANIZATIONS
  - DIRECTOR OF ACADEMIC AFFAIRS
  - DIRECTOR OF PUBLIC RELATIONS
  - DIRECTOR OF STUDENT ADVOCACY
  - DIRECTOR OF CAMPUS ENVIRONMENT
  - DIRECTOR OF LEGISLATIVE AFFAIRS
  - DIRECTOR OF OUTREACH
  - DIRECTOR OF EXTERNAL AFFAIRS
9. Only those students holding a valid Allan Hancock College ID card are eligible to vote in the ASBG election.



## CANDIDATES RULES AND REGULATIONS

**All candidates are responsible for reading the approved Elections Code and for complying with all rules and regulations outlined therein. The code is included in this packet.**

1. On Monday, April 4, 2016 there will be a mandatory meeting for all candidates at 12:30pm – 1:30pm in G-103 (in the Student Center)
2. Campaigning may take place beginning Tuesday, April 5, 2016 and will continue through Monday, April 25, 2016.
3. The Candidates' Forum will be held on Monday, April 25, 2015 from 12:00pm – 1:30pm in the student center. This is not mandatory; however, it provides an opportunity to speak to about your platform. Actual elections will take place on April 26 & 27 at both campus locations.
4. Any materials posted inside or immediately outside the Student Center or the north side of Fine Arts (Blg F) must be removed by each candidate on the day prior to when voting takes place. Also, candidates may not be physically situated in any of these locations to campaign on election days. Please note all candidates are responsible for removing such materials which may violate this policy. Knowing of a violation or failure to remove materials may be cause to remove said individuals from the ballot.
5. Remember students are elected with a majority vote. On the ballot a student has the option to vote for "None of the Above". It is possible therefore that a candidate may lose because a majority voted for none of the above. Get out and encourage students to vote.

### MANDATORY CANDIDATES MEETING

- ◆ Monday, April 4, 2016 at 12:30pm, room G-103

### CANDIDATES' FORUM

- ◆ Monday, April 25, 12:00pm-1:30pm, Student Center

### ELECTIONS

- ◆ Tuesday and Wednesday, April 26 & 27, 2016
- ◆ Santa Maria and Lompoc campuses, 9:00am-6:00pm



## CANDIDATE PLATFORM STATEMENT

### **THIS MUST BE TYPED**

Please submit a brief platform statement to include with your packet. Copies of these statements will be available at both campus polling locations, to be made available for students to read prior to voting. Please type it up and submit it electronically to [srobb@hancockcollege.edu](mailto:srobb@hancockcollege.edu) as well as print it and attach it to this packet.

### **This statement must be submitted with your petition and should include:**

1. Your Name
2. What education, skills and/or experience would you bring to this office
3. What are your specific goals, and/or what ideas/programs would you strive to implement, if elected to this office.
4. A **digital photo** to be included with your platform statement as a supplemental packet of information along with ballot for voters.



IMPORTANT NOTICE FOR ALL CANDIDATES

A **mandatory** meeting for all candidates will be held on Monday, April 4, 2016 at 12:30pm in room G-103, Student Center.

Candidates must sign this form and submit it with the completed nomination petition.

I, \_\_\_\_\_ (printed name) understand the candidate meeting is mandatory. I will be able to attend on April 4, 2016 at 12:30pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**PUBLICITY RELEASE FORM**

I hereby grant my consent to Allan Hancock College to use and license the use of my name and my likeness, whether in still in or moving pictures, my photograph and/or other reproduction, including my voice and features, with or without my name for any editorial, promotion, trade, business or other purpose whatsoever, including testimonial and endorsement of product advertising.

Allan Hancock College may exercise its rights in any way it sees fit for its productions, for advertising and for other purposes. I hereby waive any right to approve the finished photograph, audio recording or video, or any copy which might be used in conjunction with the finished product. I understand I will receive no compensations for photographs, audio recordings of videos used and/or reused.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## EXCERPT FROM ASBG CONSTITUTION

### Article II - MEMBERSHIP

Section 1. Membership consists of those students duly registered in credit classes at Allan Hancock College.

Section 2. All members of Allan Hancock College have the right and privilege to:

- Clause 1. hold office in ASBG, if all qualifications are met as set forth in this Constitution under Article V Section 1.
- Clause 2. vote in student body elections.
- Clause 3. participate in all activities sponsored by the Associated Student Body.
- Clause 4. pursue academic studies and to become involved in college sponsored activities that promote intellectual growth and personal development.
- Clause 5. fair and proper treatment by any member of the Allan Hancock College community.

### Article V - REGULATIONS OF STUDENT COUNCIL

Section 1. Eligibility to hold office.

- Clause 1. Only those persons may be on the Student Council who shall:
  - a. be students of Allan Hancock College in good standing, without being on academic or progress probation and have no outstanding financial obligations to the College.
  - b. be enrolled at Allan Hancock College in a minimum of eight (8) units per semester during their term.
  - c. maintain at least a minimum cumulative grade point average of 2.00 (on a 4-point system) per semester during their term.

Section 2. Elective Offices

- Clause 1. Executive Board and Commissioners shall be elected at least two (2) weeks before the close of the preceding term of office.

Section 3. Term of Office

- Clause 1. The term of office for all Council members shall be one year beginning June 1 and ending May 31. Elected officials may meet unofficially prior to the first day of fall semester for planning purposes. No action may be taken until the first day of the fall semester, after the Oath of Office is administered, nor may it be taken after the last day of the spring semester. The term of office for the Student Trustee is governed by the Board of Trustee's Policy and Procedure Manual.
- Clause 2. The elected officers may serve unofficially through the summer session on campus wide committees and informally as representatives of the ASBG with a written report being submitted to the Student Council at the first regularly scheduled business meeting of the fall semester under the appointing authority of the Vice-President, Student Services or his/her designee.

## **Article VI - POWERS OF THE ASSOCIATED STUDENT BODY**

### **Section 1. Elections**

The Associated Students shall have the power to elect, by secret ballot, the elective officers of the Associated Student Body at the polls. The polling places shall remain open for a period of two (2) regular school days. All candidates will comply with the ASBG Election Code, appended to the by-laws of the Associated Student Body of Allan Hancock College.

### **Section 2. Vote**

Clause 1. A majority vote shall be necessary for election, except, in the case of three or more candidates, when a plurality shall be required. In case of a tie vote, a special run-off election between the tied candidates shall occur.

Clause 2. All voters must present a current AHC Student Identification Card plus one additional form of photo identification card (drivers license, military ID card, etc.).

## **EXCERPT FROM ASBG BY-LAWS**

### **BY-LAW NUMBER VIII – ELECTIONS**

Article I. Elections will be held each spring semester, a minimum of two weeks prior to the end of the semester.

Article II. All candidates for office must comply with the approved ASB Student Elections Code, appended to these by-laws.



## Publicity Policy

### A. Policy

College sponsored events may be publicized on the campus according to established procedures. Non-college sponsored events must have advance approval of the Student Activities Office through procedures established by the college. All posters, signs and printed material distributed on the campus must be non-commercial in nature and must be in good taste. Use of publicity materials shall be regulated as to reasonable time, place and manner as determined by the Vice President, Student Development and Services or his/her designee.

The college campus is not public in the sense of parks, streets, etc.; thus the campus is not open for expressions of free speech and distribution of material in any manner by the general public without regulations. On the other hand, the general public may demonstrate and exercise their constitutional rights of free speech, assembly and distribution of materials so long as they obey the college rules of "time, manner, and place" and do not disrupt the orderly process of student education.

The President of Allan Hancock College shall designate a person (Coordinator, Student Activities) to review material and exercise administrative responsibilities as required by the policy. Any student may appeal a decision concerning this policy to the Vice President, Student Development and Services or President, who shall render a decision within a reasonable time and in any event, not later than one school day after receipt of the appeal. The appeal shall be based solely on the standards established in Education Code Section 76120.

Knowing violation of this policy by any student is sufficient cause for suitable disciplinary action to be taken.

### B. Procedures

These procedures are established as a means of implementing the Board Policy pertaining to publicity. The intent of these procedures is to control the time, place, and manner of publicity materials, to protect the aesthetics of the campus, to ensure that the campuses are not misused for the promotion of private enterprise and to permit safe and orderly flow of traffic. The Vice President, Student Development and Services is designated as the person to review material and exercise administrative responsibility as required by Board Rule #2.

1. All posted materials anywhere on campus must have the Student Activities stamp. Stamping of posters should not be construed as a judgment on the content of the material to be posted.
2. All materials displayed shall be dated and shall clearly indicate the author or agency responsible for its protection.
3. Requests by off-campus individuals or agencies to disseminate materials on the Allan Hancock College campus shall be referred to the Student Activities Office.
4. There shall be no distribution of publicity materials in a classroom while a class is in session. The place and activity of distribution is not to interfere with the normal flow of traffic within the college corridors and walkways or impede entrance to, or exit from college property.
5. Individuals are expected to use good taste in their manner of expressing ideas. All language, pictures, drawings, or photographs used in any material distributed, displayed or circulated pursuant to this policy must not be vulgar. Vulgar as used herein includes that which is obscene or profane.



6. The maximum size for a poster will be twenty-eight inches by forty-four inches (28" x 44"). The maximum number of posters for any one event that may be displayed at any one time will be thirty (30). This is in addition to those permitted by individual instructors to be posted on classroom bulletin boards.
7. The maximum size for any individual, student, club or election banner for display will be four feet by twelve feet (4' x 12'). Any individual or club shall be permitted a maximum of two (2) banners for any one event, on display at any one time. Banners that are to be left out of doors overnight must be constructed of material such as sign cloth that will not shred in the wind. Locations for display of banners in designated areas are: Student Center, Math/Science Patio, Business Education Building and Gym. In order to maximize available space in the Student Center, banners in the Cafeteria must fit horizontally within the confines of one window.
8. Flyers, notices, handbills, leaflets, and printed materials shall be submitted to the Student Activities Office for clearance to insure orderly distribution. Such materials must be distributed hand to hand and shall not be left undistributed or stacked for pick-up while unattended at any place on the college campus except where containers are provided for that purpose by the College. Any exception to this stipulation will be at the discretion of the Vice President, Student Development and Services. The quantity of notices or number of students or groups who may distribute materials on any one day may be limited.
9. No materials shall be placed over or obstruct the view of previously posted materials or of directional, emergency, or warning signs. No materials may be placed on entrance doors in any building.
10. Materials shall not be placed on the private property of other persons or agencies, i.e. telephone poles, vehicles, bicycles. No materials may be affixed to painted walls and surfaces.
11. Thumb tacks on bulletin boards, tape, and string or other like binding materials shall be the only permitted materials to be used in displaying communication materials.
12. Materials written in a foreign language must include an English translation on the same material.
13. Political posters, slogans, decals, etc. for national, state, and/or local elections shall be authorized of the discretion of the Vice President, Student Services, and may only be posted on designated public bulletin boards.
14. Materials from commercial off-campus individuals, enterprises, or agencies are not normally permitted to be posted. Exceptions may be granted by the Vice President, Student Development and Services for those posters having a close relationship to the educational or co-curricular programs of Allan Hancock College.
15. To help insure accessibility, a maximum of one poster for the same event is allowed on any one bulletin board or display area.
16. It is the responsibility of the person who distributes or posts publicity materials to remove the same when the event is over.
17. Unauthorized persons shall not remove materials once posted.



**NOMINATION PETITION**

**(Return to Student Activities Office)**

Date Filed: \_\_\_\_\_

I, \_\_\_\_\_ petition to run for the office of \_\_\_\_\_.  
The nominee must meet the requirements for this office according to the eligibility of Student Body Officers as set forth in accordance with Article II, Article V and Article VI of the Constitution of the Associated Student Body of Allan Hancock College AND By-Law VIII. An excerpt of the appropriate articles from the Constitution and By-Laws is attached.\*\*

Each candidate for Associated Student Body Government office must:

- a. Be a student in good standing without being on academic or progress probation and have no outstanding financial obligations to the College.
- b. Be enrolled at Allan Hancock College in a minimum of eight (8) units per semester during their term.
- c. Maintain at least a minimum cumulative grade point average of 2.00 (on a 4-point system) per semester during their term.
- d. Enroll in the Leadership class for the year in which they hold office.
- e. Be a member of the Associated Student Body.

By signing below, I acknowledge and agree to all of the above.

I consent to this nomination:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
H Number (**Required**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator, Student Activities

\_\_\_\_\_  
Date

\*\*Please note, a candidate may nominate themselves for any position. It is the candidates' responsibility to make their own determination, based on the Constitution, whether they are eligible to run for any specific office. This will be verified by the Coordinator, Student Activities. Please note that positions of ASBG President, Vice President, and Student Trustee all require that the candidate have had a minimum of one semester of leadership class at Allan Hancock College. Further, all positions must have a cumulative G.P.A. of at least 2.0 and be enrolled in at least eight (8) units at AHC. A candidate submitting a petition for office will be disqualified if the Coordinator, Student Activities finds they do not meet the established criteria.



## ASSOCIATED STUDENT BODY GOVERNMENT STUDENT ELECTION CODE

This Student Election Code (hereafter referred to as the Code) will govern all students who choose to run for an elected position on the Associated Student Body Government Student Council. All successful candidates will assume office on the opening day of the fall semester for which they are elected, and their term shall end the day after Commencement ceremonies. The only exception to this rule shall be the term of office for the Student Trustee, whose term shall be specified by the Board of Trustees Policy and Procedure Manual (normally July 1 through June 30.) It is the responsibility of all candidates to comply with this Code. If a candidate has an individual or individuals assisting with their campaign, it is the candidate's responsibility to inform such individuals of the requirements in this Code.

### I. ELECTION COMMITTEE

- a. The Election Committee shall be chaired by the Commissioner of Legislative Affairs, and shall be comprised of the chair plus three members from the ASBG. In the event that three members of the class are not available to serve, a lesser number may serve, with the approval of the Coordinator, Student Activities/ASBG Advisor. The chair will vote only in the event of a tie. No member of the Election Committee shall be a candidate for an ASBG position the same year(s) that they serve on the committee. In the event the office of the Commissioner of Legislative Affairs is vacant, or if that person is a candidate in the current election, the chair shall be the ASBG President or designee. The Coordinator, Student Activities/ASBG Advisor and Vice President, Student Services shall be ex-officio members of the Election committee.
- b. The Election Committee and the Coordinator, Student Activities/ASBG Advisor shall be responsible for establishing all dates relative to ASBG elections and for conducting the Candidates' Forum to be held the week of elections.
- c. The Election Committee shall have the power to interpret and enforce this election Code. Appeals to decisions made by the Election Committee may be brought before the ASBG Board as outlined under Article IX.e. of this code.
- d. Discussion during Election Committee meetings may be limited to members of the committee, (including ex-officio members), at the discretion of the chair or at the direction of the Coordinator, Student Activities/ASBG Advisor.
- e. The Election Committee may meet in closed session only when discussing alleged violations of the Elections Code.

### II. GENERAL REQUIREMENTS FOR CANDIDACY

- a. As outlined in the ASBG Constitution (Article V, Section 1, clause 1) and By-laws, all candidates must:
  - be students in good standing (not be on academic or progress probation);
  - have no outstanding financial obligations to Allan Hancock College;

- must maintain a minimum cumulative grade point average of 2.00 on a 4.00 scale during their term of office;
  - be enrolled in, and successfully complete a minimum of 8 units per semester at Allan Hancock College during their term of office;
  - Candidates for the position of ASBG President, Vice President and Student Trustee must have completed a minimum of 12 units of credit classes at AHC with a minimum 2.00 cumulative grade point average, including at least one semester of Leadership 111 or 112 taken at AHC prior to running for one of these positions.
  - dual enrolled (College Now!) students may not run for or hold the offices of ASBG President, Vice President or Student Trustee
- b. No student may run for office for one year who has been previously removed from any board position due to excessive tardiness or absences. If a student was removed from office for violating any ASBG rule or regulation, that student may not run for office for a minimum of two years.
- c. The Coordinator of Student Activities will be the individual responsible for verification of the candidate's eligibility in accordance with the above criteria prior to being approved for candidacy.

### **III. ELECTION PACKET**

- a. The ASBG elections will be held in April or May each year, at least two weeks before the end of the semester (when the current officer's terms expire). The following materials will be included in the election packet, which will be made available at least ten working days prior to the deadline for filing.
- i. Candidate Rules and Regulations
  - ii. Elections Timeline
  - iii. Nomination Petition
  - iv. Notice to Candidates
  - v. Candidate Platform Statement
  - vi. Publicity Release Form
  - vii. ASBG Student Election Code
  - viii. Article II, Article V and Article VI of the ASBG Constitution
  - ix. Publicity Policy
- b. All candidates must meet the specific requirements laid out in the packet prior to being approved for candidacy. By signing the candidacy petition, the candidate agrees to abide by the ASBG Election Code and the Constitution and By-law's of the Associated Student Body.

### **IV. PRE-ELECTION MEETING**

- a. A mandatory pre-election meeting for all candidates shall be held after the deadline for filing.
- b. At this meeting, all campaign guidelines shall be reviewed and candidates will have the opportunity to ask questions concerning all applicable rules and regulations, including this code.
- c. Any candidate who fails to attend this mandatory meeting shall be immediately disqualified from running in the election.

- d. To accommodate the schedules of candidates, a second meeting may be scheduled at an alternative time, if needed, at the discretion of the Coordinator, Student Activities/ASBG Advisor. All candidates must attend one of the two scheduled meetings.

## V. CAMPAIGNING

- a. Campaigning may take place only during the two to four week period immediately prior to the first day of elections. Candidates may conduct **limited** campaigning on election days. Campaigning shall be restricted to designated areas on campus and will be regulated as to time, place and manner in accordance with the campus publicity policy, and as approved by the Election Committee and the Coordinator, Student Activities/ASBG Advisor.
- b. All candidates must comply with this Code and the campus publicity policy when posting or distributing campaign materials. Failure to comply may be sufficient cause for the disqualification of a candidate. Such a decision is subject to the discretion of the Elections Committee. When distributing campaign materials, candidates are urged to advise students not to leave campaign materials such as handouts, fliers, etc. in either the elections booths once they have cast their vote, or within 100 feet of the booths on election days. (See Removal of Campaign Materials, article VII a. of this Code.)
- c. Campaign materials may only be posted on designated public bulletin boards on campus (at all campus locations). Under no circumstances may campaign materials be posted in any restrooms on campus. **At no time** may campaign materials be distributed person to person inside the Learning Resources Center (LRC which includes the Library and the Academic Resource Center ARC) or the Lompoc Valley Center Library, nor may individuals go into the LRC/Library to campaign. Any candidate who has other persons assisting in the posting and distribution of their campaign materials is held accountable for the behaviors and actions of those persons. It is the candidate's responsibility to ensure these persons are aware of all pertinent regulations. For the exclusive purpose of ASBG election campaigning, specific posting requirements and regulations contained in this Code supersede requirements and regulations in the AHC publicity policy.
- d. No ASBG supplies or equipment may be used for campaign purposes. No copies may be made on the copy machine in the Student Activities Office. Campus Graphics may be utilized to design and print any/all campaign materials at the candidates' cost.
- e. Staff and faculty shall not campaign in any way for any candidate.
- f. During the allowable campaigning period, candidates may "table" in inside the Student Center hallway or outside in The Commons. An "Instructions to Maintenance" form must be completed, the form is available in the Student Activities office. Candidates may campaign during events organized by the Student Activities office/ASBG within the campaign time period.

## VI. REMOVAL OF CAMPAIGN MATERIALS

- a. The Election Committee shall have the right to remove any campaign material not meeting the requirements as listed in this Code under Article V, Campaigning, and will inform the Chair of the Elections Committee if required to do so.
- b. On election days, no campaign materials or campaigning is permitted within **100 feet** of the polling place. It is each individual candidate's responsibility to ensure all campaign materials are removed

prior to the opening of the polls, if such materials are located within the 100 feet boundary. Failure of candidates to remove materials may be cause for disqualification.

- c. The candidate or his/her designee must remove all campaign materials by 4:30 p.m. on the day following the last day of voting.

## **VII. BALLOTS**

- a. The position of the names on the ballots shall be presented in the following manner:
  - i. Offices will be listed in the same order as in the ASBG Constitution and By-laws: i.e. President, Vice President, Student Trustee, Executive Assistant, Secretary, Treasurer, and Directors of: Student Activities, Curriculum, Communications, Student Rights & Development, Campus Environment, Legislative Affairs, and Extended Opportunities.
  - ii. In the event that more than one candidate runs for an office, a random drawing will take place to determine the order in which the candidate's names will be listed on the ballot. The chair of the Election Committee will draw the names in the presence of the Coordinator, Student Activities/ASBG Advisor.

## **VIII. VOTING**

- a. All students enrolled in at least one unit of credit classes at Allan Hancock College are eligible to vote in the ASBG elections.
- b. In order to vote, all voters must provide their H number. Failure to produce proper ID will exclude an individual from voting.
- c. Voting shall be by secret ballot in a locked box.
- d. Write-in candidates are not permitted. All voters have the option to vote for "None of the Above."
- e. There shall be no active campaigning or soliciting of votes within 100 feet of the general polling areas on all campuses. Candidates who fail to comply may be disqualified.
- f. The polls will be open for two days and two evenings at all campus locations. The person(s) working the polls during the elections shall not campaign for any candidate.
- g. After closing the polls both days, the election worker(s) at the Santa Maria Campus will keep the ballot box and all ballots locked in the Student Activities Office where all materials will be secured. Materials at all other campus locations will be locked in a secure area. The forms will be hand counted by the Coordinator, Student Activities/ASBG Advisor and the Election Committee chairperson (or his/her designee) and the number will be matched with the number of sign-ins.
- h. A majority vote shall be necessary for election except in the case of three or more candidates for a position, when a plurality shall be required.
- i. In the event that any race results in a tie, a run-off election will be conducted. The winner of the run-off election will be determined by a majority vote.

## **IX. ALLEGATIONS OF MISCONDUCT/DISQUALIFICATION**

- a. A candidate's failure to comply with any portion of this Code may result in their disqualification.
- b. Any allegation against any candidate running for office of violating this Code must be submitted in writing to the Student Activities/ASBG Advisor, within five (5) days (Monday through Friday excluding college holidays) of the alleged violation. Staff is then required to bring the item to the attention of the committee. Any ruling made by the committee may only be made public or expressed to the candidate or complainant by the chair or his/her designee. If any allegation of violation of this Code is made against any candidate, that candidate has a right to due process as outlined below. No anonymous letters will be accepted.
- c. Upon receipt of such a complaint staff will immediately inform the candidate against whom allegations have been made regarding the allegation. Such notification shall be communicated in writing by one of the following methods:
  - (1) the letter may be mailed by priority or certified mail, return receipt requested; OR
  - (2) the letter may be hand delivered by the chair or his/her designee to the candidate against whom the allegation(s) have been made. If this method is used, the person delivering the letter must sign a receipt of delivery and have the accused candidate and an independent witness sign it, such receipt to be maintained by the Coordinator, Student Activities/ASBG Advisor.

The candidate against whom allegations have been made has eight days from the date of the letter (Monday through Friday excluding college holidays) to respond, in writing, to the allegations. Failure by the candidate to respond will result in their automatic disqualification of the candidate.

- d. If the committee agrees that an infraction has occurred, penalties may be issued in proportion to the infraction committed, and as determined by the Elections Committee. These penalties may include, but are not limited to, written censure, loss of eligibility to run for office in the current election, or loss of eligibility to run or apply for an open office for a maximum of 2 years. Immediate notification shall be made, in writing, delivered by either method outlined in (c) above, to the candidate against whom charges have been made. Such notification will indicate that the committee upholds the charges made and will specify any action proposed by the committee.
- e. An appeal of the Election Committee decision may be made in writing to the ASBG President and must be received within seventy-two hours (Monday through Friday excluding college holidays) of the decision being rendered and the findings mailed or hand delivered to the candidate. Upon receipt of an appeal, the ASBG President shall include discussion on the appeal on the agenda for the next regularly scheduled ASBG Board meeting. The only material which will be reviewed will be the written complaint(s) and the written response to the complainant, as submitted to the Election Committee. The person filing the complaint and the individual against whom the allegation(s) was/were made will each be given 5 minutes maximum to state their case. No other witnesses will be permitted to speak for either party. The ASBG Board will review the allegation(s) and response to them, and may vote to uphold or overturn the penalty issued by the Elections Committee. A two-third majority vote will be required to uphold or overturn the decision. Any board member who has a direct personal

interest not common to other members of the ASBG board should remove himself or herself from voting prior to any discussion.

- f. The decision of the ASBG board is final.
- g. In the event that the elections have taken place prior to a final decision being rendered in regards to the allegation(s), election results for all positions will be posted as soon as available, except as indicated here. Should the candidate against whom the charges have been made lose the election, the chair of the election committee may permit the results for the position to be posted immediately. The candidate against whom charges were made may still file an appeal to attempt to clear their name within the appropriate time frame spelled out in this Code. In the event that the said candidate wins the election, the chair of the Election Committee may choose to delay posting the results for that position until a decision has been rendered concerning the allegation(s).
- h. If no appeal is received, or if an appeal is made and the charges are upheld by the ASBG board, the infraction will be recorded and all documentation saved for future reference by the Coordinator, Student Activities/ASBG Advisor. Should the candidate against whom the charge(s) was/were brought attempt to run for office at a future time, the results of these findings will be considered in determining an individual's eligibility to run for office.

APPROVED:	DECEMBER 12, 2001	AMENDED:	MAY 8, 2002
AMENDED:	DECEMBER 10, 2004	AMENDED:	MAY 15, 2006
REVISED:	MAY 18, 2007	REVISED:	APRIL 5, 2011
REVISED:	APRIL 24, 2015	REVISED:	MARCH 16, 2016