

LOS ANGELES TRADE-TECHNICAL COLLEGE **ASSOCIATED STUDENT ORGANIZATION** **ELECTION OF OFFICERS**

The following is the Election Code adopted by the Associated Student Organization (ASO) Student Council, and is to be used as the governing rules and regulations for the Election of Officers.

ARTICLE III-SECTION-1A **ELECTION CODE BY-LAWS**

SECTION I-ELECTION COMMITTEE:

The Election Committee will be composed as follows:

- A. Selection at first ASO Meeting

Election Committee will be composed of the following:

- A. One Senator
- B. One Commissioner
- C. One ASO Executive Board (who is not running for office)
- D. One Classified Staff
- E. One Student-ASO Member who is not an officer. (ASO Student Assistant)
- F. ASO Advisor

The Chairperson will be selected by the Election Committee by voice at the first meeting. A quorum of this committee will be made up of no less than five (5) of the above members.

SECTION II-ELECTION COMMITTEE RESPONSIBILITIES:

Election Committee Chairperson assigns duties as follows:

1. Two members of the Committee to cover all the polling activities during election days.
2. Responsible for reporting violation(s) (In Writing) of candidate(s) to Election Committee Chairperson within 24 hours of violation(s):
 - A. Candidate(s) **MUST** receives notification and conformation of the alleged violation(s) within 24hours.

- B. Failing to report violation(s) of Election Code will be removed from their duties.

SECTION III-OFFICERS:

1. The officers to be elected shall be President, Vice-President, Treasurer, Historian, and Parliamentarian.

SECTION IV-NOMINATIONS:

1. Candidate(s) qualified for office shall be nominated by a petition signed by a minimum of forty (40) enrolled students. (It is suggested that more than forty (40) signatures be obtained, in the event that some signatures are invalidated.)
2. Potential candidate(s) should make sure that all signatures on their petitions are from students who have not signed other petition for the same office.
 - A. Any signature that appears on more than one petition for the same office will be null and void
 - B. They will not count in the total of forty (40) required signatures.
 - C. Both signatures will be voided if found to be duplicates.
 - D. Signatures will be validated by the Election Committee.
3. Petitions will be obtainable in the Student Activities Office, enclose in the Election Packet, on the date determined by the Election Committee.
4. Candidates' petition and Election Packets **MUST** be returned to the Student Activities Office no later than 3:00pm on date designed by the Election Committee. (Any Write-In candidate(s) petition deadline will be determined by the Election Committee).

SECTION V-ELIGIBILITY & CERTIFICATION:

1. Candidate(s) **MUST** meet Los Angeles Community College Office of the Chancellor Administrative Regulations S-9: Eligibility for Associated Student Organization Offices.
2. Once an Election Packet has been obtained by a potential candidate and the candidate files for an office in the Associated Student Organization he/she will not be allowed to re-file for a different office during the current election year however the candidate may file for another position for the following year.

3. Candidate(s) **MUST** have their eligibility verified and checked through the Student Activities Office.
4. The Election Committee will certify candidacy before the first (1st) day of campaign after the packet deadline date.
5. Candidate(s) **MUST** have a current ASO sticker. All dues, fees, and fines of any kind owed to the college or ASO **MUST** be paid in full before application deadline.
6. Completed candidate(s) applications will be sign, time, and date stamped upon submission. Signature, time and date stamp will determine order of name(s) on the election ballot.
7. Candidate(s) **MUST** abide by S-9 Regulation for term of office and re-election to other offices.

SECTION VI-MEETING AND ASSEMBLY:

1. It is **MANDATORY** that all candidate(s) meet all deadlines as stated in the Election Code, failure to do so will result in automatic disqualification.
2. A candidates' meeting called by Election Committee Chairperson is **MANDATORY**.
 - A. Attendance certification shall be given **ONLY** when the candidate(s) attends the entire meeting. Certificates will be available at the end of the **MANDATORY** meeting. Failure to attend entire meeting will result in automatic disqualification.
 - B. Candidate(s) who fail to comply can appeal disqualification decision to Election Committee.
 - C. **ONLY** a prior notification to the Election Committee Chair will be an excuse for non-attendance. Election Committee will verify the validation of the emergency for non-attendance to **MANDATORY** meeting.
 - Death
 - Police
 - ER Hospital
3. An Election Assembly scheduled by at the Election Committee shall be **MANDATORY** for all candidate(s) to attend and state their qualifications to

interested Student Council Members. At this time candidate(s) may present their platforms.

SECTION VII- PUBLICITY:

1. Posting of campaign material **MUST** comply with District Board Rules governing free speech and the College Rules for Poster and Publicity material.
2. All publicity material, regardless of type, **MUST** have prior approval of the Election Committee and the Student Activities Office, prior to posting. Each candidate **MUST** submit a publicity/marketing plan to the Election Committee for approval.
3. Candidate(s) may have photographs or reproduction of photographs in campaign material.
 - A. **ONLY** candidate(s) picture is allowed on campaign material.
 - B. **NO** trademark material is allowed on material.
4. **NO** permanently affixed banners permitted.
5. **NO** campaign material will be posted on the Student Service Building and Technology Building, above elevators, door openings, bathrooms, windows, small pillars, on trash can or in door windows.
 - A. **NO** material may be fastened to printed or plastered walls.
 - B. **NO** copies are allowed to be written or printed on any part of a structure on campus except for the K-building or LRC.
 - C. **ONLY** Blue painters tape is allowed. Failure to do so will result in automatic disqualification.
 - D. Campaign signs are allowed in the grass on stands **ONLY**. All campaign materials **MUST** be stamped with ASO Approved sticker.
6. Written Permission of each instructor **MUST** be obtained before the candidate is allowed to campaign to students in classrooms. Candidate(s) are able to campaign on election days fifty (50) feet from polling booth.
7. Any violation(s) of publicity rules will be referred to the Election Committee Chairperson immediately in writing within 24 hours of violation. Failure to do so will be considered null and void.

8. **NO** one may deface or destroy the poster or banners of any candidate(s). Any campaign staff that destroys the materials of the opposing candidate(s) will disqualify the candidate(s) who they are representing.
9. **ONLY** the Chairperson of the Election Committee, The Chief Student Services Officer (CSSO) or his/her designee, any member of the Student Activities staff, custodians, and the Advisor of the Election Committee have the authority or remove campaign material (if posted illegally) from their place of display.
10. **NO** campaigning shall be conducted within fifty (50) feet of the voting polls.
11. Any campaign materials, giveaways, posters, pictures **MUST** be approved by the Election Committee. If any unapproved campaign material is displayed candidate(s) will be disqualified.

SECTION VIII-PENALTIES:

1. Candidate(s) who fail to meet any requirement of the Election Code or The Election Committee shall be disqualified.
2. Candidate(s) who have been disqualified may submit an appeal in writing to the Election Committee Chairperson within 24 hours. Failure to do so will be null and void.
 - A. Candidates and/or witnesses will be permitted to plead his/her case before the Election Committee Appeals Board. The time and place will be designated by the Chairperson of the Election Committee within three (3) school days.
3. All decisions made by the Election Committee are final pending any appeal process.
4. The finding/results will be made available within three 3 school days excluding weekends and holidays.

SECTION IX-CANDIDATE(S) APPEAL BOARD:

1. The Appeals Board will be selected by CSSO or his/her Designee and shall be composed of the following:
 - A. One Associate Dean or Dean
 - B. One Faculty Member
 - C. One Classified Staff
 - D. ASO Advisor
 - E. ASO President (if not running for office)

SECTION X-

PROCEDURES FOR APPEAL AFTER ELECTION RESULTS:

1. Notice of appeal **MUST** be submitted in writing within 24 hours after the polls close. The appeal or grievance **MUST** be submitted in person to the Student Activities Office. Appeal **MUST** be submitted to Election Committee Chair.
2. If there are **NO** appeals filed within 24hours excluding weekends and holidays after the official vote is counted, verified, and documented, the designated number of candidate(s) receiving a plurality of votes shall be declared elected.
3. The line of appeal shall be:
 1. Appeal Board
 2. Vice President of Student Services
 3. The College President
4. The election results (amount of votes obtained) will be **POSTED** immediately after votes have been counted.

SECTION XI- ELECTION PACKET:

1. Candidate(s) will obtain from the Student Activities Office, on the date set by the Election Committee, a file folder containing the following:
 - A. Check list
 - B. Calendar of deadlines and schedule of events including **MANDATORY** meeting time, and dates.
 - C. Background Information Form
 - D. Liability for Associated Student Organization Officer
 - E. Two(2) Petition Form
 - F. Two(2) Classroom Campaign Form
 - G. Current Election Code
 - H. S-9 Eligibility for ASO Student Officer(s)
 - I. Return Check List
2. The Election Committee is held responsible for all material and all information pertaining to the election.

3. Candidate(s) are responsible for insuring that all forms are completed correctly.
4. Candidate(s) will inventory the contents of his/her own Election Packet and Certify that it is complete.
5. Candidate(s) will pick up their own Election Packet and will sign the election candidate(s) list with their name, date and time the Election Packet was obtained.
6. When returning the Election forms the candidate(s) **MUST** sign their name with date, time, and obtain the signature of the Associated Student Activities Secretary.

SECTION XII- ELECTION CODE:

1. All students currently enrolled at Los Angeles Trade Technical College taking at least one unit may be eligible to vote with verification of enrollment. If the students name is not listed they **MUST** obtain a copy of registration from the Admissions Office or the Business Office.

These By-Laws were APPROVED and ADOPTED by the Student Council on Tuesday January 25, 2011
Section XI-Election Packet #7 was adopted April 28, 2009
REVISED and RATFIED January 2011