ARTICLE 6: ELECTIONS CODE

**Section 1** – **Election Standard** I

In accordance with AP 5400 and Article VI, Section I of the ASRCC Constitution, The ASRCC shall coordinate an all campus election of to determine the ASRCC President/Vice President and Senators each academic year. All positions of the ASRCC shall be elected positions for a term of one academic year.

**Section 2 – Election Timeline**

 a. All elections shall be concluded no later than the third week of May of each academic year.

 b. The election week shall be announced to the public no earlier than six weeks and no later than four weeks.

 c. The voting period during election week will be Tuesday beginning at 12:00am and Wednesday at 11:59 pm.

 d. Unofficial Results shall be posted within 48 hours after the polls closing to the ASRCC website and in a fully accessible place to the public.

 e. All results are considered unofficial until five business days after posting and/or after the conclusion of any appeals process.

**Section 3 – Candidate Application**

**a.** Student Activities and ASRCC shall release elections packets on the Monday four weeks prior to elections. The packets will be available in the Student Activities office and online for students.

b. Completed packets will be due to the Student Activities eight calendar days after the release date.

c. All candidates will be responsible for returning completed packets to the Student Activities Office by the submission deadline. A completed packet includes

 i. Candidate Application

 ii. 200 valid signatures of registered Riverside City College students,

 iii. a written candidate’s statement

 iv. a current photograph

d. Applicants who have submitted a completed packet before the deadline and meet the following qualifications, are considered a qualified candidate.

 i. Qualifications for President and VP are found in the ASRCC Constitution Article II Section 4

 ii. Qualifications for Senate are found in the ASRCC Constitution Article III Section 4

iii. Attend a mandatory candidate meeting scheduled by the Supreme Court.

e. All qualified candidates are placed on the ballot for elections

f. All Qualified Candidates will also be required to attend any public forums prior to elections as scheduled by the Supreme Court.

g. Once a candidate is considered qualified, they may begin campaigning.

**Section 4 – Campaign Materials**

Campaigning shall be defined as dissemination of printed and/or digital materials and public statements for or against any candidate.

 a. All Qualified Candidates will be responsible for their own campaign materials throughout the duration of the election period and adhere to all campaign material guidelines.

 b. All candidate campaign materials must clearly state their name and position for which they are running.

 c. Campaigning shall consist of flyers, posters, giveaways, digital media, social media, printed media, or public speaking regarding their candidacy in the ASRCC election.

 d. Campaigning before a candidate is qualified may be grounds for disqualification.

 e. No candidate shall interfere with the campaigning of any other candidate, or shall they interfere with the dissemination of information by any student publication.

 f. All candidates and their campaign volunteers shall be responsible for the quality, content, and distribution of any campaign materials.

 g. All qualified candidates shall not have access to any college equipment/resources, including ASRCC materials.

 h. No candidate shall attempt to gain additional votes by defacing campaign materials of other candidates or engaging in libelous behavior with intent of fraudulently shifting public confidence away from other candidates.

 i. All Qualified Candidates are allowed to campaign during the scheduled election times

 j. All campaign materials need to be removed from campus within 48 hours after the election.

 k. Campaign materials will be posted in accordance with the following rules.

 i. **Posters and Flyers:** All posters and flyersmust be approved by Student Activities prior to posting.

 a. For posting locations and other inquiries please visit the Student Activities Office in Bradshaw 207 or call (951) 222 – 8570 or emailing studentactivities@rcc.edu.

 b. **Posters**: Only (10) ten (8 1/2" by 11") small posters and (2) two large (no larger than 24" x 36") posters can be posted per college and per candidate.

 c. **Flyers:** They may only be passed out and NOT left unattended on campus. Flyers are to be no larger than 8 1/2"x 11". The number of flyers to be handed out is unlimited.

 d. Each candidate may have up to three flyers posted on the digital display boards throughout the campus by submitting to studentactivities@rcc.edu.

 ii. **Social Media**: Candidates will be required to submit all social media handles they will use to the Supreme Court.

 a. Any Social media being used should be set to a public setting

 b. ASRCC needs to be allowed to follow the candidate’s pages

 c. Candidates can campaign using their own social media pages

 d. Snapchat is not an approved form of social media and may be grounds for disqualification

 iii. Digital Media, including website creation, email, canvas posts, blogs, podcasts, vlog, youtube, is allowed and a log of content and distribution needs to be maintained and should be submitted upon request from the ASRCC advisor or Supreme Court.

 l. ASRCC should use their social and digital media to promote elections and introduce qualified candidates to the public but cannot endorse a specific candidate.

 j. No campaign materials may be posted:

 i. Outside of Riverside City College.

 ii. On any motor vehicle.
 iii. On any doors, windows, or on non-approved locations on campus.

**Section 5 - Campaign Finance:**

A candidate may choose to spend money on campaign materials, but it is not required to campaign for an ASRCC position. Should a candidate choose to purchase campaign materials they must follow the guidelines set forth.

 a. No ASRCC funding or materials shall be used to endorse a candidate

 b. Candidates who do choose to purchase campaign materials shall not spend more than $300.00 for the election, and candidates will not be reimbursed for expenses.

 c. Candidates are responsible for maintaining all campaign related receipts and expenditures

 d. Any donated materials must be assessed at retail value and clearly itemized as part of this $300.00 limit.

 e. Each candidate must be able to submit a report of all campaign related expenditures to the Student Activities Office upon request. The ASRCC Advisor and Supreme Court shall ensure all expenditures are approved. Failure to do so may be grounds for disqualification.

 i. Receipts clearly itemizing any personal funds, and donations.
 ii. All sources of gifts, donations, and/or other services to be used in the election.

**Section 6 – Voting Procedure**

In accordance with the ASRCC Constitution and Election Code, Supreme Court shall be responsible for the ASRCC elections.

 a. The voting time and location of ASRCC elections shall be announced no later than two weeks prior to the opening of the polls

 **b.** Voting happens electronically through the student portal during the announced times.

c. Students will have digital access to the ballot beginning at the time specified and can access from any computer by logging into their student portal to cast their vote

d. Students may only cast ballot but can vote for the following:

 i. Vote for one President/Vice President ticket

 ii. Vote for as many Senators as they want

e. There will be one physical polling location on campus for students

 i. There should be no campaign materials at the polling location

 ii. Those working the polling location may not actively endorse a candidate while working the polling location

 iii. Qualified Candidates cannot work the polling location

f. All Qualified Candidates and volunteers, may campaign during the election but must remain at least 50 feet from the polling location

g. All qualified candidates are only allowed to enter the voting location to exercise their right to vote. Failure to comply with these voting regulations result in automatic disqualification.

h. Any promotions or incentives for student voting are at the discretion of the Supreme Court

 i. Voting at the ends on the announced day and time determined by Supreme Court

 j. Qualified Candidates must receive a minimum number of votes of to be considered viable

 i. President/Vice President Tickets need a minimum of 100 VOTES to reach viability

 ii. Senators need a minimum of 50 votes to reach viability

 k. Winners are determined by a simple majority of those voting in the current election.

 i. There will be one President/Vice President ticket winner

 ii. There are maximum 50 senate seats available

 l. If a tie occurs between two or more President/Vice President tickets, a runoff election will be scheduled no later than a week after results are posted. The Supreme Court, in consultation with the ASRCC Advisor, shall be responsible for setting the timeline and manner of the runoff election.

**Section 7 – Election Violations**

Failure to comply with any of the following is considered an election violation:

 a. Failure to comply with Section 4, 5, and/or 6 of this Election Code.

 b. Behavior that violates:

 i. The ASRCC Constitution, Bylaws and/or Finance Code.

 ii. RCCD’s Standards of Student Conduct.
 iii. RCCD’s Board and/or Administrative Policies.

 c. Any attempt to tamper/manipulate/interfere with or otherwise intentionally disrupt the election process.

 d. Any violation set forth in these Bylaws may result in immediate disqualification from candidacy/office.

**Section 8 – Grievance Process**:

 a. Any registered student of the RCCD may file a written, including email correspondence, complaint with the ASRCC Advisor and Supreme Court throughout the elections timeline up until five business days after results are posted.

 b. The complaint must cite the specific section(s) of the Elections Code and/or any other policy that was violated and a narrative of the violation that occurred.

 c. The ASRCC Advisor and Supreme Court will respond to the grievance within three business day will review the complaint and determine appropriate course of action.

 d. If a violation did occur, and depending on the nature of the violation, the ASRCC Advisor and Supreme Court shall determine the course of action and/or disciplinary measures. If the violation falls solely under the Elections Code disqualification of the candidate may be enforced by Supreme Court.

 e. If the violation falls under the code of student conduct and/or any RCCD Board Policies/Regulations the Dean of Student Life or Dean of Student Services shall determine the course of action.

 f. Should the violation fall under the Election Code, Supreme Court shall proceed with investigating the violation.

 g. All findings are subject to appeal within five business days after the Supreme Court ruling.

 h. The ASRCC advisor shall set forth the appeals process, in coordination with the Supreme Court.

 i. Once the appeals process is concluded the matter is considered settled and no further action may be taken.

**Section 8 – Election Oversight**

The ASRCC Supreme Court shall be responsible for the oversight of all the ASRCC elections, including the following:
 a. Creating the Elections timeline and overseeing all matters relating to the elections process up to the confirmation of results.

 b. They are responsible for assembling, making available, and promoting election packets for to entire student body.

 c. Organizing and overseeing all public forums and meetings related to the ASRCC elections.

 d. Identifying locations for the voting booth, maintaining the integrity of the voting booth, providing adequate staffing for the voting booth, securing physical ballots, counting the votes, and posting the results in accordance with these Bylaws.

 e. Participating in the complaint/grievance process in accordance with these Bylaws.

 f. Maintaining confidentiality of all results until posted as in accordance with these Bylaws.

 g. Refraining from endorsing any candidate, distributing any campaign materials, disclosing any information about the candidates and/or preliminary ballot counting.

 h. Participate in the voting process if they choose to do so and in

accordance with these Bylaws.

 i. Any member of the Supreme Court who is on the ballot as a qualified candidate must recuse themselves from this process.

 j. If any member of the Supreme Court, violates the Election Code of these Bylaws, they will be subject to disciplinary action as determined by the ASRCC Advisor. Such action may include removal from the Supreme Court.

Adopted May 25, 2020