

APPLICATION FOR SENATE 2021 - 2022

THE COMPLETION OF THIS PACKET SIGNIFIES A REQUEST TO BE PLACED ON THE BALLOT FOR
THE OFFICE OF ASRCC SENATOR PROVIDED CANDIDATE MEETS QUALIFACTIONS.
DEADLINE FOR APPLICATION IS OCTOBER 15TH AT 5:00PM TO THE STUDENT ACTIVITIES OFFICE - BRADSHAW 207 OR
EMAIL TO: STUDENTACTIVITIES@RCC.EDU.

Senate Candidate
(Please Print your **Legal Name** as it will appear on the ballot)

_____ Phone # _____ Student ID #

Email: _____

Senate Constituency Representation: (Please check your area(s) of representation or nomination)

Academic

- ___ STEM & Physical Science
- ___ Social and Behavioral Sciences
- ___ Business
- ___ CTE & Applied Technology
- ___ Fine Art
- ___ Nursing
- ___ Performing Arts
- ___ Early Childhood Education
- ___ Languages & Humanities
- ___ Library & Counseling

Engagement Center

- ___ La Casa
- ___ Honors
- ___ Ujima
- ___ Athletics
- ___ Veterans
- ___ Guardian Scholars/Foster Youth
- ___ International Center
- ___ Disability Resource Center

Programs

- ___ Trio
- ___ EOPS
- ___ Puente
- ___ CalWORKs
- ___ Honors
- ___ Promise
- ___ Other

Student At Large _____

(Please initial) I hereby request to be placed on the ballot for the office of ASRCC Senator, and understand that I:

- _____ 1. Must have RCC as home college of record;
- _____ 2. Paid student services fees;
- _____ 3. Must have a 2.0 cumulative grade point average on all RCC course work attempted;
- _____ 4. Must be currently enrolled in a minimum of five (5) units, with that majority being at RCC, during the term;
- _____ 5. Must be involved and in good academic and social standing;
- _____ 6. Must be available to meet on **TUESDAY FROM 12:45-2 pm** for Senate meetings, and monthly shared governance;
- _____ 7. Must have complied with all election procedures;
- _____ 8. Must submit candidate statement.

FOR STUDENT ACTIVITIES OFFICE USE ONLY, DO NOT COMPLETE:

DATE RECEIVED: _____	GPA: _____ HOME CAMPUS: _____
MANDATORY MEETING ATTENDED: _____	Student fees paid: Y N
SHIRT SIZE: MALE FEMALE XS S M L XL XXL XXXL 4XL	UNITS COMPLETED: _____ UNITS ENROLLED: _____



FALL ELECTION TIME TABLE AND DEADLINES

<u>Date</u>	<u>Time</u>	<u>Description</u>
Monday, August 2, 2021	9:00 a.m.	Applications are available at rcc.edu/asrcc under Application to Join – Senate Application. Do not include campaign or written material with petition.
Friday, October 15, 2021	5:00 p.m.	Deadline for receipt of application materials to the Student Activities Office (Bradshaw, Room 207) or emailed to studentactivities@rcc.edu / ASRCC.VP@rcc.edu
Monday, October 18, 2021	11:00 a.m. & 4:00 p.m.	Attend one (1) MANDATORY Candidate Meeting to be held at Bradshaw Hall of Fame or on Zoom. Meeting ID: 480 354 9290 Password: SC.2021
Tuesday, October 19, 2021	12:00 noon – 2:00 p.m.	Senate Town Hall at Terracina where candidates are introduced to the student body.
Tuesday, Oct. 19 – Wednesday, Oct. 20	12:00 a.m. (Tues.) – 11:59 p.m. (Wed.)	ELECTION DATES. Electronic voting is open to students at these times. Links will be sent out to student emails prior to the election opening.
Wednesday, October 20, 2021	11:59 p.m.	All campaigning ends.
Thursday, October 21, 2021	5:00 p.m.	Election results will be posted outside the Student Activities Office and online at official ASRCC Instagram accounts. Winners will be emailed during this time.

_____ (Please initial) I have been made aware and understand the election timelines and deadlines above.

PROCEDURES AND DEADLINES

All candidates must complete the proper forms to be placed on the ballot by the set deadline. Any candidate who does not turn in the candidate forms by the deadline will not be placed on the ballot. **THERE WILL BE NO EXCEPTIONS!** Candidates whose names are not placed on the ballot may run as a write-in candidate. Write-in candidates must meet the qualifications and have turned in a *Petition to Run for Office* (50 signatures) one (1) day prior to the election and meet with a Supreme Court Justice prior to campaigning for office.

Procedure and Checklist:

- ___ 1. **Application:** Application to be Placed on the Ballot form must filled out and returned to Student Activities, Bradshaw 207 by the deadline.
- ___ 2. **Candidate's Statement:** Candidates must create a statement of their candidacy. The statement must be **computer generated, emailed to studentactivities@rcc.edu**, and a copy attached to this packet before the deadline. The statement must be no more than one page (8.5" x 11" sheet paper) in Times New Roman, size 12 font and include the candidates name and their Senate platform, or why students should vote for them. Grammar, spelling and neatness are very important. The candidate statement is a document that will be available at all voting locations for voters to read. The Candidate's Statement will not be accepted after the set deadline.
- ___ 3. All candidate documents MUST be received by set deadline and candidates MUST attend the Candidate's Meeting to have their names placed on the ballot. All dates and deadlines are specified on the *Election Time Table* above. If you have any questions and/or concerns you can contact an ASRCC Advisor in the Student Activities Office or the ASRCC Supreme Court Chief Justice.
- ___ 4. After all forms are received and approved by the Student Activities Office, and candidates have attended one (1) mandatory meeting, the candidate may campaign. See *Guidelines for Campaigning* for more detailed information on campaigning.
- ___ 5. Senators need a minimum of 50 VOTES during the election and the fifty (50) Senators with the most votes will win.



Enrollment and GPA

In elections of the past, more students were disqualified by the enrollment and the GPA requirements than any other requirement. Candidates should make sure to meet the GPA requirements and that there are no errors in their records before submitting applications. Candidates may contact the Coordinator of Student Activities for verification of the GPA. It is the candidate's responsibility to correct any discrepancies. If a candidate is disqualified because of a GPA or enrollment error, an appeal may be made to the Supreme Court Election Committee with written proof that the error has been corrected before the deadline. No appeals will be heard after the deadline.

I signify that I read through the election procedures, qualifications, and timeline; and I understand that if I do not meet the qualifications, deadlines, and campaigning procedures stated in this document, I will be disqualified for candidacy and will not be placed on the ballot.

Senate Candidate Signature

Date

DUTIES AND POWERS OF THE SENATE

ARTICLE IV: LEGISLATIVE BRANCH

Section: Composition

The ASRCC shall designate its powers of legislation to its Legislative Branch. The Legislative Branch shall be maintained by the ASRCC Senate and shall consist of the Vice-President, Senate Pro Tempore, and a maximum of thirty (30) Senators. The newly elected Vice-President and Senators shall begin their term the first day after the end of the spring semester in which elected, unless elected by special circumstance, and remain in office until the last day of the following spring semester. All appointed Senators shall begin their term the first day of appointment and shall remain in office until the last day of the following spring semester.

Section: Qualifications

A Senator must have complied with all elections or appointment procedures as well as completed a minimum of six (6) units at RCC prior to the beginning of their term. Each Senator shall attend a minimum of two (2) Senate outreach events per semester. All Senators shall be responsible for allocating time designated for ASRCC senate meetings, senate committee meetings, and shared governance meetings established by the ASRCC Vice-President, prior to accepting early registration for the following academic semester. If qualifications are not met, the Representative in question shall be ineligible for office.

Section: Duties and Powers

Confirm all appointments for the Executive Treasurer and Secretary, the Directors of respective branches, the Supreme Court Chief Justice, Justices, and all vacancies in the Senate. The Senate shall confirm all appointments with a two-thirds (2/3) vote of its members present during the meeting in which the vote takes place.

The Senate shall reconsider and enact any legislation brought to the senate floor with a two-thirds (2/3) vote of its members present during the meeting in which the vote takes place.

Appoint a Pro-Tempore from its membership with a two-thirds (2/3) vote of its members present during the meeting in which the vote takes place.

Each Senator shall serve on a minimum of one (1) shared governance committee at RCC.

Have the power to enact impeachment proceedings with the ASRCC Supreme Court against all elected and appointed Representatives.

GUIDELINES FOR CAMPAIGNING

BEFORE CAMPAIGNING, All candidate packets must be submitted to the Student Activities Coordinators for validation. The advisor will check for GPA's, for complete packets, etc. Only complete packets will be considered for approval. All students running for Senate MUST have submitted a petition with 50 valid signatures, a candidate statement, and a request to be placed on the ballot for candidacy to Student Activities Office. All valid signatures must include student ID number and student name.

Prior to the candidates meeting, candidates may ONLY campaign verbally, while on campus. Verbal campaigning is defined as speaking to groups no larger than two RCCD students.

Documents to be circulated for signatures may ONLY include copies of the supplied signature sheet and a copy of the candidate's statement.

ASSOCIATED STUDENTS of riverside city college



The use of campaign posters and distribution of flyers or goodies will be permitted ONLY during the official campaign period. Candidates may be disqualified if violations of campaign guidelines are reported and substantiated.

After all forms are approved by Student Activities, candidates must attend the candidates meeting. Attendance at the candidates meeting **IS MANDATORY**. Following the candidates meeting, campaign commences for those deemed eligible to run.

DURING CAMPAGINING, all eligible candidates are allowed to campaign on campus in accordance with the college posting policies and these guidelines.

Campaign election guidelines and information should be distributed via college Student Activities Offices and members of the associated students' organizations. All **POSTERS, FLYERS and SOCIAL MEDIA** must be approved by Student Activities prior to posting. For posting locations and other inquiries please visit the Student Activities Office in Bradshaw 207 or call (951) 222 – 8570. **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. **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. **Social Media:** Candidates will be required to submit a log of all eCampaigning to the Election Committee upon request. All social media settings should be set to public during the candidate timeline. Social media posts may remain on the candidate's timeline provided there are to be no new posts/comments/mentions from candidates campaigning for their candidacy, only to vote. Associates may post about a candidate during elections, but it must not be influenced by candidate or with 50 yd of polling station. Candidates should not disparage or slander other candidates in any form of campaigning. **NO ASRCC materials should be used by candidates and receipts for campaigning materials may be requested.** All campaign materials must be removed, by the candidate, at the end of campaigning period and within all-time deadlines as set forward in the Candidate Timeline. If a candidate has no access to secured areas, the Student Activities Office will be responsible for the removal of posting materials.

**The Elections Committee will handle all election procedures and interpretation of guidelines regarding candidate's conduct during the election process. Failure to comply with any of the stated guidelines may result in a public grievance hearing or disqualification. Action taken will depend on the severity of the infraction. **All grievance/disqualifications will be handled by the Elections Committee. All grievances must be submitted in writing to any of the Student Activities Offices no later than seven (7) calendar days after the official posting day of election results.

**The Elections Committee must be comprised of the following:

- One Student Activities Coordinator or college official designee
- One member of ASRCC Supreme Court
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**For details of the grievance process please contact the designated Student Activities Coordinator overseeing the Elections Committee for said election.

_____ **(Please initial)** I have been made aware and understand the Guidelines for Campaigning.