

# East Los Angeles College

## Associated Student Union

### ELECTION CODES

*In accordance with LACCD AP 5410 and BP 5410, the Associated Student Union of East Los Angeles College set these codes to govern the Associated Student Union Elections. The intent of this code is to provide a framework for fair and democratic elections. It is set forth on the premise that the students of East Los Angeles College are capable of conducting the affairs of their government with integrity, fairness, and prudence in exercising their powers of self-government with responsibility.*

#### **GENERAL ELECTIONS PROCEDURES & QUALIFICATIONS**

1. The election committee will conduct student elections at East Los Angeles College with the advisement/guidance of the Dean of Student Activities.
2. All elections shall be conducted through an electronic ballot.
3. Candidates shall be listed on the ballot in alphabetical order by their last name.
4. All candidates shall meet requirements set forth in LACCD AP 5410 and BP 5410, the Associated Student Union Constitution, and its Bylaws.
5. All candidates must submit a completed application and all applicable documents to the Student Activities Office via email for ASU 2024 Executive Board Elections.
6. The candidates for office will be elected by the majority of votes casted by the Student Body. In the event of a tie, a runoff election shall be held within one week or soon thereafter, to determine the winner.
7. Candidates who fail to abide by these elections shall forfeit their candidacy. Disqualification as a result of a violation(s) of this code will be determined by the Election Committee.
8. No campaigning or campaign giveaways will be permitted during the week of elections, including club fundraisers/giveaways.

## **PROCEDURES FOR CANDIDATES**

### **Candidates Must Observe the Following Procedures:**

1. All candidates will attend a mandatory orientation, or their candidacy will be forfeited. The orientation will provide all necessary information pertaining to elections. Orientations will be held by the elections committee and Dean of Student Activities or designee.
2. All applications must be completed in their entirety and submitted by the specified date and time to the Student Activities Office via email for ASU 2024 Executive Board Elections.
3. All candidates must be familiar with and abide by the regulations of this Election Code. Candidates must sign a statement provided by the Election Committee, which stipulates that each candidate has read and understood these election codes. Candidates who fail to abide by these election codes shall forfeit their candidacy. Disqualification as a result of a violation(s) of this code will be determined by the Election Committee.
4. No candidate may run for more than one (1) office on the same ballot nor can they change their candidacy from one office to another once their application has been submitted. (AP 5410 and BP 5410)
5. Candidates must be familiar with the provisions set forth in the Associated Student Union Constitution and its Bylaws.
6. Applications are available on the ELAC ASU webpage by visiting the website at [Elac.edu](http://Elac.edu), via email by contacting Student Activities at [studentact@elac.edu](mailto:studentact@elac.edu), or in person at F5 212.

## **CAMPAIGN BUDGETS**

1. All campaign expenses shall not exceed \$300.00 per candidate. This limit ensures that the campaigning will be equal among the candidates.
2. Campaign packages will be available at the candidate's request after orientation is completed which will explain the campaigning procedures and guidelines. The candidates may not use any other materials or funds from the Associated Student Union or Campus Departments or Student Activities Office besides materials purchased (not to exceed \$300) and the materials provided.

3. All campaigning materials used and that were not provided by Student Activities must be documented and submitted to Student Activities Office, via email for the ASU E-board 2024 Elections, verification that candidates stayed within the \$300 amount. Verification must be submitted by the date specified in the Election Timeline. This includes all materials purchased and donated. Acceptable forms of verification are receipts and official invoices. Failure to submit receipts upon the date specified in the Election Timeline will forfeit their candidacy. Only physical copies of receipts will be accepted.
4. All materials used must first be approved by Election Committee before they are posted or used (this includes social media). Please send a copy of the campaign flyer before posting to the Student Activities Office at studentact@elac.edu  
**\*CAMPAIGNING WILL BE DONE BOTH ONLINE AND IN-PERSON\***
5. If a candidate did not spend money to campaign, a letter must be submitted to the Student Activities Office via email for the ASU E-board 2024 Elections.

***\*CAMPAIGN EXPENSES WILL  
NOT BE REIMBURSED\****

**VOTING PROCEDURES**

**\*VOTING WILL BE DONE ONLINE\***

1. Emails will be sent to actively enrolled credit and noncredit students at East Los Angeles College notifying them of the Election dates and procedures.
2. Students will be required to log in to SIS or Student Portal to vote using their ELAC login information. The link to the voting webpage will be on the student's ELAC SIS Homepage.
3. Students can vote during the period specified by the election timeline from Monday, April 29, 2024, at 8:00 A.M. – Sunday, May 5, 2024, at 11:59 P.M. PST
4. Voting will be closed on Sunday, May 5, 2023, at 12:00 AM.
5. Election results will be publicly disseminated by the Dean of Student Activities on Friday, May 24, 2024, at 2:00 PM.

## **CAMPAIGN GUIDELINES**

1. There shall be **NO** defacing, removing, or destroying of campaign materials that belong to another candidate, this includes social media.
2. It is strongly encouraged that candidates do not discuss opposing candidacies or their campaigns for the duration of the election process, this includes social media.
3. Campaigning online (this includes social media) must have the approval of the election committee. Any sharing, posting, uploading, etc. online must be summarized, screenshot, and/or copied and sent to Student Activities Office at studentact@elac.edu.
4. Posters, banners, and flyers will not be allowed on the ELAC shuttle, and bus waiting areas are prohibited. (See general ASU posting contract).
5. The ASU/Student Activities Office, which includes the ASU Cubicle, is a neutral zone. There shall be no campaign conversations or materials in the office/cubicle.
6. Candidates and their designated campaign members are responsible for posting, uploading, sharing, etc., and removing/archiving all approved materials/posts before and after the election. Campaign posts must be removed/archived three school days after elections are closed.
7. Election Committee reserves the right to determine any campaign materials or tactics as inappropriate, including and not limited to derogatory statements, whether expressed in writing or voted upon by the committee. The Vice President of Student Services or designee will have the ultimate authority.

## **POSTING POLICIES**

1. Blue Painter's tape is the only acceptable tape allowed for the posting of materials on flat surface designated posting boards and push pins for cork board designated posting areas. (All postings shall abide by ASU Posting rules).
2. The ASU election board committee, current ASU members who are not running for re-elections as well as Student Activities Staff have the right to request the removal of materials that do not follow the posting policies.
3. There shall be no posting over other flyers, defacing, or manipulating of any opponent flyers. The result of doing so may be the immediate disqualification of the candidate responsible.

4. Campaigning material/posting may be written in any language but must have the English translation on the same page.
5. No postings larger than (8.5" x 11") may be posted on any posting board.
6. There shall be no posting of campaigning material on any glass surfaces, offices, classroom doors, trees, light poles, telephone poles/booths, or windows.
7. Posters or banners on stakes embedded into the ground are permitted, as are signs posted on bulletin boards and other free common posting areas.
8. No campaign materials are allowed outside the campus boundaries. Monterey Park Campus boundaries are Floral Drive to the North, Collegian Avenue to the East, Avenida Cesar Chavez to the South, and Bleakwood Avenue to the West. South Gate Campus boundaries are Firestone Boulevard to the North, Calden Avenue to the East, Southern Avenue to the South, and Alameda Street to the west.
9. Candidates may express their opinions in the Free Speech Area. Visit the Student Activities Office (F5-212) for designated areas and forms.
10. If the candidate's materials are lost, or stolen or damaged, ASU and Student Activities Office are not responsible.

### **VIOLATION(S) OF ELECTION CODES**

1. Alleged violations of these election codes must be reported to the Chief Student Services Officer or designee via email to [Lopezms@elac.edu](mailto:Lopezms@elac.edu) within one (1) working day of the alleged violation.
2. Allegation must include the following information:
  - a. Specific facts constituting the violation.
  - b. Evidence supporting the allegation.
  - c. Evidence from supporting witnesses, if appropriate.
  - d. Remedy requested.
3. The Chief Student Services Officer or designee will investigate the allegations with the ASU Elections Committee and decide 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 Chief Student Services Office or designee under the provision of LACCD AP 5410 and BP 5410, shall be made to the College President within five (5) working days of the Chief Student Services Officer or designee's decision.

2. All appeals must be presented in writing, be sent via email, and must include the following information:
  - 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 Chief Student Services Officer and the person filing the appeal. After their review, the College President's decision shall be final.

### **DISQUALIFICATIONS**

1. The Chief Student Services Officer or designee shall issue a letter of disqualification to a candidate if they are found violating any part of these election codes.
2. Candidates may refer to the section "Appeals" if they believe that the disqualification was a mistake.
3. If the appeal is not granted by the College President, the disqualification is final.
4. In the event of a disqualification of the ASU Presidential prior to July 1st, the first runner-up shall become President. If there is not a qualified runner-up, the vacancy shall be filled by the next high-ranking officer, determined by the ASU Bylaws Article IV Section 3 Order of Succession, until there is a special election. (ASU Bylaws, Article III, Section 3, B).
5. Should any Executive Board position not be filled during the General Election, that position shall be deemed vacant (excluding the ASU Presidential position). Such office shall be filled by appointment of the ASU President with a simple majority vote of the ASU Board Present at the time of the appointment. (ASU Bylaws, Article III, Section 3, C).

## **Application Check List**

- Application filled and signed.
- Typed statement of interest.
- Forward-facing headshot photo.
- Email all requested documents to [studentact@elac.edu](mailto:studentact@elac.edu)

*\Updated: 02/24/2015  
04/23/2018  
01/30/2019  
01/30/2020  
04/06/2020  
02/11/2021  
02/02/2022  
02/14/2023*