

# BYLAWS

## ELECTIONS CODE

- ARTICLE I The following shall apply for all standard elections of the ASNC Legislature.
- Section 1 All positions of the ASNC, with exception of Representative at Large and Senators, shall be elected positions with a term of one year.
- a. A full term is defined as serving in office for two full semesters; where a full semester counts when a student served more than six weeks, from the moment the student assumes all duties and responsibilities of his or her office, counting only weeks where ASNC is in Session.
- Section 2 All elections shall be concluded no later than the third week of May of each academic year.
- Section 3 All legislature elections must be held on Tuesday and Wednesday from 8:00am to 2:00pm and from 4:00pm to 6:30pm.
- Section 4 Results must be posted no later than 24 hours after the closing of the polls on the second day of the legislature elections, regular or special, at a pre-disclosed location fully accessible to the public. All results are considered unofficial until seven calendar days after posting and/or after the conclusion of any appeals process.
- Section 5 The timeline for all ASNC Elections shall be as follows:
- a. The ASNC Office shall release elections packets for all candidates and have them available for all students for 15 school days before the third week of May.
  - b. All candidates will be responsible for returning the packet completed to the ASNC Office no later than the deadline for submission.
  - c. All Qualified Candidates that have submitted completed packets by the aforementioned deadline will be required to attend a mandatory candidates' meeting as scheduled by the Elections Committee.
  - d. All Qualified Candidates will also be required to attend any public forums prior to elections as scheduled by the Elections Committee.
  - e. All Qualified Candidates will be responsible for their own campaign materials throughout the duration of the campaign week as scheduled by the Elections Committee, and adhere to all campaign material guidelines. All campaign materials must be removed from the college prior to the deadline set by the Elections Committee.
  - f. All Qualified Candidates must remain at least 20 feet from any voting booth location.

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- Section 6 All qualified candidates are allowed to enter the voting booth location within the 20 feet requirement only once, to exercise their right to vote.
- Section 7 All candidates must submit no less than 200 valid signatures of registered Norco College students, a written candidate's statement, a current photograph and a current schedule of classes within the packet submission deadline. Failure to do so will result in automatic disqualification.
- Section 8 The Elections Committee will determine the manner in which the elections are administered (voting booth location or online) and release all pertinent information to the student body in a timely manner.
- Section 9 All legislature positions shall be determined by a simple majority of those voting in the current election.
- Section 10 If a tie occurs between two or more candidates, a runoff election will be scheduled no later than a week after results are posted. The Elections Committee, in consultation with the ASNC Advisor, shall be responsible for setting the timeline and manner of the runoff election.
- Section 11 The following shall constitute violations of the ASNC Elections Code:
- a. Failure to comply with Section 5 (a-g) of this Election Code.
  - b. Behavior that violates:
    1. The ASNC Constitution, Bylaws and/or Finance Code.
    2. RCCD's Standards of Student Conduct.
    3. RCCD's Board and/or Administrative Policies.
  - c. Failure to meet and maintain minimum standards of qualifications to run as set in the ASNC Constitution Article VIII Section 2 (a-b).
  - d. Any attempt to tamper/manipulate/interfere with or otherwise intentionally disrupt the election process.
- Section 12 Any violation of Election Code Section 11 (a-d) as set forth in these Bylaws will result in immediate disqualification from candidacy/office.
- Section 13 The following shall constitute the complaint/grievance process for all ASNC Elections:
- a. Any registered student of the RCCD may file a written, including email correspondence, complaint with the ASNC Advisor or the Elections Committee throughout the elections timeline or no later than 7 calendar days after official results are posted.
  - b. The complaint must cite the specific section(s) of the Elections Code and/or any other policy that was violated.
  - c. The ASNC Advisor and the Elections Committee will review the complaint and determine appropriate course of action in consultation with the Dean of Student Life.
  - d. If a violation did occur, and depending on the nature of the violation, the ASNC Advisor and/or the Dean of Student Life shall determine the

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course of action and/or disciplinary measures. If the violation falls solely under the Elections Code disqualification of the candidate may be enforced. If the violation falls under the code of student conduct and/or any RCCD Board Policies/Regulations the Dean of Student Life shall determine the course of action.

- e. All findings are subject to appeal within a predetermined time period as set forward by the ASNC Advisor and/or the Dean of Student Life.
- f. For complaints that fall under the ASNC jurisdiction and Elections Code the ASNC advisor shall set forth the appeals process. Such process will include the ASNC Advisor and the Elections Committee.
- g. Once the appeals process is concluded the matter is considered settled and no further action may be taken.

## **ARTICLE II      CAMPAIGNING**

- a. Campaigning shall be defined as activities including dissemination of printed campaign and/or ballot issue material, public statements for or against any candidate or ballot issue.
- b. Candidates may begin campaigning on the official campaigning start date as determined by the Elections Committee. Campaigning at any other time shall be grounds for disqualification. Campaigning shall consist of flyers, posters, giveaways, any other form of public advertising, or public speaking regarding a candidate's running in the ASNC election.
- c. No candidate shall interfere with the campaigning of any other candidate, nor shall they interfere with the dissemination of information by any student publication.
- d. All candidates and their assigned campaign workers shall be responsible for the quality, content, and distribution of any campaign materials.
- e. All qualified candidates shall have access to any college equipment/resources available through the ASNC Office on a first come first serve basis.
- f. No candidate shall publish or post campaign materials featuring factually inaccurate information about any ASNC candidate.
- g. 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.
- h. All candidate campaign materials must state clearly their name and position for which they are running.
- i. Use of the ASNC Office display boards is prohibited unless permission is granted by both the ASNC Office and the Elections Committee.
- j. Campaign materials will be posted in accordance with the following rules. No campaign materials may be posted:
  - 1. Outside of Norco College.
  - 2. On any motor vehicle.
  - 3. On any doors or windows.
  - 4. On any vendor booth, kiosk, or table.
  - 5. On any light point or other such permanent fixture, such as vending machines and trash receptacles.

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6. On any piece of campus artwork.
  7. In any manner that the ASNC Advisor and Elections Committee would reasonably judge as being damaging to college property, including all vegetation. For these reasons, staples, tacks, nails, and non-approved tapes that can cause damage by peeling paint or leaving residue are considered as being damaging.
  8. In any manner that the ASNC Advisor and the Elections Committee would reasonable judge as being conducive to littering the campus.
  9. In any manner that the ASNC Advisor and the Elections Committee would reasonably judge as being disruptive to the normal workings of the college.
- k. Each candidate shall not spend more than \$200.00 on campaign materials for the election. Any donated materials must be assessed at retail value and clearly itemized as part of this \$200.00 limit.
- l. Each candidate shall submit a report of all campaign related expenditures to the ASNC Office on the first business day after the last day of polling by 4:00pm. Failure to do so may be grounds for disqualification. The ASNC Advisor and the Elections Committee shall review all candidates' expenditure reports prior to official certification of the election. Any substantial inaccuracies in an expenditure report shall be grounds for disqualification. Expenditure report must include:
1. Receipts clearly itemizing any personal funds, and donations.
  2. All sources of gifts, donations, and/or other services to be used in the election.

### **ARTICLE III ORIGIN OF JURISDICTIONAL POWERS OF THE ASNC ELECTION COMMITTEE AS DEFINED IN ARTICLE IV OF THE ELECTIONS CODE**

- Section 1 As defined in Article VI, Section 2(e) of the Constitution, the Vice President of Administration shall serve as Election Commissioner as defined in Article IV of these Election Codes.
- Section 2 As defined in Article VII, Section 4(e) of the Constitution, it is the responsibility of the Administration Committee to oversee and manage all ASNC and Student Trustee Elections.
- Section 3 The Election Committee, as defined in Article IV of these Elections Codes, is a subsidiary body of the Administration Committee. As such, the power of the Election Committee is, through these bylaws, duly delegated to the Election Committee.

### **ARTICLE IV NATURE OF THE ASNC ELECTION COMMITTEE & ITS PROCESS OF APPOINTMENT**

- Section 1 For the purposes of overseeing election the process of the ASNC, an oversight committee, named "The ASNC Election Committee", is to be formed during and for the purposes of monitoring the election cycles of the ASNC.

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- Section 2      The ASNC Election Committee shall be a permanent standing committee of the ASNC.
- Section 3      The ASNC Election Committee will be composed of the following:
1. The Dean of Student Life in an observatory role.
  2. The Advisor to the ASNC in an advisory role.
  3. 8 members of the student body who wish to serve, chosen by the Administration Committee.
  4. 1 member of the Administration Committee.
  5. The Election Commissioner:
    - a. Either the Vice President of Administration or a designated alternate by the Vice President of Administration shall serve as the Election Commissioner, as defined under Section 2 of Article 6 of the Constitution of the ASNC.
- Section 5      The Election Commissioner of the ASNC Election Committee shall have the following responsibilities:
- a. To Chair meetings of the ASNC Election Committee.
  - b. To Assist in the Enforcement and Interpretation of ASNC election laws.
  - c. To Certify ASNC election results in tandem with the rest of the Committee, who shall submit the results to the Dean of Student Life by a unanimous vote.
- Section 4      No members— besides those specified under Section 3 of Article III of this Election Code—of the Legislature of the ASNC, its Executive Committee, nor candidates currently running for election may be members of this Election Committee, unless no suitable candidates were found outside the ASNC. In such an event, the Legislature may appoint its own candidates by simple majority, but may not appoint a running candidate.
- Section 5      Section 4 of Article III of the Election Code may only be enacted in an election cycle upon a simple majority of the Administration Committee and the advice and consent of the President of the ASNC

### **ARTICLE      V      ELECTIONS COMMITTEE DUTIES**

- The ASNC Election Committee shall be responsible for the following:
- a. Creating the Elections timeline and overseeing all matters relating to the elections process up to the conclusion of the election.

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- b. All election timelines must be submitted to the ASNC legislature no later than the second week of March.
- c. Assembling, making available, and promoting election packets for the entire student body.
- d. Organizing and overseeing all public forums and meetings related to the ASNC elections.
- e. Identifying locations for the voting booth(s), maintaining the integrity of the voting booth(s), providing adequate staffing for the voting booth(s), securing ballots, counting the votes, and posting the results in accordance with these Bylaws.
- f. Participating in the complaint/grievance process in accordance with these Bylaws.
- g. Maintaining confidentiality of all results until posted as in accordance with these Bylaws.
- h. Refraining from endorsing any candidate, distributing any campaign materials, disclosing any information about the candidates and/or preliminary ballot counting.
- i. Maintaining impartiality of any ballot measure.
- j. Participating in the voting process if they choose to do so and in accordance with these Bylaws.
- k. If any member of the Elections Committee, including the Elections Commissioner, violates Election Code Section 11(a-d) of these Bylaws, they will be subject to disciplinary action as determined by the ASNC Advisor and/or the Dean of Student Life. Such action may include removal from the Elections Committee, and/or removal from any ASNC position if they are members of the ASNC Legislature.