



Associated Student Government (ASG) Election Bylaws

Section A – Mission Statement

The purpose of these Election Bylaws is to ensure that:

1. Students of the Barstow Community College are provided equal and unbiased access to information in order to select the elected representatives of their choice to the Associated Student Government.
2. Candidates for elected offices have the right to present their platforms to the student body without fear of discrimination or censorship.
3. Students will be empowered to install their senators and officers responsibly, with autonomy, and sovereignty.

Section B – Preamble

1. All participants in the election process are charged with the knowledge of the contents of and are to abide by the ASG Constitution and Bylaws.
2. Those who fail to do so are subjects to the penalties set forth in the ASG Bylaws and to all appropriate disciplinary action portions of the ASG Constitution and Bylaws for any proven action that violates ASG Election Bylaws, ASG Bylaws, and ASG Constitution.

Section C – General Statements for the ASG-BCC Elections

1. All candidates are bound by the contents of the ASG Bylaws, ASG Elections Bylaws, and ASG Constitution.
2. All successful candidates will assume office no later than June 1st and serve no longer than one year, and in any event shall serve no longer than the following May 31st.
3. Candidates may run for only one position on the ballot for one election period.
4. These Bylaws will be included in the Election Packet for each candidate for office and be made readily available through the ASG Office.
5. The ASG Faculty Advisor with the Director of Student Life and Development shall interpret all unclear language and decide all matters not addressed in the content of ASG Elections Bylaws, ASG Bylaws, and ASG Constitution on those matters that relate to the Associated Student Government election.
6. Quorum in the Elections Committee shall be defined as fifty percent plus one (50% + 1) of the total voting members.

Section D – Campaign Timetable

1. The ASG Faculty Advisor and the Director of Student Life & Development, in conjunction with the ASG President will coordinate the student elections committee.
2. The Timetable for elections shall include dates for the following events:
 - a. Election Committee to be formed, call for Candidates to be posted and published, and candidate applications made available

- b. Election Packets created
 - c. Candidates Meeting(s) scheduled to distribute packets and explain materials
 - d. Forms and Petitions due back from candidates
 - e. Mandatory Candidates Meeting
 - f. Campaigning and Candidates Forum(s)
 - g. Day for elections scheduled to be held. All challenges to the election process and campaigns are due within 48 hours after election cut off time.
 - h. Scheduled date of a runoff election to be utilized if needed. Any runoff election needed is to be held within the week following the Election. Election Process and times for a runoff are to be the same as for a general election. Any runoff election shall be a one-day election.
3. An ASG Election Committee meeting is held to receive election results. A special committee meeting may be called, if necessary, to comply with the timelines set forth in these Bylaws.

Section E – Elections Committee

1. The ASG Election Committee will work in conjunction with the Director of Student Life and Development. In the absence of 2 or more Committee members, the Director of Student Life will identify additional students to form the Elections Committee. Their only authority will be to conduct ASG Elections and implement the ASG Elections Bylaws.
- a. No candidate or campaign manager or assistant may serve as a member of the Elections Committee.
 - b. No member of the Elections Committee may endorse a candidate or participate in campaign activities of any kind.
 - c. No individual member of the Elections Committee speaks for the entire Committee. Decisions on elections issues must be made by a quorum of the Committee in a scheduled Committee meeting.
 - d. Only the ASG Faculty Advisor and the Director of Student Life and Development has the right to view the personal information of candidates provided within a candidate's records.

The Elections Committee Shall:

- a. Prepare the Elections Calendar
 - b. Prepare the call for candidates to be posted on the campus.
 - c. Host at least one general candidates' meeting to disseminate elections packets and assist with the explanation of the materials in the packets.
 - d. Assist candidates in completing the required forms. Each candidate is responsible for knowing and understanding the contents of all forms necessary to participate in student elections.
 - e. Advise candidates of their rights and responsibilities during the campaign and election.
 - f. Administer the general elections needed in compliance with the Bylaws set forth in these Bylaws and in the ASG Bylaws.
 - g. Oversee the posting of and distribution of any campaign materials in compliance with the college's posting rules, both for content and location.
- Be responsible for all publicity regarding the elections on campus. This shall include:
- a. Notification of the election to be held, including offices available for election, application deadlines, date, and voting hours. This information shall be publicized throughout the campus by posters and any other form available for a minimum of seven class days prior to any deadlines established by the Elections Committee.

- b. Notification of the results of the election shall be posted within 24 hours of the closing of the polls on the final day of any election.
2. Oversee the removal of all campaign materials from the campus, and cite any candidate whose materials are not removed within 24 hours from the end of the polling period.

Section F – Requirements for Associated Student Government Candidates

1. Each candidate for an ASG position must be a currently registered student at Barstow Community College.
2. Each candidate for an ASG position must complete an ASG Candidate Eligibility Application. The application is available in the ASG Office.
3. Petitions for all elected positions require twenty five (25) signatures, from members of the BCC Student Body Association, per candidate. The students B number must accompany all signatures.
4. Each candidate shall:
 - a. Be enrolled in the minimum required amount of units or more when declaring his or her candidacy and during the term of office. Executive & Senators are required a minimum of (9) nine units per semester.
 - b. Executive Officers must have a cumulative Grade Point Average of 2.75 or higher upon the filing of the ASG Application and Eligibility form. The student may not be on academic probation at any time from the declaration of candidacy through the completion of the term of office.
 - (i) President must have 12 units completed
 - (ii) One semester of prior active College club/organization membership.
 - (iii) Attend two consecutive ASG bi-monthly legislature meetings.
 - c. Senators must have a cumulative Grade Point Average of 2.25 or higher upon the filing of the ASG Application and Eligibility form. The student may not be on academic probation at any time from the declaration of candidacy through the completion of the term of office.
5. The Director of Student Life and Development will verify that each candidate has met all requirements before a written approval of candidacy is issued.

Section G – Candidacy for Associated Student Government Positions

1. The Election Calendar will be available in the ASG Office at least (2) two weeks in advance of the initial Candidates' Meeting.
2. Candidates' Meeting: All potential candidates for ASG positions must attend a Candidates' Meeting at the college where they will run for election.
3. All candidates will be responsible for knowing and adhering to the ASG of Barstow Community College Election Bylaws. Candidates shall sign an Acceptance of Packet and Acknowledgement of Responsibility Form indicating that they have received a complete packet appropriate for the position they are competing for, that they understand that they are to read the materials in full, and that they understand that they will be held responsible for knowing and understanding the contents and the deadlines of the materials in the packet.

Section H – Election Packet for Associated Student Government Candidates

1. The Election Packet will contain the following documents for ASG Elections:
 - a. ASG Candidate Eligibility Application
 - b. Endorsement Form
 - c. Candidate Platform Statement
 - d. Declaration of Candidacy

- e. A copy of these Bylaws
 - f. A copy of the ASG Bylaws
 - g. A copy of the ASG Constitution
 - h. Acceptance of Packet and Acknowledgement of Responsibility
2. All candidates shall complete the ASG Candidate Eligibility Application, Endorsement Form, Declaration of Candidacy, and the Candidate Platform Statement Form, prior to the qualification of a candidate, and not two weeks prior to Elections.

Section I—Write in Candidates for Associated Student Government Positions

1. Meet the general requirements of the candidate for a specific position as set forth in these ASG Election Bylaws.
2. Submit a completed Candidate Election Packet pursuant to Section H of the Election bylaws to the Director of Student Life and Development.
3. ASG will then proceed with proper in-coming vote in procedures set forth in the ASG Handbook.

Section J—Campaigning For Associated Student Government Positions

1. No candidate for an ASG position may begin campaigning prior to having:
 - a. Completed the Application Form;
 - b. Been qualified as a candidate;
 - c. Received written approval as a candidate from the Office of Student Life;
 - d. Attended a Candidates' Meeting;
 - e. And submitted all required forms as set out in these Bylaws.
2. Campaigning is defined as:
 - a. Handing out flyers
 - b. Talking to students about the candidate, the issues or campaign platforms
 - c. Making a speech
 - d. Posting signs and posters
 - e. Making signs, posters, flyers, buttons, cards or other campaign memorabilia available to students
 - f. Leaving such materials in locations available to students
3. A candidate may name another student as a Campaign Manager. However, the candidate is responsible for the actions of any Campaign Manager or Campaign Assistant and is not relieved of that responsibility by the designation of a Campaign Manager.
4. The Election Committee shall organize one or more events on the campus before voting begins to promote the election and provide an opportunity for students to meet the candidates. The Election Committee is solely responsible for publicity related to such event(s).
5. Campaign literature posted at Barstow Community College for ASG Elections purposes is subject to the following posting guidelines. Posting of campaign materials is permitted ONLY on bulletin boards that are open to public on campus.

Section K – Campaign Forums for Associated Student Government

1. The Election Calendar created by the Elections Committee will include the dates, locations and times of all Candidate Forums. The Committee may provide an emcee for the event so that each candidate shall have an equal opportunity to address those present.
2. A Candidate Forum is an official, scheduled event hosted by a student club/organization that permits all candidates who have been approved to run for a position to address or debate student issues relevant to the office they are seeking.

Section L – Tabulating the Ballots for the Associated Student Government Elections

1. Tabulating the ballots for Associated Student Government Positions shall be conducted by an online voting process.
2. The chair of the Elections Committee or Director of Student Life and Development shall post the election results for the ASG positions and notify the college campus of the election results within 24 hours after the closing of the polls at a pre-disclosed location and online fully accessible to the public.
3. All results are considered unofficial until 48 hours after posting and/or after the conclusion of any appeals process. Official results will be determined by the Vice President of the Student Services.
4. The candidate receiving the majority of votes cast (plurality) for each office will be the winner.
5. If a tie vote occurs for any office, a one-day runoff election will occur during the following week.
6. The Election Committee chairperson will refer to the previously identified date and time of election for the runoff election specified on the Election Calendar and will designate for the runoff election after approval by the ASG Faculty Advisor and the Director of Student Life and Development.

Section M – Challenges to the Associated Students Election and Appeals

1. A candidate who is proven to have violated any section of these Bylaws or the ASG Bylaws and ASG Constitution may be disqualified.
2. Alleged Violations of the ASG Election:
 - a. The ASG Faculty Advisor or the Director of Student Life and Development must receive written, signed notification of any alleged violation of the ASG Elections Bylaws related to the ASG Election by 5 p.m. the day after polls close.
 - b. The complainant will submit a copy of any charge of alleged violation of the ASG Constitution, Bylaws, Election Bylaws, and handbook to the ASG Faculty Advisor or the Director of Student Life and Development. The Director of Student Life and Development or the Vice President of Student Services will notify any student or candidate charged in the complaint of the allegations the same day, if at all possible, but at the very latest within 24 hours of receiving the copy from the complainant.
3. The ASG Elections Committee shall have initial jurisdiction over the enforcement of the ASG Bylaws in relation to elections.
 - a. Each charge of an alleged Elections Bylaws violation shall be decided by a simple majority vote of a quorum (50%+1) of the Election Committee members with the ASG Faculty Advisor or the Director of Student Life and Development present. A candidate charged with a violation shall have an opportunity to refute the charge prior to a decision by the Elections Committee. The burden of proof shall be on the complainant. The Election Committee shall render, in writing, their decision on each allegation within two days, excluding holidays and weekends.
 - b. A candidate may appeal a ruling by the Election Committee in a matter of a charged violation of the ASG Elections Bylaws related to the ASG Election within 48 hours to the ASG Faculty Advisor or the Director of Student Life and Development. The appeal must be in writing, setting forth the alleged illegal action by the candidate, the section of the Bylaws alleged to have been violated, and the ruling being appealed, and a copy provided within 48 hours to the ASG Faculty Advisor or the Director of Student Life and Development. The Director of Student Life and Development shall notify any student involved in an appeal of such a ruling by the Election Committee within 24 hours, so that the student shall have a right to fully participate in the appeal. The ASG Faculty Advisor and the Director of Student Life and Development shall have two business days, excluding holidays and weekends to

- rule in writing on the appeal and notify the complainant of their decision in the matter. The ASG Faculty Advisor or the Director of Student Life and Development shall be present for all discussions related to the appeal, including the final decision on the appeal. The ASG Faculty Advisor and the Director of Student Life and Development shall be the final opportunity for appeal for all issues related to Associated Student Government elections, shall consider the evidence presented by both sides, and shall attempt to rule on any appeal brought forth to that level with all reasonable speed.
4. At any level of reviewing a charge of an Election Bylaws violation, the hearing body (Elections Committee; ASG Faculty Advisor; Director of Student Life and Development) may determine that:
 - a. The charge violation was significant and that the bylaw set forth shall be referred to the appropriate Vice President, the ASG Faculty Advisor, or the Director of Student Life and Development for review.
 - b. A candidate is charged with a violation of ASG Elections Bylaws during the ASG Election.
 - c. The candidate's appeals have been exhausted or abandoned.
 - d. The final level appealed to the either/or Elections Committee or Director of Student Life and Development decides that is the appropriate resolution for the matter.
 5. Disqualified Candidate :
 - a. If a candidate is disqualified and the appeal process is exhausted prior to the start of the voting, the disqualified candidate's name will not be placed on the ballot. Any allegations of additional violations of the Election Bylaws shall be treated as set forth in these Bylaws.
 - b. If the challenged candidate has not exhausted the appeal process prior to the start of the voting, the challenged candidate's name will appear on the ballot, and voting will proceed as set forth on the Election Calendar.
 - c. If a candidate is challenged, or if a challenged candidate's appeal is completed after the voting, resulting in both a final decision against the challenged candidate, and the disqualification of the challenged candidate, all votes cast for the disqualified candidate will be voided. If the disqualified candidate would have won the election, the candidate with the next highest vote total shall be declared the winner.
 - d. If all candidates for an ASG position are successfully challenged for violations of the Bylaws, a new election will be held.
 6. Other allegations of violations:
 - a. If a violation is alleged that does not involve inappropriate activity by a specific candidate, but rather alleges a violation of procedure by the Election Committee, or other students or parties attempting to disrupt the election, the allegation must be made in writing, signed by the complainant and delivered to the ASG Faculty Advisor or Director of Student Life and Development.
 - b. The complaint will be reviewed in a manner consistent with this section of the Bylaws.
 7. If the complaint is found to be valid, the final body involved in the appeal of the matter in an ASG position election, may:
 - a. Determine that the violation was de minimus (minimal) and the election stands; or
 - b. Determine that the violation was significant and invalidate all results of any position in the election affected thereby, resulting in a new election being scheduled pursuant to the rules set forth herein.
 8. The final body involved in the appeal of the matter in an ASG position election may recommend that any party involved in the violation, whether ruled de minimus or significant, be prosecuted pursuant to BCC Board Policy 5500 - Standards of Conduct and all appropriate Disciplinary Action portions of the Bylaws.
 9. Any candidate, and only a candidate, with the sole exception of the Superintendent/President, may request a recount of the position sought by that candidate in the election, if such request

is made in writing and signed by the candidate by 12 Noon the next working day after the polls close and delivered to the appropriate party. Only one recount may be requested for each office, unless the requester is the Superintendent/President.

Section N—Continuing Academic Requirements for Elected Legislature

ASG Legislature must maintain Grade Point Average qualifications during the selected term of office.