

COASTLINE COLLEGE

Associated Student Government

Election Code

Purpose

The purpose of the Election Code is to establish rules and regulations for conducting Associated Student Government Annual Election during the Spring semester. Failure to comply with any articles or clauses of this document may lead to disqualification from the ASG Election and/or penalties as indicated in this document.

Article I: Appointing ASG Election Committee

1. It shall be the responsibility of the voting ASG board members to appoint an Election Committee.
2. No member of the Election Committee may run for an office at the same time they are serving on the Committee.
3. Election Committee members cannot publicly support, campaign, oppose, or work for any candidate, or ballot issues in the election.

Article II: Committee Authority and Duties

All decisions made by the Election Committee are final with a 2/3 vote of the ASG. Other actions by the Election Committee can be denied and/or deferred to Committee for further review with a motion, second, and 2/3 vote from ASG.

1. The Committee is responsible for redrafting and distributing all Election materials, including the Election timeline, fliers, candidate packets, and online Election content.
2. Once the voting poll is opened, ASG cannot interfere with the voting process unless there is a critical issue that is not addressed by the ASG Bylaws and/or Election Code.

Article III: ASG Officers

Officer Positions

1. Executive Board
 - a. There are five (5) ASG Executive Board positions: President, Vice President, Secretary, Treasurer, and Public Relations. The Executive Board is responsible for the orderly conduct of all ASG meetings and ASG activities.
2. Senators
 - a. Student Senators are the primary representatives and advocates for assigned areas and shall have an equal vote with other members within ASG. Senator positions include: Newport Beach Campus, Garden Grove Campus, Westminster/Le Jao Campus, Distance Learning, Military Programs, and Legislative Affairs, Campus Clubs, and Equity.

Officer Terms

All officers shall be appointed for a term of one academic year. Each officer shall serve for a term of no more than two (2) years in an Executive Board position or three (3) years lifetime maximum as part of ASG in any position. In no event shall any student serve more than three (3) years total of service or portion thereof (i.e. any portion of service longer than one semester, 16 weeks, within an academic year, shall be considered as a full year). A year is defined as commencing at the last meeting of spring semester to the last meeting of the following spring semester. Time of service begins after the last meeting of the spring semester (or upon appointment) and ends at the last meeting of the following spring semester.

Article IV: Requirements for ASG Candidates

Coastline students may serve as an ASG officer provided they meet the following criteria:

1. Continuously enrolled in at least five (5) credit units at Coastline College at the time of election, and throughout the student's term (CA Ed Code 76061 (a));
OR per AB 1736, students are eligible if they are enrolled in less than 5 units and at the time of the election and throughout the student's term they:
 - a. are enrolled in an adult education program at Coastline College OR
 - b. have a documented disability through Coastline's Special Programs & Services
2. Meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district
3. Be of good standing in the District and at Coastline, with no disciplinary record with the District, and have good standing in the community;
4. Be able to commit hours per: ASG general and sub-committee meetings, ASG position duties, ASG Committee duties, ASG events, College Committees, and College Events each semester;
5. Have a strong interest in student advocacy and a willingness to serve fellow students of Coastline; and
6. No student will have voting rights in ASG during any term in which that student's relative—either by blood or marriage, including legally adopted or domestic partnership—is serving on ASG and holding voting rights. ASG expressly incorporates the Coast Community College District's Board Policy # 7310, Nepotism, into these Bylaws by reference.

Article V: Operational Procedures

ASG Officers (both Executive Board and Senators) shall be duly elected by the Student Body during the spring semester election time frame determined by the ASG in coordination with the ASG Advisor. Should any position remain and/or become vacant, applicants will be appointed by the current ASG officers. Officers will transition responsibility following the final meeting of the spring semester.

Candidate

During the annual ASG election, any currently enrolled Coastline student, including current ASG officers, interested in being considered for an ASG officer position must declare intent of

candidacy within the timeframe set by the ASG Election Committee. All ASG positions are open to the Coastline Student Body.

1. Applications must be submitted through the [ASG Elections webpage](#).
2. Candidates can run for only one office per Election.
3. All withdrawals must be emailed to the ASG Advisor at acarlock@coastline.edu. Once a candidate has withdrawn, they will not be allowed to reenter the campaign.

Article VI: Voting

Coastline students may vote online through the [ASG Elections webpage](#) during the designated election dates. The winner shall be determined by the candidate with the most votes.

Article VII: Voter Qualifications

1. Only votes with an individual Coastline ID number will be included.
2. In no event shall a student vote be counted more than once.
3. Using another student's ID number is prohibited and may disqualify vote and may result in disciplinary actions from the College.

Article VIII: Campaign Regulations

1. All campaigning must be done in a pre-approved online format.
2. Campaigns are limited to Coastline College.
3. Examples of the campaign materials must be submitted to the ASG Advisor acarlock@coastline.edu before it can be displayed. Non-interactive websites are permitted as part of the campaign.
4. Social Media
 - a. Social Media platforms such as Facebook, Instagram, Twitter, TikTok, and Snapchat are permitted. However, all content must be submitted to the ASG Advisor ahead of time for approval.
 - b. Facebook Groups and Events are permitted as part of the campaign. However, the wall **MUST BE DISABLED** so that people cannot leave comments. No event invitations can be sent after elections have begun.
 - c. Where possible, candidates should disable comments on any social media post, group or event.
5. During elections, **NO NEW** campaign materials can be posted online.
 - a. Candidates and their friends **CANNOT** post on social media asking for students to vote for them. They can only say "Don't forget to vote in the ASG elections May 5-12. Election website: <https://www.coastline.edu/asg-elections>"
 - b. If you are in doubt whether something is allowed, ask the elections committee before you do it. It's better to be safe than to find yourself disqualified.
6. The use of e-mail for the posting of advertisements or notices will not be permitted.
7. Any infraction of the posting rules by a candidate or a party connected thereto may result in the disqualification of that candidate.
8. Students must follow the student Codes of Conduct policy of the District.

9. Only current Coastline College students can participate and/or campaign in the Election and are responsible to follow rules and regulations set forth by this document and the Election Committee.
10. Candidates will not be allowed to harass and/or deliberately serve as physical obstruction to students during voting.

Article IX: Potential Penalty Assessments

1. The Election Committee may reserve the right to have security contact any person who is trying to interfere with voters and the Election
2. When any candidate violates the Election Code and Campaign Policy, they shall be required to appear before the ASG Advisor who will determine the validity of the violation. The potential penalty assessments will be:
 - a. Any candidate campaigning at the Center where the voting station is present will be disqualified. Candidates will be disqualified if they are caught urging administrators, faculty, or classified staff to campaign for them.
 - b. Penalties for other violations that are addressed throughout this Election Code will be determined by the Election Committee.
3. An appeal of the decision of the Election Committee may be brought to the ASG for final decision.

Article X: Election Results

1. Any candidate that is running opposed and receives the most votes in the Election will be declared the winner of that election.
2. All Election results must be posted on the elections website.
3. In addition, a notice to the student body shall be sent out electronically (either through the Coastline College website or on MyCoast).
4. In case of a tie, the top two (2) candidates must present at a special ASG meeting to give a statement. Before that meeting concludes, the ASG board must vote by secret ballot and the winner by simple majority (50% plus one) will be appointed to the position by the outgoing ASG President.
5. If any individual would like to appeal the results of the voting poll, a written appeal must be submitted and received by the Election Committee by 5:00 p.m. on the next school day following the posting of the Election results.
6. All appeals of Election results must be reviewed by the ASG Advisor and Election Committee within 72 hours of receipt. A recommendation must be delivered to the ASG Executive Board to disqualify any results, but the validity of the Election itself will not be affected.

Article XII: Process for New Officers

1. Each newly elected ASG officer must attend the Annual ASG Installation Dinner where they will be sworn into their new position. If a new officer cannot be in attendance, they can be sworn in at a regular or special ASG Meeting at a later date, but can only begin service once sworn in.
2. All new officers are expected to attend one mandatory training.

Article XIII: Special Election

1. A Special Election shall be an election that is held either onsite and/or online to poll the student body to elect any vacant ASG board member positions.
2. Unlike the Annual Election, a special election may be held at any time throughout the fall and spring semesters.
3. A special election must be announced at least two (2) weeks in advance
4. Special election regulations shall comply with those of the Annual Election.

Article XIV: Volunteers

1. All current students at Coastline College are eligible to volunteer at the voting stations.
2. Election volunteers must follow all election procedures which will be indicated in the volunteer acknowledgment form.
3. No candidate is allowed to volunteer in any of the voting activities of the election.
4. At least one Election Committee member will serve as an election inspector to manage each voting station.
5. No voting station shall have more than 10 election officials (volunteers, committee members, ASG staff, etc.)
6. All election volunteers are eligible to receive certificates at the end-of-year recognition event.
7. The Election Committee Chair and ASG president must sign all volunteer certificates.

Article XV: Revising Election Code

The ASG By-laws Committee is granted authority to revise this document by the third week of spring semester and ASG must approve the revision by the fourth week of spring semester.

Ratified and approved on April 5, 2023.