



Associated Student Government  
Students Serving Students

# 2021 Election Packet



## **Mission Statement**

“The mission of the Associated Student Government of Palomar College is to provide quality service to students and the community that enhances the safety, educational diversity, environment and health of the campus, where students, our employees, and the community can thrive in an atmosphere of courtesy, integrity, and respect.”

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Dear Palomar Student:

Thank you for your interest in joining ASG. The work we do here is vital effecting real and positive change on and outside of campus.

Student participation in shared governance may be seen as a 'nice' way to allow students to get a glimpse of an 'adult' world.

But this would grossly underestimate the impact that student representatives have on these matters.

Shared governance. What is it? How is it broken down? And what is its goal?

Shared governance—as it relates to academic institutions—is the sharing of responsibilities to ensure that any decisions made are done in the campus's best interest.

It's the collaboration of faculty, staff, and students who, through the use of proper communication, establish and maintain an environment where each representative is heard and accounted for.

While the word government is in our name, ASG offers many leadership opportunities for anyone interested in facilitating campus life and community, whether that's through advocacy, hosting student events, club rushes, marketing, and much more.

It is my hope, and that of our ASG predecessors, that you rise to the occasion to advocate for student needs where it's needed the most, provide students opportunities and events, and grow into the amazing leaders we all know you can be.

As we hand over the baton to you, know that we all leave with you in full faith that you will accurately represent the Palomar student body, and that great things lay ahead—they certainly did for me.

With appreciation,

Kateri R. Mouawad

## Dates, and Information

This packet contains your election by-law acknowledgment statement, candidate application, and the ASG governing documents pertaining to your candidacy. Please read the packet in its entirety, as one missed form or requirement may jeopardize your candidacy eligibility. You are encouraged to submit your election by-law acknowledgment statement and candidate application as early as possible, to allow time to solve any potential complications. Additionally, please attach to your application email a photo of yourself (optional) and a written bio ~5-6 sentences in length. The bio and photo will be attached to the official voting form as a way for voters to know the candidates on a personal level!

In the coming months you will be gathering signatures, meeting with Election Committee members, and campaigning for votes. **Important dates to remember:**

1. The Election Packet will be available beginning April 14th, 2021
2. Turn in the Election Packet, a photo, as well as a bio to Kelly Donaghy, or Kimberly Rocca via email: [kdonaghy@palomar.edu](mailto:kdonaghy@palomar.edu) @ [krocca@palomar.edu](mailto:krocca@palomar.edu)
3. Schedule a Candidate Orientation Meeting by April 23<sup>rd</sup>
4. Zoom Candidate Forum Discussion 5:00 PM PST on April 26<sup>th</sup>
5. Voting week will be April 28<sup>th</sup> -May 3<sup>rd</sup>

## COVID19 Information

Due to the COVID19 health emergency, we are waiving several of the requirements for running in the ASG Election. You will no longer be required to obtain the 75 student signatures for an executive position, or the 50 signatures for a senator position.

To run for an office, email this packet to the Student Activities Coordinator, Kelly Donaghy – [kdonaghy@palomar.edu](mailto:kdonaghy@palomar.edu). To qualify, you must be currently enrolled in seven (7) Palomar College units (or five (5) units if you are a DRC student, and you must have a 2.5 College GPA.

Additionally, in lieu of having a candidate forum, you will be answering written questions posed to you by the election chair. Your answers will be shared with students via mass email.

## Positions & Descriptions

### Executives

1. **Student Trustee**- Is responsible for representing the student body in its entirety to the Governing Board, and the Student Senate of California. The position includes being up to date on local politics as well as attending community events.
2. **President**- Is responsible for making sure the ASG runs efficiently and effectively throughout the campus community.
3. **Executive Vice President**- Is chief aid to the President and runs the Shared Governance Committee, which is to ensure students 9+1 rights are upheld within the Palomar College district. This committee is responsible for advocating for changes seen across the district.
4. **Vice President of Internal Affairs**- Is responsible for recruitment, discipline, and running the Rules Committee. The rules committee is responsible for updating and creating current governing documents for the ASG to abide by.
5. **Vice President of Club Affairs**- Runs the Inter Club Council, which is comprised of all club representatives. This body supports all club activities and participates in club events.
6. **Vice President of Finance**- Runs the Budget Advisory Committee, which organizes the ASG's financial affairs, students' fees, and monetary requests.
7. **Vice President of Communications**- Runs the Communications Committee, which creates monthly newsletters, updates social media, and operates ASG website.
8. **Vice President of Events**- Runs the Events Committee, which handles the ASG's advocacy events across campus.

### Senators

9. **Senator (15 seats available)**- Can participate in any of the committees or councils listed above, vote in ASG meetings and on appointed committees, sit on shared governance committees across the campus, and volunteer at events for the ASG.

## **ASG Constitution**

### **ARTICLE VIII**

#### **ELECTIONS**

Section 1: There shall be an Election Board established in the first two (2) weeks of the Spring Semester.

Section 2: The Election Board shall be governed by the Election Code incorporated in the Bylaws of the ASG.

Section 3: The Election Board shall be comprised of the Chair of Elections and a minimum of two (2) other members of the ASG.

Section 4: Qualifications

- I. See Article IV, Section 2.
- II. Cannot be a candidate for the upcoming ASG General Elections.

Section 5: Appointment of the Chair of Elections

- I. The term of office for the Chair of Elections will be one (1) Spring Semester.
- II. The Chair of Elections must be appointed, with ASG approval, by the ASG President no later than the first two (2) weeks of the Spring Semester.
- III. The Chair of Elections will assume Office upon swearing in at the ASG meeting of approval.

Section 6: General Duties of the Election Board

- I. The Chair of Elections and the Election Board are hereby authorized, to ensure the certification of pertinent form(s) and to determine the exact dates of the elections.
- II. The Election Board is hereby conferred the authority to conduct the ASG General Elections and is hereby charged with the responsibility of policing candidates' campaigns and ensuring the equitable adherence to the Election Code by all candidates.
- III. The Election Board has the authority to remove and impose sanctions on candidates for the election, based on a two-thirds (2/3) vote. During ASG General Elections, the Election Board will act as a decision-making body regarding interpretations and inadequacies within of the Election Code.
- IV. Distribute pertinent form(s) to the ASPC through the OSA.
- V. Host a minimum of one (1) Public Forum in which candidates will discuss their platforms and be available for questions, which will occur in accordance with Election Code as described in the Bylaws.
- VI. Host a minimum of one (1) Candidates Orientation to review the Election Code and authorize the initialization of the campaign period, which will occur in accordance with Election Code as described in the Bylaws.

## Section 7: The Duties of the Chair of Elections

- I. Chairing the Election Board.
- II. Responsible for the conduct of the members of the Election Board during ASG General Elections.
- III. Responsible for the conduct and equitable adherence to the Election Code by all candidates.
- IV. In the event of a vacancy on the Board, measures must be taken by the Chair of Elections to fill the position before the next regularly scheduled Election Committee meeting.

## Section 8: Election Code Violations

- Clause 1: Any individual may report an Election Code violation to the Chair of Elections, any Election Board Officer, or the OSA.
- Clause 2: The Chair of Elections, any Election Board Officer, or the OSA may inform the parties involved when an Election Code violation occurs and require them to adhere to the Election Code.
- Clause 3: In the event of a claim of an Election Code violation, it is the responsibility of the Election Board to identify the violation and take the appropriate measures to resolve it.
- Clause 4: All candidates reserve the right to appeal the resolution of any violation by presenting the appeal to the Elections Board.

## Section 9: Chair of Elections and Election Board Accountability

- Clause 1: If any individual feels the Chair of Elections or the Election Board have not carried out their responsibilities in direct accordance with the Election Code, the matter will be taken to the ASG Board for review and decision.

## Section 10: Abeyance of ASG General Election Results

- Clause 1: All candidates shall have two (2) academic days, after official notice of results, to submit a written complaint to the Election Board, this time which shall be referred to as the final complaint period.
- Clause 2: Shall the Election Board receive a claim of an infraction of the Election Code, the Election Board must be convened within five (5) academic days and the ASG General Election results will be held in abeyance until all matters are resolved.
- Clause 3: Shall the ASG receive a complaint against the Chair of Elections or the Election Board, the ASG must be convened within five (5) academic days and the ASG General Election results will be held in abeyance until all matters are resolved.

## **ASG Bylaws**

### **ARTICLE VI**

#### **ELECTION CODE**

##### **Section 1: Candidate Orientation**

Clause 1: The Election Board will give each candidate an orientation on the details of running for

elect office and will do so according to the following guidelines:

- I. All candidates will be required to attend at least one (1) Candidate Orientation meeting prior to campaigning.
- II. These meetings will be conducted by the Election Chair who will review the information in the Candidate Packet and other information specific to the current election.
- III. All candidates must sign and return the Election By-laws Acknowledgment Statement to the Election Chair before campaigning may commence.
- IV. Should any otherwise qualified candidate fail to attend a Candidate Orientation meeting, they are still required to receive an orientation from the Election Chair before engaging in any kind of publicity or campaigning.
- V. All candidates are responsible for knowing and adhering to the provisions of the ASG governing documents, standards of student conduct, student discipline procedures, students' rights and grievances.
- VI. Argument from ignorance as to the content of these documents is not a defense against Election Board enforcement of the ASG Elections Code By-laws.

##### **Section 2: Candidate Forum**

Clause 1: The Election Board will host a minimum of one (1) candidate forum and will do so in accordance with the following guidelines:

- I. All candidates will be required to attend a minimum of one (1) candidate forum.
- II. The candidate forum will be hosted in front of or inside the Student Union.
- III. All candidates running for the same position will be asked the same questions and be given the same amount of time to respond.
- IV. All candidates will be given pertinent and professional questions from a mediator.
  - A. The mediator must be a member of the Election Board.

##### **Section 3: Campaigning**

Clause 1: The ASG election process is considered to be a limited public forum; therefore, candidates shall comply with campaigning guidelines outlined in this code.

- I. Campaigning must be free of elements that interfere with the education process, endanger persons, or damage property on campus; campaigning must comply with the Standards of Student Conduct (BP 5500 and AP 5500). Campaigning involving tabling, gatherings, meetings, rallies, and/or special stunts shall require prior approval from the Election Board and ASG Advisor. Candidates shall submit a Use of

Facilities Form for such an activity fourteen (14) days prior to the event. Misuse of district property or equipment may result in sanctions by the Elections Board, including but not limited to disqualification of candidacy.

- II. The use of supplies and electronic equipment purchased or paid for by the ASG is strictly prohibited.
- III. The use of supplies purchased by the Palomar Community College District (PCCD) is strictly prohibited, unless otherwise stated in these by-laws.
- IV. Limited use of PCCD property and equipment is permissible including, tables, chairs, sound equipment, and space.
- V. The use of the ASG and PCCD logos is strictly prohibited.
- VI. All election materials for posting and distribution must conform to the Standards of Student Conduct (BP 5500 and AP 5500) and meet the following standards:
  - A. Be neat in appearance,
  - B. Be removed if they become weatherworn,
  - C. Be maintained by candidates.
- VII. All forms of campaigning are prohibited within fifty (50) feet of all polling places.
- VIII. Candidates are responsible for the removal and disposal of all election materials after the election and may in violation of District policy (BP5500 and AP5520).

#### Section 4: Ballot

Clause 1: The Election Committee shall prepare and publish ballots with candidate(s)'s name appearing in alphabetical order, and shall exclude the use of titles presently, or formerly held.

Clause 2: The Election Committee shall prepare and publish ballots with candidate biographies and pictures, if received.

#### Section 5: Voting

Clause 1: Voting in the general election shall be conducted in the following manner:

- I. Only students who are enrolled and are currently taking classes at Palomar College are entitled to vote in elections.
- II. Proxy voting is prohibited.
- III. Voting shall be conducted by electronic ballot. This may be changed to hard-copy ballots provided that voting by electronic ballot is unfeasible by a majority vote of the Election Board.
- IV. Students shall input electronically provide identification information using their currently enrolled Palomar College student ID number.
- V. The following statement must be endorsed prior to casting a ballot: "I attest that I am a currently enrolled Palomar College student, that this vote is cast of my own free will and is not a proxy vote, that I am voting only once and not for another student, and I understand that willful abuse of the election process may result in disciplinary action by an appropriate college authority as per the Standards of Student Conduct (BP 5500 and AP 5500)."

#### Section 6: Tabulation

Clause 1: The Election Board shall tabulate the election ballots according to this code.

- I. Tabulation Procedure:
  - A. Electronic: The Elections Board will tabulate the votes online via a third-party provider.
  - B. Paper Ballots:
    1. All properly marked ballots shall be tabulated.
    2. The ASG Advisor and the Election Board chair shall supervise the tabulation process.
    3. Two (2) or more members of the Election Board shall tabulate all valid ballots.
    4. Tabulation shall be conducted in public. For security purposes, the third-party campus partner may limit access to the tabulation area.
    5. Tabulation shall be officially endorsed by all of the following: The Election Board chair and all others tabulating ballots.
- II. The candidate receiving a plurality for the office they are running for will be the winner.
- III. Ties and Run-offs: In case of a tie, a runoff election may be held within one (1) week of the official tabulation. Run-off elections shall be subject to the same regulations, when reasonable, that govern general elections.
- IV. Public notice of election results shall be given by way of signs on campus, posting on official ASG social media, and ASG website.
- V. Recount: Candidates shall have two (2) academic days, after official notice of results, to request a recount. The signature of the candidate and thirty (30) currently enrolled students shall be necessary to engage a recount process of all valid ballots.
- VI. The ASG advisor shall maintain valid online and/or hard copy ballots in a locked container for a minimum of seven (7) days after certification of the election.

#### Section 8: Certification

Clause 1: The Election Board shall certify the election, after all ballots are tabulated, all recount requests have been addressed, and all pending candidate complaints have been accorded due process. Certification shall be achieved by a two-thirds (2/3) vote of the Election Board.

#### Section 9: Enforcement of Elections By-laws

Clause 1: The Election Board and the ASG Advisor may impose anyone, or a combination of, the following penalties to individuals or groups found guilty of violations:

- I. Suspension of campaigning for a duration to be determined by the Election Board.
- II. Disqualification as a candidate for an elected ASG position by the Election Board.
- III. Disciplinary action may be taken per the Standards of Student Conduct (BP 5500 and AP 5500).

#### Section 10: Statements for the ASPC Special Elections

Clause 1: Special elections shall be held as needed, upon the vacancy of the Student Trustee position or ASG President position.

## Associated Students of Palomar College Candidacy Endorsement Form

### Qualifications:

- Units- minimum of 7 units at Palomar College
  - \*\*DRC students are required only 5 units at Palomar College
- GPA- minimum cumulative GPA of 2.5
  - \*\*If not college GPA- minimum cumulative 3.0 high school GPA
- Must be in non-probationary academic and discipline status

### Candidate Position:

### Contact Information:

Name:

Pronouns:

Student ID:

Address:

City/State/Zip:

Phone:

Email:

**Personal Statement of Eligibility:** I have read and understood the qualifications stated above, and I hereby attest that I meet the qualifications to hold the Candidate position. I authorize the OSA to forward my application to the ASG for the purpose of scheduling an interview.

**Release Information:** If appointed to office, I authorize the SL&L and ASG to release my name and contact information to the public for business purposes only.

Signature:

Date:

Associated Students of Palomar College  
Election By-laws Acknowledgement Statement

I hereby signify that I have received a physical copy of all pertinent ASG governing documents in accordance with the ASG Election Code. I have been informed of all requirements, meetings, and forums that are a part of the election and campaigning process. I understand that upon signing this document, I am agreeing to abide by all ASG election rules and codes. If I violate any terms or agreements cited within the election code; I may be subject to suspension, disqualification, and/or disciplinary action from the campaigning process by the Election Board.

Signature:

Date: