

ASO Election Code



The following is the official Election code of the Associated Student Organization of Los Angeles Mission College, in accordance with LACCD administrative regulation S-10, which states that “each college will adopt election and campaign rules addressing those aspects of the election activities, including candidate conduct, not covered by this regulation.”

ELIGIBILITY

1. Students interested in running for office must submit the election application by the posted due date. Late applications will not be accepted under any circumstances.
2. Students may run for one office. Once an application is submitted, the position cannot be revised.
3. The ASO Advisor will verify candidate eligibility, as defined by LACCD Administrative Regulation S-9: The candidate must be a paid ASO member at Mission, enrolled and complete a minimum of five (5) units at LA Mission College, maintain a current and cumulative GPA of 2.0, not be on academic or progress probation, not have served four (4) semesters or more in any ASO campus or district office, and not violate the district code of conduct.
4. Eligible students will be notified by the ASO Advisor. Ineligible students can appeal the decision using the procedure outlined in administrative regulation E-55.
5. Eligible students will not be considered official candidates for office until they have met with the ASO Advisor and ASO Election Committee for an orientation on ASO election code.
6. Applicants running as a “write-in” candidate must meet all of the qualifications and eligibility requirement as defined in LACCD Administrative Regulation S-9. Write-in candidates must also follow all ASO Election codes as they relate to the ASO Elections.
7. Write-in candidate’s name & campaign statements will not appear on the election ballot however; the candidates will be notified of forums and are eligible to participate.

CAMPAIGNING

1. Candidates cannot begin campaigning for office until they have completed an orientation with the ASO Advisor and ASO Election Committee.
 2. Campaign materials must adhere to the LAMC publicity regulations. Candidates can create up to (3) posters (for ASO Elections only) not to exceed 24x48 (2ft X 4ft). Candidates can create flyer not to exceed 8 x 11. Candidates can use the ASO logo design on all posters and flyers. All materials must be stamped directly by ASO Advisor, no exceptions.
 3. Any campaigning materials not in accordance with the ASO publicity regulations will be removed and discarded.
 4. Under no circumstances will a candidate or representatives remove, deface, mutilate, cover up and/or remove another candidate's publicity materials. Such action will result in disqualification. If a candidate feels a posting is in violation, it must be reported immediately to the ASO Advisor.
 5. If candidates purchase other campaigning materials (shirts, buttons, etc.) the total cost shall not exceed \$100, this at the candidates' expense. Candidates cannot use ASO supplies to create posters, banners or flyers. i.e. printer, paint, paper, pens, markers, crayons etc. A campaign expense report and receipts must be submitted to the ASO Advisor prior to the election.
 6. Candidates running for ASO Offices are not permitted and/or eligible to work on the election committee and/or the actual election in any manner. This would constitute a direct conflict of interest.
- All campaign materials must comply with applicable Federal, State, and local laws as well as policies established by the Los Angeles Community College District.
 - All campaign materials must be submitted to the ASO Advisor and are subject to approval by the Vice President of Student Services.
 - Handouts and flyers maybe distributed, provided that they conform to the pertinent conditions contained herein, and that the distribution of these materials does not interfere with the educational process.
 - To campaign in a class, candidate must give 24 hours in advance notification to professor (see form). Two minutes are given per class; professor must give equal access to opposing candidates.

- Campaigning at club meetings is only permitted during public forum.
- The posting of campaign materials is restricted to specific areas on campus. The posting of any campaign materials outside the campus is strictly prohibited.
- Los Angeles Mission College and the Associated Student Organization are not responsible for liability, damage, or loss incurred during the election process.
- The ASO council, in part or whole cannot public endorse nor support any candidate in any manner. It is ASO's job to set the mark of impartiality.

ELECTIONS PROCEDURES

A. Ballot

- 1. An electronic ballot will list the positions in the following order: President, Vice-President, Treasurer, Executive Administrator & Parliamentarian.
- 2. If there is more than one candidate for a position, the names will be listed in alphabetical order by last name. During the election, your campaign statement and election biography will be on display to be viewed by the voters. Be sure to include a photo no more than 2" x 2".
- 3. The candidate name on the ballot must match the name issued on the application.

B. Electronic Voting

- 1. Registered students can vote by simply logging onto the voting website, provided by ASO. Website will be publicized by ASO.
- 2. Electronic voting timeframe April 18th-30th. The ASO Election timeframe will be determined by the LACCD District and ASO council.
- 3. All registered LA Mission students may vote in the election. They must log onto the provided website using student identification number and pin number.

- 4. Voters will be able to vote in the LACCD Student Trustee elections & currently enrolled campus elections
- 5. Candidates cannot use listening or recording devices to record votes. Voting is confidential.

C. Campaigning Conduct

- 1. No sound amplification system may be used by candidate at any time.
- 2. Candidates cannot disrupt classes or other college business while campaigning during the elections. Candidates must give **24 hour** advanced notification to professor (see form) 2 minutes per class is given only per candidate. Professor must give equal access to opposing candidates. Professors cannot endorse a candidate.
- 3. Candidates may not impede the path of students walking through all areas or use intimidating or illegal tactics to solicit votes. This includes: harassment, verbal threats, confrontation, and persistence. Candidates can reserve the Free Speech area to campaign.
- 4. Candidates may not offer any incentive or gift, or anything that can be construed as such, to potential voters. Any items handed out must be made available to all students, whether or not they vote in the election and whether or not they vote for a specific candidate.
 - 5. Candidates may not engage or confront other candidates or students, faculty or staff in a threatening or intimidating manner.
- 6. Any infractions of these rules must be reported immediately to the ASO Advisor. The specific nature of the infraction, the time/date of the infraction, and the names of those involved must be included in the report.
- 7. If a candidate violates any of the election conduct rules, the candidate may be disqualified.

BALLOT RESULTS

1. Electronic ballots results will be displayed after April 30th.
2. Ballot results are subject to the Brown Act.

3. Ballot results shall be supervised by the ASO Advisor or their designee.
4. In contested elections, the candidate with the highest total number of votes will be declared the winner.
5. All vacancies will be filled according ASO Constitution or Special Election.
6. Ballots with more than one vote for contested offices will be declared invalid for that office only.

VIOLATIONS OF ELECTION RULES

1. Alleged violations of college election rules must be reported to the CSSO or designee within one (1) working day of the alleged violation.
2. Allegation must include the following:
 - a. Specific facts constituting the violation.
 - b. Evidence supporting the allegation.
 - c. Evidence from supporting witnesses, if appropriate.
 - d. Remedy requested.
3. The CSSO or designee will investigate the allegations and make a decision 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 CSSO or designee shall be made to the College President within five (5) working days of the CSSO or designee's decision.
2. All appeals must be presented in writing and must include:
 - 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 CSSO and the person filing the appeal. After his/her review, the College President's decision shall be final.
4. In case of a disputed election wherein a new election is called, only those persons who had previously filed petitions and are still otherwise eligible may file petitions to run for the same office. No candidate may run for an office different than the office for which he/she originally filed by petition.



Classroom presentation 24-hour advance notification form

Dear LAMC Professor,

**Please allow candidate _____
to give a brief two- minute presentation in your classroom with regard to
being elected in the upcoming ASO Election.**

**Please be aware that as a college professor you cannot endorse any
candidate for you must remain neutral as well as, allow opposing
candidates that same opportunity to speak in your classroom.**

Professor Name _____

Professor Signature _____

Class/Location/Section #
