



# ELECTION CODE

ASSOCIATED STUDENTS  
GLENDALE COMMUNITY COLLEGE

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The Election Code Applies to all ASGCC Elections.

## ARTICLE I ELECTION DATES

- Section 1 The date for officer elections shall be determined within the first four weeks of the Spring semester.
- Section 2 Petitions for candidacy must be filed no later than the deadline established by the Election Committee. Candidates who fail to file the petition will be declared ineligible.
- Section 3 All candidates must attend one (1) mandatory candidates' meeting with an ASGCC advisor and a member of the Election Committee. The candidates meeting shall be held during petitions week. Candidates who fail to attend the meeting will be declared ineligible. The following topics shall be addressed during the candidates' meeting:
- Election Code review
  - Campaign ethics
  - Rule violations – complaint process

## ARTICLE II ELECTION COMMITTEE

- Section 1 The Election Committee will consist of an Election Commissioner, **ASGCC Advisor**, and two students-at-large.
- The Election Commissioner will be the ASGCC Vice President of Administration unless they are running for office. In such a case, the ASGCC Vice President of Administration will appoint the Election Commissioner **who** shall be approved by the Executive Committee and the Legislature prior to the election and vote by a secret ballot.
  - One of the students-at-large shall be appointed by the Vice President of Administration and approved by the Executive Committee and the Legislature prior to the election and vote by a secret ballot.
  - The other student-at-large shall be appointed by the ASGCC President and approved by the Executive Committee and the Legislature prior to the election and vote by a secret ballot.

## ARTICLE III GENERAL ELECTION PUBLICITY

- Section 1 Publicity announcing the beginning of the petition period shall be posted two weeks before petitions open.
- Section 2 Publicity announcing the election shall be posted one week before polls open.

## ARTICLE IV NOMINATIONS AND PETITIONS

- Section 1 Students must declare their candidacy for a specific ASGCC office to receive a petition packet.
- Section 2 Candidates must pick up and return their own petition packets to the Office of Student Affairs, in person.
- Section 3 The petition packet shall include the following:
- Article V of the Election Code
  - Article IX of the Constitution
- Section 4 Petitions shall remain open for at least one week. Candidate statements and petitions must be returned to the Office of Student Affairs no later than the established deadline.
- All candidates for ASGCC executive officer positions **must** obtain a minimum of 100 signatures from registered students.
  - The Dean of Student Affairs and the Election Commissioner shall be responsible for determining the validity of any signatures upon request.
- Section 5 Candidates may switch from one declared office to another during petitions week using the following procedure:
- Return the old nominating petition form and signatures to the Office of Student Affairs.
  - Complete a new nominating petition and obtain new student signatures and return the forms by the established deadline.

- Section 6 Candidates for office must inform the Election Committee, in writing, if they intend to relinquish their candidacy.
- a. If written notice is delivered in person to the Election Committee prior to the commencement of the election, the candidate's name shall be removed from the ballot.
  - b. If written notice is delivered in person during or after the election, and the candidate receives sufficient votes, thereby filling an elective office they will not be allowed to accept the position. The position will become vacant and appointments will be made according to Article XII of the By Laws. No oral resignations will be accepted at any time during the election process.

**ARTICLE****V****CANDIDATE PUBLICITY AND CAMPAIGN ACTIVITIES**

- Section 1 Posters may not be posted on "A" frames, bulletin boards or any other supports within the college boundaries. Publicity is not to be taped to any painted surface and may not be posted inside any college buildings.
- Section 2 The Election Commissioner shall establish and maintain the following:
- a. A photograph of each candidate (taken by the Student Affairs Office staff)
  - b. A maximum 150 word statement from each candidate that outlines their qualifications and goals
- Section 3 Candidates who fail to take a photograph or submit a statement by the established deadline will be ineligible as a candidate in the current election.
- Section 4 Candidates must remove all signs, posters, and other election materials prior to the posting of election results.
- Section 5 Candidates must supply their own campaign materials. Each candidate is limited to the following campaign materials:
- a. Six (6) separate, free standing posters advertising their name, image, or any other likeness, measuring no more than twenty-two by twenty-eight inches (22" x 28").
  - b. Two sides of the poster may be used and counted as one poster.
  - c. The poster may not be suspended more than seventy inches (70") off the ground.
  - d. Unlimited cardboard/paper cards may be produced but may not exceed four inches by six inches (4" x 6"). Use of stickers in campaigning is prohibited.
- Section 6 Publicity posting shall begin as determined by the Elections Committee of ASGCC.
- Section 7 Candidates and campaign workers shall not remove, deface, or damage another candidates' publicity materials.
- Section 8 Candidates and campaign workers shall not engage in campaign activities that interfere with or disrupt the teaching or administrative functions of the college.
- a. Only candidates may campaign in classrooms and may only do so with the instructors' written consent, via a Permission to Campaign in Classroom Form.
- Section 9 Election Committee members shall not campaign for any candidate(s).
- Section 10 All campaigning is limited to areas designated as limited public forums, pursuant to Glendale Community College District Board Policy 3900. Areas of the college that are non-public forums include, without limitation: campus offices, classrooms (See Section 8), libraries, cafeterias, athletic fields, parking lots, warehouses, maintenance yards, and locker rooms.
- Section 11 Candidates shall be allowed to campaign at club meetings, with permission of the club, even when the meeting is held outside of the limited public forum.
- Section 12 All persons using the limited public forum areas of the college shall be allowed to distribute campaign materials.
- Section 13 Persons using limited public forum areas shall not use means of amplification in a manner that disrupts the orderly conduct of the District business or instructional activities taking place at that time.
- Section 14 Social Media Guidelines:
- a. Social Media campaigning must adhere to the same rules set forth in the Election Code and the Glendale Community College Student Code of Conduct.
  - b. Defamation will not be tolerated on social media by candidates or campaign workers and is subject to consequences of the Election Code.
- Section 15 Materials may not be left unattended in stacks in District facilities, grounds, or property, and may not be posted on glass or painted surfaces

**ARTICLE****VI****BALLOT PREPARATION AND DAILY VOTING SCHEDULE**

- Section 1 Ballot preparation and voting material shall be the responsibility of the office of the Dean of Student Affairs.
- Section 2 Polls shall be open on three consecutive days, at least two of which shall be business days.

**ARTICLE****VII****VOTING PROCESS & ELIGIBILITY**

- Section 1 Voting is conducted electronically through an online platform.

- Section 2 All Associated Student members that have paid their student activities fee at least one week prior to the start of voting shall be determined as eligible to vote.
- Section 3 The Election Commissioner and the Dean of Student Affairs shall determine the validity of the online ballots.
- Section 4 All ballot records shall be kept for a minimum of four weeks.

**ARTICLE VIII RUN-OFF ELECTIONS**

- Section 1 In the event of a tie between candidates automatic run-off elections will occur.
- Section 2 The run-off election shall be one (1) day in duration.
- Section 3 The run-off election shall commence two business days following the announcements of results.

**ARTICLE IX VIOLATIONS**

- Section 1 Complaints regarding Election Code violations must be submitted in writing to the Election Committee by 12:00 p.m. on the day after the election closes.
- Section 2 All complaints shall be investigated by the Election Committee. This committee shall review complaints, determine appropriate candidate sanctions, and forward their recommendations to the Dean of Student Affairs
- a. The Dean of Student Affairs will render a final decision on a complaint based on the committee recommendations.
  - b. A candidate who receives an unfavorable judgment may appeal the decision through the Glendale Community College Student Grievance Procedures.
- Section 3 Election results for any position affected by a violations complaint shall be withheld until the Dean of Student Affairs has rendered a final decision on the case. The election results for all the other offices shall be posted according to the established schedule.
- Section 4 Disqualified candidates will be ineligible to run for or be appointed to any ASGCC office for up to two full semesters. The period of ineligibility shall be determined by the Election Committee.

**ARTICLE X ALTERNATE PROCEDURES FOR CAMPUS CLOSURES**

- Section 1 In the event that physical access to the Verdugo Campus of Glendale Community College District is restricted, all parts of the Election Code still apply unless otherwise stated below. The following alternate procedures and regulations will be in effect:
- a. Candidates will declare their candidacy and submit candidate statements through an online form available on the Associated Students of Glendale Community College website.
  - b. Candidates will not be required to obtain a minimum of 100 signatures from registered students in order to declare their candidacy.
  - c. Candidates may switch from one declared office to another by completing a new online form prior to the established deadline.
  - d. Candidates for office must inform the Election Committee, via email, if they intend to relinquish their candidacy.
  - e. Candidate photos will be taken through video-conferencing software before petitions close. The background for the photo must be white in color, and the photo must be well-lit.
  - f. Candidates must obtain written permission from instructors prior to campaigning in virtual classrooms.
  - g. Polls will remain open for seven consecutive days.
  - h. Complaints regarding Election Code violations must be submitted via email to the Election Commissioner at [asvpad@glendale.edu](mailto:asvpad@glendale.edu) by 12:00 p.m. on the day after the election closes.

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