

**ASSOCIATED STUDENTS of  
SOLANO COMMUNITY COLLEGE**

# DECLARATION of CANDIDACY PACKET

Thank you for your interest in running for an elected position in Student Government! Solano Community College's associated student organization, the ASSC, is a self-governing institution and a vital component of the college's administration. We are an advisory committee to the Solano Community College District and the voice of the students on our campuses. Student governments serve three main functions: we promote student culture, engage in student representation, and serve as student advocates at the regional, state, and national levels.

There are four offices open for election every spring semester: President, Vice President, Legislative Advocate, and Student Trustee. If you are considering running for President or Vice President, you and your running mate must run as a team. **You may only run for one office per election.**

To be eligible for one of the four elected positions in the ASSC, you must:

- Be enrolled in at least 6 units at Solano Community College, and have completed at least 6 units
- Have at least a 2.3 GPA
- Attend the Mandatory Candidate's Pre-Election Meeting on April 19, 2023, and participate in the Candidate Assemblies on April 26, 2023 and April 27, 2023.
- Abide by all conditions stated in the ASSC Constitution, Bylaws, and Election Code as interpreted by the ASSC Election Committee.

**Instructions:**

Please read through all the materials and then fill out and return page 2 the "Elections Contract and Declaration of Candidacy" form, to the Student Life Office at room 1425 in the Student Center (Building 1400). Students running for President and Vice President will fill out information for both candidates on a single form. Declaration of Candidacy MUST be returned between the dates of March 15, 2023 at Noon and April 4, 2023 at Noon.

You are entitled to a copy of your Declaration of Candidacy. If you wish one, please request a copy be made when handing in your form.

If you have any questions about student governments, the ASSC, or the elections, please contact Student Affairs Specialist Dr Shirley Lewis at [Shirley.lewis@solano.edu](mailto:Shirley.lewis@solano.edu) and indicate IMPORTANT ASSC ELECTION in the subject line of your email.

DATE RECEIVED IN STUDENT LIFE OFFICE \_\_\_\_\_ INITIALS \_\_\_\_\_

# ASSOCIATED STUDENTS of SOLANO COMMUNITY COLLEGE ELECTIONS CONTRACT & DECLARATION OF CANDIDACY

**Declaration of Candidacy for the office of:** (Circle one)  President and Vice President  
 Legislative Advocate  
 Student Trustee

**as a representative of the Students of Solano Community College for the 20\_\_23\_\_ to 20\_\_24\_\_ term.**

Name(s) of Candidate(s):

\_\_\_\_\_  
*Please print*

\_\_\_\_\_  
*Please print (Vice President if applicable)*

**Please read:**

I/We acknowledge by my/our signature(s) below that I/we have completely read and understand the sections of the Associated Students of Solano Community College (ASSC) Constitution, Bylaws, and Election Code that pertain to the office I/we am/are seeking. I/We believe that I/we are eligible and qualified to fulfill the duties of the office specified. I/We understand and will comply with the ASSC Election Code and all the regulations pertaining therein. I/We understand that the ASSC has delegated sole power of interpretation and enforcement of the ASSC Election Code to the Student Election Committee. I/We further understand that any candidate(s) neglecting to adhere to the ASSC Election Code, ASSC Bylaws, ASSC Constitution, and/or regulations of the ASSC may be disqualified from candidacy in the Student Election.

\_\_\_\_\_  
*Candidate's Signature (circle one office below)*

\_\_\_\_\_  
*Candidate's Signature (if applicable)*

President    Legislative Advocate    Student Trustee

Vice President

\_\_\_\_\_  
*Solano Student ID #*

\_\_\_\_\_  
*Solano Student ID #*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, ST Zip*

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*City, ST Zip*

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*Contact Phone*

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*Contact Phone*

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*Email*

\_\_\_\_\_  
*Email*

Witness Signature: \_\_\_\_\_

\_\_\_\_\_  
*Date*

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## **ASSOCIATED STUDENTS of SOLANO COMMUNITY COLLEGE**

### DESCRIPTION of ELECTED POSITIONS

The Associated Students of Solano Community College (ASSC) is an auxiliary organization of the Solano Community College District as defined in California Education Code §72670(b), and functions as an advisory committee to our district's Board of Trustees. State law guarantees our student government certain rights and freedoms under California Education Code §76060 *et seq.*, but it is up to us to uphold and defend these rights, and to accept the responsibility that goes with them.

You will often hear the terms, "associated student organization," "student body association," and "student government" used interchangeably. There are 112 community colleges in California with a total of almost 2.6 million students, and each college has a student government. These student governments have some fundamental similarities but can vary widely in structure.

At Solano Community College, our student government is the ASSC. We have four elected executive positions, three appointed executive positions, and thirteen senate positions. The Executive Officers have specialized tasks and responsibilities, which are enumerated in our Bylaws.

All Executive Officers, both appointed and elected, must meet the following criteria:

- They must have completed 6 units of work at Solano community College.
- They must be enrolled in 6 units at Solano Community College at the time of filing for office.
- They must remain enrolled in at least 6 units at Solano Community College for the duration of their term.
- They must have and retain a minimum cumulative GPA of 2.3 for all classes taken at Solano Community College.

The following are brief overviews of the elected positions. Further details can be found by referring to the ASSC's Constitution and Bylaws.

#### **President and Vice-President**

The President and Vice-President must run as a joint ticket.

The President and Vice-President preside over the Student Senate meetings. The President meets regularly with the President of the College, manages student committees, proposes the ASSC budget, and makes sure the Senate adheres to policy documents, parliamentary procedure, and the Brown Act. The Vice-President assists in these duties and runs the Inter-Club Council (ICC.)

#### **Student Trustee**

The Student Trustee acts as the vote of the students at all SCC District Governing Board meetings on the first and third of the month. The Student Trustee is an employee of the District and is charged with representing all students in the District. This means that, even though the Student Trustee is a part of the ASSC Senate, he or she may not speak *only* on behalf of the Senate when acting in his or her official capacity.

#### **Legislative Advocate**

The Legislative Advocate reports to the ASSC on federal and state legislative affairs affecting students and the college. He or she also represents the College at national, statewide, and regional student meetings, and serves as the chairperson of the Political Activities Committee

**ASSOCIATED STUDENTS OF SOLANO COLLEGE  
ELECTION CALENDAR  
SPRING 2023**

Announce ASSC Spring Elections Wednesday, March 8, 2023 12 Noon

Candidacy Filing Period Begins Wednesday, March 15, 2023 12 Noon

Candidacy Filing Deadline Tuesday, April 4, 2023 12 Noon

Candidates Approval Meeting (PE)- Thursday, April 6, 2023 6 p.m. (E.C. over on Zoom)

Ballot Approval at ASSC Meeting Tuesday, April 18, 2023 12:30 p.m.

Mandatory Candidates Meeting Wednesday, April 19, 2023 (TBD via Zoom)

Campaign Week Begins Monday, April 25, 2023 - Friday, May 5, 2023

Mandatory Candidates Assembly Wednesday, April 26, 2023 (12 - 2pm)  
Thursday, April 27, 2023 (12 - 2pm)

Voting Week Monday, May 8, 2023 – Thursday, May 11, 2023 (4 days via election runner)

Run-off Elections (if necessary) Friday May 12, 2023-Monday, May 15, 2023

Ballot Counting Monday, May 15, 2023

In the case without Run-Off Elections, the day for counting ballots will take place on Friday, May 12, 2023.

In the case of Run-off Elections, the day for counting ballots will take place on Tuesday, May 16, 2023.

ASSC Election Certification Tuesday, May 16, 2023 ASSC Conference Room, Building 1400 Room 1421

ASSC Presentation of results to Solano College Governing Board: Wednesday, May 17, 2023-7pm Building 600, Board Room

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**ASSOCIATED STUDENTS of  
SOLANO COMMUNITY COLLEGE**

# MISSION STATEMENT

*We, the Associated Students of Solano Community College (ASSC), do ordain and establish a student government committed to effective student participation in all areas of student concern.*

Furthermore, we shall, through independent action and in concert with the college community, exhibit leadership by example and encourage academic excellence; and we shall participate in the development, augmentation, and improvement of educational programs.

Additionally, we pledge to protect freedom of assembly, diversity, and expression. We shall tirelessly advocate the right of students to participate at all levels of governance. Moreover, we shall provide services and coordinate activities for students, and advance the ideal of responsible citizenship.

**ASSOCIATED STUDENTS of  
SOLANO COMMUNITY COLLEGE  
CONSTITUTION**

**Article I. Name**

The name of this organization shall be the Associated Students of Solano Community College, hereafter referred to as the ASSC.

**Article II. Purpose**

The purpose of the ASSC is to provide effective representation of the students of Solano Community College and to influence decisions within the college on behalf of student interests and needs.

**Article III. Membership**

The membership of the ASSC shall consist of all students currently enrolled at Solano Community College.

**Article IV. Representation**

**Section I.** The ASSC shall be represented by the Executive Board and the Student Senate. No member of the Executive Board or the Student Senate may hold two offices simultaneously.

**Section II.** A Legislative Advocate shall be elected during a general election, and shall serve a term equal to that of the ASSC President, and may be removed from office according to the procedure for removing an elected officer. The Legislative Advocate shall be a member of the Executive Board.

**Section III.** A Solano Community College District Student Trustee shall be elected in a general election, and shall serve a term set by the District. Candidates for the Student Trustee shall meet the qualifications set for President of the ASSC and any additional Student Trustee requirements set by the District. The Student Trustee shall be a member of the Executive Board.

**Article V. Executive Board**

**Section I.** The Executive Board shall consist of the following elected and appointed positions:

- A. President
- B. Vice-President
- C. Legislative Advocate
- D. Student Trustee
- E. Executive Secretary
- F. Treasurer
- G. Public Relations Officer

**Section II.** The Executive Board shall consist of elected and appointed positions.

**A. Elected Positions**

1. The President and Vice-President shall be elected positions.
2. Each candidate for the Presidency shall select a Vice- Presidential running mate and they shall run for their respective offices as a unit in a general election before the students of Solano Community College. In the event one of the units does not win a simple majority, a runoff election will be held between the two units receiving the highest number of votes. The unit receiving the highest number of votes in the runoff election shall be declared the winner.
3. Minimum qualifications for the all elected officer positions are defined in the ASSC Bylaws.
4. Succession procedures for the President and/or Vice-President
  - a. In the event that the office of President shall be vacated, the Vice-President shall resume the position, duties, and term of the President.
  - b. In the event that the office of Vice-President shall be vacated, the President shall nominate a candidate for Vice-President. A two-thirds majority vote of the Student Senate is needed for the nominee to take office. In the event that the first nominee does not receive two-thirds, another nomination shall be made by the President.
  - c. In the event that both the office of President and the office of Vice-President should become vacant simultaneously, the Student Senate will elect a President/Vice-President unit to complete the term of the previous President/ Vice President unit.
    - i. Candidates for succession can be nominated by any Senator or Executive Board member, or a petition of fifty ASSC members.
    - ii. The candidates shall meet the criteria for the positions as defined in the ASSC Bylaws.
    - iii. In the event that half of the Student Senate positions are vacant at the time of the President/Vice-President vacancy, a general election shall be held as defined in Article V, Section II.A.2. The President/Vice President-elect shall take office one week after the results of the election, and their term will end on May 31.
  - d. In the event that the office of Student Trustee shall be vacated, the President shall nominate a candidate for Student Trustee. A two-thirds majority vote of the Student Senate is needed for the nominee to take office. In the event that the first nominee does not receive two-thirds, another nomination shall be made by the President.
  - e. In the event that the office of Legislative Advocate shall be vacated, the President shall nominate a candidate for Student Trustee. A two-thirds vote of the Student Senate is needed for the nominee to take office. In the event that

the first nominee does not receive two-thirds, another nomination shall be made by the President.

**B. Appointed Positions**

1. The Executive Secretary, Treasurer, and Public Relations Officer shall be appointed by a Selection Committee composed of students and the ASSC Advisor. The composition of the Selection Committee shall be defined in the ASSC Bylaws.
2. Minimum qualifications for the positions of Secretary, Treasurer, and Public Relations Officer are defined in the ASSC Bylaws.
3. The Secretary, Treasurer, and Public Relations Officer shall officially take their positions upon their appointment by the Selection Committee and the confirmation of the President and Vice-President. The appointments and confirmation may be made any time after June 1 and thereafter the term of office for these positions will coincide with that of the President and Vice-President.

**Article VI. Student Senate**

**Section I.** The Student Senate shall consist of the following Senate Positions:

- A. Governing Board Representative
- B. Senator for Curriculum (Vocational)
- C. Senator for Curriculum (Academic)
- D. Senator for Student Services
- E. Senator for Diversity Affairs
- F. Senator for Business Services
- G. Senator for Business
- H. Senator for Fine and Applied Arts
- I. Senator for Health and Physical Education
- J. Senator for Humanities
- K. Senator for Science and Mathematics
- L. Senator for Social Science
- M. Senator for Career Technical Education

**Section II.** Members of the Student Senate shall be appointed by a Selection Committee composed of students and the ASSC Advisor. The composition of the Selection Committee is defined in the ASSC Bylaws.

**Section III.** The meetings of the Student Senate shall be conducted as follows:

- A. The Student Senate shall meet at least once a month during the academic year.



- B. Half plus one of the positions held on the Student Senate shall constitute a quorum. Roll Call shall determine the presence or the absence of a quorum.
- C. The meetings shall be conducted in accordance with parliamentary procedure as defined in *Robert's Rules of Order, Newly Revised Edition*.
- D. Each member of the Student Senate shall have one vote.
- E. The President shall have the right of veto. A two-thirds majority vote of the Student Senate is necessary to override the veto.

### **Article VII. Recall of Elected Officers**

**Section I.** Recall of any elected officer may be initiated with the presentation to the Student Senate of a petition which contains 200 or more signatures of ASSC members. The petition specifically must state the reason for which the incumbent is being recalled.

**Section II.** The Student Senate shall appoint a Procedural Review Committee as provided for in the ASSC Bylaws to review the charge and to verify the authenticity of the signatures on the petition.

**Section III.** The Procedural Review Committee shall make a written recommendation based on the findings of the investigation to the Student Senate to proceed or discontinue with the recall proceedings. A recommendation to discontinue with the proceedings must be the result of:

1. unfounded or unsubstantiated charge(s), and/or
2. insufficient number of valid signatures.

If the recommendation is to continue with the recall process, the Student Senate must comply with the recommendation.

**Section IV.** If the Procedural Review Committee recommends that the recall proceedings continue, the procedure shall be as follows:

- A. A recall vote of the ASSC membership shall be taken.
- B. A two-thirds vote of ASSC members participating in the recall vote shall be required to remove an incumbent from office.

### **Article VIII. Impeachment of Appointed Officers and Senators**

**Section I.** An appointed Officer or Senator may be impeached for at least one of three reasons:

- A. Hostile or violent language or behavior towards any person or property, private or public, while fulfilling the duties of his or her position, or while representing the ASSC, or while on Solano Community College grounds.
- B. Any illegal behavior while fulfilling the duties of his or her position, or while representing the ASSC, or while on Solano Community College grounds.
- C. Gross negligence of the duties of his or her position.

**Section II.** Impeachment proceedings can be initiated by a petition of 200 ASSC members.

- A. The petition must contain printed name, student identification number, and address of each signer.
- B. The petition must specifically state the reason for which the impeachment procedures are being called.
- C. The petition must contain the name and position of only one official to be impeached.
- D. The Procedural Review Committee shall be appointed as provided for in the ASSC Bylaws to review the charge and to verify the authenticity of the signatures on the petition.
- E. The Procedural Review Committee shall make a written recommendation based on the findings of the investigation to the Student Senate to proceed or discontinue with the impeachment.
  1. A recommendation to discontinue with the impeachment proceedings must be the result of
    - a. unfounded or unsubstantiated charge(s) and/or
    - b. an insufficient number of valid signatures.
  2. The Student Senate must comply with the recommendation of the Procedural Review Committee.

**Section III.** Impeachment proceedings can be initiated by a written charge from any Senator or Executive Board officer.

- A. The charge must specifically state the reason for which the impeachment procedures are being called.
- B. The charge must contain the name and position of only one official to be impeached.
- C. The charge must be presented to the President, and must be presented at the next meeting of the Student Senate.
- D. If at least two Senators support the continuation of the impeachment procedures, the President must appoint the Procedural Review Committee in accordance with the ASSC Bylaws.
- E. The Procedural Review Committee, based on the investigation, can only discontinue the proceedings based on unfounded or unsubstantiated charge(s).
- F. The Student Senate must follow the recommendation to proceed or discontinue with the impeachment proceedings.

**Section IV.** If the impeachment proceedings continue, the charges and the results of the Procedural Review Committee shall be made available to the Senate and a vote of at least two-thirds shall be necessary to remove the official from office.

**Section V.** Any official removed from office may not hold any other elected or appointed office of the ASSC for one year after removal from office.

**Section VI.** The results or investigative results of the impeachment proceedings cannot be used by the ASSC to publicly or privately defame the character of the person who was the object of the proceedings.

#### **Article IX. Amendments and Ratification**

**Section I.** Amendments to this Constitution may be proposed by a two-thirds vote of the Student Senate, or by the presentation of a petition of 200 or more signatures of ASSC members.

**Section II.** Ratification of this Constitution and any proposed amendments shall be placed on the spring semester general election ballot and shall require a two-thirds vote of the ASSC membership.

**Section III.** This Constitution shall take effect on the first day of June after ratification. Any part of the ASSC Bylaws that conflict with this Constitution shall become void at the time this Constitution becomes effective.

**Section IV.** The proposed amendments and/or ratification must be posted in a well-populated, conspicuous area at least ten (10) school days prior to the election.

#### **Article X. ASSC Bylaws**

Additions or amendments to the ASSC Bylaws may be proposed by any Senator or by petition of 50 signatures of the ASSC membership presented to the Student Senate, and upon ratification of a majority of the Student Senate, shall become a part of the Bylaws.

RATIFIED: May 27, 1989

AMENDED: April 21, 1994

**ASSOCIATED STUDENTS of  
SOLANO COMMUNITY COLLEGE**

# BYLAWS

## Article I. Elected and Appointed Officers

**Section I.** General Eligibility Requirements for Executive Board Officers, Student Trustee, and Legislative Advocate

- A. Executive officers shall be able to communicate oral or written ideas to others.
- B. Executive officers shall be enrolled at Solano Community College (SCC) in a minimum of 5 units at the time of filing to run for office, or at the time of their appointment, and for the duration of the time they serve in their respective office.
- C. Executive officers shall have a minimum cumulative GPA of at least a 2.30 in all course work taken at Solano Community College at the time of filing to run for office, or at the time of their appointment, and for the duration of the time they serve in their respective office.
- D. Executive officers shall have completed at least 5 units of course work at Solano Community College at the time of filing to run for office, or at the time of their appointment, and for the duration of the time they serve in their respective office.

**Section II.** Specific Eligibility Requirements for Appointed Executive Board Officers

- A. For the office of Executive Secretary:
  - 1. Completion of English 1 or an equivalent course with a grade of C or better.
  - 2. Knowledge of Microsoft Office and similar computer programs.
- B. For the office of Treasurer:
  - 1. If necessary the student must take and complete a budget management training course chosen by the Selection Committee.
- C. For the office of Public Relations Officer:
  - 1. Experience in and knowledge of journalism, public relations, marketing, and photography.

**Section III.** Specific Eligibility Requirements for Student Senate positions.

- A. All Senators must be enrolled in a minimum of 6 (six) units at SCC.
- B. Senators selected for Governing Board Representative, Student Services, Curriculum (Academic & Vocational), Diversity Affairs, and Business Services will:
  - 1. Have knowledge of their respective positions for which they seek appointment. (see Article III, Section 2)
  - 2. Have earned a minimum cumulative GPA of 2.0 for all, if any, course work taken at Solano Community College. (New students to SCC may serve one semester with no GPA.

However, after that one semester, their GPA must be at least a 2.0 or it will result in their immediate removal.

- C. Academic Division Senators shall:
  - 1. Have knowledge of their respective divisions for which they seek appointment.
  - 2. Meet the same requirements as stated in Section III.B.2.
- D. When the Selection Committee meets at the start of a semester or intersession period, all senators are to be evaluated and reelected or dismissed as appropriate. Positions can be retained in intersession periods regardless of other eligibility requirements such as enrollment.

## **Article II. Selection Committee**

**Section I.** The Selection Committee shall consist of the ASSC President (who shall chair the Selection Committee), the ASSC Vice President, Legislative Advocate, the Student Trustee, and the ASSC Advisor.

- A. The Selection Committee shall select and appoint the following positions: Executive Secretary, Treasurer, and Public Relations Officer.

**Section II.** The Senate Selection Committee shall consist of the ASSC President (who shall chair the Senate Selection Committee), the ASSC Vice President, the ASSC Advisor, Legislative Advocate, Student Trustee, and a former ASSC Senator, who has not applied for the Student Senate and who has been selected by both the ASSC Advisor and ASSC President.

- A. The Senate Selection Committee shall select and appoint all Student Senators.

**Section III.** The Selection Committee may convene at any time throughout the year for the purpose of adding or removing ASSC Officers.

- A. Senators and Appointed Executive Board Members may be removed from office with a unanimous vote from the selection committee. The reasons must be clearly stated on a typed letter to the senate. All members of the selection committee need to be present. All members must sign the letter. The letter must be presented to the senate for approval. A two-thirds vote is required to confirm the removal.
- B. Elected officers may only be removed through impeachment.

## **Article III: Duties of the ASSC Officers**

**Section I.** The Executive Board shall propose to the ASSC Student Senate new policy and changes. The Executive Board shall implement policy established by the Student Senate, coordinate the day-to-day business of the ASSC, and oversee ASSC finances. The duties of the Executive Board shall include, but are not limited to, the following:

- A. The ASSC President shall:
  - 1. Preside over all Student Senate and Executive Board meetings.
  - 2. Communicate any and all pertinent ASSC and SCC information and business to ASSC.

3. Create and abolish student committees of the ASSC; and appoint ASSC members to chair such committees.
  4. Serve as the ex-officio member of ASSC committees established by the Executive Board or Student Senate.
  5. Issue official statements and documents, which will be drafted by the Executive Secretary and approved by the Student Senate.
  6. Establish and recommend a budget to the ASSC Student Senate at the beginning of the fall semester.
  7. Ensure that all members of the ASSC are properly trained and have a working knowledge of ASSC governing documents, parliamentary procedures, the Brown Act, and shared governance. This will be in conjunction with any training set forth by the ASSC Advisor.
  8. Appoint students to serve on all committees that allow students.
- B. The ASSC Vice President shall:
1. Assist the President in his/her duties as defined in Article III, Section 1.A.1-7.
  2. In the absence of the President, preside over ASSC meetings, and represent the President in all other matters where the ASSC President usually represents the ASSC.
  3. Chair the Inter-Club Council (ICC), the Club Funding Committee, and any other such committee formed by the ICC.
  4. Perform the duties as outlined in the ICC Constitution. (Article VI, Section 1)
- C. The ASSC Executive Secretary shall:
1. Take the minutes of all ASSC meetings and post the minutes by the Friday morning following the ASSC meeting.
  2. Prepare the agendas of all ASSC meetings and post the agendas by 12:30 pm on the Thursday prior to the ASSC meeting, in accordance with the Brown Act.
  3. Maintain a file of all pertinent records and materials of ASSC. Hard copies are to be provided to the Student Development Office. Virtual copies are to be stored on the ASSC Shared Drive, and uploaded to the ASSC website.
  4. Be responsible for drafting, maintaining, and copying all ASSC correspondence, official statements, and documents.
- D. The ASSC Treasurer shall:
1. Maintain financial control of ASSC finances within the ASSC-approved annual budget and in accordance with appropriate college accounting policies and procedures.
  2. Make authorized expenditures maintain a file copy in the ASSC Office and keep on file for two years.
  3. Chair the Capital Improvements Committee and make recommendations to the ASSC Student Senate.

4. Provide an accounting of all revenues, expenditures, and general donations to the ASSC Student Senate on monthly basis.
- E. The ASSC Public Relations Officer shall:
1. Work with the Executive Board and the College to establish effective communication on behalf of SCC students.
  2. Control and distribute the ASSC Newsletter.
  3. Obtain prior approval from the ASSC President and ASSC Advisor before disseminating or distributing publicity (such as press releases, flyers, and posters) and other public relations materials promoting ASSC and ICC activities.
- F. All ASSC Executive Board Officers shall:
1. Attend the meetings pertinent to their positions and Executive Board meetings; attendance is mandatory for all officers. If unable to attend, the officer shall notify the ASSC Advisor and President at least 24 hours in advance. Three or more unexcused absences may be grounds for impeachment, at the discretion of the ASSC Advisor and remaining members of the ASSC Executive Board. This pertains to the regularly scheduled meetings and is not subject to emergency meetings or unofficial meetings.
  2. Be available at least five hours a week in the ASSC Workroom for appointments and other ASSC- related work.

**Section II.** The ASSC Student Senate shall propose and establish policy for the ASSC; oversee the general operation of the ASSC; exhibit leadership by example and encourage academic excellence; and participate in the development, augmentation, and improvement of the academic program. The duties of the Senators shall include, but are not limited to, the following:

- A. Representing SCC students at all levels of shared governance, including campus-wide committees, the Governing Board, student forums, taskforces, and hiring committees.
- B. Attending all ASSC meetings and all assigned committee meetings. Absences must be reported 24 hours in advance to the ASSC Advisor and the ASSC President. Three or more unexcused absences may be grounds for impeachment, at the discretion of the ASSC Advisor and remaining members of the ASSC Executive Board. This pertains to the regularly scheduled meetings and is not subject to emergency meetings or unofficial meetings..
- C. Being available at least three hours a week to participate in ASSC-related activities. These hours do not include the regular ASSC weekly meeting.
- D. Maintaining an ASSC bulletin board at SCC.
- E. The Governing Board Representative shall:
  1. Attend SCC District Governing Board meetings and report on ASSC. If unable to attend, the Representative shall request that the Student Trustee give such reports.
  2. Report to the Student Senate the activities of the Governing Board as they pertain to the welfare, concerns, and morale of the students and ASSC at SCC.

- F. The Student Services Senator shall:
1. Attend any meetings of the SCC Student Services division requiring a student member, unless the ASSC President has appointed another student representative.
  2. Report to the ASSC Student Senate the activities within the Student Services division.
  3. Chair the Spring ASSC Election Committee, unless participating as candidate in the election.
- G. The Academic and Vocational Curriculum Senators shall:
1. Attend the SCC Curriculum Committee meetings.
  2. Report to the ASSC Student Senate the activities of the SCC Curriculum Committee.
  3. Accept student body opinions on the SCC curriculum and report findings to the ASSC Student Senate and the SCC Curriculum Committee.
- H. The Diversity Affairs Senator shall:
1. Attend the SCC Staff Diversity Committee meetings and Student Equity Committee meetings.
  2. Report to the ASSC Student Senate the activities of both committees.
  3. Accept student body concerns involving illegal discrimination and harassment and forward these concerns to the appropriate agencies on campus.
- I. The Business Services Senator shall:
1. Attend any meetings in the Administrative and Business Services Division, including the Financial and Budget Planning Advisory Council (FABPAC), requiring a student member, unless the ASSC President has appointed another student representative.
  2. Report to the ASSC Student Senate the activities within the Business Services Division.
  3. Meet with potential and existing contract representatives along with the ASSC President and ASSC Advisor. Make appropriate recommendations and give reports from such meetings with contractors to the ASSC Student Senate.
- J. Academic Division Senators shall:
1. Meet with their respective division chairs on a regular basis. The meeting should occur when the division chairs hold office hours and be a regularly scheduled meeting.
  2. Report to the ASSC Student Senate the activities within their respective divisions.
  3. Report on the Governing Board meetings and business pertaining to the ASSC.
  4. All Senators shall be available to chair committees of the ASSC, as well as be able to participate with such committees. This also includes in the helping of such committees work and programs. And attend any such meetings as required, to include the SCC Governing Board meetings for presentations.



- K. The ASSC Student Trustee shall:
1. Serve on the Executive Board.
  2. Attend all SCC District Governing Board Meetings.
  3. Attend all ASSC Student Senate and Executive Board meetings to report on the activities of the Governing Board.
  4. Assist the Governing Board Representative and the ASSC Secretary in maintaining a record of the SCC Governing Board proceedings.
- L. The ASSC Legislative Advocate shall:
1. Serve on the Executive Board.
  2. Report on federal and state legislative affairs affecting students and the college.
  3. Represent SCC at national, statewide, and regional student meetings.
  4. Serve as the chairperson of the Political Activities Committees.

#### **Article IV. Standing Committees**

##### **Section I.**      Select Interim Committee

- A. In the case that there is no ASSC President/Vice President elected through a general election before spring semester final exams, the Student Senate shall appoint a committee to conduct elections.
- B. The Committee shall consist of at least five (5) members of ASSC and the ASSC Advisor. If a Student Trustee and Legislative Advocate are elected in the spring, they shall serve as Committee members until such time the elections are held and a President/Vice President are elected. The Senate shall appoint the Committee Chair during the spring semester.
- C. The committee must hold elections during the first full month of the fall semester according to the guidelines in the ASSC Election Code.
- D. The Select Interim Committee shall have the power to conduct business on behalf of the Associated Students of Solano College, provided that the ASSC Advisor deems business necessary, ongoing, and pertinent. The first priority of the committee is to conduct elections. The Advisor will handle all other business of the ASSC until such time a President/Vice President is elected.
- E. The Committee shall collect applications for positions on the ASSC Student Senate and Executive Board.
- F. The Committee may not create a new Budget. However, if there is a Student Trustee and Legislative Advocate on the Committee, the Committee may create a new Budget with the assistance of the ASSC Advisor.

##### **Section II.**      The ASSC Political Activities Committee shall:

- A. Be Co-Chaired by the Legislative Advocate.
- B. Monitor and research federal and state legislative affairs affecting students and the college.

- C. Coordinate student voter registration activities at the college.
- D. Solicit from the student membership political concerns and forward them to the appropriate channels, and collaborate with other political organizations to host approved political activities.

**Section III.** The Sports Promotion Committee shall:

- A. Be chaired by the ASSC Health & Physical Education Senator. The Chair shall work with the P.E./Athletics Dean and SCC athletic teams in promoting all SCC sporting events.
- B. Conduct on-campus advertising of Inter-Collegiate sporting events involving SCC athletic teams.

**Section IV.** The Inter-Club Council (ICC) shall:

- A. Be chaired by the ASSC Vice President.
- B. Consist of representatives of each of approved SCC clubs.
- C. Be governed by the ICC Constitution.

**Section V.** The Club Funding Committee shall:

- A. Be chaired by the ASSC Vice President.
- B. Recommend funding for petitioning clubs based on the guidelines set by the ASSC and the Inter-Club Council Constitution.

**Section VI.** The ASSC Activities Committee shall:

- A. Be co-chaired by the ASSC Vice President and Public Relations Officer.
- B. Develop written proposals, including an itemized budget, for student activities to be approved by the ASSC.
- C. Implement student activities in conjunction with the ASSC Executive Board and Student Senate.

**Section VII.** The ASSC Procedural Review Committee:

- A. ASSC will appoint a chair from among ASSC senators or executive board officers.
- B. The Procedural Review Committee shall conduct any recall and impeachment proceedings of elected/appointed officers and senators.
- C. The Procedural Review Committee shall examine whether activities of the ASSC are conducted contrary to the ASSC Constitutions, Bylaws, Election Code, ICC Constitution, and applicable governing documents, and shall alert the Executive Board, Student Senate, and/or ASSC Advisor of any inappropriate procedure or actions.

**Section VIII.** Any member of the ASSC may participate in a standing committee, unless otherwise specifically prohibited by the ASSC Bylaws. The President, with Student Senate approval, may limit membership and qualifications for ASSC committees. Any ASSC member who meets the minimum qualifications set for Student Senators and meets the qualifications set by the Bylaws, can serve as committee chair.

**Article V. Additional Documents**

**Section I.** Financial Document

- A. The ASSC maintain a document that provides additional rules for expenditures.
- B. The Financial document requires the same vote as Bylaws to amend.

**Section II.** Record of Action

- A. All actions taken by the ASSC and its committees are to be kept in a folder in the SDO labeled "Record of Action."

**Section III.** Standing Rules

- A. All Standing Rules are to be typed up and displayed wherever the student senate holds a meeting.

APPROVED: May 24, 1994

REVISED: January 20, 2000

REVISED: September 9, 2014

**ASSOCIATED STUDENTS of  
SOLANO COMMUNITY COLLEGE**

# ELECTION CODE

## BOARD POLICY 5505

### **Article I. The Election Committee**

1. The Election Committee shall be chaired by the Student Services Senator. If the Student Services Senator is a candidate in the election, the Student Senate shall elect a senator to be the Election Committee chair. The Student Services Senator may decline the appointment as Election Committee Chair; in such case, the Student Senate shall elect a senator to be the Election Committee Chair.
2. The Student Senate shall appoint no more than six members of the ASSC to sit on the Election Committee. Members of the Election Committee shall not be candidates for any office in that election. The ASSC Advisor is an ex-officio member of the Election Committee.
3. No member of the Election Committee may actively campaign for any candidate in the election. Violators of this section shall be removed from the Election Committee by the Chair.
4. Any member of the Election Committee, including the chair, may be removed from the committee by a majority vote of the Student Senate.
5. The Election Committee shall have the power to interpret and enforce this election code. Appeals to the decisions made by the Election Committee may be brought before the ASSC Advisor (see Art. XII. Sec. 5).
6. It shall be the responsibility of the Election Committee to publicize the election in cooperation with the Public Relations Officer.
7. Discussion during Election Committee meetings may be limited to members of the committee at the discretion of the chair.
8. The Election Committee may meet in closed session only when discussing alleged violations of the Election Code.
9. The Election Committee Chair shall appoint a secretary who shall take the minutes of all Election Committee meetings.

### **Article II. The Election Calendar**

1. The Election Committee shall present to the Spring Semester's Student Senate at least two months before the scheduled date for elections, a calendar that shall include the filing period, the deadline for filing, a mandatory candidates' meeting, the election assembly, the election dates, the day for counting the ballots, and dates for run-off election if needed.
2. The election calendar shall be approved by a majority vote of the Student Senate, and the Student Senate shall have the right to make changes to the calendar as required.

### **Article III. Declarations of Candidacy**

1. Declaration of candidacy forms shall be made available to members of the ASSC no less than ten working days prior to the deadline for filing.
2. The Election Committee shall present to the ASSC Advisor the applications, who shall then verify the candidates' qualifications, as defined by the ASSC Bylaws, Article I, Section I, Part C. If the candidate is not qualified, the Election Committee shall deny them candidacy.
3. If no candidate for a position is qualified, then applications for that position shall be reopened by the Student Senate.
4. By signing the declaration of candidacy form, the candidate agrees to abide by the ASSC Election Code, Bylaws, Constitution, and rules of the Election Committee.

### **Article IV. The Election**

1. The exact date and locations of the elections shall be determined by the Election Committee and approved by the Student Senate.
2. The polls shall be opened during four days and four nights.
3. The persons hired to work the polls during the elections shall be paid the current Solano Community College minimum wage and shall not actively campaign for any candidate.
4. Voters must be currently registered as students of Solano Community College at the time of voting.
5. Voters must show some form of picture identification in order to receive a ballot, (i.e. Student ID card, Driver's License, Military ID card, etc.)

### **Article V. Ballots**

1. Ballots must state incumbency.
2. Ballots may not state political affiliation.
3. The Election Committee Chair shall submit a draft ballot to the Student Senate for approval prior to the election.
4. The position of names on the ballot shall be determined by drawing numbers in both the general and the run-off elections.
5. There shall be a space for write-in votes for each office.
6. Candidates running unopposed shall be elected by a "yes/no" vote. If a candidate does not receive a simple majority of yes votes (50% + 1), then applications shall re-open for that position and the previous candidate may not run unopposed.

### **Article VI. Pre-Election Meeting**

1. A mandatory pre-election candidates' meeting shall be held after the deadline for filing and before the beginning of the campaigning.

2. All guidelines shall be clearly defined by the Election Committee and shall be completely understood by all candidates before any campaigning begins.
3. One member of a President/Vice-President unit may be absent from the mandatory meeting provided that the other member is present. Candidates for President or Vice President shall be responsible for information given to their partners or for violations by their partners.
4. Non-attendance of any candidate at the mandatory pre-election meeting shall result in immediate disqualification from the election. Non-attendance includes being tardy or leaving the meeting prior to official adjournment.
5. Additional candidate meetings may be scheduled by the Election Committee Chair. Meetings shall be announced 72 hours before the meeting. The meetings shall be optional; however each candidate will be responsible for the information given during the meeting. Candidates may select a representative to attend the meetings on their behalf.

#### **Article VII. Presidential/Vice Presidential Candidates**

1. Candidates for President and Vice President must run as a team.
2. If a candidate for President or Vice President withdraws or is disqualified, their partner shall also be disqualified.
3. Candidates for President or Vice President shall be held responsible for information given to their partners or for violations by their partners.

#### **Article VIII. Withdrawal**

1. A candidate may withdraw from the selection by indicating so in writing and delivering it to the Election Committee Chair and the ASSC Advisor.
2. If a candidate withdraws from the election, his or her name shall be marked off of each ballot. That candidate shall not be a valid write-in candidate for the position for which he or she withdrew.

#### **Article IX. Write-Ins**

1. Any student who meets the candidate qualifications of Article 1. Section 1 of the ASSC Bylaws may be a write-in for any position.
2. Candidates for President or Vice-President running without a running mate shall not be valid write-ins.
3. In the race for President/Vice President the first name of a unit written-in shall be considered the candidate for President.
4. Write-ins shall only be valid if they include the first and last name.
5. Ballots for unqualified write-in candidates shall be counted as void for that position.
6. Members of the Election Committee shall not be valid write-in candidates.
7. Write-in candidates must obey the same campaigning and posting rules as candidates who have filled out declaration of candidacy forms.

8. Voters may vote for write-in candidates by placing stickers distributed by write-in candidates on the ballot, provided that the sticker does not cover any other name on the ballot.

### **Article X. Election Assembly**

1. The Election Committee will make provisions for an Election Assembly to be held on Wednesday and Thursday of Campaign Week.
2. Participants in the assembly will deliver their speeches in the same order that their names will appear on the ballot. Time limits will be decided by the Election Committee.
3. Participation in the assembly is mandatory. Candidates that do not attend, are tardy, or leave the election assembly prior to official adjournment will be disqualified from the election.
4. Write-in candidates may participate in the assembly.
5. The Election Committee shall have the power to create additional rules to manage the Election Assembly.

### **Article XI. Campaigning**

1. **The distribution of the services and materials shall be administered and regulated by the Election Committee.**
  - a. **All campaign materials (i.e. signs, posters, buttons, and flyers) must be approved by an Election Committee Member or the ASSC Advisor before they are printed, posted or distributed. No candidate may use their own or another person's body as a campaign sign or to post information about their campaign.**
  - b. **Candidates may use up to 20 feet of butcher paper provided by the ASSC.**
  - c. **Candidates may have up to 1000 copies of campaign literature printed on campus in the Graphic Arts Center. (No campaign materials may be printed in the Student Development Office) Candidates shall turn the material over to the Election Committee Chair who shall have the material printed on behalf of the candidates.**
  - d. **Candidates may not use SCC equipment, resources, or staff/faculty for their campaigning, with the exception of facilities, tables, chairs, and any resources expressly authorized in the Election Code. Candidates may request staff assistance when using a ladder to hang campaign materials in the 1400 Building.**
  - e. **Write-in candidates are not eligible to use campus and ASSC materials and services.**
  - f. **No new materials may be printed after the election polls open and for the duration of the election.**
2. **Posting and Distribution of Campaign Materials**
  - a. **No campaign materials may be posted on the outside of any building.**
  - b. **No campaign materials may be posted on any trees.**
  - c. **No more than three signs larger than legal sized paper may be posted in any building other than the Student Center, Building 1400.**

- d. No more than ten signs, legal sized or smaller, may be posted in any building other than the 1400 building.
  - e. All materials for distribution must be distributed by hand. No campaign literature may be left unattended.
  - f. No posters or signs currently on a wall may be moved or removed to make way for campaign material. If the material is from an organization or club, it may be removed only with written permission from the club or organization. The Election Committee does not have the authority to remove signs.
  - g. No campaign material will be allowed within 20 feet of the polls during elections.
  - h. The removal of all election signs and posters shall be the responsibility of the individual candidate and shall be done within one week of the announcement of the election results.
  - i. Only thumb tacks may be used on walls and bulletin boards and only tape on wood surfaces.
  - j. Staples may not be used in posting any campaign materials.
  - k. Campaign materials will not be allowed in nor will they be posted in the Student Development/Associated Students Offices, including the Rooms 1403-1409.
  - l. No campaign materials may be posted in any classroom.
  - m. No campaign materials may be posted in any restroom.
  - n. No campaign materials may be posted in the Solano College cafeteria or the Solano College Bookstore.
3. Candidates may distribute or post campaign materials raised by their own finances. Such materials shall be subject to the regulations under Article XI, Section 1 and 2 of this Election Code.
  4. Candidates may not campaign during any class. Campaigning in a classroom between classes is subject to the discretion of the instructor(s).
  5. No campaigning will be permitted within 20 feet of the polls during the elections.
    - a. Candidates and those people campaigning for them may approach the polls only to vote.
    - b. The only people allowed to sit at the polls shall be those working or voting.
    - c. Candidates or individuals campaigning for candidates may not communicate with anyone (mainly voters) inside the 20 foot limit. Those candidates wishing to communicate with a poll worker must use the system designated by the Election Committee to gain their attention. Direct communication is not allowed.
  6. No campaigning may occur inside the Solano Community College cafeteria.
  7. Candidates must submit to the Election Committee a written list of individuals who will work on their respective campaigns no later than 5:00 PM on the Friday immediately following the Mandatory Pre-Election Candidates' Meeting. Any changes must be provided to the Committee prior to individual(s) officially campaigning on their behalf.



### **Article XII. Penalties for Violations**

1. *Candidates shall receive written warning(s) with regards to any violation of the Election Code.*
2. *Candidates who intentionally and repetitively violate the campaigning rules shall be disqualified by the Election Committee.*
3. *A candidate shall be disqualified upon receipt of his/her third written violation of the Election Code.*
4. *Candidates who have been disqualified may appeal the decision according to Article I, Section 5 of the Election Code.*
5. *Complaints: Candidates must follow the following protocol when filing an election complaint. Candidates must file a formal complaint directly with the Election Committee Chair and/or the ASSC Advisor. The complaint must contain the names of any witnesses and may not be based on hearsay; include all relevant evidence; and be submitted within 24 hours of the incident. Any new evidence or information that arises and is submitted, after the complaint has been filed, will be accepted by the Committee at their discretion.*
6. *No complaints and/or appeals will be accepted after the polls have closed. Exception: Any complaints directly related to the ballot process itself must be filed within 24 hours after the polls have closed. The Election Committee shall respond to ballot-related complaints within 48 hours after the complaint is received.*
7. *Appeals to the decisions made by the Election Committee must be filed within 24 hours of the Committee's action and addressed to the ASSC Advisor. A response will be provided within 48 hours. Notwithstanding Art. 1, Sec. 5 of the Code, all decisions of the Advisor shall be final.*

### **Article XIII. Tabulation**

1. The ballots shall remain locked up for the duration of the election.
2. Each candidate may only have one representative present during the tabulation of the ballots.
3. The results of the election shall become effective upon approval of the Student Senate.
4. Voided ballots shall be those ballots that have votes for more than one candidate for a position, those write-in ballots for ineligible candidates, write-in ballots that are not filled out properly, and blank ballots.
5. Ballots that are void for the election for one position may be valid for other positions on the ballot.
6. Voided ballots shall not be used to compute the majority needed to win the election.

### **Article XIV. Supremacy**

1. This Election Code shall be inferior to the ASSC Constitution, the policies of the Solano Community College District, the laws of Solano County, the State of California, and the United States of America (including the U.S. Constitution). Notwithstanding language in ASSC governing documents, the Superintendent-President shall be the only person with the authority to declare the election null and void.
2. This Election code shall have supremacy over conflicting sections of the current ASSC Bylaws.

**Article XV. Ratification**

This Election Code shall be ratified by a majority vote of the Associated Students of Solano College Student Senate.

APPROVED: December 5, 1995

REVISED: March 22, 2005