

**Student Government Election Application
Special Election (Open Positions- President, Executive VP, and Director
of Student Activities)
Fall Semester 2023**

Applications, candidate statements, and candidate photos are due on **September 5, 2023**. Applications, candidate statements, and photos can be emailed to Lauren Vaknin (Lauren.Vaknin@gcccd.edu)

The ASGCC Special Election will take place from September 27- September 29, 2023. Voting will conclude at 12:00 pm on September 29, 2023.

***Late applications and materials will not be accepted**

Candidate statements and photos (please refer to the candidate applications) must be emailed to Lauren Vaknin at (Lauren.Vaknin@gcccd.edu) by **September 5, 2023 at 5:00 pm**. Candidate statements and photos that are not emailed will not appear on the ballot.

- The campaigning period for candidates will begin once you receive approval from the Dr. Lauren Vaknin, Dean of Student Affairs.
- Candidates will be contacted to schedule a meeting prior to campaigning.
- In order to be eligible to run in the election, you are required to attend (1) Associated Student Government meeting. Meetings take place every Friday at 12:00 PM.

Questions: Contact the Student Affairs Office at (619) 660-4612.

Application for Elected Positions

Associated Students of Cuyamaca College

The ASGCC Spring Election will take place from September 27- September 29, 2023.

Voting will conclude at 12:00pm on September 29, 2023.

Elections will be held online

The student governing board at Cuyamaca College is recognized as the Associated Students Government of Cuyamaca College and is referred to as the ASGCC. The ASGCC is composed of a President, Executive Vice President, Evening Vice President, Treasurer, Club Coordinator, Secretary, and Senators. ASGCC's responsibilities include: representing student interests on committees, - college, district and statewide; participating in governance on campus and at the district level by sharing in the development of college policies; planning and implementing, - activities, programs and services for students; drafting, adopting, and supervising the ASGCC budget; and maintaining the excellence of the student center facilities.

Elected Positions for the Fall Semester- Special Election:

- President
- Executive Vice President
- Director of Activities

(Positions Descriptions and ASGCC ELECTION BYLAWS are the attached to this APPLICATION)

Cuyamaca College

Associated Student Government of Cuyamaca College

Application for Candidacy

Name: _____ Student ID#: _____

Phone: _____ Email: _____

Position you are running for on ASGCC: _____
(You may only run for one position)

Eligibility Requirements

1. Must be enrolled as student at Cuyamaca College for at least one semester.
2. Must maintain a minimum course load of 5 units at Cuyamaca College per semester.
3. Must maintain a minimum cumulative GPA of 2.0
4. Must be available for meetings and work within the Student Government.

Signature: _____ Date: _____

Authorized by: _____ Date: _____
Dean of Student Affairs – Signature

Please email your completed application and materials to Lauren.Vaknin@gcccd.edu

Application for Candidacy for Student Office

What position are you applying for?

• Personal Statement •

1. Position that you are applying for? _____
(Apply to ONE Position ONLY)

2. ****E-mail your personal typed statement**** Describing what qualities you'll bring to ASGCC.
(Max ½ page)

****Statements must be e-mailed to Lauren. Vaknin@gcccd.edu by September 5, 2023 at 5:00 pm in order for this information to appear on the ballot.***

3. ****Please submit a candidate photo by e-mail to Lauren.Vaknin@gcccd.edu, which will appear on the ballot.**

***Photos must be headshots and approximately 2x2 inches in size (standard passport size).**

-Failure to submit a photo by the deadline listed above will result in it not appearing on the ballot.

Bylaws

Article I – General Duties and Responsibilities of the Associated Student Government Officers

Section 1 – General Duties

In addition to the specific responsibilities of the individual officers (refer to Bylaws Article I, 42 Section 2), all members of the Associated Student Government of Cuyamaca College, hereafter referred to as the ASGCC, shall maintain and uphold the ASGCC Constitution, Bylaws. Also, all 44 members of the ASGCC Board, and or any of the ASGCC Branches shall participate

- A. Attend all scheduled meetings as required by the acting ASGCC President, and attend all committee meetings as appointed to and required by the acting ASGCC President.
- B. Represent the interests of all students currently enrolled at Cuyamaca College.
- C. The ASGCC Board voting membership shall maintain the privilege to vote on all ASGCC matters, excluding the President. The President shall only vote in the case of a tie or when a supermajority is required;
- D. Review and approve the ASGCC's annual budget.
- E. All ASGCC board members may be assigned additional duties by the acting ASGCC President as deemed necessary;
- F. All ASGCC members may be assigned additional duties by a $[\frac{2}{3}]$ two-thirds vote of the ASGCC board as deemed necessary;
- G. Participate in leadership development and team building programs, trainings, and activities;
 - a. Participate in leadership development and team building programs, trainings, and activities;
 - i. The amount set by the acting ASGCC President must be approved by the acting ASGCC advisor;
 - ii. Failure to comply with the set amount of duties by semester's end shall be subject of disciplinary action as deemed necessary by the ASGCC Board;
- H. Serve as a student representative on college committees as appointed by the ASGCC President and or the acting ASGCC Advisor;
- I. Shall provide the acting ASGCC Secretary, and or acting ASGCC President a written version of any report they wish to present [1] hour prior to ASGCC Board meeting they will present it at.
- J. Schedule and maintain weekly office hours to be held in the ASGCC Office;

Section 2 – Voting Members and Specific Duties of Officers

The voting membership of the ASGCC shall consist of the President, the Executive-Vice President, the Vice-President of Equity and Inclusion, the Treasurer, Club Coordinator, Director of Activities, Director of Public Relations, and no more than eight [8] Senators. The duties inherent to the above offices shall be the following:

President

- A. Develop and implement the annual goals for the ASGCC;
- B. Develop and submit the annual ASGCC budget for approval;
- C. Attend at least one [1] Governing Board meeting per semester in office;
- D. Appoint student representatives to ASGCC committees and to college committees;
- E. Take appropriate actions as President of the Associated Students of Cuyamaca College, but be accountable to the ASGCC for said actions;

- F. Retain the power to veto actions and resolutions passed by the ASGCC;
- G. Appoint members of the ASCC & ASGCC Board Members to interim positions as positions become vacant and until filled by standard procedures. ASGCC Board Members appointed to Interim ASGCC Board positions shall remain their original position;
 - a. This power shall be outlined in Article XV Interim Positions & Subdivision Positions, section 2
- H. Reserves the right to choose their successor in case of their absence and or in the event they no longer hold the position;
- I. Maintain at least five [5] office hours per week.

Executive Vice-President

- A. Serves as co-head of the Legislative Branch;
- B. Communicate the needs of the ASGCC Board;
- C. Take appropriate actions as head of the Legislative Branch, but be accountable to the ASGCC and the Legislative Branch for said actions;
 - a. This power may only be invoked with the consent of the acting Vice-President of Equity and Inclusion
- D. Develop legislation in relation the ASGCC Board to improve board proceedings, ASCC and ASGCC relations, and ASGCC Board interpersonal relations;
- E. Shall head and oversee all strictly internal-ASGCC initiatives, projects and programs developed to better board proceedings, and relations.
- F. Maintain at least five [5] office hours per week.

Vice-President of Equity and Inclusion

- A. Serves as co-head of the Legislative Branch;
- B. Communicate the needs of the students of Cuyamaca College;
- C. Take appropriate actions as head of the Legislative Branch, but be accountable to the ASGCC and the Legislative Branch for said actions;
 - a. This power may only be invoked with the consent of the acting Executive Vice-President
- D. Serve as a liaison in public functions between the ASGCC Board and the ASCC as deemed necessary by the ASGCC Board;
- E. Develop legislation and programs in relation to the betterment of Cuyamaca College student lives;
- F. Shall head and oversee all initiatives, projects and programs developed to better student life and promote equity;
- G. Maintain at least five [5] office hours per week.

Treasurer

- A. Oversee the implementation of the financial policy;

- B. Maintain an updated copy of the ASGCC's financial records that will be stored within the ASGCC offices
- C. Aid the Legislative Branch in reviewing funding allocation requests external sources;
- D. Aid the Legislative Branch in developing and update ASGCC funding criteria;
- E. Develop ASGCC fundraising proposals and aid in their completion
- F. Maintain at least five [5] office hours per week.

Senators

- A. Be responsible to the wishes of the students of Cuyamaca College;
- B. Initiate legislation, draft resolutions, formulate policies, develop codes and Bylaws, and create ad hoc committees as deemed necessary;
- C. Assume any duties deemed necessary by an acting Legislative Branch co-head;
- D. Confirm all Presidential appointments by a majority vote unless otherwise noted in the Bylaws that pertain to the appointment;
- E. Keep informed on state, local, and college policies that relate to the general welfare of all Associated Students of Cuyamaca College;
- F. Assist, participate in all Senator Projects
- G. Maintain a minimum of five [5] office hours per week.

Club Coordinator

- A. Act as a liaison between the ASGCC and the ASCC Clubs.
- B. Maintain regular contact with all ASCC club advisors and presidents.
- C. Reserve the right to report to the ASGCC on all club activities and goals in place of actual club representatives.
- D. Conduct meetings with club representatives when necessary.
- E. Maintain an updated club roster to be available both online and in room (Annex #1), which must include:
 - a. Club advisors
 - b. President
 - c. Meeting times and locations
- F. Manage and supervise the Club Board for proper usage by clubs (the Club Board is to be located in the Student Center).
- G. Recommend to the Student Affairs Office that clubs be dissolved after one (1) semester of said club not being in good standing with the ASGCC.
- H. Assume any additional duties as deemed necessary by the ASGCC President
- I. Maintain a minimum of [5] five office hours

Director of Public Relations

- A. Assist in the publicizing of the ASGCC using all forms of media and communication in order to build, maintain and uphold the reputation of the ASGCC;
- B. Assist in the planning and implementation of all Public Relations strategies;
- C. Monitor all ASGCC publicity for compliance with the Cuyamaca College Code of Conduct and Cuyamaca College Publicity Regulations;
- D. Assist in the carrying out of any necessary research to find out the concerns and expectations of the Students of Cuyamaca College;
- E. Aid in any duties deemed appropriate and necessary in order to assist officers involved in the ASGCC's Public Relations efforts.
- F. Oversee the production of the ASGCC newsletter and ensure it is up to par with all ASGCC standards and goals.
- G. Assume any other duties deemed necessary by the ASGCC President;
- H. Maintain a minimum of five [5] office hours per week.\

Director of Activities

- A. Assist in the planning and coordination of events and activities for Cuyamaca College Students;
- B. Recruit event participation and see ASGCC events and activities to their completion;
- C. Coordinate at least one student activity or event per month;
- D. Assist the ASGCC in the coordination of their projects, events and activities.
- E. Assume any other duties deemed necessary by the ASGCC President;
- F. Maintain a minimum of five [5] office hours per week.

Section 3 – Non-voting Members

The non-voting members of the ASGCC shall include the following officers as depicted in the 192 constitution:

Secretary

- A. Keep accurate written minutes of all proceedings transacted during ASGCC Board meetings and maintain complete and accurate files of all such meetings;
- B. Prepare General or Special meeting Agendas for ASGCC Board meetings;
- C. Perform any other functions as deemed necessary by the President or by a majority vote of the ASGCC;
- D. Shall uphold Article XV, Section 2;
- E. Maintain a minimum of five [5] office hours;

Chief of Staff

- A. Oversee the archiving of the office hours of officers.
- B. Manage the Executive Calendar
- C. Act as an advisor to the Executive Branch, in whatever capacity is needed;

- D. May act as a liaison between any member of the Executive Branch and the public;
 - a. This may only occur with the explicit consent of the officer they're representing
- E. Schedules meetings for Executive Branch officers, as requested by an officer or member of the public;
- F. Manages committee calendar for members of the Executive Branch;
- G. Maintain a minimum of five [5] office hours;

Historian

- A. Shall uphold Article XV, Section 2;
- B. Maintain an archive of all ASGCC media;
 - a. Applicable media will entail photos, videos, quotes, flyers, and any other appropriate memorabilia
- C. Make a presentation, at the last ASGCC Board meeting of each semester, of all media gathered for the semester in the following forms:
 - a. One portfolio of all ASGCC event media and other related media organized by month
 - b. During the last meeting of the semester, the Historian shall present a summary presentation of some of the highlights of ASGCC events and milestones.
- D. Assume any other duties deemed necessary by the ASGCC President;
- E. Maintain a minimum of five [5] office hours;

Magistrate

- A. Serve as head of the Judicial Branch
- B. Provide a monthly report of constitutional standing of meetings, members, students' rights, and when necessary, appointments and elections to the organization's meetings
- C. Shall be well rounded on the constitution, bylaws, and Brown Act.
- D. Reserves the power of judicial review.
- E. Maintain at least five [5] office hours per week.

Associate Magistrate

- A. Shall be well rounded on the constitution, bylaws, and Brown Act.
- B. Reserves the power of judicial review with the unanimous consent of the judicial officers.
- C. Reserves the power to overturn a judicial review.
- D. Maintain at least five [5] office hours per week.

Section 4 - Representatives and their Attached Duties

These roles serve a link between the ASGCC and their specific organization whether it is the Governing Board, and or ASCC Clubs

ASG Club Representatives

- A. The inherent duties of the ASG Club Representatives shall be as follows
 - a. To actively and accurately represent the interests of their respective student club or organization to the ASGCC.
 - b. To assist their respective student club or organization in maintaining Good Standing status with the ASGCC as stipulated under Article XII of the ASCC Bylaws.
 - c. To work closely with the ASGCC Club Coordinator,
 - d. To attend biannual Club Coordinator meetings.
 - e. To submit bimonthly reports/updates on their respective club's or organization's activities.
 - f. To submit biannual goals for their respective student club or organization.

Student Trustee

- A. Attend all Governing Board Meetings;
- B. Meet with President's Cabinet monthly for Governing Board preparatory;
- C. Meet with Chancellor monthly for Governing Board preparatory;
- D. Provide updated information to the ASGCC's officers regarding the Governing Board's meetings;
- E. Maintain a minimum of five [5] office hours per week.

Article V – Election Codes

Section 1 – Regular Election Code

Election Committee

The Associated Student Government shall appoint an Election Committee by majority vote, consisting of at least three (3) members and will designate a Chairperson.

- a. No student running for election or assisting in the election campaign of a candidate can serve on the Election Committee.

Eligibility

All prospective candidates for an Associated Student Government office shall file an Election application by the filing deadline, so eligibility can be ascertained. Saturday instructional days shall not be counted for the purposes of determining the deadline for application submission. Applications will be available for pick up in the Student Affairs office and the ASGCC Office. To be eligible to run for office, the candidate must be enrolled in five (5) units at Cuyamaca College with a cumulative GPA of at least 2.0 or higher. In addition, the following candidate must have a non-probationary status at the college, and prior to running for office, the following student must attend at least one (1) Student Government Meeting .Meetings are held every Friday at 12:30 PM in the ASGCC Club Room. Additional requirements for eligibility shall be established in the Bylaws and will furthermore be ascertained before a student can run for office. Campaigning will not be allowed prior to the approval and verification of the candidate's election application as required by the Election Committee.

Election Information Packet

The Election Committee Chairperson will make available to all candidates an Election Information Packet. The packet shall include the following:

- a. An election calendar detailing the times and dates of the campaigning period, the Candidates' Meetings or any debates, as well as the dates of the election;
- b. A copy of Article V of the Associated Student Government Bylaws (election Code);
- c. A copy of the Cuyamaca College Publicity Regulations;
- d. A description of the duties and responsibilities inherent to the office that the candidate is seeking;
- e. Other pertinent election information.

Publicity

All campaign publicity will be governed by the Cuyamaca College Publicity Regulation available in the Associated Student Government Advisor and the Associated Student Government Office. In addition, the following regulations apply to election campaigns:

- a. Any questions as to the legality of campaign literature, speeches, or events shall be referred to the Election Committee for review.
- b. All campaign publicity must meet generally accepted standards of what is construed to be fair and in good taste. Each candidate will be held responsible by the Election Committee for any misconduct of campaign publicity.

- c. Tampering with authorized campaign literature is prohibited and may result in the disqualification of parties from the election.
- d. Each candidate shall be limited to a total campaign expenditure of two hundred dollars (\$200). Candidates will be required to submit all campaign expenditure receipts. Candidates found to have exceeded their limit or falsified their campaign expenditures shall be disqualified.
- e. All campaign items must be removed by the candidates from the entire campus by 4:00 p.m. the day after voting ceases.
- f. Any misconduct such as slandering, harassment whether as a verbal or physical nature, aggressive or condescending behavior towards another candidate, or any other inappropriate behavior and/or actions of any kind, are strictly prohibited and will result in the immediate removal of the candidate from ASGCC.

Candidates' Publicity Conference

The Election Committee may organize a Press Conference called "Meet the Candidates Day" within five (5) days before voting begins. The Election Committee will decide the exact time and date of the Press Conference. This conference will consist of the following:

- a. A public reading of the election calendar;
- b. An introduction of the candidates and time for the candidates to announce their platforms, goals, and objectives; and
- c. Time for questions and answers to be held between the candidates and the public.

Ballot

The Election Committee will draft a ballot. The names of the candidates will appear in alphabetical order with no preference to anyone currently holding an Associated Student Government office.

Balloting Station(s)

The balloting station(s) shall be established by the Election Committee and will be staffed only by persons specifically selected and approved by the Election Committee. The following stipulations shall be applied to the balloting stations:

- a. The balloting station(s) shall be an area no larger than twenty (20) square feet.
- b. The election committee will post the hours of operation for the balloting station prior to the election.
- c. During election week, no campaigning shall be allowed within twenty-five (25) feet of the designated balloting station.

Terms of Office and Election Dates

- a. The exact dates for elections shall be established by the Associated Student Government during the time frame indicated in this section. A consensus must be reached and voted upon among the ASGCC members and Executive Officers at the next scheduled student government meeting. The following vote for said election dates will take place at least three (3) weeks prior to election week. A quorum must be present.
- b. The election for the President, Executive Vice-president, Evening Vice-President, Treasurer, Student Trustee, Club Coordinator, and Senators will be held during the third or fourth week of April or the first week of May.

Terms of Office and Assuming Office

Those elected by simple majority for the position of President, Executive Vice-President, Evening Vice-President, Treasurer, Student Trustee, Club Coordinator, and Senators shall assume their office as the last item of business on the agenda at the first regularly scheduled meeting of the Associated Student Government during the month of June.

- a. In the case of two (2) or more candidates running for a position, the candidate with the most votes will assume the office.
- b. In the case of a tie of a position, a run-off election will be held during the first week of May.

Tabulation of Votes

Tabulation of all ballots by the Election Committee shall be completed as quickly as possible, but no later than two (2) school days after the closing of the balloting.

- a. Official notice of the tabulations shall be certified by the Election Committee Chairperson and the Associated Student Government Advisor. Results shall be posted in the “F” building display case, the Student Center, the Student Affairs Office, and the Associated Student Government office.
- b. Requests for a recount must be filed with the Election Committee within twenty-four (24) hours after election results are posted.

Enforcement of Code

The Election Committee will be responsible for upholding and enforcing all articles of the Election Code. Any candidate accused of a violation of the Election Code will appear before the Election Committee at an open hearing and will declare if the charges filed are of significant magnitude to warrant disqualification.

Section 2 – Recall Election Code

Recall Election Committee

The Recall Election Committee shall consist of three (3) members of the Associated Student Government and two (2) members of Inter-Club Council. These members cannot be named in the recall or be actively supporting or opposing the recall effort. The Recall Election Committee must be approved by a majority vote of the Associated Student Government. The Recall Election Committee shall elect a chairperson from their membership. The Recall Election Committee shall be responsible for setting up the balloting station, counting ballots, and carrying out the general duties required at election time.

- a. In order to enact a recall, a petition must be gathered containing a minimum of fifty (50) signatures of verified Cuyamaca College students.

Recall Election Procedure Meeting

The Recall Election Committee shall meet twice (2) within five (5) days of the recall petition's verification to discuss election procedures and publicity regulations. All members being recalled and any students actively campaigning for the removal of the officers must attend one (1) of these meetings. The exact date and time of the meetings shall be set by the Recall Election Committee. Copies of the Recall Election Code shall be made available at these meetings.

Election Information

The Recall Election Committee shall supply all participants in the recall with a list of the dates and times of the campaigning period, the recall election procedure meetings and the recall forum, and the location of the balloting station with its exact physical boundaries.

Publicity

All campaign publicity will be governed by the Cuyamaca College Publicity Regulations which will be available for review in the Student Affairs Office, Room A-104. In addition, the following regulations apply to election campaigns:

- a. Any questions as to the legality of campaign literature, speeches, or events shall be referred to the Recall Election Committee for review.
- b. All campaign publicity will meet generally accepted standards of what is construed to be fair and in good taste. Each candidate will be held responsible by the Recall Election Committee for any misconduct of campaign publicity.
- c. Tampering with authorized campaign literature is prohibited.
- d. All campaign items must be removed from the entire campus by 4:00 p.m. the day after voting ceases.

Recall

The Recall Election Committee will organize a Recall Forum called “Recall: Yes or No?” within five (5) days before voting commences. This forum will be one (1) hour where all the candidates will meet to present, debate, or answer questions from the student body.

a. The Recall Election Committee will decide the Forum’s exact time and date, as well as the rules and procedures.

Publicity Expenditures

a. The costs of publicity or any recall material will be assumed by the students campaigning and is not to exceed two hundred dollars (\$200) to recall Associated Student Government officers.

b. Associated Student Government funds shall not be used to purchase, copy, or pay for any materials or other activities used to discuss the recall.

Ballot

The Recall Election Committee will draft a ballot. The names of the candidates will appear on the ballot in alphabetical order.

Balloting Station(s)

The balloting station(s) shall be established by the Recall Election Committee and will be staffed only by persons specifically selected and approved by the Recall Election Committee.

a. The balloting station(s) will be designated to prevent voting students from leaving the station with their ballots and shall be staffed by a least two (2) ASGCC members at all times.

b. The balloting station(s) shall be an area no larger than twenty (20) square feet.

c. The Election Committee will determine the hours and dates for the balloting station.

d. On the days of the election no campaigning shall be allowed within twenty-five (25) feet of the designated balloting station(s).

Tabulation of Votes

Tabulation of all ballots by the Recall Election Committee shall be completed as quickly as possible, but not later than two (2) school days after the closing of the balloting.

a. Official notice of the tabulations shall be posted in the display case at the “F”

building, the Student Center, the Student Affairs Office, and the Associated Student Government office by 8:00 a.m. on the day following tabulation and remain posted for five (5) school days.

b. Requests for a recount must be filed with the Recall Election Committee within twenty-four (24) hours after tabulations are posted.

Enforcement of Code

The Recall Election Committee will be responsible for upholding and enforcing all articles of the Recall Election Code. Any officer identified by the recall, or any participant campaigning for the removal of an officer who is accused of a violation of the Recall Election Code, will appear before the Recall Election Committee at an Open Hearing. The Election Committee will decide if the charges filed are of a significance to warrant nullification of the recall effort or the immediate removal of the offending Associated Student Government member from office.