

El Camino College Associated Students Organization

# SPECIAL ELECTION CALENDAR – FALL, 2009

Fri., Nov. 20 <sup>th</sup>	Candidate petitions available.
<b><u>Wed., Dec. 2<sup>nd</sup></u></b>	<b><u>CANDIDATE PETITIONS DUE BY 6:00PM</u></b> in the Student Development Office.
Fri., Dec. 4 <sup>th</sup>	List of qualified candidates posted in the Student Development Office by 8:00am.
<b>Fri., Dec. 4<sup>th</sup></b>	<b><u>CANDIDATES MEETING 1:00PM at a location to be determined.</u></b> All candidates should plan to attend this meeting. Agenda topics include: campaigning, election rally, voting procedures, and candidate's questions.
<b>Fri., Dec. 4<sup>th</sup></b>	<b>Official Campaigning begins.</b>
<b>Fri., Dec. 4<sup>th</sup></b>	<b>Candidate may provide the following no later than 1:00pm</b> in the Student Development Office <ul style="list-style-type: none"><li>○ <b>Candidate's campaign statement (200 words or less typed on a sheet of paper no larger than 8½" x 11")</b> for display at the polls.</li><li>○ <b>Photo of the candidate</b> (maximum 8 ½" x 11", color or black &amp; white) for display at the polls.</li></ul>
Thurs., Dec. 3 <sup>rd</sup>	Last day for Senate approval of constitutional amendments or issues to appear on the ballot for this special election. Ballot issue or amendment specification (exact wording for the ballot) due in the Student Development Office by Fri., Dec. 4 <sup>th</sup> at 9:00am.
<b><u>TUES., DEC. 8<sup>th</sup></u></b>	<b><u>CANDIDATES RALLY</u></b> on the Activities Center Outdoor Stage at a time to be determined. Candidates will be introduced and may be given an opportunity to give a short speech or debate with opponents – format for the rally will be announced at the candidates meeting on Dec. 4 <sup>th</sup> .
<b>Tues., Dec. 8<sup>th</sup></b>	<b>Voting</b> from 9:00am-2:00pm on Library Lawn (or in Activities Center if bad weather) <b>Voting</b> from 4:00-6:00pm in Activities Center West Lounge
<b>Wed., Dec. 9<sup>th</sup></b>	<b>Voting</b> from 9:00am-2:00pm on Library Lawn (or in Activities Center if bad weather) <b>Voting</b> from 4:00-6:00pm in Activities Center West Lounge
Mon., Dec. 14 <sup>th</sup>	Results posted in the Student Development Office
Wed., Dec. 16 <sup>th</sup>	Run-off election if necessary – voting 9:00am-2:00pm & 4:00-6:00pm
Th., Dec. 17 <sup>th</sup>	Run-off election if necessary – voting 9:00am-2:00pm & 4:00-6:00pm

**IF YOU HAVE QUESTIONS REGARDING THE A.S.O. SPECIAL ELECTION, PLEASE CONTACT:**

ASO Special Election Committee Chairperson: Jose Iglesias, email: [jose\\_iglesias3829@elcamino.edu](mailto:jose_iglesias3829@elcamino.edu)  
ASO Special Election Committee Members: Begoña Guereca, Timothy Johnson, Christopher Pham and Elizabeth Mercado

ASO OFFICE & MAILBOXES are located in the Activities Center West Wing  
**A.S.O. OFFICE PHONE: (310) 660-3593, extension 3507**

El Camino College Associated Students Organization

# SPECIAL ELECTION GUIDELINES - FALL, 2009

1. At all times during the special election petitioning and campaigning periods candidates must remain within the limits of the California Education Code, El Camino College Board Policies, the Associated Students Organization Constitution & By-Laws, Student Development regulations, and these guidelines.
2. No candidate may serve on the A.S.O. Special Election Committee or be a poll worker.
3. Candidates must adhere to the Student Development Office policies regarding Campus Publicity Regulations and use of District supplies, equipment, & services.
4. At no time shall a candidate's signs, banners, or other campaign materials be removed or defaced in any way during the campaign period. Campaign material may only be moved or removed by the candidate (whose material it is) or the A.S.O. Special Election Committee members or appropriate El Camino College staff.
5. Each candidate may have 2 sheets of banner paper (pre-cut to 6 feet by 3 feet) and use of the banner ink kit (as supplies last) for campaigning purposes. Paper and ink will be available to candidates when the campaigning period starts. Regardless of whose materials are used, each candidate's name may only be displayed on 2 signs per kiosk and 2 banners posted on campus at any given time.
6. At no time during the voting period will campaigning be allowed within 30 feet of the polls or within the building where voting is taking place (whichever is applicable). No campaign materials are to be permitted in the A.S.O. Offices.
7. Candidate's nicknames of 12 letters or less are permitted on the ballot in addition to their name as registered by the college.
8. Write-in Candidates
  - a. There will be a space for a write-in candidate on the ballot.
  - b. All write-in candidates can campaign verbally.
  - c. Write-in candidates who wish to campaign with signs, flyers, banners, etc. must submit an election petition to the Student Development Office prior to campaigning. Upon approval of the petition by the A.S.O. Special Election Committee (allow one working day to check qualifications), the write-in candidate may campaign within the rules stated in these A.S.O. Special Election Guidelines.
  - d. Write-in candidates will not participate on the stage at the Election Rally.
  - e. Write-in candidates will not be named on the ballot or listed on any official election candidate list. No write-in candidates photos or statements will be displayed at the polls.
9. All A.S.O. Special Election Committee meetings will be restricted to committee members and Student Development advisers only and others as deemed necessary by the committee. Quorum for meetings will be the chair, one other member, and one Student Development adviser.
10. All grievances must be submitted in writing to the Special Election Committee c/o the Student Development Office. The A.S.O. Special Election Committee shall review grievances in a reasonable and timely manner (taking into consideration the schedules of the committee members and, if necessary, the parties involved in the complaint) and take action as deemed necessary.
11. Violators of these Special Election Guidelines may be disqualified from the special election.
12. Additional Campaigning Guidelines for Ballot Issues/Constitutional Amendments
  - a. Those persons campaigning "for" or "against" issues on the ballot must remain within the limits of the California Education Code, El Camino College Board Policies, the Associated Students Organization Constitution & By-Laws, Student Development Office regulations and these guidelines.
  - b. Those persons campaigning "for" or "against" issues on the ballot must adhere to the Student Development Office policies regarding Campus Publicity Regulations and use of District supplies, equipment, & services.

## El Camino College Student Development Office

**Information For Candidates****CLARIFICATION OF CAMPUS PUBLICITY REGULATIONS**

Candidates must adhere to the Campus Publicity Regulations that govern the distribution and posting of publicity on the El Camino College campus. The Student Development Office with special provisions that apply only to this election has compiled the following synopsis of these regulations:

1. All campaign material must be identified with the name of the candidate responsible.
2. All campaign material must be approved by the Student Development Office.
3. **Hand-out materials** - A "Statement of Responsibility" form must be completed and turned in to the Student Development Office along with 1 copy of all hand-out materials.
4. **Posters**
  - a. Campaign material shall be posted only on kiosks and division bulletin boards (permission from Deans required on division boards). No materials may be posted on buildings (exceptions listed in #5 below), walkways, sculptures, posts, railings, fences, trees, traffic control signs, utility poles, vehicles, Union boxes, or in planted garden areas.
  - b. No previously posted material may be moved or removed unless the event advertised is over.
  - c. The use of all kiosk locations is on a first-come, first-serve basis.
  - d. Each candidate is limited to one sign per side of each kiosk with a limit of two signs per kiosk. **BRING YOUR SIGNS TO THE STUDENT DEVELOPMENT OFFICE TO BE POSTED ON THE 7 KIOSKS BY ECC STAFF ONLY (7 kiosks x 2 signs = MAXIMUM 14 SIGNS).** A "sign" is defined as one piece of paper no larger than 8 ½ inches by 11 inches. A sign can have pieces of paper securely glued to it (i.e. a collage), however, avoid any attempt at what may be construed as a multiple page sign in one posted location. More than one flyer or sign may be securely glued on a single piece of paper (within size limit) and will be considered one sign.
5. **Banners**
  - a. Each candidate is limited to 2 banners total on campus at any given time. Due to limited space, each candidate is limited to one banner per each of the approved locations at any given time. A "banner" is one piece of paper no larger than 3 feet by 6 feet. A banner can have pieces of paper securely glued to it (i.e. a collage), however, avoid any attempt at what may be construed as a multiple page banner in one posted location. More than one flyer or sign may be securely glued on a single piece of paper (within size limit) and will be considered one banner. Only masking tape may be used to adhere banners to surfaces (i.e. tacks, nails, glue, or duct tape are not allowed).
  - b. No previously posted material may be moved or removed unless the event advertised is over.
  - c. The use of all banner locations is on a first-come, first-serve basis.
  - d. Banners may be posted on the following approved locations:
 

Location 1)	Activities Center Stage (cement front only) and brick wall extension north of Stage.
Location 2)	Activities Center building outside brick walls (not on windows or covering entrances - if not sure, please check with an Election Adviser).
Location 3)	Library – West side low brick planter walls only – not on any painted/metal surface.

**CLARIFICATION OF USE OF DISTRICT SUPPLIES AND EQUIPMENT**

The following provisions have been developed by the Student Development Office to clarify use of El Camino College District supplies, equipment & services for individual candidate campaigning:

1. No candidate campaign material can be duplicated at the ECC Copy Center, Print Shop, or ECC Student Development Office regardless of who is paying for the printing.
2. No ECC Student Development Office supplies, materials, or equipment may be used for candidate campaigning purposes with the following exception: masking tape may be obtained to put up banners.

El Camino College Student Development Office

## Information For Campaigning On Ballot Issues

### CLARIFICATION OF CAMPUS PUBLICITY REGULATIONS

Campaigners "for" or "against" ballot issues must adhere to the Campus Publicity Regulations that govern the distribution and posting of publicity on the El Camino College campus. The Student Development Office with special provisions that apply only to this election has compiled the following synopsis of these regulations:

1. All campaign material must be identified with the name of the student(s) and/or student organization responsible.
2. All campaign material must be approved by the Student Development Office.
3. **Hand-out materials** - A "Statement of Responsibility" form must be completed and turned in to the Student Development Office along with 1 copy of all hand-out materials.
4. **Posters**
  - a. Campaign material shall be posted only on kiosks and division bulletin boards (permission from Deans required on division boards). No materials may be posted on buildings (exceptions listed in #5 below), walkways, sculptures, posts, railings, fences, trees, traffic control signs, utility poles, vehicles, Union boxes, or in planted garden areas.
  - b. No previously posted material may be moved or removed unless the event advertised is over.
  - c. The use of all kiosks is on a first-come, first-serve basis.
  - d. Each "side" ("for" or "against") a ballot issue is limited to one sign per side of each kiosk with a limit of two signs per kiosk. **BRING YOUR SIGNS TO THE STUDENT DEVELOPMENT OFFICE TO BE POSTED ON THE KIOSKS BY ECC STAFF ONLY (7 kiosks x 2 signs = MAXIMUM 14 SIGNS)**. A "sign" is defined as one piece of paper no larger than 8 ½ inches by 11 inches. A sign can have pieces of paper securely glued to it (i.e. a collage), however, avoid any attempt at what may be construed as a multiple page sign in one posted location. More than one flyer or sign may be securely glued on a single piece of paper (within size limit) and will be considered one sign. Only thumb tacks, push pins, or staples may be used to adhere signs to kiosks & bulletin boards (i.e. glue or masking tape are not allowed)
5. **Banners**
  - a. Each "side" is limited to 2 banners total on campus at any given time. A "banner" is one piece of paper no larger than 3 feet by 6 feet. A banner can have pieces of paper securely glued to it (i.e. a collage), however, avoid any attempt at what may be construed as a multiple page banner in one posted location. More than one flyer or sign may be securely glued on a single piece of paper (within size limit) and will be considered one banner. Only masking tape may be used to adhere banners to surfaces (i.e. tacks, nails, glue, or duct tape are not allowed).
  - b. No previously posted material may be moved or removed unless the event advertised is over.
  - c. The use of all banner locations is on a first-come, first-serve basis.
  - d. Banners may be posted on the following approved locations:
 

Location 1)	Activities Center Stage (cement front only) and brick wall extension north of Stage.
Location 2)	Activities Center building outside brick walls (not on windows or covering entrances - if not sure, please check with an Election Adviser).
Location 3)	Library – West side low brick planter walls only – not on any painted/metal surface

### CLARIFICATION OF USE OF DISTRICT SUPPLIES AND EQUIPMENT

The following provisions have been developed by the Student Development Office to clarify use of El Camino College District supplies, equipment & services for individual candidate campaigning:

1. Material "for" or "against" ballot issues/Constitutional Amendments can be duplicated on campus only if a recognized campus organization votes ahead of time to use the funds in their campus account to pay for the printing of the material. Minutes recording the organization's vote must be turned in to Harold Tyler in the Student Development Office along with the request.
2. No ECC Student Development Office supplies, materials, or equipment may be used for campaigning purposes with the following exception: masking tape may be obtained to put up banners.