SPECIAL ELECTIONS APPLICATION
Fall 2014 - Spring 2015

Elected Positions Packet

All applications must be turned in no later than
Monday, September 12th, 2014 at 12:00 p.m.
to the Office of Student Life – E119 (LAC) or EE102 (PCC).
NO EXCEPTIONS!

Elections will be held September 16th & 17th, 2014
Students will cast their vote on-campus at designated poll locations!

Failure to submit your application on time will result in your name NOT being placed on the ballot.

PLEASE BE AWARE THAT DUE TO THE PROPOSED ASB CONSTITUTIONAL CHANGES ON THE ASB ELECTION BALLOT, POSITIONS AND POSITION DUTIES MAY CHANGE IF APPROVED BY THE STUDENT BODY.

Please read through the information thoroughly and make sure you meet all the deadlines.

Application Contains:

1. Candidate Intent Application
2. Current Class Schedule Form
3. Election Schedule
4. List of Positions to be elected
5. Election Preview Coverage
7. Campaign Rules for ASB Elections

Questions? Contact the Office of Student Life at (562) 938 - 3985

Name: ____________________________
CANDIDATE INFORMATION:
(1) Print your full name: ____________________________

(2) Title of the position you are seeking: ____________________________

(3) How you would like YOUR NAME/CURRENT TITLE to appear on the ballot:


(4) Major: ____________________________

(5) Local Address: ____________________________

(6) Cell Phone: ____________________________

(7) E-mail Address: ____________________________

(8) Student ID: ____________________________

This is to verify my intent to run for the office of ____________________________ on the: (please check one)

ASB Cabinet ______ LAC Club Senate ______ LAC Cultural Affairs Committee ______ PCC Club Senate ______

PCC Cultural Affairs Committee ______ PCC Student Council ______

I agree to abide by the campaign rules. Failure to do so will result in action by the Elections Committee and may result in my ineligibility to run.

ASB LEADERSHIP is defined as holding an elected or appointed position in any of the following organizations: ASB Cabinet, LAC and PCC Club Senate, LAC and PCC Cultural Affairs Committee, PCC Student Council.

Please check one:

_____ I have never held a position on any of the above-listed leadership boards.

_____ The first office I ever held in the above leadership positions, elected or appointed, was on the

__________________________ Serving as ____________________________ in the ____________ semester of ____________

A - I realize that I cannot run for or hold office beyond the fifth (5th) semester of ASB Leadership participation at Long Beach City College, and that I must hold a cumulative GPA of 2.5 for ASB Cabinet positions, and a cumulative GPA of 2.0 for all other Board positions.

B - I understand these positions require a completion ratio of .650 or higher. I must have completed a minimum of 6 units the semester prior to holding office at Long Beach City College. I understand that I must provide an unofficial copy of my transcript with this application.

C - I understand that I must submit a current photo of myself with a campaign statement of 150 words or less (brief bio) on a CD or flash drive with this application.

D - I understand that I must arrange my class schedule to be able to participate in ASB Cabinet meetings each Monday from 2 pm to 4 pm (mandatory) if I am elected as an ASB Officer and on Wednesdays from 2 pm - 4 pm (recommended) for Leadership Development.

E - I understand that I must schedule an appointment with an ASB Advisor or designee to review the responsibilities, duties, and time commitments of the office I am seeking. Please refer to the information below to determine which advisor to whom you should speak. The advisor will verify the meeting by signing and dating this form. An Advisor will need to approve your
application before submission.

*For the ASB elected positions, please schedule an appointment with an ASB Advisor. **The appointment must be completed by the application deadline of September 12th, 2014 at 12:00 p.m.** Please contact 562-938-4226 or visit LAC – E119.

*For PCC elected positions, schedule an appointment with the Student Council Advisor. To make an appointment, please call at 562-938-3088, PCC EE102.

I hereby certify that I meet the requirements. **These minimums must be met and NO exceptions will be granted based on academic minimum requirements.** Eligibility will be checked for students seeking Associated Student Body Leadership positions.

**NOTE** Individuals seeking Associated Student Body leadership positions will be required to take an examination on the ASB Constitution and Bylaws and pass with at least 80% accuracy prior to the opening of the polls.

**NOTE** - Candidates for **Student Trustee** to the Long Beach City College Board of Trustees must meet additional eligibility requirements as stated in the California Education Code and Long Beach City College Administrative Regulations.

All candidates must attend one of the two MANDATORY information sessions. See Chronological Elections Schedule for dates. Failure to attend will result in the candidate being ineligible to run for office.

I have read and understand the campaign rules as stated in this packet, and I agree to abide by them. Failure to do so will result in action by the election committee and possibly affect my eligibility. I hereby certify that all the information I have given is factual and correct.

**Candidate Requirement Checklist**

1. ____ Currently enrolled at LBCC and possesses a valid College Services Card.
2. ____ Enrolled in a minimum of six (6) units while holding office.
3. ____ Completed six (6) units the semester preceding the assumption of office and have provided an unofficial copy of my transcript.
4. ____ Has served no more than five (5) semesters in ASB Leadership positions.
5. ____ **Cumulative G.P.A. of 2.5** for ASB Cabinet positions or 2.0 for all other leadership positions.
6. ____ Completion ratio of .65.
7. ____ Meet the LBCC attendance requirement.
8. ____ Student shall not be serving as president of any other organization at LBCC while holding an ASB leadership position.
9. ____ Candidate is not seeking more than one ASB leadership position at the same time.
10. ____ Attached a current photo and a campaign statement of 150 words or less.
11. ____ I have read and understand the eligibility requirements for holding office as stated in the ASB Bylaws.
12. ____ I have not passed the ASB Constitution test and must do so before the polls open on May 13th, 2014.
13. ____ I have taken and passed the ASB Constitution test in _____ of ______. ASB Verification:
Name: ___________________________ Signature: ____________________________

College Services Card Sticker Number: ___________________ Student ID: ____________________________

Date: ____________________________________________

The best way to contact me is at: _____________________________ between _____________________________

Phone Number: _____________________________ E-mail Address: ____________________________

Advisor’s Signature ___________________________ (required)

Date: ____________________________________________

Pam Garrison’s Signature ___________________________ (required)

Date/Time Received in Office of Student Affairs: ___________

Any student falling below the minimum standards for office must seek an exception from a majority of the current Cabinet.
MY CURRENT CLASS SCHEDULE

This is a complete and current record of all my classes this semester:

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<th>Course Name</th>
<th>Units</th>
<th>Instructor</th>
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PLEASE PRINT YOUR NAME

PLEASE SIGN YOUR NAME

Today's Date

Student Number

CSC Number
LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

CHRONOLOGICAL 2014-2015 SPECIAL ELECTIONS SCHEDULE

ELECTED POSITIONS

Tuesday, Sep 9th, 2014  MANDATORY candidate information session at LAC - Northern Sun - 3:00 pm (must attend one)

Thursday, Sep 11th, 2014  MANDATORY candidate information session at PCC - EE102 - 11:00 am (must attend one)

Friday, Sep 12th, 2014  ASB elected applications DUE by 12:00 p.m. To Office of Student Life – E119 (LAC) or EE102 (PCC)

Friday, Sep 12th, 2014  MANDATORY expense sheets are due. Expense sheets can be submitted to Pamela Garrison. LAC E119 at 12:00 Noon. Receipts must be attached, and no exceptions or excuses.

You cannot campaign until expense sheet and receipts are turned in and campaign material is approved

Tuesday, Sep 16th, 2014  Elections at PCC: 9:00 a.m. - 1:00 pm and 5:00 pm - 7:00 pm

Wednesday, Sep 17th, 2014  Elections at LAC/PCC: 9:00 am - 1:00 pm and 5:00 pm - 7:00 pm

Thursday, Sep 18th, 2014  Elections at LAC: 9:00 am - 1:00 pm and 5:00 pm - 7:00 pm

Friday, Sep 19th, 2014  Results Posted- Run Offs 9:00 a.m. - 1:00 p.m. (if necessary)

Monday, Sep 19th, 2014  NEWLY ELECTED OFFICERS SCHEDULE A MANDATORY MEETING WITH AN ASB ADVISOR

Monday, Sep 19th, 2014  Appointed positions interviews START

Monday, Sep 19th, 2014  Installation of 2014-2015 Officers

APPOINTED POSITIONS:

Wednesday, Aug 27th, 2014  ASB Appointed Position Applications available via the online website

Thursday, Sep 18th, 2014  ASB Appointed Position Applications are DUE by 5 pm to the Office of Student Life – LAC – E119; PCC – EE102

Friday, Sep 19th, 2014  Appointed positions interviews START

Friday, Oct 3rd, 2014  Installation of Fall 2014 Appointed Officers
Listed below are the positions, which will be filled by election for

2014-2015 General Election Position

ASSOCIATED STUDENT BODY CABINET

(ASB President)  (Treasurer)  (LAC Cultural Affairs Chair)*
(ASB Vice President)  (LAC Club Senate President)*  (PCC Cultural Affairs Chair)*
(ASB Secretary)  (PCC Club Senate President)*  (PCC Student Council President)*
(Student Trustee)

ASB MANDATORY MEETINGS: FRIDAY MORNINGS BETWEEN 8 AM and 12 PM
(TWO OR THREE MEETINGS A MONTH AT PCC)

LAC CLUB SENATE

(Student Senate President)*
Vice President
Secretary/Treasurer

Meetings: Tuesday 12:00 – 1:00 P.M. – FISHBOWL
All Positions Elected by the Senate outside Regular ASB Elections

PCC CLUB SENATE

(PCC Student Senate President)*
Vice President
Secretary
Treasurer

Meetings: Wednesday 12:00 – 1:00 P.M. – EE102
All Positions elected by the Club Board outside regular ASB Elections

LAC CULTURAL AFFAIRS

(LAC Cultural Affair Chair)*
Vice Chair
Secretary
Treasurer

Meetings: Wednesdays 12:00 – 1:30 P.M. Valhalla Room
All Positions Elected by the LAC Cultural Affairs Committee outside regular ASB elections

PCC CULTURAL AFFAIRS

(PCC Cultural Affair Chair)*
Vice Chair
Secretary
Treasurer

Meetings: Wednesday 3:15 P.M. – 4:15 P.M. – EE102
All Positions Elected by the PCC Cultural Affairs Committee outside Regular ASB Elections

PCC STUDENT COUNCIL

(PCC Student Council President)*
Vice President
Secretary
Treasurer

Meetings: Friday 10:00 A.M. – 12:00 P.M. – EE102
All Positions Elected by the PCC Cultural Affairs Council Regular ASB Elections

*All ASB Cabinet members must attend scheduled Cabinet Meetings on Fridays from 8 – 10 am, alternating between the PCC and the LAC.
ELECTION PREVIEW COVERAGE

All photos and campaign statements will be posted on the online elections webpage. Please address the following questions in 100 words or less:

What brought you to student government and why do you want to apply?

Please list or describe your qualifications for this position?

What would you like to accomplish if you are elected or appointed to this position (i.e. goals)?

How should the Cabinet or board serve students at LBCC?

What other leadership positions or organizational memberships have you held and for how long?

Name: ___________________________________________ Office: ____________________________

Affiliations: ____________________________________________________________
(Special interest clubs, social service clubs, organizations, etc.)

Return this form to the ASB Vice President/Election Committee Chair at the mandatory meeting.
REPORT OF ELECTION ADVERTISING EXPENSES

Name of Candidate: ____________________________________________

Office Candidate is seeking: ______________________________________

TOTAL EXPENSE MAY NOT EXCEED $100

Limits are as follows:

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<tr>
<th>ITEM</th>
<th>TOTAL</th>
<th>COMMENTS</th>
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<tr>
<td>POSTERS</td>
<td>6 (PER CAMPUS)</td>
<td>May not exceed 3'x3'</td>
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<tr>
<td>HANDBILLS</td>
<td>1250</td>
<td>8 1/2” x 14” maximum size, must approve before making copies</td>
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<td>NAMETAGS</td>
<td>350</td>
<td>15 square inches maximum size, no gummed labels</td>
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<td>OTHER</td>
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<td>Please explain in detail to Election Committee Chair. A price will be established at this time according to fair market value. All donated items are listed at fair market value as well.</td>
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ACTUAL EXPENSES - Please list advertising expenses.

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☐ I am not purchasing any advertising or advertising materials. I am not receiving or using any donated advertising or advertising materials. I have not authorized any one to use any purchased or donated advertising or advertising materials in behalf of my candidacy.

I hereby certify that the above total is correct and that all advertising materials used are included in the above listing. Attached to the document are ALL receipts related to election advertising expenses.

Candidate's Signature: ______________________________________

*NOTE:* This sheet must be turned in to Pamela Garrison, Office of Student Life, PCC EE102 562.938.3985 before campaigning begins. Candidates may begin campaigning after the mandatory meeting and submitting the expense sheet. All candidates must submit the expense sheet no later than 12:00 Noon, Friday, May 9th, 2014. Candidates must submit an expense sheet even if the candidate is not advertising the campaign with purchased or donated advertising.

**NO LATE EXPENSE SHEETS ACCEPTED**
LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

ASSOCIATED STUDENT BODY

Campaign and Voting Rules for ASB Elections

1. Candidates and their supporters shall use the highest standards of ethics when campaigning and discussing other candidates.

2. Eligibility will be checked for students seeking Associated Student Body Leadership positions. Individuals seeking Associated Student Body leadership positions will be required to take an examination on the ASB Bylaws and pass with at least 80% accuracy prior to the opening of the polls.

3. All campaign materials must be approved by an authorized member of the Election Committee, ASB Advisor, or Dean of Student Affairs Designee. Materials must be stamped with approval for distribution before being posted or handed out. No campaign materials will be approved without the completed expense sheet returned by the deadline. EACH CANDIDATE RUNNING FOR OFFICE MUST TURN IN AN ELECTION EXPENSE REPORT BY THE DEADLINE.

4. Each poster must be on a stake driven into the ground. Two-sided posters are acceptable.

5. It is recommended that posters be removed each day by 8:30 p.m. Posters should be covered with plastic wrap, after approval, to prevent possible water damage.

6. If candidates exceed advertising limits, after warning, all campaign materials will be removed.

7. There shall be ASB election polling stations on campus with internet connected computers in locations selected by the Election Chair, which are solely dedicated to voting during the hours indicated and posted. Candidates or their supporters may not campaign within 50 feet of the Electronic Election Booths on the LAC or PCC campuses.

8. No support may be solicited for candidates or special issues from the faculty, staff, administration, or non-student employees of the college. This does not prohibit asking permission to speak in front of a class. _(initial)_

9. No campaigning within 50 feet of any designated computer lab or facility on the LAC or PCC campuses. Personal computers may be used by students to vote. No candidate or issue-driven campaign material shall be posted in any campus computer lab; nor shall any campaigning activity block student access to computers normally accessible to students in any way.______(initial)

10. Candidates may speak to campus clubs and/or organizations immediately after mandatory candidate meeting or appointment by the Election Committee and submission of the campaign expense sheet. No campaigning is allowed in classrooms except with permission of the instructor. Campaign materials may not be posted in any classroom. (No campaigning is allowed in the cafeteria.)______(initial)

11. No campaigning or campaign literature shall be permitted on the shuttle bus or within the specified polling areas, off campus, neither on the KLBC/KCTY radio stations nor the campus-sponsored television station by individual candidates for personal campaigning. ______(initial)

12. No campaign materials may be exhibited before the expense sheets have been turned in and approved by designated Student Life staff members.________(initial)

13. Any item not covered on the report of election advertising expenses must be explained in detail to the Election Committee chair. Price will be established according to fair market value. Receipts for all items are mandatory and must be attached to the report of election advertising expenses.

14. Donations count the same as if you had purchased the items yourself at retail cost and must be listed.
15. In the event of a run-off election, a maximum of $25, in addition to the $100 stipulated on the Report of Election Advertising Expenses, may be used at your discretion. (Run-off costs must be reported to the Election Committee Chair.) Receipts for all items are mandatory and must be attached to the report of election advertising expenses.

16. Infractions of advertising and campaign rules may result in the following: ☐- Immediate removal of all campaign and advertising materials ☐- Disqualification of the candidate by the Election Committee

17. Do not harass or "push" students to vote.

18. Any problems or protests must be filed with the Election Committee chair immediately, not after the polls close.

19. It is the candidate's responsibility to take down posters the night of election, especially if there is a "run-off" and you want to reuse them the next day.

20. A candidate must win by simple plurality (the most votes cast by valid ballots). If the number of ballots and signatures on the voter roster are not equal, a candidate must win by one (1) more than the difference between ballots and signatures. A run-off election will be scheduled only in the event of the top candidates for a particular office receiving the exact number of votes.

21. For write-in candidates, provide the name of the write-in candidate on the line provided on the ballot needs a minimum of 50 votes to qualify as an elected winner. A write-in candidate needs a minimum of 50 votes to qualify as an election winner.

22. The candidates agree, if elected, to be available for mandatory ASB Retreats and other training activities. (Dates TBA)

23. Candidates will only post campaigning materials in the designated Student Life areas located on the LAC and PCC campuses.

24. **No dual or ticket campaigning.** Candidates may collaborated to keep monetary cost to a minimum (i.e. sharing cost for campaign materials and products.

I have read and understand the campaign and voting rules.

Signature: ___________________________________________