



GENERAL ELECTIONS APPLICATION

For 2019 – 2020

Elected Positions Candidate Intent Packet

<http://bit.ly/LBCCASBApplicationPacket>

DUE: Friday March 22nd, 2018 by MIDNIGHT ONLINE

Or in-person by 12 p.m.,

**to the ASB Advisor: Teila Robertson, E118, Fishbowl, Office of
Student Life**

Elections will be held April 23rd, 24th, 25th, 2019

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

CANDIDATE CHECKLIST

- Complete the General Application
- Complete the Supplemental Application
- Must have a one-on-one with the ASB Advisor
- Currently enrolled at LBCC and possesses a valid College Services Card.
- Enrolled in a minimum of six (6) units while holding office.
- Completed six (6) units the semester preceding the assumption of office and have provided an unofficial copy of my transcript.
- Has served no more than five (5) semesters in ASB Leadership positions.
- Cumulative G.P.A. of 2.5 for ASB Cabinet positions or 2.0 for all other leadership positions.
- Completion ratio of .670.
- Meet the LBCC attendance requirement.
- Candidate shall not be serving as president of any other organization at LBCC while holding an ASB leadership position.
- Candidate is not seeking more than one ASB leadership position at the same time.
- Submit a current photo to trobertson@lbcc.edu
- I have read and understand the eligibility requirements for holding office as stated in the ASB Operating Bylaws.

CANDIDATE INFORMATION PAGE

(1) Print your full name: _____ Date: _____

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

Open Positions (circle one):

ASB President	LAC Vice President	PCC Vice President	ASB Secretary	ASB Treasurer	Student Trustee
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(3) YOUR NAME/CURRENT TITLE as it will 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 elected position of _____ on the ASB Cabinet

ELECTION CALENDAR

Thursday, February 21st	<u>APPLICATION GOES LIVE!</u> WHAT: Applications are available on paper and online WHERE: E118, Fishbowl, Student of Student Life OR at http://bit.ly/LBCCASBApplicationPacket
Friday, March 22nd	<u>COMPLETED APPLICATION DEADLINE</u> WHEN: Pass the paper application in-person by 5:00 PM or online application by midnight.
Tuesday, April 2nd	<u>PCC ASB INFORMATION SESSION</u> WHAT: Open for candidates to meet and ask questions to the ASB Cabinet Members and Advisor about the position and campaigning WHERE: PCC Student Union (EE-102G) WHEN: 3:00 PM – 4:00 PM
Thursday, April 4th	<u>LAC ASB INFORMATION SESSION</u> WHAT: Open for candidates to meet and ask questions to the ASB Cabinet Members and Advisor about the position and campaigning WHERE: LAC Fishbowl (E-118) WHEN: 3:00 PM – 4:00 PM <u>EXPENSE SHEETS ARE DUE</u> WHAT: MANDATORY expense sheets are due before active campaigning can begin. Expense sheets must be submitted to Pamela Garrison. LAC E-213 by 5 pm. Receipts must be attached, and no exceptions or excuses.
Tuesday, April 16th	<u>PCC CANDIDATE CAMPAIGN EVENT</u> WHAT: Candidates discuss their campaign/platforms and answer questions from the PCC student population WHERE: EE-Quad (Outside of the PCC Student Union) WHEN: 2:00 PM – 3:00 PM
Thursday, April 18th	<u>LAC CANDIDATE CAMPAIGN EVENT</u> WHAT: Candidates discuss their campaign/platforms and answer questions from the PCC student population WHERE: E-Quad (Outside of the E-Building) WHEN: 2:00 PM – 3:00 PM

ELECTION CALENDAR

Tuesday – Thursday, April 23rd -25th	<u>VOTING IS OPEN</u> WHEN: <ul style="list-style-type: none"> ➤ April 23rd - Elections at PCC: 9:00 a.m. - 1:00 pm and 5:00 pm. - 7:00 pm ➤ April 24th - Elections at LAC/PCC: 9:00 am - 1:00 pm and 5:00 pm - 7:00 pm ➤ April 25th - Elections at LAC: 9:00 am - 1:00 pm and 5:00 pm - 7:00 pm
Wednesday, May 1st	<u>RESULTS ARE POSTED</u>
Friday, May 17th	<u>MANDATORY TRAINING FOR INCOMING CABINET MEMBERS</u> WHEN: 10:00 AM WHERE: Fishbowl, E-118
Friday, May 31st	<u>Installation of 2019 – 2020 Officers at Student Life Banquet</u> WHEN: 6:00 PM WHERE: The Grand Long Beach

SIGNATURES AND TABLING

The candidates that are running for a position of an Executive Board must get **500 signatures** for **ASB President** and **Student Trustee** and **200 signatures** for **LAC Vice President**, **PCC Vice President**, **ASB Secretary** and **ASB Treasurer** respectively. Candidates can reserve a table and chair to get signatures from the students in both LAC and PCC. Please use the table below to set a time, date and location.

LOCATION	TIME	DATE

ELECTION PETITION FOR CANDIDACY

SIGNATURE	CSC#	SIGNATURE	CSC#
1.		26.	
2.		27.	
3.		28.	
4.		29.	
5.		30.	
6.		31.	
7.		32.	
8.		33.	
9.		34.	
10.		35.	
11.		36.	
12.		37.	
13.		38.	
14.		39.	
15.		40.	
16.		41.	
17.		42.	
18.		43.	
19.		44.	
20.		45.	
21.		46.	
22.		47.	
23.		48.	
24.		49.	
25.		50.	

NOTE: To get more copies of the election petition you may request from Teila Robertson or Jan Paolo Canteras at E-118. You may also email us in advance at troberston@lbcc.edu or asbpresident@lbcc.edu

DUTIES OF THE EXECUTIVE BOARD

ASB President

- I. To officially represent the entire Student Body of LBCC.
- II. To preside at ASB Cabinet meetings.
- III. To be an ex-officio member on committees and ASB Leadership Committees.
- IV. To establish all committees not provided for by Bylaws, upon ASB Cabinet approval.
- V. To appoint eligible individuals to serve in vacant ASB Cabinet positions, with 2/3 approval of the ASB Cabinet.
- VI. To appoint student District committee members with 2/3 ASB Cabinet approval.
- VII. To attend the ASB Finance Committee as a voting member.
- VIII. To co-host with the Student Trustee a forum for students concerns each semester.
- IX. To be the official delegate of Long Beach City College at Student Senate for California Community Colleges, Region VIII meetings and General Assembly.

LAC Vice President

- I. To assume the duties of the ASB President in the event of any absence.
- II. Chair to the College Services Card Committee.
- III. To be responsible for all General and Special Elections at LAC. Serve as Co-Chair of the Elections Committee with the LAC Vice President or recommend an ASB Cabinet officer for approval as designee.
- IV. To attend the PCC Student Council meetings as a voting member.
- V. To be responsible for all General and Special Elections. Serve as Co-Chair of the Elections Committee with the PCC Vice President or recommend an ASB Cabinet officer for approval as designee
- VI. To attend the ASB Finance Committee as a voting member.
- VII. To hold accountable all members of the ASB Cabinet by any ethical means to serve the LAC students.

PCC Vice President

- I. To assume the duties of the ASB President in the event of any absence.
- II. To Chair the PCC Student Council
- III. To be responsible for all General and Special Elections at PCC. Serve as Co-Chair of the Elections Committee with the LAC Vice President or recommend an ASB Cabinet officer for approval as designee.
- IV. To attend the ASB Finance Committee as a voting member.
- V. To hold accountable all members of the ASB Cabinet by any ethical means to serve the PCC students.

DUTIES OF THE EXECUTIVE BOARD

ASB Secretary

- I. The ASB Secretary must serve:
- II. To keep a complete minute record of the acts and transactions of the ASB Cabinet.
- III. To conduct official correspondence of the ASB Cabinet and the Associated Student Body.
- IV. To attend the ASB Finance Committee as a voting member.
- V. To post and distribute ASB Cabinet minutes no later than 72 hours after the perspective meeting.
- VI. To transcribe all ASB Cabinet meetings and help coordinate receptions; including but not limited to: making room arrangements/Meeting preparation, filing, and approvals made by the ASB President and/or the ASB Cabinet.
- VII. To aid the ASB Cabinet in compliance of actions regarding policy and/or procedures.
- VIII. To keep ASB cabinet and Finance committee minuets updated on the T-drive.

ASB Treasurer

- I. To Chair the ASB Finance Committee.
- II. To work with the ASB bank and Advisor to monitor ASB banking balances and procedures on a weekly basis.
- III. To prepare and present the ASB Budget packet to the ASB Cabinet for approval responsibly and soundly.
- IV. To insure all program treasures are proficient in LBCC ASB financial procedures.
- V. To serve as the student representative on the budget advisory committee.
- VI. To ensure that fiscal procedures, guidelines and policies will be consistent with the accounting procedures and internal controls of the Fiscal Crisis & Management Assistance Team (FCMAT) manual.

Student Trustee

- I. To be the official liaison between the ASB Cabinet and the Board of Trustees.
- II. To the best interest of the student body and the ASB Cabinet, as a student member to the Board of Trustees in accordance with local District policy.
- III. To co-host with the ASB President a forum for students concerns each semester.
- IV. To attend the ASB Finance Committee as a voting member.
- V. To attend at least one Region VIII meeting and one Auxiliary Board meeting.
- VI. To commit to a one-year term; effective June 1st in accordance with the Education Code of California.

STUDENT STATEMENT

ELECTION PREVIEW COVERAGE (online and in the *Viking*)

All photos and campaign statements will be posted on the online election's webpage.

Please answer **ONE** question in 150 words or less:

- A. What brought you to student government and why do you want to serve?**
- B. What issue(s) do you think needs to be address here on campus and why?**
- C. What skills do you possess that makes you the most qualified candidate to win?**

OPTIONAL ATTACHMENTS

All candidates may send a 150-word biography and a one-page academic resume that includes your college involvement, academic awards, possible degrees, schools attended, and include relevant skills and experience that pertain to the position you are running for.

DECORUM POLICY

I _____, accept the duties and responsibilities of the Officer
for

_____, for Long Beach City College Associated Student
Body

Government (LBCC ASB) on _____.

During my tenure of the Office position, I agree to adhere to the following conditions for my Public Servant Leader Role:

- 1. Maintaining the eligibility requirements for your position. (Reference: ASB Constitution, Article VIII, Section 1-7)**
- 2. Perform the duties outlined in the ASB Constitution in regards to my Executive Board positions and/or Representative Position.**
- 3. Adhere to and uphold the Long Beach City College Student Code of Conduct and all cabinet expectations outlined on Page 3-4 in the ASB Curriculum.**
- 4. Assume all responsibilities in having complete authority for my actions and behaviors in the execution of my Executive Board position and/or Representative Position.**
- 5. Attending all ASB Meetings, ASB Committees, District Committees and other activities that are compulsory to your position.**
- 6. Respecting the diversity and dignity of all the students, college officials, faculty and staff.**
- 7. Serving with integrity and honesty.**
- 8. Adhere to Robert's Rules of Order, Parliamentary Procedures and the Brown Act.**
- 9. Disclose all conflict(s) of interest circumstances that pertain to each respected position.**
- 10. As an elected and appointed member, one must respond to all communications from students, staff, administrators and advisor in a timely manner (within 24 hours). ASB members must check emails daily.**

DECORUM POLICY

ASB MATERIALS/SWAG

I acknowledge receipt of a polo, nametag and other ASB related materials/swag. I also agree not to loan, transfer, give possession for misuse, modify or alter the materials/swag items. I further agree not to cause, allow or contribute to the making of any unauthorized copies of my personalized materials/swag. These items issued is responsibility of student office and not subject for loan to a third party of duplication. A \$10 (or more) per item administrative fee will be assessed for any lost or stolen items to cover expenses. Nambe tags and Polo must be worn in the ASB meetings, during office hours and at all times and at any and all events that is sponsored by ASB or official College events. The Nametag and Polo are property of ASB until the end of the officers' appointed, which then the officer may keep it as a personal souvenir. I understand and agree that violations of this agreement or loss of the materials/swag items due to my negligence may result in disciplinary action and may render me responsible for the expenses for a new material/swag.

COMPENSATION

Due to the nature of the position, this position represents the voices of the constituents and the LBCC Community; thus, my services are voluntary. This position is considered under the status of a LBCCD volunteer. *(Excluding the Student Trustee Position)*

TERMS

If the Officer does not adhere to the items outlined above in this agreement or what is stated in the LBCCD, LBCC and ASB polices, the individual may result in disciplinary actions by ASB and/or Long Beach City College and if the conduct or performance is unacceptable, the individual can be reviewed by the Director of Student Discipline and Student Life.

Officer Name

Signature

Date

ASB Advisor Name (print)

ASB Advisor Signature

Date

REPORT ON ADVERTISING EXPENSE

Name of Candidate: _____

Office Candidate is seeking: _____

TOTAL EXPENSE PER INDIVIDUAL MAY NOT EXCEED \$100

TOTAL EXPENSE FOR DUAL TICKETS WILL BE INCREASED \$25 PER CANDIDATE (Not to exceed \$225)

Limits are as follows:

<u>ITEM</u>	<u>TOTAL</u>	<u>COMMENTS</u>
POSTERS	6 (PER CAMPUS)	May not exceed 3'x3'
HANDBILLS	1250	8 1/2" x 14" maximum size, must approve before making copies
NAMETAGS	350	15 square inches maximum size, no gummed labels
OTHER		Please explain in detail. All donated items are listed at fair market value as well

ACTUAL EXPENSES - Please list advertising expenses:

<u>ITEM:</u>	<u>AMOUNT:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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 Teila Robertson, Office of Student Life, LAC E – 118 or Roberta Maroney, PCC EE – 102 before campaigning begins. Candidates may begin campaigning after submitting the expense sheet. All candidates must submit the expense sheet no later than **Monday, April 4th, 2019.** 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