

LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY



APPOINTED POSITIONS APPLICATION For 2017-2018

Appointed Positions Candidate Intent Packet

Open Positions (circle one):

Representative of Academics Affairs	Representative of Legislative Affairs	Representative of Arts	Representative of Athletics
Representative of Publicity	Representative of Sustainability	Representative of Student Services	Representative of Volunteer Services

Please fill out application and turn in ASAP.

Applications Due May 22nd @ 12:00 pm to Roberta Maroney in EE or to E118 at LAC.

Be ready to interview the week of May 22.

Application Contains:

1. Candidate Intent Application
2. Tentative Class Schedule
3. Appointment Schedule
4. Description of Appointed Positions
5. ASB Constitution Assessment

Questions? Contact the Associated Student Body at asb@lbcc.edu or cbolton@lbcc.edu

Name: _____

LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

CANDIDATE INTENT FOR 2017-2018 Appointed Positions

CANDIDATE INFORMATION:

- (1) Print your full name: _____ Date: _____
- (2) Title of the position you are seeking: _____
- (3) Major: _____
- (4) Local Address: _____
- (5) Cell Phone: _____
- (6) E-mail Address: _____
- (7) Student ID: _____ CSC# (on the back of ID): _____

This is to verify my intent to run for the office of _____ on the ASB Cabinet

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 Councils, and/or the 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. _____(initial)

B - I understand these positions require a completion ratio of **.670** 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. _____(initial)

C - I understand that I must arrange my class schedule to be able to participate in ASB Cabinet meetings each Friday from 8:30 am to 11 am (mandatory). _____(initial)

D - I understand that I must schedule an appointment with the ASB Advisor to review the responsibilities, duties, and time commitments of the office I am seeking. **The appointment must be completed by May 22, 2017.** Please contact Camille Bolton by email: cbolton@lbcc.edu _____(initial)

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 assessment on the ASB Constitution and Bylaws attached to this packet.**

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.

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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 six (6) semesters in ASB ***Cabinet*** positions.
5. ____ **Cumulative G.P.A. of 2.5** for ASB Cabinet positions.
6. ____ Completion ratio of .670.
7. ____ Meet the LBCC attendance requirement.
8. ____ Student shall not serve 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.
11. ____ I have read and understand the eligibility requirements for holding office as stated in the ASB Operating Bylaws.
12. ____ I have completed the ASB Cabinet Assessment (attached)

Signature: _____ Print Name: _____

Advisor Signature (required): _____ Pam Garrison's Signature (required): _____

(Room E-118, 562.938-4846)

(Second floor of Building E, 562.938-4552)

LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

MY Tentative CLASS SCHEDULE for Fall 2017

Course Name	Units	Day & Time

PLEASE **PRINT** YOUR NAME

PLEASE **SIGN** YOUR NAME

Today's Date

Student Number

CSC Number

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DEADLINES AND IMPORTANT DATES FOR APPOINTED POSITIONS

- Friday, March 30th, 2017** ASB Appointed Position Applications available via the LBCC website & in the Student Life Offices.
- Friday, May 12, 2017** ASB Appointed Position Candidate Orientation LUNCH at NOON in the E Building, Fishbowl
- Monday, May 22, 2017** ASB Appointed Position Applications are **DUE by NOON** to the Office of Student Life – LAC – E118 **OR** PCC – EE102F (Roberta Maroney)
- Week of May 22, 2017** Appointed positions interviews
- Friday, June 2, 2017** Installation of 2017-2018 Elected & Appointed Officers of the ASB Cabinet at Student Life Banquet

APPOINTED POSITIONS OPEN UNTIL FILLED

LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY



ASB CABINET ASSESSMENT

(COMPLETE ONLY IF YOU HAVE NOT COMPLETED AN ELECTION ASSESSMENT)

1. Please indicate the ASB advisor & the Student Life Administrative Assistant's name and email address below:
2. The ASB Cabinet serves what campus(es)?
3. What is the name of the Mascot for Long Beach City College? What is the Alma Mater known as?
4. List the Elected positions on the ASB Cabinet
5. List the Appointed positions on the ASB Cabinet
6. List three (3) duties, you feel are most important of the position you are seeking
7. What GPA is required to hold office? What completion ratio?

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8. What is the procedure for making an agenda request to appear on the ASB Cabinet Agenda?

9. Who has the power to propose amendment(s) to Chapter Two: Operating Bylaws?

10. According to the Ralph M. Brown Act (Gov. Code §54950 - §54963), what is the requirement to post an agenda for the public?

11. [Fill in the blank] According to the Ralph M. Brown Act (Gov. Code §54950 - §54963), all meetings must be _____ and _____. If a member is not present, the member may _____ into the meeting, as long as the member's location is: accessible to the public, posted on the agenda, and in compliance with the Brown Act.

12. What is quorum? And what constitutes quorum?

13. How many absences are allowed per the ASB Constitution?

14. How many tardies constitute an absence?

15. Who can make motions in meetings?

16. What form of Parliamentary procedures does the ASB Cabinet use in all meetings?

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17. How many office hours are you required to have at each campus weekly?

PCC: _____

LAC: _____

18. What day and time does the ASB Cabinet meet in the Spring 2017 semester?

19. When should you use the secondary motion, "Point of Personal Privilege"?

20. How long does an elected/appointed official serve on the ASB cabinet?

21. True or False: Does the ASB allow excused absences?

Name: _____

Office: _____

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

Return this form along with your application.