

LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY



GENERAL ELECTIONS APPLICATION For 2017-2018

Elected Positions Candidate Intent Packet

Open Positions (circle one):

President	PCC Vice-President	LAC Vice-President	Secretary	Treasurer	Student Trustee
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DUE: Friday, April 28th, 2017 by MIDNIGHT ONLINE

Or in-person by 5 p.m., Thursday, April 20

to the ASB Advisor: Camille Bolton, E118, Fishbowl, Office of Student Life

Elections will be held May 16th, 17th, and 18th, 2017

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

PLEASE BE AWARE THAT DUE TO ASB CONSTITUTIONAL CHANGES, POSITIONS HAVE CHANGED

Application Contains:

1. Candidate Intent Application
2. Tentative Class Schedule
3. Election Schedule
4. List of Positions to be elected
5. Petition(s)
6. Report of Election Advertising Expenses
7. Campaign Rules for ASB Elections
8. ASB Cabinet Assessment
9. Election Preview Coverage

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

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CANDIDATE INTENT FOR PROSPECTIVE OFFICERS

2017-2018 ELECTIONS – May 16th, 17th, and 18th, 2017

CANDIDATE INFORMATION:

- (1) Print your full name: _____ Date: _____
- (2) Title of the position you are seeking: _____
- (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 office of _____ on the ASB Cabinet.

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

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 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. _____(initial)

D - I understand that I must arrange my class schedule to be able to participate in ASB Cabinet meetings each Thursday from 5 to 8 pm (mandatory). _____(initial)

E - 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 advisor will verify the meeting by signing and dating this form. _____(initial)

The appointment must be completed by the application deadline of April 21, 2017 at 5 p.m. Please contact ASB Advisor Camille Bolton, by email at cbolton@lbcc.edu with any questions or concerns.

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

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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.**

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 the MANDATORY Candidate Campaign/Town Hall Event(s).

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 .670.
7. ____ Meet the LBCC attendance requirement.
8. ____ Candidate 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. ____ Submit a current photo and a campaign statement of 150 words to cbolton@lbcc.edu.
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: _____ Date: _____

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

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MY Tentative CLASS SCHEDULE for Fall 2017

Course Name	Units	<i>Desired</i> Day & time

PLEASE **PRINT** YOUR NAME

PLEASE **SIGN** YOUR NAME

Today's Date

Student ID Number

CSC Number

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2017-2018 GENERAL ELECTIONS SCHEDULE

ELECTED POSITIONS

- Friday, April 28, 2017** **MANDATORY** Elected Candidate Orientation, LAC Fishbowl, 11 a.m.
- ASB elected applications DUE by noon via e-mail to cbolton@lbcc.edu or IN-PERSON to the Office of Student Life – E119 (LAC) or EE102 (PCC)
- Friday, May 5, 2017** **MANDATORY** expense sheets are due before active campaigning can begin.
Expense sheets must be submitted to Pamela Garrison. LAC E-213 by 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, May 9, 2017** **MANDATORY** Candidate Campaign Event at PCC, TBA
- Wednesday, May 10th, 2017** **MANDATORY** Candidate Campaign Event/TOWN HALL at LAC, 3 to 4 pm
- Friday, May 12, 2017** ASB Appointed Position Candidate Orientation LUNCH at NOON in the E Building, Fishbowl
- Tuesday, May 16, 2017** Elections at **PCC**: 9:00 a.m. - 1:00 pm and 5:00 pm. - 7:00 pm
- Wednesday, May 17, 2017** Elections at **LAC/PCC**: 9:00 am - 1:00 pm and 5:00 pm - 7:00 pm
- Thursday, May 18, 2017** Elections at **LAC**: 9:00 am - 5:00 pm
- Results Posted at 7 p.m. in the E Building of LAC
- Friday, June 2, 2017** Installation of 2017-2018 Officers at Student Life Banquet

General Election Positions 2017-2018

ASSOCIATED STUDENT BODY CABINET

ASB President	ASB Secretary
PCC Vice President	ASB Treasurer
LAC Vice President	Student Trustee

ASB MANDATORY MEETINGS: Thursdays, 5 to 8 pm (alternating between the PCC and the LAC)

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LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY ELECTION PETITION FOR ASB PRESIDENT CANDIDATE

SIGNATURE	ID#	CSC#	SIGNATURE	ID#	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.		

ASB Presidential candidates require fifty (50) signatures with CSC numbers (6 digit numbers from CSC card, not social security).

DATE: _____ TIME: _____ SUBMITTED BY: _____

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REPORT OF ELECTION ADVERTISING EXPENSES

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.

ITEM:

AMOUNT:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

☐ 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 Camille Bolton, Office of Student Life, LAC E119, 562.938.4226 or Roberta Mulroney, PCC EE102 before campaigning begins. Candidates may begin campaigning after submitting the expense sheet. All candidates must submit the expense sheet no later than Friday, April 29th, 2016. 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

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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 (SEE ASB OPERATING BYLAWS, ARTICLE I. ASB STANDING CODE OF ETHICS).
2. Eligibility will be checked for all students seeking Associated Student Body Leadership positions.
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 and/or tablets 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.

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15. In the event of a run-off election, a maximum of \$25, in addition to the amount 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 majority (the most votes cast).
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 agrees, if elected, to be available for mandatory ASB Retreats, meetings and other training activities. (Dates TBA)
23. Candidates will only post campaigning materials in the designated Student Life areas located on the LAC and Pacific Coast Campuses.
24. Candidates may collaborate to keep monetary cost to a minimum (i.e. sharing costs for campaign materials and products) but may not exceed a total expense of \$225. See "Report of Election Advertising Expenses" for details.

I have read and understand the campaign and voting rules.

Signature: _____

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ASB CABINET ASSESSMENT

1. Please indicate the ASB advisor(s) & 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?

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8. What is the procedure for making an agenda request to appear on the ASB Cabinet Agenda?
9. What item of the ASB Standing Code of Ethics defines you as a representative of Long Beach City College? Why?
10. Who has the power to propose amendment(s) to Chapter Two: Operating Bylaws?
11. According to the Ralph M. Brown Act (Gov. Code §54950 - §54963), what is the requirement to post an agenda for the public?
12. 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.
13. What is quorum? And what constitutes quorum?
14. How many absences are allowed by an appointed member per the ASB Constitution?
15. How many tardies constitute an absence?
16. Who can make motions in meetings?

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

18. How many office hours are you required to hold weekly at each campus?

PCC: _____

LAC: _____

19. What day and time does the ASB Cabinet meet?

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

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

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

BONUS QUESTION: Can you serve on the ASB Cabinet and be a club president at the same time?

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

All photos and campaign statements will be posted on the online elections webpage.

Please answer the question in 150 words or less:

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

Name: _____

Office: _____

Affiliations: _____

(Special interest clubs, social service clubs, organizations, etc.)