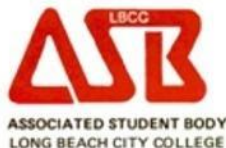


# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY



## GENERAL ELECTIONS APPLICATION For 2018 – 2019

### 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 March 30<sup>th</sup>, 2018 by MIDNIGHT ONLINE**

Or in-person by 5 p.m., **Wednesday March 28<sup>th</sup>**

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

Elections will be held April 24<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup>, 2018

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

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

Questions? Contact the Associated Student Body at [asblacvp@lbcc.edu](mailto:asblacvp@lbcc.edu) or [troberson@lbcc.edu](mailto:troberson@lbcc.edu)

## CANDIDATE INTENT FOR PROSPECTIVE OFFICERS

2018 – 2019 ELECTIONS – April 24<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup>, 2018

### 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 elected position of \_\_\_\_\_ on the: (please check one)

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) electronically with this application. \_\_\_\_\_ (initial)

**D** - I understand that I must arrange my class schedule to be able to participate in ASB Cabinet meetings every **Monday** from **2:00 pm to 4:00 pm (mandatory)**. \_\_\_\_\_ (initial)

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

**E - I understand that I must schedule an appointment with the 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. \_\_\_\_\_ (initial)

\*For the ASB elected positions, please schedule an appointment with the ASB Advisor. **The appointment must be completed ONLINE by the application deadline of March 30<sup>th</sup>, 2018 at midnight.** Please contact ASB Advisor Teila Robertson, by email at [trobertson@lbcc.edu](mailto:trobertson@lbcc.edu)

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.**

**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.

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

10. \_\_\_\_ Submit a current photo and a campaign statement of 150 words to [trobertson@lbcc.edu](mailto:trobertson@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)

(Room: E118, 938-4978)

Pam Garrison's Signature: \_\_\_\_\_ (required)

(2nd floor in E-building, 938-4552)

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

## MY Tentative CLASS SCHEDULE for Fall 2018

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

---

PLEASE **PRINT** YOUR NAME

---

PLEASE **SIGN** YOUR NAME

---

Today's Date

---

Student ID Number

---

CSC Number

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

## 2018 – 2019 GENERAL ELECTIONS SCHEDULE

### ELECTED POSITIONS

- Friday, March 9<sup>th</sup>, 2018** ASB Elected Applications available via the online at the LBCC website or in-person at the Fish Bowl E – 118
- Friday, March 30<sup>th</sup>, 2018** ASB elected applications **DUE** online by 11:59 p.m. **or IN PERSON** to the Office of Student Life – E119 (LAC) or EE102F (PCC) **before 5 p.m.**
- Monday, April 9<sup>th</sup>, 2018** ASB information session at LAC, 2:00 pm – 3:00 pm
- Monday, April 9<sup>th</sup>, 2018** **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.
- You cannot campaign until expense sheet and receipts are turned in and campaign material is approved!*
- Tuesday, April 17<sup>th</sup>, 2018** **MANDATORY** Candidate Campaign Event at PCC, 2:00 pm – 3:00 pm
- Wednesday, April 18<sup>th</sup>, 2018** **MANDATORY** Candidate Campaign Event at LAC, 2:00 pm – 3:00 pm
- Tuesday, April 24<sup>th</sup>, 2018** Elections at **PCC**: 9:00 a.m. - 1:00 pm and 5:00 pm. - 7:00 pm
- Wednesday, April 25<sup>th</sup>, 2018** Elections at **LAC/PCC**: 9:00 am - 1:00 pm and 5:00 pm - 7:00 pm
- Thursday, April 26<sup>th</sup>, 2018** Elections at **LAC**: 9:00 am - 1:00 pm and 5:00 pm - 7:00 pm
- Monday, May 1<sup>st</sup>, 2018** **Results Posted-** 5:15 PM
- Friday, June 1<sup>st</sup>, 2018** **Installation of 2018 – 2019 Officers at Student Life Banquet**

### APPOINTED POSITIONS:

- Tuesday, March 20<sup>th</sup>, 2018** ASB Appointed Position Applications available via the online website and on campus in Building E (LAC) and Building EE (PCC)
- Friday, April 27<sup>th</sup>, 2018** ASB Appointed Position Applications are **DUE by 12:00 pm** to the **Office of Student Life – LAC – E119; PCC – EE102F**
- Thursday, May 10<sup>th</sup>, 2018** **Attend the ASB Cabinet Meeting @ 3:00 pm for Appointment Interviews**
- Thursday, May 10<sup>th</sup> & 17<sup>th</sup>, 2018** Appointed position interviews
- Friday, June 1<sup>st</sup>, 2018** **Installation of 2018 – 2019 ASB Cabinet at Student Life Banquet**

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

## General Election Positions

Listed below are the positions filled by election for 2018 – 2019

### ASSOCIATED STUDENT BODY CABINET

ASB President

ASB Secretary

Vice President

ASB Treasurer

Student Trustee

**ASB MANDATORY MEETINGS: TBD (alternating between the PCC and the LAC)**

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

## 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: \_\_\_\_\_



# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

## 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 Teila Robertson, Office of Student Life, LAC E – 119 or Roberta Mulroney, 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 9<sup>th</sup>, 2018**. 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 (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.

## LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

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<sup>[1]</sup>~~[SEP]~~ 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:** \_\_\_\_\_

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY



## ASB CABINET 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?

## LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

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?

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

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

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 2018 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?

22. Can you serve on the ASB Cabinet and be a club president at the same time?

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

## **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.)