



ASCSM Student Senate Agenda

Monday, March 19, 2012

2: 15 p.m.

College of San Mateo, College Center, College Heights Conference Room (Building 10, Room 468)

The public is invited and encouraged to attend and participate in all Associated Students Senate Meetings. All meetings are open to the public, and are accessible to those with disabilities. Start times are approximate. The public may address the Senate on non-Agenda items during the Announcements & Hearing Public items on the Agenda. Members of the public may participate in discussions when recognized by the Chair.

- I. Call to Order**
- II. Roll Call**
- III. Approval of the Agenda**
- IV. Approval of the Minutes of Prior Meeting(s)**
- V. Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**
At this time, any member of the public may address the body on non-Agenda items.
- VI. Special Presentations**
None
- VII. Reports**
 - a. Executive Officers
President Kupperberg, Vice President Medeiro, Secretary Ramos, Finance Director Benyasri, Vice Chair Sharpe
 - b. Senators & Associates
 - c. Advisors
 - d. Committee Reports
- VIII. Unfinished Action, Discussion, and Information Items**
 - a. Appointments – President Kupperberg**
The A.S. President may nominate and the Student Senate may discuss and vote on any nominations or appointments necessary for the 2011/12 academic year; possible action to take place.
 - b. Legislative Bills – Governmental Relations Committee**
The Student Senate may discuss taking a position on local, State, or Federal Bills that may have an impact on education, Community Colleges, or related topics; possible action to take place.
- IX. New Business, Discussion, and Information Items**
 - a. EOPS Southern California University Tour Funding – EOPS Club**
The Student Senate shall discuss and consider funding for the annual EOPS Southern California University Tour; possible action to take place.

b. Engineering Club Magnetic-Levitation Train Funding – Engineering Club

The Student Senate shall discuss and consider funding the Engineering Club Magnetic Train ; possible action to take place.

c. Architecture Club Competition Funding – Architecture Club

The Student Senate shall discuss and consider funding for materials to build a structure as part of the competition the Architecture Club is attending; possible action to take place.

d. Creative Writing Contest Funding – English Department

The Student Senate shall discuss and consider funding for the Creative Writing Contest; possible action to take place.

e. ASCSM Spring 2012 General Election Code – Associate Advisor Hamadeh

The Student Senate may discuss the proposed Election Code for the Spring 2012 General Election; possible action to take place.

f. Anti-bullying Week – Social Action Committee

The Student Senate shall discuss plans on the Anti-bullying Week; possible action to take place.

X. Future Agenda Items

At this time, the Senate may suggest any future items for the Finance & Administration Committee to consider for future meetings.

XI. Final Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)

At this time, any member of the public may voice any concluding comments.

XII. Adjournment

Election Candidate Eligibility Form

ASCSM Spring 2012 General Election

Tuesday, May 8, 2012 through Thursday, May 10, 2012

General Election to fill positions for the 2012/13 academic year

This form must be returned when an Election Packet is received

Date _____ What office will you be running for? _____

Please print clearly!

Full Legal Name _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell/Other _____

Student Number **Goo** _____ Current Major/Academic Interest _____

E-mail Address (print with large, clear characters) _____

Statement of Understanding

"I have picked up a complete ASCSM Election Packet from the Center for Student Life and Leadership Development and will carefully read all of the material and election rules contained in this packet. I agree to follow the guidelines in the packet, and understand that I am subject to disqualification as a candidate upon failure to comply with any or all of these campaign guidelines. I also agree to abide by any additional rulings the Election Commissioner and the Coordinator of Student Activities may deem necessary to insure the fairness of this election."

Signature of Candidate _____ Date _____

Note: In order to be certified as eligible and to have your name appear on the election ballot, this form must be turned in to the Center for Student Life no later than the start of the Mandatory Candidates Meeting.

This space reserved for Center for Student Life Staff use only:

Last full semester completed at CSM (Semester/Year) _____

Completion Rate _____ Must be more than 50 percent

Cumulative GPA _____ Minimum 2.0 for ASCSM Officers/Senators

Units currently being carried this semester _____ Minimum 6 units for ASCSM Officers/Senators

Student is () Eligible () Not Eligible Signature of Verifier _____ Date _____

DRAFT

This page intentionally left blank.

ASCSM General Election Schedule

Spring 2012

Tuesday
March 20, 2012

Candidate filing period & campaigning begins:

- Candidate eligibility forms and information packets available in the Center for Student Life.
- Petitions for placement on the ballot may begin to be circulated by candidates.
- **No campaigning may take place until after the Mandatory Candidates Meeting.**

Thursday
May 3, 2012
2:30 pm – 4 pm
Building 17, Room 112

Mandatory Candidates Meeting (attendance is mandatory):

- All candidates must attend this meeting or be subject to disqualification by the Election Commission.
- Determination of academic eligibility will be completed by this meeting. Any ineligible candidates will be informed of their status prior to the start of the meeting.
- Ballot order will be determined by a drawing.
- Final Party Affiliation or Interest Group forms are due at this meeting.
- Photos for the Sample Ballot will be taken at this meeting.
- Signed petitions are due at this meeting. (Signatures will be checked against College records. Make sure that all signatures are from currently enrolled students.)
- Candidates' 150-word statements must be sent via e-mail no later than 4:30 pm to Fauzi Hamadeh at hamadehf@smccd.edu.
- Review of the election process, including the election, campaigning, and posting guidelines.
- Discuss plans for open forum(s), debate(s) or other campaign activities.

Friday
May 4, 2012
8 am

Campaigning begins

- Eligible candidates may not campaign prior to this day/time.
- Any campaigning prior to this day/time will result in sanctions against a candidate.

Monday
May 7, 2012
1 pm – 2 pm
Building 17, Room 112

Final deadline and Mandatory Candidates Meeting for "Write-In" candidates

- Those who failed to file an eligibility form and ballot petition by the deadline date above will not have their name placed on the ballot. Those who still wish to be considered as a write-in candidate (and have write-in votes counted on their behalf in the election) must file a Candidate Eligibility form in the Center for Student Life and attend the Mandatory Write-In Candidates Meeting on this date.

Tuesday, May 8, 2012
through
Thursday, May 10, 2012

Election Polls open:

- 9 am to 1 pm – Location: Upper Plaza (Near Building 16, 18, and 19)
Please note: This location may change due to weather or other circumstances
- 5 pm to 6:30 pm – Location: Center for Student Life (Building 17, Room 112)

Friday
May 11, 2012

Election results posted:

- Results will be posted by the Center for Student Life if available and if all campaign materials have been removed from the campus
- This date is subject to change based on availability or other circumstances

This page intentionally left blank.

Announcing the Spring 2012 ASCSM General Election to fill Executive Officer and Student Senator positions for the 2012/13 academic year.

Filing begins Tuesday, March 20, 2012.

Polling dates are Tuesday, May 8, 2012 through Thursday, May 10, 2012.

Positions available are 1 President, 1 Vice President, and 21 Senator positions

All interested students to apply. As a member of the Student Senate, you will be part of the collaborative and participatory governance process at College of San Mateo, working with administrators, faculty, and classified staff to improve the College and its programs. You will also be responsible for managing a sizeable Associated Students budget to fund programs and services for the benefit of the students.

Important note: A constitutional revision is being proposed during the Spring 2012 General Election that will change the number of seats on the Student Senate, the requirements for various positions, and the number and method of selection for Executive Officer positions. Should the constitutional revision be approved during the General Election, the article on Effective Date and Transition shall govern policies and procedures for determining retention of seats and other matters.

Minimum qualifications while running for and holding office:

- Be enrolled in at least six (6.0) units of credit at CSM while running for and holding office.
- A majority of currently enrolled on-campus units must be at CSM. (Distance learning units exempted.)
- Have and maintain a cumulative GPA of at least 2.0 while running for and holding office.
- Have at least a 2.0 GPA in the semester prior to running for office and maintain a 2.0 in each semester while serving in office.
- Have and maintain "satisfactory progress" (a 50 percent or higher completion rate).

Minimum levels of commitment

Involvement in student leadership can be an exciting and rewarding experience. It does, however, require a high level of responsibility and commitment. Your minimum level of commitment will involve spending time in formal and informal meetings and in activities planning sessions outside of those meetings.

Minimum participation requirements

- A minimum of about two hours per week for official Senate meetings; Senate meetings are held every Monday from 2:15 pm to 4 pm.
- During the summer, the Student Senate will meet twice per month at the day and time indicated above.
- An additional one to two hours per week for College or District committee meetings.

Recommended participation

- It is recommended that Senate members attend the three-day A.S. Leadership Conference between Thursday, June 7 and Saturday, June 9. (Dates may be subject to change.)
- It is also recommended that Senate members set aside additional hours per week to help plan, prepare, and participate in Student Senate activities, meetings, and events.

In addition to attending candidate information sessions and preparing to run in the election, we invite you to join us at a Student Senate meeting. Attending current Senate meetings will help you get a feel for the governance process and allow the opportunity to interact with current student leaders.

Election Guidelines/Election Code

These Election Guidelines constitute the Associated Students Election Code. When adopted by the ASCSM Student Senate, these guidelines become part of the Bylaws of the Associated Students.

1. Purpose

An election of officers is an important part of the democratic process. The fair conduct of the campaigning and balloting process is vital to a free and open election.

2. The Election Commission

The Associated Student Senate shall appoint an Election Commissioner and establish an Election Commission for each election. The responsibility of the Election Commissioner and the Election Commission is to create, interpret, and enforce guidelines designed to ensure the fairness of the election process. The role of the Election Commissioner, with the assistance of the Election Commission, includes, but is not limited to:

- Developing the election time table;
- Providing necessary candidate filing forms and election procedures;
- Arranging for academic eligibility checks for each candidate;
- Advertising the election;
- Meeting with candidates to go over election guidelines;
- Developing a procedure for the declaration of political parties or interest groups;
- Determining ballot order by lot;
- Designing the ballot and arranging for ballot printing;
- Arranging for the publishing of a list of eligible student voters;
- Coordinating the hiring and training of volunteer and paid poll workers;
- Creating voter incentives to increase voter turnout;
- Supervising the security and counting of the ballots;
- Announcing the official results of the election.

If situations arise during the election that are not clearly covered or addressed by the Election Guidelines, additional Election rulings may be enacted during the election process. The Election Commissioner in consultation with the Election Commission and the Coordinator of Student Activities may make such rulings to ensure the fairness of the election.

3. Candidate Responsibilities

All candidates in the election are required to abide by the Election Guidelines. Those who choose not to abide by the Election Guidelines, or any subsequent rulings of the Election Commissioner, the Election Commission, or the Coordinator of Student Activities, will be subject to disqualification as candidates. Initial substantiated complaints or observations of minor violations will result in a "WARNING" to the candidate. Subsequent or repeat warnings may result in disqualification of the candidate depending on the nature and severity of the offense(s). Warnings may be given by the Election Commissioner or the Coordinator of Student Activities.

Immediate warnings will be given verbally by the Election Commissioner or the Coordinator of Student Activities, followed by a written summary of the warning. Any recommendations of disqualification of a candidate will be forwarded to the Election Commission for review and subsequent action.

4. Academic Eligibility

The Coordinator of Student Activities and Center for Student Life staff shall be responsible for determining the academic eligibility of each candidate prior to the election. Official College records shall be used for the determination of academic eligibility. The Coordinator of Student Activities shall not be responsible for errors in a student's official records. Students shall be notified of academic eligibility at the Mandatory Candidates Meeting. Students shall have 24 hours to notify the Coordinator of Student Activities or his/her designee in writing or via e-mail if they feel their academic eligibility is incorrect. Students shall have three (3) business days after this notification to resolve any errors on their academic record that may impact their eligibility.

5. Campaigning

The following areas of the campus are off-limits to campaigning: The Center for Student Life & Leadership Development (Building 17, Room 112); the Center for Student Life Event Prep Room (Building 17, Room 118); and the ASCSM Student Senate Office (Building 17, Room 155). Any equipment in the ASCSM Student Senate Office, including but not limited to computers, shall be off-limits for use in support or against any candidate. Candidates may not utilize the A.S. logo on their campaign materials.

6. Campaign Posting

Campaign posting is an exciting part of an election and helps to heighten awareness about the candidates and what they stand for. Campaign posting must follow campus guidelines to allow for posting by other organizations and individuals, and to provide for adequate posting areas for all candidates. In most cases, campaign posting will be allowed in areas normally reserved for regular campus posting. However, campaign posting will have additional restrictions in certain areas to allow for more equitable posting opportunities for all candidates, and to limit opportunities for one candidate to post large quantities of campaign materials that would exclude campaign posting opportunities for others.

6.1 Having Items for Posting "Date Stamped":

All campus posting must be "date stamped" by the Center for Student Life prior to posting. Posters that are "date stamped" with a date for removal after the election assist campus personnel in the removal of outdated posting materials. By having candidates have posting items "date stamped" in the Center for Student Life, we can also familiarize candidates with campus "time, place, and manner" guidelines for campus posting. If possible, please bring the "original flyer or poster" in to have it "date stamped" before you duplicate copies. This saves time by not having to "date stamp" each flyer or poster individually.

6.2 Summary of Election Campaign Posting Instructions

The following guidelines are the basic posting guidelines for election campaigning purposes.

- 1) Posting is allowed on public bulletin boards in Buildings 2, 4, 12, 14, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, and 36. Posting in any other areas of the campus is not allowed. (Please note: Some posting areas may be unavailable due to campus construction. Check with the Center for Student Life if you have questions.)
- 2) Posting on windows and other glass surfaces is not allowed.
- 3) No more than one (1) campaign poster may be posted on any one bulletin board. (This guideline insures that there is enough space left for everyone to have access to main posting areas.)

- 4) Posting is not allowed in the Building 1, the Theatre (Building 3), the Library (Building 9), or the College Center (Building 10).

In addition to the basic guidelines above, the following clarifications and common sense guidelines will also be helpful:

- 5) Posting is not allowed to be placed over other existing posters, or on top of other campus posting or on banners of others, or on glass enclosed bulletin boards.
- 6) Removing other posters in order to post your posters is not allowed. Re-arranging posters to accommodate other posting to allow for the maximum use of a posting area can only be done by the Coordinator of Student Activities or Center for Student Life staff. Note that even though the election guidelines strive to make posting areas available to all candidates, posting areas are limited and posting in approved areas is on a first come, first served basis. If posting areas become completely full from legitimate approved posting, latecomers may not be able to post.
- 7) Posting is not allowed on doors. (Posting on glass doors creates a safety hazard by blocking the view of persons entering and exiting buildings. Posting on other door surfaces causes paint and varnish to be damaged)
- 8) Posting is not allowed inside restrooms or on painted surfaces.

For additional information and assistance regarding posting and posting guidelines, contact the Center for Student Life.

6.3 Fliers

Fliers are paper items that you wish to hand to people, rather than posting them on the window areas or other outdoor public bulletin boards around the campus. To save money and trees, consider "quarter-sheet" fliers, which are regular 8 ½ inches x 11 inches (8 ½" x 11") sheets of copy paper cut into quarters.

6.4 Posters

Posters are paper items you wish to post on bulletin boards or on the glass windows on either side of classroom building entryways. Most campaign posters are usually 8 ½" x 11" but can be larger. Campaign posters are limited in size to a maximum of 11 inches by 17 inches (11" x 17").

6.5 Free Materials & Support

The Associated Students recognizes the difficulty students have in developing successful low budget campaigns, and will assist in supporting each candidate's campaign in the following ways:

The Center for Student Life staff will duplicate campaign fliers and posters from your original copies. Each candidate will be provided with up to 500 copies with black ink on sheets of either 8 ½-inch by 11-inch (8 ½" x 11") or 8 ½-inch by 14-inch (8 ½" x 14") paper. Advance notice of two working days (24 hrs.) is required for this service. Copies will be made during normal business hours on days when classes are in session.

Additional campaigning materials beyond those provided above will have to be provided by the candidate at the candidates' own personal expense.

6.6 Websites and Social Networking

Candidates are permitted to make use of social networking such as Facebook and Twitter to promote their campaign. Candidates may also setup websites to support their candidacy. However, candidates may not utilize any College or A.S. affiliated branding on their sites or pages. Branding includes, but is not limited to, logos, signature lines, graphics, or other media.

7. Polls & Balloting

Election polls will be staffed by members of the Election Commission, student volunteers, paid student poll workers who are not actively involved in the campaign of any candidate, or members of the Center for Student Life staff. Poll workers must declare not to persuade or dissuade any voter from voting for or against any candidate or issue. Poll workers are to remain politically neutral before and during the entire election process.

The election will be by secret written ballot. Ballots will be cast in official polling area(s) designated by the Election Commissioner and the Coordinator of Student Activities. Voters in Associated Students elections must be currently registered students. Poll workers may ask any potential voter for reasonable and sufficient identification (College identification card, student body card, library card, driver's license, etc.) and/or ask for directory information that matches student records to prove the identity of the voter, and that the voter is a registered student at College of San Mateo.

7.1 Candidates Must Not Campaign Near Polls

Candidates may not be seen or heard within 30-feet in any direction of any polling area except to cast their own ballot, but the candidate may not linger at the polls. For the purposes of this provision, the mere presence of a candidate at the polls will constitute "campaigning" if the candidate is not casting his or her own ballot. If a candidate is found in the polling area without justifiable cause, he or she will be asked by the poll worker(s) to leave the area. If the candidate refuses to do so, he or she will be subject to disqualification as a candidate.

8. Bribes

Bribing students to vote is strictly forbidden. Bribing is offering money or in-kind items of value (other than campaign literature) in exchange for encouraging a voter to vote for a particular candidate or issue. Bribes of any kind will not be allowed in the election process.

9. Voting Incentives

Only the Election Commission may offer incentives for encouraging students to vote. The incentives must be neutral and non-partisan. Regardless of the incentive offered, the voter must be free to vote for any candidate or ballot issue of their choice. (e.g. offering a free cup of coffee, a free scoop of ice cream, or a drawing for a free item of value in exchange for the voter voting for any candidate or ballot issue of the voter's choice.)

10. Skits, Debates, Etc.

Any campaign skits, debates, or other campaign activities or events must be approved in advance by the College Coordinator of Student Activities.

11. Grievances

Any complaints about the election or the election process must be submitted to the Election Commissioner and/or the Coordinator of Student Activities in writing immediately after an alleged violation has occurred. Any and all complaints concerning the election campaign must be filed before the counting of the ballots or such complaints will be deemed invalid.

The Election Commission and Election Commissioner will act on any campaign violation complaints before the beginning of the election ballot counting. Any rulings and actions of the Election Commission, the Election Commissioner, and the Coordinator of Student Activities with regard to such complaints will be considered final. Such possible actions are, but are not limited to:

- 1) A discovery of mild improprieties from one or more parties in the election which may result in a dismissal of the charges if it is judged that the charges are not substantial enough to have swayed the election unfairly in any particular direction;
- 2) Disqualification of individual candidates due to their gross election violations;
- 3) A discovery of gross improprieties from one or more parties in the election which may result in an action to invalidate the entire election.

12. Ballot Counting

The Election Commissioner and the Coordinator of Student Activities, and/or their designees, must be present during the entire ballot counting process. They will be responsible for overseeing the election ballot counting until the final vote count has been clearly established. Poll workers and other neutral workers under the supervision of the Election Commissioner and the Coordinator of Student Activities may also be employed in the task of counting ballots.

Ballots will be counted in a location that is open and accessible to the general public. Each candidate or their designated representative will be allowed to be close enough to observe each ballot being counted. However, at no time will candidates or candidate designees or members of the general public be allowed to come in direct contact with any of the ballots. If the ballot counting process becomes cumbersome due to large numbers of observers, the Election Commission reserves the right to use projection equipment or other technology to enlarge or display each ballot as it is counted.

Observers must be quiet and respectful during the ballot counting process. Those who disrupt the counting of ballots will be required to leave.

Any ballot mark that is not clear will be judged by all official ballot counters present until a consensus regarding the mark is reached. If a consensus cannot be reached, the ballot mark will be ignored and no vote will be considered cast by the mark.

The Election Commissioner and the Coordinator of Student Activities may call for a recount of all or a portion of the ballots at any time during the counting process to ensure the accuracy of the count.

Once the ballot counting has been completed, all ballots, tallies, voter verification records, and other records kept regarding the election will be locked securely back into the election polling box.

13. Results

Once the ballot counting process has been completed, election results will be certified in writing by both the Election Commissioner and the Coordinator of Student Activities. Election results will be posted by the Center for Student Life as soon as all election posting materials have been removed from the campus. All candidates are asked to cooperate in removing their campaign posting and each other's campaign posting immediately after the last polls close on the final day of the election to assist in this process.