



Associated Students of College of San Mateo

ASCSM Spring 2023 General Election

Candidate Filing begins Monday, April 3, 2023

Polling dates are Tuesday, April 25, 2023, through Thursday, April 27, 2023

Announcing an election to fill the following positions for the 2023-2024 academic year:

- ASCSM President (1)
- ASCSM Vice President (1)
- ASCSM Finance Director (1)
- ASCSM Senator (up to 13)
- CSM Nominee for SMCCCD Student Trustee (1)

In addition, students will be voting on two amendments to the ASCSM Constitution.

All interested students are encouraged to apply. As a member of the ASCSM 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.

This packet contains:

- Election Timeline
- ASCSM Position Descriptions
- Proposed Amendments to the ASCSM Constitution (Spring 2023)
- ASCSM Constitution, Article II: Qualifications, Elections, and Terms of Office
- ASCSM Bylaws, Article I: Elections
- ASCSM Bylaws, Article II: Roles and Responsibilities of the Associated Students President
- ASCSM Bylaws, Article III: Roles and Responsibilities of Executive Officers and Senators
- SMCCCD Board Policy 1.05 – Student Trustee
- College of San Mateo Posting Policy

Candidates are expected and required to review all the information contained within this packet. All candidates, and their supporters, will be held to the outlined rules and requirements.

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.
- Have completed at least six (6.0) units of credit at CSM.
- 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 Student Senate meetings. The Student Senate meets every Monday while classes are in session from 2:15 pm to 4 pm.
- During the summer, the Student Senate will meet twice per month on the day and time indicated above. A detailed schedule will be provided after the election.
- Prior to the start of the Fall 2023 semester, attend the three-day ASCSM Leadership Conference. If you are not able to attend this conference, you will be required to attend an afternoon training session in early Fall 2023. If you do not attend either the conference or the training session, you will automatically be removed from your position.
- An additional one to two hours per week for ASCSM, College, and/or District committee meetings.

RECOMMENDED PARTICIPATION

- It is also recommended that Student 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 Student Senate meetings will help you get a feel for the governance process and allow you the opportunity to interact with current student leaders. ASCSM Student Senate meetings are currently being held online via Zoom. Please visit the [ASCSM Student Senate Agendas and Minutes webpage](#) for information about the Student Senate’s next meeting.

MORE INFORMATION

Please visit the [ASCSM Elections website](#) for more information.

Candidates may [register online](#) starting Monday, April 3, 2023.

Please contact the Center for Student Life and Leadership Development at csmstudentlife@smccd.edu for more information.



ASCSM General Election & Student Trustee Nominee Election Timeline – Spring 2023

Monday April 3, 2023	Candidate filing period begins <ul style="list-style-type: none">▪ Candidate information packets and online candidate registration form will be available at ascsm.org/election.<ul style="list-style-type: none">○ ASCSM Student Senate<ul style="list-style-type: none">▪ President (1)▪ Vice President (1)▪ Finance Director (1)▪ Senator (13)○ Student Trustee Nominee from College of San Mateo▪ No campaigning may take place until after the Mandatory Candidates Meeting.
Friday April 14, 2023 1 pm – 2:30 pm	Mandatory Candidates Meeting (attendance is mandatory) <ul style="list-style-type: none">▪ All candidates must attend this meeting or be subject to disqualification.▪ Review of the election process, including the election guidelines and campaigning rules.▪ Discuss plans for open forum(s), debate(s) or other campaign activities.
Monday April 17, 2023 8 am	Campaigning begins <ul style="list-style-type: none">▪ Eligible candidates may not campaign prior to this day/time.▪ Any campaigning prior to this day/time shall result in sanctions against a candidate.
Tuesday, April 25, 2023, through Thursday, April 27, 2023	Election Polls open <ul style="list-style-type: none">▪ Election will be conducted via online polls▪ Only College of San Mateo students currently enrolled in the Spring 2023 semester may cast ballots
Friday, April 28, 2023	Election results posted <ul style="list-style-type: none">▪ Results will be posted by the Center for Student Life.▪ This date is subject to change based on availability or other circumstances.



Associated Students of College of San Mateo

Position Descriptions

ASCSM President

The ASCSM President's role is that of facilitator and liaison to the campus and community. They help the Student Senate clarify goals and identify ways in which to achieve those goals. The president, with the advice and consent of the Student Senate, makes all student appointments to ASCSM, College, and District committees. The ASCSM president also serves as the official "voice" of the CSM student body and sits on several college and district committees, such as the Institutional Planning Committee (IPC) and the District Participatory Governance Council (DPGC). Time commitment is extensive and requires high levels of organization and self-motivation. The ASCSM president attends all Student Senate meetings and chairs the ASCSM Executive Cabinet.

ASCSM Vice President

The ASCSM vice president serves as the chair of the Student Senate and as the backup to the ASCSM president. The vice president serves on the Institutional Planning Committee (IPC) and other campus and district committees. They also serve as one of the signers for ASCSM check requests and sit on the ASCSM Executive Cabinet. Time commitment is extensive and requires high levels of organization and self-motivation.

ASCSM Finance Director

The ASCSM finance director is the organization's chief financial officer. Working with Center for Student Life staff, the finance director helps track expenditures from the ASCSM Budget. The finance director is required to give monthly budget updates to the Student Senate. They also serve as one of the signers for ASCSM check requests, serve as a student representative on the Institutional Planning Committee and its Finance Subcommittee, and sit on the ASCSM Executive Cabinet. Time commitment is moderate and requires high levels of organization and self-motivation.

ASCSM Vice Chair

The ASCSM vice chair serves as the Student Senate's voice to the Executive Cabinet. They also chair the Inter Club Council (ICC) and are the Student Senate's primary liaison to CSM's student clubs and organizations. The vice chair is expected to chair meetings of the Student Senate should the ASCSM vice president be unable to attend. Time commitment is moderate and requires high levels of organization and self-motivation. (Note: The vice chair is elected from among the membership of the Student Senate after the general election has taken place.)

ASCSM Senator

ASCSM senators represent the student voice on campus. They serve on various College committees along with faculty, staff, and administrators to discuss campus issues and develop policies to move the campus forward. Senators also serve on the ASCSM Boards, helping to plan, organize, promote, and execute events and activities in the areas of general programming, advocacy, and cultural awareness.

ASCSM senators are required to attend weekly ASCSM Student Senate meetings and to vote on proposals brought before the Student Senate.

ASCSM Board Chairs

Board Chairs take on extra responsibility to coordinate the meetings of the ASCSM Boards. There are four boards: Advocacy, which deals with state and federal legislation; Cultural Awareness, which deals with issues of diversity, equity, and social justice; Programming, which organizes events to enhance the sense of community on campus; and Public Relations, which works to promote ASCSM-sponsored events and activities. Board chairs are required to develop agendas for their board's weekly meetings and are expected to participate in the weekly Executive Cabinet meetings. (Note: Board chairs are appointed by the president, with the advice and consent of the Student Senate, after the general election.)

Student Trustee Nominee

The SMCCCD student trustee serves as the voice of the students to the Board of Trustees. The Board of Trustees is the community-elected oversight group that sets the overall policy and direction of the community college district. The student trustee works with the Associated Student Body presidents from Cañada College, College of San Mateo, and Skyline College to promote student interests districtwide. The student trustee is responsible for calling District Student Council (DSC) meetings and attending meetings of the student governments at each campus.

In order to select the student trustee, each College holds an election to choose a nominee. The nominees are then forwarded to the District Student Council, which interviews the nominees and votes to select the student trustee for the following academic year. More information about the roles and responsibilities of the student trustee may be found in [SMCCCD Board Policy 1.05](#).

ASCSM Constitution Proposed Amendment

Article III – Powers of Constituent Bodies

Section 1 Student Senate

- 1.1 All legislative powers of the Associated Students shall be vested in the ASCSM Student Senate.
- 1.2 The Student Senate shall be comprised of one (1) Senator (rounded up to the next whole number) per each six hundred (600) students enrolled at CSM at the time of the first census of the semester, excluding summer, prior to the semester in which the election is held.
 - 1.2.1 Regardless of the provisions in Section 1.2 of this article, the number of senator positions on the Student Senate shall not drop below thirteen (13).
 - 1.2.2 If less than 50 percent of the seats on the Student Senate are filled in the General Election of the spring semester, a special election shall be held within 30 days of the start of the subsequent fall semester to fill the remaining seats.
- 1.3 The Vice President of the Associated Students shall serve as the presiding officer and Chairperson of the Senate.
 - 1.3.1 The Vice President shall only vote in cases outlined for presiding officers in the current edition of Robert's Rules of Order.
 - 1.3.2 The Vice President shall be considered a member of the Senate and therefore shall be counted for quorum.
- 1.4 A Vice Chair of the Student Senate shall be elected from among the membership of the Student Senate.
- 1.5 The Senate shall meet at least twice per month while classes are in session (including summer session), except in months in which classes are in session less than four (4) weeks, and then the Senate shall meet at least once.
- 1.6 The Senate may compel the attendance members, and shall define the required minimum attendance to serve. Maximum number of member absences shall be no more than 3 meetings per semester, including summer session.
 - 1.6.1 The Senate shall have the power to grant a leave of absence for extenuating circumstances to any Executive Officer or Senator during the summer session, during any intersessions, or times that classes are not in session.
 - 1.6.2 Leaves of absence shall not exceed two calendar months and may not include any portion of the fall or spring semesters.
- 1.7 Decisions made by the Senate shall require a majority (50 percent plus 1) of the membership present at a duly noticed meeting, except in cases defined elsewhere within these Constitution and Bylaws.
- 1.8 "Consent of the Senate" shall be defined as a simple majority (50 percent plus 1) vote of the membership present at a duly noticed meeting unless otherwise defined in this Constitution.

ASCSM Constitution Proposed Amendment

Article VII – Amendments

Section 1 Amendments to the Constitution

- 1.1 Any member of the ASCSM Executive Cabinet or Student Senate shall have the authority to propose amendments to this Constitution in accordance with procedures outlined in this article.
- 1.2 Proposed amendments shall set forth the specific text of all additions, deletions, or changes proposed, and shall not bring this Constitution in conflict with any College or District policies and procedures, and shall not violate any local, state, or federal laws.
- 1.3 The proposed amendment ~~must shall~~ be submitted at a duly noticed regular meeting of the Student Senate for review and discussion. It shall be placed on the agenda of ~~the following a subsequent~~ meeting for ~~a discussion and final~~ review and action. ~~At a subsequent meeting, the Student Senate shall take action on the proposed amendment.~~
 - 1.3.1 A two-thirds vote shall be required to place the amendment on the ballot for a regular or special election.
- 1.4 A two-thirds of vote of eligible students voting in a regular or special election shall be required to pass the amendment.
- 1.5 The amendment shall be effective immediately upon certification of election results unless otherwise defined within the amendment.

ASCSM Constitution

Article II — Qualifications, Elections, and Terms of Office

Section 1 - Qualifications

- I.1 To be eligible to run, apply for, or hold office as an Executive Officer or a Member of the Student Senate, a student must fulfill and maintain the following qualifications:
 - a. Be currently enrolled in at least six (6) units of credit at College of San Mateo. A majority of the student's units must be at College of San Mateo. This requirement shall only be in effect during the fall and spring semesters.
 - b. Must not be on academic probation, disciplinary probation or suspension, provided that an individual placed on disciplinary probation or suspension who has timely appealed such decision shall remain eligible until such time as the appeals has been disposed of by the appropriate College authority.
 - c. Must have and maintain a cumulative GPA of at least 2.0 and have and maintain satisfactory academic progress (a 50 percent or higher completion rate) while running for and holding office.
 - d. Must have a 2.0 GPA in their last completed semester, excluding summer.
 - e. Must have completed at least 6.0 units of credit at College of San Mateo.
 - f. The Student Trustee Nominee from College of San Mateo shall be held to the same qualifications as stated in this section in addition to those outlined in the San Mateo County Community College District Rules and Regulations regarding the Student Trustee.
 - g. No member of the ASCSM Student Government may hold more than one position, including the position of Student Trustee, at the same time.

Section 2 - Elections and Election Commission

- 2.1 All ASCSM elections, regular or special, shall be conducted under the authority and governance of this Constitution, the ASCSM Bylaws, the ASCSM Election Bylaws, and the ASCSM Election Commission.
- 2.2 The Election Commission shall be comprised of the following individuals:
 - a. The ASCSM Vice President, who shall service as co-chair, unless he or she is a candidate for office or otherwise unable to fulfill this duty, in which case the next ASCSM Officer in the line of succession shall fulfill the required duties.
 - b. At least three (3) members of the Student Senate who are not candidates for office or otherwise unable to fulfill this duty.
 - c. The Student Life and Leadership Manager, or their designee, who shall serve as co-chair.
 - d. The Student Life and Leadership Assistant, who shall serve as an ex-officio member and Secretary.
- 2.3 The Election Commission shall certify compliance with election rules and regulations, certify election results, and shall be the final body adjudicating disputes and complaints.

- 2.4 Qualified candidates running for office shall be elected by a plurality of votes cast by secret ballot by eligible student voters in a regular or special election.
- 2.5 Each student enrolled in for-credit courses at College of San Mateo shall be eligible to vote in the election.
- 2.6 In carrying out its responsibilities, the Election Commission shall comply with ASCSM governing laws, including this Constitution, Bylaws, and the Ralph M. Brown Act.

Section 3 Terms of Office and Term Limits

- 3.1 Terms of office for Executive Officers and Members of the Student Senate shall commence the day following the last official day of the spring semester in which the election takes place. Terms of office shall end on the last day of the spring semester of the same academic year.
- 3.2 Officers and/or Senators appointed to or elected via a special election shall serve the remainder of the term from the time of election or appointment until the last official day of the spring semester of the current academic year.
- 3.3 Students may not serve more than three (3) terms (including partial terms) and no more than two (2) terms (including partial terms) in any one office.

ASCSM Bylaws

Article I – Elections

Section 1 Intent

- 1.1 ASCSM General Elections are to be held during the Spring Semester and shall be coordinated by the Center for Student Life & Leadership Development. Special Elections may be held under specific circumstances and shall be coordinated by the Center for Student Life & Leadership Development.

Section 2 Election Commission

- 2.1 The Election Commission shall be responsible for assisting the Center for Student Life & Leadership Development in creating, interpreting, and enforcing 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:
 - a. Developing the election time table.
 - b. Providing necessary candidate filing forms and election procedures.
 - c. Arranging for academic eligibility checks for each candidate.
 - d. Advertising the election.
 - e. Meeting with candidates to go over election guidelines.
 - f. Developing a procedure for the declaration of political parties or interest groups.
 - g. Determining ballot order by lot.
 - h. Designing the ballot and arranging for ballot printing.
 - i. Arranging for the publishing of a list of eligible student voters.
 - j. Coordinating the hiring and training of volunteer and paid poll workers.
 - k. Creating voter incentives to increase voter turnout.
 - l. Supervising the security and counting of the ballots.
 - m. Announcing the official results of the election.
- 2.2 If situations arise during the election that are not clearly covered or addressed by the Election Bylaws, additional rulings may be enacted during the election process. The Election Commissioner, in consultation with the Election Commission and the Student Life and Leadership Manager, may make such rulings to ensure the fairness of the election.

Section 3 Candidate Responsibilities

- 3.1 All candidates in the election are required to abide by the Election Bylaws. Those who choose not to abide by the Election Bylaws, or any subsequent rulings of the Election Commissioner, the Election Commission, or the Student Life and Leadership Manager (or his or her designee), shall be subject to sanctions, up to and including disqualification.
- 3.2 Initial substantiated complaints or observations of minor violations shall 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).

- 3.3 Warnings may be given by the Election Commissioner or the Student Life and Leadership Manager (or his or her designee).
- 3.4 Immediate warnings shall be given verbally by the Election Commissioner or the Student Life and Leadership Manager (or his or her designee), followed by a written summary of the warning. Any recommendations of disqualification of a candidate shall be forwarded to the Election Commission for review and subsequent action.

Section 4 Eligibility

- 4.1 The Student Life and Leadership Manager and Center for Student Life staff shall be responsible for determining the academic eligibility of each candidate prior to the election.
 - a. Official College records shall be used for the determination of academic eligibility.
 - b. The Student Life and Leadership Manager and Center for Student Life staff shall not be responsible for errors in a student's official records.
 - c. Students shall be notified prior of academic eligibility prior to the start of campaigning.
 - d. Students shall have 24 hours to notify the Student Life and Leadership Manager (or his or her designee) in writing or via e-mail if they feel their academic eligibility is incorrect.
 - e. Students shall have three (3) business days after this notification to resolve any errors on their academic record that may impact their eligibility.
- 4.2 In order to be eligible to run in any ASCSM Election, students must complete the Senate-approved process required to register as a Candidate or Write-In Candidate.

Section 5 Registration Process

- 5.1 Candidates shall be required to complete any and all registration material approved by the Student Senate.
- 5.2 Candidate Registration Packets shall include, at minimum, the following:
 - a. Candidate Eligibility Form
 - b. Election Announcement
 - c. Election Timeline
 - d. Sections of the ASCSM Constitution and Bylaws pertinent to ASCSM Elections
 - e. Any and all College or District policies and/or procedures pertinent to the election process
 - f. Ballot Petitions
- 5.3 Candidates seek office shall be required to gather signatures from currently enrolled College of San Mateo students.

- a. Candidates seeking Executive Office (President, Vice President, Finance Director) shall be required to gather a minimum of one hundred (100) signatures from currently enrolled CSM students.
 - b. Candidates for Senator shall be required to gather a minimum of fifty (50) signatures from currently enrolled CSM students.
- 5.4 Candidates must attend the Mandatory Candidates Meeting in order to be eligible to have their names placed on the ballot.
 - a. The Mandatory Candidates Meeting shall take place at least one (1) week prior to the start of the election.
 - b. The Mandatory Candidates Meeting for Write-In Candidates shall take place at least one (1) business day prior to the start of the election.

Section 6 Student Trustee Nominee

- 6.1 The Student Trustee Nominee must be elected no later than April 15th of each year.
- 6.2 Candidates running for Student Trustee Nominee shall be held to the same requirements as candidates for ASCSM Executive Office.

Section 7 Write-In Candidates

- 7.1 Candidates that register to run in an election after the Mandatory Candidates Meeting shall be considered Write-In Candidates. Write-In Candidates names shall not appear on the ballot.
- 7.2 Write-In Candidates shall be subject to all the same qualification requirements, including gathering signatures, as other candidates.
- 7.3 Write-In Candidates must receive votes equal to or greater than ten percent (10%) of the total votes cast in the election.

Section 8 Campaigning

- 8.1 The following areas of the campus are off-limits to campaigning:
 - a. The Center for Student Life & Leadership Development (Building 17, Room 112)
 - b. The Center for Student Life Event Prep Room (Building 17, Room 118)
 - c. The ASCSM Student Senate Office (Building 17, Room 155).
- 8.2 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.
- 8.3 Candidates may not utilize the Associated Students of College of San Mateo logo in any campaign materials.
- 8.4 Candidates may not be seen or heard within 20-feet in any direction of any polling area except to cast their own ballot.
 - a. For the purposes of this provision, the mere presence of a candidate at the polls shall constitute “campaigning” if the candidate is not casting his or her own ballot.
 - b. If a candidate is found in the polling area without justifiable cause, he or she shall be asked by the poll worker(s) to leave the area. If the

candidate refuses to do so, he or she shall be subject to sanctions up to and including disqualification as a candidate.

- 8.5 Campaign debates, rallies or other activities shall be conducted in accordance with the College's Time, Place & Manner policy, the College's Guidelines for Campus Assembly Procedures and shall be coordinated through the Center for Student Life in the manner of any other student-sponsored event or activity.

Section 9 Campaign Posting

- 9.1 For the purposes of the election, "fliers" shall be defined as printed materials no larger than 11-inches by 17-inches (11" x 17"). "Banners" shall be defined as paper, cloth or vinyl promotional items larger than 11-inches by 17-inches (11" x 17") but shall not be larger than 10-feet wide.
- 9.2 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.
- 9.3 In most cases, campaign posting shall be allowed in areas normally reserved for regular campus posting. Campaign posting shall 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.
- 9.4 All election postings must be "date stamped" by the Center for Student Life prior to posting. Candidates are encouraged to bring the original flyer or poster in to be date stamped.
- 9.5 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.
- 9.6 Candidates may not remove postings by other candidates.
- a. Re-arranging posters to accommodate other posting to allow for the maximum use of a posting area may only be done by the Student Life and Leadership Manager or Center for Student Life staff.

Section 10 Distribution of Materials

- 10.1 Candidates may distribute fliers or other printed materials on campus in accordance with the College's Time, Place & Manner Guidelines and Distribution of Materials Guidelines.

Section 11 Free Materials & Support

- 11.1 The Associated Students shall provide the following support to candidates:
- a. The Center for Student Life staff shall duplicate campaign fliers and posters from original copies. No member of the Student Life staff shall be permitted to design, edit, or assist in the development of any candidate's promotional materials.

- b. Each candidate shall 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.
- c. Advanced notice of two working days (48 hrs.) shall be required for all copying requests.
- d. Candidates shall have access to the Event Prep Room for purposes of making paper banners. This access shall only be allowed during the business hours of the Center for Student Life.

Section 12 Websites & Social Networking

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

Section 13 Polls & Balloting

- 13.1 Election polls shall 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.
- 13.2 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 neutral before and during the entire election process.
- 13.3 The election shall be by secret ballot.
- 13.4 Ballots shall be cast in official polling area(s) designated by the Election Commissioner and the Student Life and Leadership Manager (or his or her designee).
- 13.5 Voters in Associated Students elections must be currently registered College of San Mateo students.
 - a. 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.
- 13.6 A minimum of fifty (50) votes shall be cast in an election in order for the election to be considered valid.
 - a. In the event that 50 votes are not cast, the election shall be deemed invalid. A new election shall be called within two (2) weeks.
 - b. If less than 50 votes are cast in the Student Trustee Nominee Election, the candidates shall be forwarded to the Student Senate, who shall select a candidate as nominee.
- 13.7 In the event that a position is uncontested, the ballot shall include a yes/no option for each candidate.

- a. In order to be elected to office, a candidate must receive more yes votes than no votes. Additionally, a candidate must receive yes vote equal to or greater than at least ten percent (10%) of the total votes cast in the election.

Section 14 Bribes

- 14.1 Bribing students to vote is strictly forbidden.
- 14.2 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.
- 14.3 Bribes of any kind shall not be allowed in the election process.

Section 15 Voting Incentives

- 15.1 Only the Election Commission may offer incentives for encouraging students to vote.
- 15.2 The incentives must be neutral and non-partisan.
 - a. 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.)

Section 16 Grievances

- 16.1 Any complaints or grievances regarding the election, the election process or campaigning must be submitted to the Election Commissioner and/or the Student Life and Leadership Manager (or his or her designee) in writing within 24 hours after an alleged violation has occurred.
- 16.2 Any complaints or grievances regarding the election, the election process or campaigning must be filed prior to the counting of ballots or such complaints shall be deemed invalid.
- 16.3 The Election Commission and Election Commissioner shall act on any campaign violation complaints before the beginning of the election ballot counting.
- 16.4 Any rulings and actions of the Election Commission, the Election Commissioner, and the Student Life and Leadership Manager (or his or her designee) with regard to such complaints shall be considered final. Such possible actions are, but are not limited to:
 - a. 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.
 - b. Disqualification of individual candidates due to gross election violations by the candidate or those operating on his or her behalf.
 - c. A discovery of gross improprieties from one or more parties in the election which may result in an action to invalidate the entire election.

Section 17

Ballot Counting

- 17.1 The Student Life and Leadership Manager (or his or her designee) must be present during the entire ballot counting process, and shall be responsible for overseeing the election ballot counting until the final vote count has been clearly established.
- 17.2 Poll workers and other neutral workers under the supervision of the Election Commissioner and the Student Life and Leadership Manager (or his or her designee) may also be employed in the task of counting ballots.
- 17.3 Ballots shall be counted in a location that is open and accessible to the general public. Each candidate or their designated representative shall be allowed to be close enough to observe each ballot being counted.
 - a. At no time shall candidates or candidate designees or members of the general public be allowed to come in direct contact with any of the ballots.
- 17.4 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.
- 17.5 Observers must be quiet and respectful during the ballot counting process. Those who disrupt the counting of ballots shall be required to leave.
- 17.6 Any ballot mark that is not clear shall 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 shall be ignored and no vote shall be considered cast by the mark.
- 17.7 The Election Commissioner and the Student Life and Leadership Manager (or his or her designee) 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.
- 17.8 In the event of a tie, a recount shall be undertaken in order to verify the balloting results. Should the tie be confirmed, a runoff election between the tied candidates shall take place within two (2) weeks.
- 17.9 Once the ballot counting has been completed, all ballots, tallies, voter verification records, and other records kept regarding the election shall be locked securely back into the election polling box and retained by the Center for Student Life for one (1) calendar year.

Section 18

Results

- 18.1 Once the ballot counting process has been completed, election results shall be certified in writing by both the Election Commissioner and the Student Life and Leadership Manager (or his or her designee).

ASCSM Bylaws

Article II – Roles and Responsibilities of the Associated Students President

Section 1 Intent

- 1.1 The President's role shall be that of a facilitator and liaison to the campus at large. The President shall also assist the Senate in accomplishing its goals.

Section 2 Powers & Duties

- 2.1 The following shall be the powers and duties of the AS President:
- a. Be the primary, official representative of the Associated Students of College of San Mateo;
 - b. Be the official voice and liaison of the Associated Students of College of San Mateo to off campus agencies and organizations;
 - c. Vetoing legislation as outlined in these Bylaws;
 - d. Appoint and/or remove, with the advice and consent of the Senate, Senators and/or At-Large Student representatives to College, District and any other committees, boards or organizations requiring student representation;
 - i. Appoint temporary representatives to any committees, boards, or any other organization or groups requiring student representation in the event there is a pressing need for student representation prior to the next meeting of the Senate. Such appointments shall be reported to the Senate at its next meeting. With the advice and consent of the Senate, the President may make the temporary appointment permanent.
 - e. Have the power, by and with consent of the Senate, to create committees, appoint committee memberships and committee chairs.
 - f. Present Executive Board proposals to the Senate;
 - g. Attend and report at AS Senate meetings;
 - h. Serve on A.S. Committees as an ex-officio member, without voting or motioning rights;
 - i. Oversee the Finance Director in preparing budgets and financial reports;
 - j. Oversee the Secretary in preparing minutes, agendas, and any other documents for Senate review;
 - k. Oversee the Committee chairs and Vice-Chairs to ensure that A.S. committees are functioning appropriately.

Section 3 Vetoing

- 3.1 The President shall have the power to veto Senate legislation, with the exception of changes to the A.S. governing documents, impeachments/removals from office, and the A.S. Budget.
- 3.2 The President shall submit vetoes in writing to the Vice-President of the Associated Students and Student Life and Leadership Manager no later than two (2) business days after adjournment of the meeting in which action on the item took place. To be valid the veto must be timed stamped by the Center for Student Life and Leadership Development and delivered in person or placed in the campus mailbox of the above named individuals.
- 3.3 The President shall provide a rationale for their decision along with notice of his or her veto or the veto shall be deemed invalid.
- 3.4 The vetoed item shall be placed on the next Senate meeting agenda for reconsideration.
- 3.5 The Senate may override the veto with a two-third (2/3) vote of those Senators present.

ASCSM Bylaws

Article III – Roles & Responsibilities of Executive Officers & Senators

Section 1 Vice President

- 1.1 The Vice President shall:
- a. Call Special Meetings of the Student Senate;
 - b. Serve on A.S. Committees as an ex-officio member, without voting or motioning rights;
 - c. Serve as a representative on College Council;
 - d. Serve as A.S. President if the President resigns, is removed from office, or can no longer fulfill his or her duty.

Section 2 Finance Director

- 2.1 The Finance Director shall:
- a. Be responsible for coordinating the development and monitoring of the annual A.S. Budget.
 - b. Provide a budget report to the A.S. Senate at least once per month, while school is in session.
 - c. Monitor any and all fundraising efforts sponsored by the Senate.

Section 3 Vice Chair

- 3.1 The Vice Chair shall:
- a. Assume the duties of the Vice President if the Vice President resigns, is removed from office, or can no longer fulfill his or her duty.
 - b. Chair the Senate meetings if the Vice President is not present.
 - c. In conjunction with the Center for Student Life and Leadership shall responsible for monitoring club activity and recruitment.
 - d. Chair the Inter Club Council (ICC).
 - e. The Vice Chair may not serve as any club's representative to the Inter Club Council.
- 3.2 The Vice Chair shall be elected by the Senate no later than the start of the fall semester.

Section 4 Secretary

- 4.1 The Secretary shall:
- a. Be hired by the Senate (coordinated by the Center for Student Life & Leadership Development), and be given compensation consistent with College and District Policy.
 - b. Serve as a Student Assistant in the Center for Student Life & Leadership Development.

- c. Be responsible for arranging or providing for Senate Meeting Agendas, Minutes, and other official Senate correspondence.

Section 5 Senators

- 5.1 The following shall be the powers and duties of Senators:
 - a. Each Senator shall be entitled to one (1) vote.
 - b. Senators may not proxy their votes.
 - c. Senators shall serve as the official representatives of the Associated Students on College and District participatory governance committees.
 - d. When applicable, Senators shall be responsible for creating and presenting to the A.S. Senate proposals for projects, studies, position papers, establishment of committees, and any other purpose not prohibited by law, District regulations, the ASCSM Constitution, or elsewhere in these bylaws.
 - e. Each Senator shall be required to serve on one (1) A.S. Board.
 - f. Each Senator shall serve as a primary or backup representative on one (1) College or District participatory governance committee.

Section 6 Swearing In

- 6.1 Swearing in of Executive Officers and Members of the Student Senate shall take place prior to the start of the fall semester except in cases where a member is on a leave of absence.
- 6.2 In the event that a member is on a leave absence, swearing in shall take place at the first meeting the member is in attendance.

Section 7 Appointment & Succession

- 7.1 Executive Officers or Senators who are appointed or have succeeded to higher office shall assume their positions immediately following a confirmation vote or succession as outlined in the A.S. Constitution.

Section 8 Training Attendance

- 8.1 Executive Officers and Senators must attend the annual student government summer training conference. If an Executive Officer or Senator has a legitimate, verifiable reason for being unable to attend the summer training conference, he or she must attend a Student Government Orientation Session, to be held within in the first month of the fall semester.
 - a. For purposes of this section, a “legitimate, verifiable reason” shall be authorized by the Student Life and Leadership Manager or his or her designee.
- 8.2 Any Executive Officer or Senator that does not fulfill this requirement shall automatically be removed from office.

- 8.3 This requirement shall not be enforced in the event that the Center for Student Life and Leadership Development does not schedule a summer training conference or Student Government Orientation Session.

CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.05 (BP 2015)

BOARD POLICY
San Mateo County Community College District

Subject: BP 1.05 Student Trustee
Review Date: 5/13; 03/20
Policy Reference: Education Code Section 72023.5

PREAMBLE: In order to ensure that students have the opportunity to participate effectively in District governance and to express their opinions about important governance initiatives and issues, the Board welcomes the inclusion of a Student Trustee on the Board of Trustees. The Board encourages each College to promote their very best candidates for this office each year, by encouraging students who are deeply committed to their College and the interests of students to apply for the position. The Board believes that with a competitive election process on each campus each year, the very best candidates will emerge and that will ensure that student interests are effectively represented. The Board expects that each College will have opportunities for students from their College to serve as Student Trustee.

1. A Student Trustee shall serve a one-year term as a nonvoting member of the Board beginning June 1 each year. The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session materials). The rights of the Student Trustee shall be limited to those mandated in the Education Code except that the Student Trustee shall have the right to make or second motions and will have the right to exercise an advisory vote. The responsibilities of the Student Trustee shall be those mandated by the Education Code and those approved by the Board including:
 - a. The Student Trustee shall be responsible and accountable to the students of the District and their elected officers.
 - i. The Student Trustee shall study the documents that are presented to the Board of Trustees at regular meetings and study sessions and represent student interests on these matters before the Board.
 - ii. The Student Trustee shall call and attend one District Student Council meeting each month to review the upcoming Board of Trustees' agenda and to discuss issues before the Board of Trustees. In addition, the Student Trustee shall attend Student Council meetings at the Colleges when deemed appropriate.
 - iii. Through the District Student Council, the Student Trustee shall keep the Student Council at each College informed about issues brought before the Board of Trustees and shall seek student input on these issues.
2. To be eligible to serve as a Student Trustee, a person must meet all statutory requirements, including:
 - a. Be currently enrolled in one of the Colleges of the San Mateo County Community College District.

BP 1.05 Student Trustee (continued)

- b. Maintain enrollment in at least six semester units during the election period and throughout the Student Trustee's term of office, and meet and maintain the minimum standards of scholarship as described in Board Policy 6.16.
 - c. Not concurrently hold any recognized Associated Student government position in the three Colleges of the San Mateo County Community College District while holding the office of Student Trustee. Students who wish to run for Student Trustee may not be a candidate for President or Vice President of any Associated Students organization.
 - d. Run for the office of Student Trustee at only one campus.
 - e. A student is not required to give up employment with the District in order to be seated as the Student Trustee.
3. Election of Student Trustee nominees by students from each of the three Colleges shall take place by April 30 of each year. The manner, place, and time of the election shall be determined by the Associated Students at each College. The Associated Students shall make every effort to schedule elections on different days at the Colleges.
4. A panel of seven students (two student body officers from each College, selected by the Student Government, and the outgoing Student Trustee) shall interview the three Student Trustee nominees and elect one person by secret ballot to be seated as the Student Trustee. None of the members of the panel may be a candidate for the position of Student Trustee. If there is no outgoing Student Trustee to serve on the panel, the District Student Council shall select an alternate member to serve on the panel. Four votes shall be required for election, and the process must be completed by May 15.
 - a. If there is a 3-3-1 tie vote, the candidate with the least amount of votes will be dropped, and the panel will re-vote. Before a vote is taken, the candidates may be re-interviewed.
 - b. If there is a 3-2-2 tie vote, the panel will vote only on the candidates who have two votes, to break the tie, and the candidate with the least amount of votes will be eliminated. The panel will vote on the remaining two candidates. Before a vote is taken, the candidates may be re-interviewed.
 - c. If the panel is unable to elect one of the nominees to be seated on the Board by May 15 of each year, the Chancellor shall select, by lot, the student to be seated on the Board.
5. The Student Trustee may be recalled for non performance of duties, violation of the Student Code of Conduct or ethical lapses by a no-confidence vote taken by the District Student Council and shall be considered passed by simple majority.
6. If a vacancy should occur during the Student Trustee's one-year term, the panel described in 1.05(4) shall convene to elect one of the remaining nominees to be seated as Student Trustee. Any College which does not have a previously elected nominee may hold a special election to select a nominee. Such nominee(s) shall be considered by the panel together with the nominee(s) from the other College(s). If the panel is unable to select from among the nominees, the Chancellor shall select, by lot, one of the nominees to fill the vacancy.
7. A student may serve as Student Trustee for only two terms, whether served consecutively or with a break in service.
8. The District shall provide monthly compensation to the Student Trustee for attending Board meetings at one-half of the maximum amount allowed for elected trustees under the Education Code. In addition, the Board of Trustees may award the Student Trustee a service award as follows:

BP 1.05 Student Trustee (continued)

- a. One payment annually, payable May 31 at the end of his/her term of office. In order to receive the payment, the Student Trustee must have been in office and fulfilled his/her duties as outlined in this section for the entire 12-month period.
 - b. Each annual payment will be equal to the total of 12 monthly compensations.
 - c. The Board of Trustees reserves all discretion for any partial allocation in case of extraordinary circumstances beyond the Student Trustee's control causing early termination of term of office.
9. Transportation allowance for travel necessary to attend Board meetings and to attend to other official District business as authorized by the Board shall be provided for the Student Trustee at the same rate as that established for other Trustees. The student trustee may, upon prior approval by the President of the Board, attend conferences and be reimbursed for expenses associated with the approved conferences. The Student Trustee shall also receive the same health and welfare benefits as are provided to Board members.

Campus Posting Policy

General Posting Instructions – *Applies to all on-campus posting*

- All materials posted on campus must clearly indicate the group or organization sponsoring the event, activity or service being advertised.
- No items may be posted on doors, on painted or varnished surfaces, in restrooms, on lampposts, on any outdoor fixtures, or on any glass surfaces.
- Posting is not permitted in College Center (Building 10).
- No posting is allowed on any outdoor bus stop or Redi-Wheels stop.
- Posting of lawn signs on grass or landscaped areas is prohibited.
- Duplicates of the same posting in the same area are subject to removal.
- Placing flyers, leaflets, or other materials on vehicles parked in any CSM parking lot is prohibited. Violators will be charged with the costs related with cleaning such materials left in campus parking lots. (City of San Mateo Ordinance 10.40.030)

College Posting Instructions – *Applies to all College-affiliated groups, including departments, programs, student clubs and organizations, etc.*

All General Posting Instructions (see above) apply. In addition:

- All postings by College-affiliated groups must have a “Date to be Removed” stamp from the Center for Student Life & Leadership Development before being posted.
- Posting is allowed on all interior bulletin boards, including inside classrooms, not designated for a specific purpose.
- Posting is not allowed in the Theatre Lobby (Building 3) or the Library (Building 9) without permission from the Administrators in charge of those buildings/areas.
- Posting on outdoor railings or balconies is not permitted without permission from the Administrators in charge of those buildings/areas.

Community/Public Posting Instructions – *Applies to all non-College affiliated individuals, groups and organizations*

All General Posting Instructions (see above) apply. In addition:

- Posting in any interior bulletin boards, including bulletin boards inside classrooms, is prohibited.
- Posting is only allowed on outdoor, public bulletin boards.

Exceptions

Exceptions to any of the above policies require the approval of the Student Life & Leadership Manager and the Administrator responsible for the specific location in question.