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*Green Italics* = Addition



# DASG

# ELECTIONS

# CODE

This Edition Amended: ~~5/25/2022~~ *[Date Approved by DASG Senate]*

# DASG ELECTIONS CODE

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## **ARTICLE I: ELECTIONS COMMITTEE**

### **Section 1: Elections Committee Membership**

The DASG Elections Committee shall consist of the following:

(members cannot be planning to run in the upcoming General Election for the next term)

- A. Voting Members:
  - 1. DASG Vice President (Chair)
  - 2. DASG Vice Chair of Elections (DASG Senator)
  - 3. At least one (1) additional DASG Senator
- B. Non-Voting Members
  - 1. Any number of Interns
- C. Advisory Members:
  - 1. DASG Senate Advisor(s)
- D. Committee Liaisons
  - 1. One (1) Voting or Non-Voting Member must also be a Member of the Marketing and Communications Committee
  - 2. One (1) Voting or Non-Voting Member must also be a Member of the Equity and Diversity Committee

### **Section 2: Duties and Responsibilities of Elections Committee**

The Elections Committee shall:

- A. Remain impartial in all dealings with DASG Constituents.
- B. Act in accordance with the DASG Bylaws and Codes.
- C. Ensure that all candidates are eligible to hold office.
- D. Both as a Committee and with the Senate as a whole, Advertise, Promote, and Encourage students to apply for DASG Senate and De Anza Student Trustee positions throughout fall and winter quarters and vote in the DASG Senate and De Anza Student Trustee General Elections throughout winter quarter using all available methods, including but not limited to:
  - 1. De Anza Office of Communications
  - 2. Websites
  - 3. Social Media (Discord, Facebook, Instagram, Reddit, etc.)
  - 4. Email and Other Messaging Methods to All Clubs, Departments, Divisions, Programs, Villages, Faculty, Staff, Administrators, etc., especially Student Success and Retention Services and other clubs and programs for underserved/marginalized and other targeted student groups
  - 5. Presentations to All Clubs, Departments, Divisions, Programs, Villages, etc., especially Student Success and Retention Services and other clubs and programs for underserved/marginalized and other targeted student groups
  - 6. Classroom Presentations
  - 7. La Voz Print and Web Advertisements
- E. Select External Shared Governance Committee Interns for the DASG Senate
- F. Meet at least once per week excluding the first week, week eleven, and finals week of each quarter and breaks.
- G. Manage and oversee the DASG Election Account (41-55150).
- H. Propose amendments to the DASG Elections Code.
- I. Provide an expense report template to all candidates.

**Section 3: Individual Duties and Responsibilities**

- A. Elections Committee members shall not campaign for or against, nor endorse any candidate or ballot measure verbally, in writing, directly, or implied. Doing so would result in immediate removal from the Elections Committee.
- B. The DASG Vice President shall be the authorized signer of all DASG Election Account expenditures.

## ARTICLE II: ELECTIONS SCHEDULE AND PROCEDURE

### **Section 1: Election Schedule**

The following election events shall occur before or during the corresponding time periods shown below:

1. Fall Quarter Week Two (2) \_\_\_\_\_ First Elections Committee Meeting
2. Fall Quarter Week Three (3) \_\_\_\_\_ Announcement of Election Schedule and Procedures
3. Fall Quarter Week Three (3) \_\_\_\_\_ Elections Committee Begins Promoting Elections
4. Fall Quarter Week Seven (7) \_\_\_\_\_ Information Session (Tuesday, Wednesday, and Thursday at different times; candidates may attend only one in fall or winter)
5. Fall Quarter Week Eight (8) \_\_\_\_\_ Information Session (Tuesday, Wednesday, and Thursday at different times; candidates may attend only one in fall or winter)
6. Winter Quarter Week Three (3) \_\_\_\_\_ Information Session (Tuesday, Wednesday, and Thursday at different times; candidates may attend only one in fall or winter)
7. Winter Quarter Week Four (4) \_\_\_\_\_ Information Session (Tuesday, Wednesday, and Thursday at different times; candidates may attend only one in fall or winter)
8. Winter Quarter Monday Week Five (5) \_\_\_\_\_ Information Session (At Least Two (2) hours Before Submission Deadline)
9. Winter Quarter Monday Week Five (5) \_\_\_\_\_ Application/Petition Submission Deadline
10. Winter Quarter Wednesday Week Five (5) \_\_\_\_\_ Mandatory Candidates' Orientation Meeting
11. Winter Quarter Friday Week Five (5) \_\_\_\_\_ Makeup Mandatory Candidates' Orientation Meeting
12. Winter Quarter Week Eight (8) \_\_\_\_\_ Campaigning Begins/Voting Opens
13. Winter Quarter Week Eight (8) \_\_\_\_\_ Candidates' Debates/Presentations
14. Winter Quarter Week Nine (9) \_\_\_\_\_ Campaigning Ends/Voting Closes
15. First Business Day After Last Day of Polling \_\_\_\_\_ Expense Reports and Complaint Forms Due
16. Fifth Business Day After Last Day of Polling \_\_\_\_\_ Certification and Complaint Meeting
17. Wednesday after the Complaint Meeting \_\_\_\_\_ Appeal Meeting
18. Spring Quarter Week Two (2) through Week Nine (9) \_\_\_\_\_ Mandatory Trainings
19. First (1<sup>st</sup>) FHDA Board Meeting of June \_\_\_\_\_ De Anza Student Trustee Elect Affirmed into Office
20. Last Senate Meeting of Spring Quarter \_\_\_\_\_ DASG Senator Elects Affirmed into Office
21. Two (2) Weeks before the start of Fall Quarter \_\_\_\_\_ Mandatory Fall Training

The Elections Schedule may be adjusted as necessary by the DASG Elections Committee, DASG Executive Advisory Committee, DASG Senate, or Office of College Life.

Failure to attend any mandatory sessions or meetings without valid reasons as determined by the Elections Committee or Advisor shall result in disqualification.

### **Section 2: Election Procedure**

- A. The elections shall follow a simple plurality voting system.
- B. Candidates shall run on individual tickets for Senators and Officers, *except for the positions of President and Vice President who must run on the same ticket.*
- C. If less than three percent (3%) of current DASG Constituents have voted by the end of Election Week, the voting shall be extended until at least three percent (3%) of current DASG Constituents have voted.
  1. The election for the De Anza Student Trustee shall automatically end ten (10) days

before the Student Trustee is to be affirmed regardless of the number of votes cast.

**Section 3: Ballot Measures**

- A. All ballot measures submitted by the submission deadline, and proposed by petitions containing the signatures of at least one hundred (100) DASG Constituents, or by majority votes of the DASG Senate shall be included on the ballot.

**Section 4: Information Sessions and Candidates' Orientation Meeting**

- A. Election Committee members must be present, plan, and lead the Information Sessions and Mandatory Candidates' Orientation Meeting
- B. During the mandatory candidates' orientation, an Elections Committee member shall draw random numbers to determine the ballot order.
- C. Photos to be placed on the ballot shall be taken at the candidates' orientation or submitted with the application to an Elections Committee advisor.

**Section 5: Election Events**

- A. The Elections Committee shall coordinate the following events prior to and during the General Election, including but not limited to:
  - 1. At least one (1) tabling event to promote candidate recruitment per quarter (not applicable to spring or summer)
  - 2. At least one (1) tabling event to promote the General and any Midterm Elections per quarter (not applicable to spring or summer)
  - 3. One (1) Meet the Candidates event.
  - 4. One (1) Candidates' Debate/Presentations

**Section 6: Election Results Process**

The Election Committee shall complete the following steps in order after the last day of polling:

- A. Review all candidates' expense reports at the Certification and Complaint Meeting.
- B. Certify the election results and publicly post them for at least five (5) business days.

## ARTICLE III: CANDIDATES

### **Section 1: Positions**

The available positions in the DASG General Election are as follows:

A. DASG Senate

- President
- Vice President  
*(A Vice Presidential candidate running alone shall be considered a Presidential candidate.)*
- Chairs of Committees
- De Anza College Student Trustee
- Senators

### **Section 2: Candidate Eligibility Requirements**

A. All candidates must:

1. Adhere to all DASG, College, District, Local, State, and Federal Acts, Bylaws, Codes, Guidelines, Laws, Ordinances, Policies, Procedures, Rules, Regulations, etc., at all times, including, but not limited to, the DASG Code of Conduct and FHDA Student Code of Conduct.
2. Submit a completed application to the Office of College Life by the application submission deadline.
  - a. *Candidates for President and Vice President must each submit an individual application for them to be considered eligible.*
3. Attend the mandatory candidates' orientation. Any candidate unable to attend must arrange an alternate time to meet with the DASG Senate Advisor or at least one (1) Elections Committee member.
4. Be enrolled in at least eight (8) units at De Anza College and intend to enroll throughout the following academic year.
5. Have a cumulative GPA of at least 2.0.
6. Not be on academic or disciplinary probation.
7. Not have filed transfer applications to any College/University.
8. Not be a member of the Elections Committee.
9. Attend New Senate Orientation and New Senate Trainings.
10. Be a current DASG Fee payer.
11. Not have held office for three (3) consecutive or non-consecutive terms.
12. Fully attend at least one (1) DASG Senate Meeting *during winter quarter*.
13. Attend at least one (1) Internal DASG Senate Committee Meeting *during winter quarter*.
14. Be familiar with DASG Bylaws, DASG Codes, and College and District Policies and Procedures.
15. During Spring Quarter all Elected DASG Senate Candidates Must:
  - a. Attend at least two (2) Senate meetings
  - b. Attend at least two (2) Internal DASG Senate Committee meetings
  - c. Attend at least one (1) External Shared Governance Committee meeting
  - d. Attend the Student Leadership Conference
  - e. Write a reflection on what you did and learned during spring quarter

D. Change Position

1. At the discretion of the advisor, candidates may be able to change the position they are

running for under special circumstances by 4:00 pm the day before the first mandatory candidates' orientation on Wednesday of week five (5) of winter quarter.



## ARTICLE IV: CAMPAIGN REGULATIONS

### **Section 1: Definition**

Campaigning shall be defined as activities or items advertising the candidacy of any candidate or ballot issue. The actions of any candidate, member of the DASG Senate, the ICC, any De Anza club or any other campus organization, done in the course of discharging their duties associated with that organization, shall not be considered campaigning.

### **Section 2: Campaign Conduct**

- A. All candidates must promote the Student Elections regardless of the positions to which they are running and whether they are running in opposition to other candidates.
- B. Candidates must conduct at least three in person or online classroom or club presentations promoting the Student Elections.
- C. Candidates must make at least three online posts promoting the Student Elections to any social media platforms in which they participate, if any.
- A. Failure to obey the campaign conduct provision in this section shall result in disqualification.
- B. Campaigning shall only be permitted during Winter Quarter Week Seven (7) and Winter Quarter Week Eight (8).
- C. No candidate shall interfere with the campaigning of any other candidate, nor shall they interfere with the dissemination of information by any student publication.
- D. No candidate shall use any club, ICC, DASG, or college resources not provided to the general student body for campaigning or campaign coordination purposes. This includes, but is not limited to:
  1. Computers
  2. Paper
  3. Printer
  4. Copier
  5. DASG Office
  6. ICC Office
  7. Club Room
  8. General Office Supplies
  9. Professional Zoom Accountsand anything else deemed appropriate by the Elections Committee.
- E. No candidate shall deliberately violate the Elections Code or any Elections Committee ruling.
- F. Candidates shall not attempt to subvert the election. Subverting the election shall include but not be limited to:
  1. Attempting to use the Elections Committee to bias the outcome of the election or overlook violations of the Elections Code.
  2. Attempting to gain additional votes by defacing, taking down, or covering up campaign materials of other candidates or engaging in libelous behavior with intent of fraudulently shifting public confidence away from other candidates.
  3. Attempting to use media or other such public entities to publish or spread false information about or insult candidates, or to use media or other such public entities to promote a candidate based on inaccurate or false information.
  4. Purposely providing inaccurate or false information to the Elections Committee; to include submission of documents, evidence, and witnesses.
  5. Impeding an Elections Committee member during the discharge of their

duties.

6. Attempting to bribe students or buy votes. This includes providing food or beverages.
7. Publishing or posting campaign materials featuring factually inaccurate information about any candidate, their actions, or their endorsements.
8. Having a computer, smartphone, or voting device when campaigning. You cannot assist a student to vote. You cannot watch or be present when a student is voting.

**Section 3: Campaign Material**

- A. Failure to fulfill or abide by these requirements shall result in removal of the materials at the discretion of the Elections Committee.
- B. All campaign materials must be posted in accordance with the Student Election Posting Guidelines and/or Social Media Guidelines for Student Groups at De Anza College that are published by the Office of College Life.
- C. All candidates' campaign materials must contain the candidate's name as it appears on the ballot, the candidate's ballot number, the position for which the candidate is running, and the dates, times, and manner/location of voting.
- D. Campaign materials smaller than 3.5 inches by 3.5 inches may only include the candidate's name as it appears on the ballot and the position for which the candidate is running.
- E. Candidates shall remove all signs, posters, displays, electronic media, all fragments of such signs, posters, or displays, including tape, rope, and all other such materials used to attach said campaign materials within twenty-four (24) hours of the close of the voting period.
  1. Failing to remove all campaign materials may result in withholding of a candidate's reimbursement amount by at least fifty percent (50%) and may be grounds for disqualification.

**Section 4: Campaign Expense Limits**

- A. The campaign expense limit for candidates shall be one hundred dollars (\$100).
- B. All donated materials and professional services must be assessed at retail value and counted towards the campaign expense limit.
- C. Each candidate, regardless of whether they campaigned or used funds to campaign, must submit an expense report to the Office of College Life by the deadline outlined in Article II, Section 1.
  1. Candidates who do not submit an expense report by the deadline may be disqualified at the discretion of the Elections Committee.
- E. Candidates shall not be reimbursed for donated items or for items without original receipt.
- F. Expense reports containing a substantial number of inaccuracies may result in disqualification.
- G. Expense reports must account for every campaign item bearing the candidate's name and must include receipts, and sources of all gifts and donations.
- H. Reimbursements may not exceed campaign expense limits.
- I. Reimbursements shall be on an individual basis only.
- J. Any materials found in violation of campaign regulations shall not be reimbursed.

## ARTICLE V: DETERMINATION OF VIOLATIONS

The Elections Committee shall employ the following methods to enforce campaign fairness and integrity, and to uphold the Elections Code, Student Election Posting Guidelines, Social Media Guidelines for Student Groups at De Anza College, and all documents outlined in Article III, Section 2. The severity and consequence of all infractions shall be at the discretion of the Elections Committee.

### **Section 1: Corrective Action**

- A. All candidates who violate any part of the aforementioned documents shall be informed of the infraction by any member of the Elections Committee and instructed to correct the violations. The infraction must be corrected within twenty-four (24) hours of confirmed notification. Candidates are responsible to identify and correct violations regardless of being notified.
- B. **Minor Infractions**  
If the infraction is corrected within twenty-four (24) hours and is not determined to damage college property, create an unfair campaign advantage, or impede the elections in any way, no further action shall be taken.
- C. **Major Infractions**  
If the infraction is not corrected within twenty-four (24) hours, or is determined to have damaged college property, created an unfair advantage or impeded the elections, further action shall be taken.
- D. Disqualification may only be based on violations of rule(s) specified in the DASG Election Code and may only occur during or after the Complaint Meeting. However, the Elections Committee shall have the discretion to determine the applicability of reported or discovered violations.
- E. Valid methods for candidates to be held accountable for violations are limited to the following methods:
  - 1. Withholding of reimbursements, in accordance with the description of the violation
  - 2. Submit a written reflection to the Advisors on their violation(s), why they were inappropriate, and reach out to those affected if necessary.
  - 3. Requiring community service as an additional condition to affirming to office
  - 4. Disqualification
- F. A reduction to the count of votes for any candidate is illegal and shall never be considered by the Elections Committee as a valid consequence for infractions.
- G. A plea of ignorance shall not be considered a valid defense to an infraction of the DASG Elections Code or any ruling of the Elections Committee.
- H. *If either the Presidential candidate or the Vice Presidential candidate cannot continue in the election for any reason, the other one may stay in the elections. A Vice Presidential candidate running alone shall be considered a Presidential candidate.*

### **Section 2: Submission of Complaint**

- A. All alleged violation(s) of the Elections Code must be submitted in writing, via the General Election Complaint Form, to the Office of College Life on or before the first (1st) business day after the last day of polling by 4:00 PM. All late complaints shall not be considered by either the Elections Committee or the DASG Senate.
- B. List all the facts that substantiate your claim. Attach any documents you wish to have considered.

1. Any documentation or evidence that is to be publicized must censor the legal and preferred names, usernames, and profile pictures of anyone not involved in the infraction, participating in the General Election, serving as a current or prospective DASG Senate Members, nor the current De Anza Student Trustee.

**Section 3: Complaint and Appeal Meetings**

- A. All alleged violation(s) of the Elections Code shall be reviewed by the Elections Committee.
- B. All appeals of the Committee shall be heard by the DASG Senate. Appeals of the decision of the Elections Committee can only be submitted by candidates found guilty as determined by the Committee.
- C. The Elections Committee shall record all meetings in which deliberation regarding alleged violations or disqualification of any candidate occurs.
- D. Any decision to disqualify any candidate shall require a majority vote.

## ARTICLE VI: ELECTION RESULTS AND AFFIRMATION

### **Section 1: Determination of Election Results**

- A. Up to thirty (30) candidates who receive the highest number of votes equal to or in excess of at least fifteen percent (15%) of the total votes cast in the General Election shall be considered elected as DASG Senators. No candidate will be considered elected as a DASG Senator who receives less than fifteen percent (15%) of the total votes cast in the General Election.
  - 1. All Senator elects and Student Trustee elect must maintain eligibility by attending the mandatory Spring and Fall trainings and events.
- B. Those not elected to officer positions shall be considered to have run for the position of DASG Senator. They shall be considered elected for the position of DASG Senator only if there are vacant Senator positions available and they receive more than fifteen percent (15%) of the total votes cast.

### **Section 2: Affirmation of DASG Senator Elects**

- A. All newly elected DASG Senators must be affirmed into office during the last Senate meeting of spring.
  - 1. The affirming shall consist of the verbalization and signing of the DASG Oath of Office.

### **Section 3: Affirmation of De Anza Student Trustee Elect**

- A. The newly elected De Anza Student Trustee must be affirmed into office in accordance with relevant Foothill-De Anza Community College Board Policies and Administrative Procedures (first (1<sup>st</sup>) Board meeting of June).

Adopted: May 1997  
Amended: 4/20/2011  
Amended: 3/20/2013  
Amended: 5/14/2014  
Amended: 3/4/2015  
Amended: 11/4/2015  
Amended: 11/30/2016  
Amended: 2/21/2018  
Amended: 6/6/2018  
Amended: 5/15/2019  
Amended: 10/30/2019  
Amended: 5/20/2020  
Amended: 3/17/2021  
Amended: 5/19/2021  
Amended: 10/20/2021  
Amended: 5/25/2022

*Amended: [Date Approved by DASG Senate]*