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**Student Senate for California Community Colleges**  
Elections Policy

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**I. Background and Purpose**

The Student Senate for California Community College (SSCCC) shall hold transparent, fair, and equitable elections for the Executive Officers of the Board of Directors. The purpose of this policy is to provide guidance in the process for electing the Executive Officers of the SSCCC. The Bylaws and Constitution for the SSCCC supersede any provisions made within this policy.

**II. Election of Executive Officers**

The President, Executive Vice President, Vice President of Regional Affairs, Vice President of Legislative Affairs, Vice President of Finance, and Vice President of Communications will be elected to the SSCCC Board of Directors by balloting from all California community college delegates present at the General Assembly, which consists of one delegate from each local associated student organization recognized pursuant to California Education Code §76060.

**III. Terms of Office**

The term of Executive Officers is one year beginning July 1 and ending June 30. No individual shall serve more than two terms as an Executive Officer.

**IV. Policy and Procedures**

Elections Timeline

- a. Elections for Executive Officer positions for the next fiscal year shall take place each spring of the current fiscal year during General Assembly.
- b. Each October, the Candidate Eligibility Form, Candidate Statement, submission and deadline dates will be announced and released through the SSCCC Listservs and the official SSCCC website.
- c. Each January, the Candidate Eligibility Form for Executive Officer positions is due.
- d. Each February, applicants who submitted the Candidate Eligibility Form will be notified of eligibility and required to confirm that they are still interested in running for an Executive Officer position.
- e. Each March, eligible candidates are required to submit a Candidate Statement.
- f. Candidate Statements will be released through the SSCCC Listservs and official SSCCC website within one week after the submission deadline and paper copies will be distributed the first day of the General Assembly.

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**V. Eligibility**

- a. The individual shall meet the requirements as stated in the SSSCC Constitution, Article IV, Section 3.
- b. California Community College students may run to be an Executive Officer given they meets and maintains compliance with the requirements of California Education Code §76061.
- c. All applicants must submit the Candidate Eligibility Form by January 1 to be considered for an Executive Officer position.

**VI. Elections Committee**

- a. A call for students to serve on the Elections Committee will be made each Fall to all SSSCC regions. No member of the SSSCC Board of Directors, current candidate, or voting delegate can sit on the Elections Committee.
- b. The Elections Committee shall meet in the Fall to review and recommend revisions to the Elections Policy, Candidate Eligibility Form, and Candidate Statement.
- c. The Executive Director or designee will chair the Elections Committee and screen applications for eligibility.
- d. The Elections Committee will be comprised of five California community college students and one advisor. Only the appointed students serving on the Elections Committee can vote.
- e. The Elections Committee shall meet at least once prior to the Spring General Assembly to review the onsite elections process and the paper ballot.
- f. No member of the Elections Committee can endorse a candidate.

**VII. Elections Process During General Assembly**

- a. The specific process by which the election will be conducted, including the grounds and process for disputes of specific ballot results, shall be distributed with the Candidate Statement Packet.
- b. Delegates must submit their ballots before 10:00 am on the day of elections to vote.
- c. Delegates will vote by ballot on the day of elections.
- d. A quorum of registered delegates is required for elections to be valid. This will be determined the day of elections.
- e. Prior to Elections, each candidate shall make a brief speech as follows:
  - i. President – 5 minutes maximum

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- ii. Vice Presidents – 3 minutes maximum
- f. Campaigning can occur prior to the General Assembly but shall not be conducted once the General Assembly begins. This includes any flyers, pins, advertisements, speeches, social media posts or advertisements, emails, or any other activities that might be considered campaigning at the discretion of the Elections Committee. Any candidate who violates this policy will be disqualified from running for an Executive Officer position.
- g. All candidates will participate in a Candidate Forum held the evening prior to the Elections. Any member of the public, voting delegates, and current members of the SSCCC Board of Directors may ask any candidate for an Executive Officer position a question. The Executive Director or designee will facilitate the Candidate Forum.
- h. The current President shall preside over the Elections. In the case the President is also a candidate, the Executive Vice President or the next Executive Officer in the line of succession who is not running will preside over the Elections.
- i. Voting shall be conducted via a paper ballot provided to the registered delegate or alternate delegate at the time of registration. No replacement ballots will be provided if the ballot is missing or lost.
- j. If a candidate loses, the candidate may run for only one other vacant Executive Officer position.
- k. To be elected, a candidate must receive a vote from a majority of those delegates present and voting. If no person receives a majority vote, a run-off election shall be conducted immediately to choose from the two candidates that received the largest number of votes.
- l. If a candidate runs unopposed, the candidate may be elected by acclamation. The motion to be elected by acclamation must be moved and seconded by delegates from the floor and must be approved by the Delegate Assembly.
- m. The order of the Elections are as follows: President, Executive Vice President, Vice President of Regional Affairs, Vice President of Legislative Affairs, Vice President of Finance, and Vice President of Communications.
- n. In the event of a tie, the current Chair shall cast the deciding vote.
- o. All election disputes shall be addressed immediately by the Elections Committee, which has the final decision on any disputes.
- p. Once elected, the new Executive Officers will receive training and orientation from the current Executive Officers prior to taking office.

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- q. New Executive Officers will be sworn in during the July SSCCC Board of Directors meeting.
- r. In the event of a vacancy in any Executive Officer position, the current Board of Directors shall conduct a special election.
- s. Ballots shall be kept in the SSCCC archives until the next election.

**VIII. Ballots**

- a. A preprinted ballot will be provided to the delegates when they register as a delegate. The ballot will have college and delegate name, and open Executive Officer position preprinted. The delegate shall mark the ballot with candidate name and sign and give it to Elections Committee members.
- b. The Elections Committee shall retire to another room and shall compare the signatures on each ballot against the signatures on the list of Delegates eligible to vote, setting aside any ballots not submitted by a Delegate eligible to vote. Then, all ballots shall be counted.
- c. Once verified, the Elections Committee will tally the votes after each vote and provide the current Chair with the final count including the number of delegates eligible to vote, delegates disqualified from voting, needed to win, votes cast for each candidate, and the winner.
- d. Anyone from the public who is not a current board member, candidate, or voting delegate can observe the tallying of ballots.

**IX. Special Election**

- a. In the event an executive officer position becomes vacant after a General Assembly, the order of succession as noted in the SSCCC Bylaws Article II. Section 1 will be used to fill the position.
- b. After filling the positions through the order of succession, any open positions will be announced to the regions and an elections timeline will be posted immediately.
- c. Any student can submit a candidate application as long as they meet eligibility criteria as noted in Section V of this policy.
- d. The Board of Directors shall serve as the voting body.
- e. On the day of election, the candidate may make an opening statement of no longer than three minutes in alphabetical order by last name.
- f. The Board may elect to ask the candidates no more than three questions. An ad hoc committee of no more than five liaisons and/or members of the public shall

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select the questions from written submissions. The candidates shall be asked the same question and may have no longer than two minutes to respond to each question.

- g. The Board shall open the floor for public comment of no longer than two minutes per speaker. Comments shall relate to the election.
- h. Ballots shall include the name of the voting members, the name of the candidate, and the position to which they are being elected to be valid. The ballots shall be collected, publicly counted, and then announced by the President or presiding officer.