



ELECTIONS CODE

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DASB ELECTIONS CODE

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ARTICLE I: ELECTIONS COMMITTEE

Section 1: Elections Committee Membership

The DASB Elections Committee shall consist of the following:

- A. Voting Members:
 - DASB Vice President or designee (DASB Senator)
 - At least two (2) additional DASB Senators
- B. Advisory Members:
 - DASB Senate Advisor

Section 2: Duties and Responsibilities of Elections Committee

The Elections Committee shall:

- A. Remain impartial in all dealings with DASB members.
- B. Act in accordance with the DASB Constitution, DASB Senate Bylaws, and DASB Codes.
- C. Ensure that all candidates are eligible to hold office.
- D. Encourage students to apply for DASB Senate and De Anza Student Trustee positions.
- E. Advertise and promote the DASB Senate and De Anza Student Trustee General Elections using multiple methods including required classroom presentations and presentations to cultural based programs and clubs, and other special programs for targeted student groups.
- 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 DASB Election Account (41-55150).
- H. Propose amendments to the DASB 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 DASB Vice President (or designee) shall be the authorized signer of all DASB 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:

- Fall Quarter Week Three (3) _____ Elections Committee is Formed
- Fall Quarter Week Five (5) _____ Announcement of Election Schedule and Procedures
- Fall Quarter Week Five (5) _____ Elections Committee Begins Promoting Elections
- Fall Quarter Week Eight (8) _____ Mandatory Information Session
(Tuesday, Wednesday, and Thursday at different times; candidates must attend only one in fall or winter)
- Winter Quarter Week Three (3) _____ Mandatory Information Session-
(Tuesday, Wednesday, and Thursday at different times; candidates must attend only one in fall or winter)
- Winter Quarter Monday Week Five (5) _____ Application/Petition Submission Deadline
- Winter Quarter Wednesday Week Five (5) _____ Mandatory Candidates' Orientation Meeting
- Winter Quarter Friday Week Five (5) _____ Makeup Candidates' Orientation Meeting
- Winter Quarter Wednesday Week Six (6) _____ Coalition Mixer
- Winter Quarter Tuesday Week Seven (7) _____ Coalition Forms Due
- Winter Quarter Week Eight (8) _____ Campaigning Begins/Voting Opens
- Winter Quarter Week Eight (8) _____ Candidates' Debates/Presentations
- Winter Quarter Week Nine (9) _____ Campaigning Ends/Voting Closes
- Second Business Day After Last Day of Polling _____ Expense Reports and Complaint Forms Due
- Fifth Business Day After Last Day of Polling _____ Complaint Meeting
- Wednesday after the Complaint Meeting _____ Appeal Meeting
- First Week of Spring Quarter _____ New Senate Orientation
- Throughout Spring Quarter _____ Training
- Last Senate Meeting of Spring Quarter _____ Elected candidates are sworn in to office

The Elections Schedule may be adjusted as necessary by the DASB Elections Committee, DASB Executive Advisory Committee, or DASB Senate.

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, with the exception of the positions of President and Vice President who must run on the same ticket.
- C. If less than three percent (3%) of the current DASB members have voted by the end of Election Week, the voting shall be extended until at least three percent (3%) of the current DASB members have voted.
 1. The election for the De Anza Student Trustee shall automatically end ten (10) days before the Student Trustee is to be sworn in 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) DASB members, or by majority votes of the DASB Senate shall be included on the ballot.
 - 1. All ballot measures that would amend the DASB Constitution must contain the signatures of at least one thousand (1000) DASB members.

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' meeting, an Elections Committee member shall draw random numbers from a container to determine the ballot order.
- C. Photos to be placed on the ballot shall be taken at the candidates' meeting.

Section 5: Election Events

- A. The Elections Committee shall coordinate the following events prior to and during Campaign Exhibition Week, including but not limited to:
 - 1. At least one (1) tabling event to promote candidate recruitment
 - 2. At least one (1) tabling event to promote the elections
 - 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 and coalitions' expense reports.
- 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 DASB General Election are as follows:

- A. DASB Senate
 - President
 - Vice President
 - Chairs of Committees
 - Senators
- B. De Anza Student Trustee

Section 2: Candidate Eligibility Requirements

- A. All candidates must:
 - 1. Submit a completed application to the Office of College Life by the application submission deadline.
 - a. Candidates for President and Vice President must both turn in individual application in order for them to be considered eligible.
 - 2. Attend the mandatory candidates' meetings. Any candidate unable to attend must arrange an alternate time to meet with the DASB Senate Advisor or at least one (1) Elections Committee member.
 - 3. Be enrolled in at least eight (8) units at De Anza College, and intend to enroll throughout the following academic year.
 - 4. Have a cumulative GPA of at least 2.0.
 - 5. Not be on academic or disciplinary probation.
 - 6. Not have filed transfer applications to any College/University.
 - 7. Not be a member of the Elections Committee.
 - B. In addition, all DASB Senate Candidates must:
 - 1. Be a current De Anza Associated Student Body member.
 - 2. Not be running for the De Anza Student Trustee position.
 - 3. Not have held office for three (3) consecutive or non-consecutive terms.
 - 4. Fully attend at least one (1) DASB Senate Meeting after the announcement of Elections Schedule and Procedures and before voting opens.
 - 5. Attend at least one (1) DASB Committee Meeting after the announcement of Elections Schedule and Procedures and before voting opens.
 - 6. Be familiar with DASB Constitution, DASB Bylaws, and DASB codes.
 - 7. Attend New Senate Orientation.
- During Spring Quarter all Elected DASB Senate Candidates Must:
- 1. Attend at least three (3) Senate meetings
 - 2. Attend at least three (3) DASB Senate Internal Committee meetings
 - 3. Attend at least one (1) External Shared Governance Committee meeting
 - 4. Attend the Student Leadership Conference
 - 5. Write a reflection on what you did and learned during spring quarter
- C. In addition, all De Anza Student Trustee Candidates must:
 - 1. Not be running for any DASB Senate positions.
 - 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.

Section 3: Coalitions

- A. Candidates may request to form a coalition by submitting a Coalition Request Form to the Office of College Life by the application submission deadline. Any form that is incomplete or submitted after the deadline shall be considered to be invalid.
- B. A Coalition name used during the last General Election may not be used during the current General Election. An alternative name shall be accepted after the application submission deadline, but must be approved before campaign materials are posted.
- C. Coalitions may be comprised of a number of members not exceeding the number of available positions.
- D. Candidates for the positions of President and Vice President are automatically considered a coalition and only need to submit a form if they intend to campaign with additional candidates.
- E. Candidates who form a coalition shall all be jointly responsible for their campaign.
- F. Candidates may only campaign together if they are in the same coalition; candidates may not campaign with or campaign for other candidates unless they are part of the same coalition.

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 DASB 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. Failure to obey the campaign conduct provision in this section shall result in disqualification.
- B. Campaigning that consists of physical materials such as: flyers, posters, giveaways, classroom presentations, electronic media, or any other form of advertising 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, DASB, or college resources not normally provided to the general student body for campaigning purposes or for campaign coordination purposes. This includes: computers, paper, printer, copier, DASB office, ICC Office, club room, pens, general office supplies, and 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. All campaign materials must be posted in accordance with the Student Election Posting Guidelines that is published by the Office of College Life.
- B. All candidates' campaign materials must contain the candidate's name (only one preferred name) and the position for which the candidate is running.
Campaign material for coalitions must contain the:
- Coalition's name
 - Name of each member of the coalition
 - Position for which each member is running
- Failure to fulfill this requirement shall result in removal of the material at the direction of the Elections Committee.
1. Campaign materials smaller than 3.5 inches by 3.5 inches are exempt from requirements listed in Item B.
All campaign material should include the dates, times and manner/location of voting.
- C. 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 official closing of the General Election.
1. Willfully failing to remove the majority of their materials may result in withholding of a candidate's reimbursement amount by at least fifty percent (50%).
 2. Failing to remove a minority of materials may result in withholding of a candidate's reimbursement amount by at most fifty percent (50%).

Section 4: Campaign Expense Limits

- A. The campaign expense limit for independent candidates shall be one hundred dollars (\$100).
- B. The campaign expense limit for coalitions shall be one hundred dollars (\$100) per coalition member or five hundred dollars (\$500), whichever is lower.
- C. All donated materials and professional services must be assessed at retail value and counted towards the campaign expense limit.
- D. Each independent candidate and each coalition, regardless of whether they campaigned or used funds to campaign, shall submit an expense report to the Office of College Life by the deadline specified in the election timeline. Coalitions only need to submit one expense report for all their members.
- E. Candidates shall not be reimbursed for donated items or for items without original receipt.
- F. Expense reports containing a substantial amount of inaccuracies may result in disqualification.
- G. Expense reports must account for every campaign item bearing the candidate's name or the coalition'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, regardless of whether candidates' expense reports were submitted individually or for a coalition.
- 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 and Posting Guidelines. 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 Elections Code or Posting Guidelines 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 (witnesses or proof). 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 DASB 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 or coalitions to be held accountable for violations are limited to the following methods:
 - Withholding of reimbursements, in accordance with the description of the violation
 - Requiring community service as an additional condition to swearing-in/affirming to office
 - 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 DASB 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 second (2nd) 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 DASB Senate.

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 DASB 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 SWEARING IN

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 DASB Senators. No candidate will be considered elected as a DASB Senator who receives less than fifteen percent (15%) of the total votes cast in the General Election.
- B. Those not elected to officer positions shall be considered to have run for the position of DASB Senator. They shall be considered elected for the position of DASB Senator if and only if there are vacant Senator positions available and they receive more than fifteen percent (15%) of the total votes cast.

Section 2: Swearing in of DASB Senator Elects

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

Section 3: Swearing in of Newly Elected De Anza Student Trustee

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

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