

CITY COLLEGE OF SAN FRANCISCO

ASSOCIATED STUDENTS COUNCIL
OF THE DOWNTOWN CAMPUS

SPRING 2010 ELECTION PACKET ACADEMIC YEAR 2010 - 2011

PETITION DEADLINE - Tuesday, April 20, 2010 - 12 Noon
ELECTIONS HELD Tuesday, April 27th & Wednesday, April 28th



**Packets Available in the Associated Students Council
Office, Room 617 or at the Downtown Campus Dean's Office 2nd Floor**

(Submit Petition to the Election Commissioner for Associated Students on the 6th Floor Room 617 or to Dean's Office, 2nd Floor)

ASSOCIATED STUDENTS COUNCIL OF THE DOWNTOWN CAMPUS OF
CITY COLLEGE OF SAN FRANCISCO

2010 ELECTIONS PACKET CONTENTS

- President Job Description**
- Vice President Job Description**
- Election Guidelines**
- Petition to Run for President or Vice President**
- “Why I want to be President or Vice President” Statement Sheet**
- Election Checklist**
- Grievances, Discipline, & Disqualification**
- Discrimination Statement**

2010 ELECTIONS CALENDAR

APRIL 1st	Election Packets Released
APRIL 20th	Application Deadline - Petitions Due by 12 NOON (NO EXCEPTIONS)
APRIL 21st	Elections Commissioner Validates Candidates
APRIL 22nd	Campaigning Begins
APRIL 27th	Downtown Campus Elections
APRIL 28th	Downtown Campus Elections
April 30th	Election Results
TBA	Orientation



The election calendar and materials will also be available on the Downtown Campus website: www.ccsf.edu/dtn

Avoid problems and confusion by following directions in the election packet.

If you have any questions or concerns, please contact the Downtown Campus Election ASC Advisor at rpadilla@ccsf.edu

ASSOCIATED STUDENTS COUNCIL OF THE DOWNTOWN CAMPUS OF
CITY COLLEGE OF SAN FRANCISCO

PRESIDENT ELECTION

The essence of the president's role is twofold. Internally, the president provides a focused commitment to student issues exemplified through example, promotes a positive work environment for ASC-Downtown Campus members, and possesses the flexibility and ingenuity to improvise when necessary. Externally, as the main diplomat of ASC-Downtown Campus, the President represents our community of CCSF students

BENEFITS

- \$2,500 Service Scholarship

RESPONSIBILITIES

- Serve as the Chief Executive Officer
- Ensure the efficiency, effectiveness and productivity of Associated Students Council
- Empower the Vice President of Administration and Finance, Directors and the student body
- Develop a working relationship with the college administration, the Chancellor and the Board of Trustees of the San Francisco Community College District, Classified Senate, Academic Senate, SEIU Local 790, AFT 2121
- Assist the Vice President of Administration and Finance to develop the annual budget for the current year and the interim budget for the following academic year.
- Report to the Board of Trustees
- Chair the Associated Students Council Downtown Campus meetings
- Serve on the College Advisory Council and Planning and Budgeting Council
- Bring forth the pertinent issues and resolutions from the Council to the Associated Students Executive Board and/or the Board of Trustees
- Conduct Students Assessment Needs each Semester
- Attend and report to the Associated Students Executive Board meetings

QUALIFICATIONS

- A student taking at least six units with a 2.0 GPA or ten noncredit hours with a certificate of good standing may run for a Council position. A student's campus is defined where the student is enrolled in the most number of credits or hours.

ELECTION PACKET

- Contact your ASC-Downtown Campus Office at room 617 or call 415.267.6575
- Contact your ASC-Downtown Advisor at rpadilla@ccsf.edu

PETITION DEADLINE - Tuesday, April 20, 2010 - 12 Noon
ELECTIONS HELD Tuesday, April 27th & Wednesday, April 28th

(Submit Petition to the Election Commssioner for Associated Students on the 6th Floor, Room 617 or to Dean's Office, 2nd Floor)

ASSOCIATED STUDENTS COUNCIL OF THE DOWNTOWN CAMPUS OF
CITY COLLEGE OF SAN FRANCISCO

VICE PRESIDENT ELECTION

The Vice President of Administration and Finance is responsible for ensuring the flow of information internally and externally for the council. S/he is the key person for information to the college administration and to the student body. S/he is the monitor for the entire monetary operation. S/he is holder of the rules of the usage of money. This account guardian is last defense line against unconstitutional account usage.

BENEFITS

- \$1,500 Service Scholarship

RESPONSIBILITIES

- Act as the Chief Finance Officer
- Serve on the Planning and Budgeting Council as a Shared Governance Student Representative
- Develop an annual budget and ensure that it is implemented
- Hold Associated Students Council - Downtown Campus finance meetings as necessary
- Invite budget requests for the following year interim and yearly budget
- Act as President in the absence of the President
- Prepare agendas, minutes and all other necessary documents for the ASC-Downtown Campus in a professional manner
- Develop office and space users protocols
- Monitor the usage and maintain an inventory of equipment and supplies
- Assist the President in the hiring, training and supervision of all ASC-Downtown Campus Staff
- Chair Associated Students Agenda Review meetings
- Document progress of all committees
- Attend and report to the Associated Students Executive Board meetings

QUALIFICATIONS

- A student taking at least six units with a 2.0 GPA or ten noncredit hours with a certificate of good standing may run for a Council position. A student's campus is defined where the student is enrolled in the most number of credits or hours.

ELECTION PACKET

- Contact your ASC-Downtown Campus Office at room 617 or call 415.267.6575
- Contact your ASC-Downtown Advisor at rpadilla@ccsf.edu

PETITION DEADLINE - Tuesday, April 20, 2010 - 12 Noon
ELECTIONS HELD Tuesday, April 27th & Wednesday, April 28th

(Submit Petition to the Election Commissioner for Associated Students on the 6th Floor, Room 617 or to Dean's Office, 2nd Floor)

ASSOCIATED STUDENTS COUNCIL OF THE DOWNTOWN CAMPUS OF
CITY COLLEGE OF SAN FRANCISCO

ELECTION GUIDELINES

REGISTRATION & APPROVAL OF CANDIDACY

1. The candidate must complete and file the petition application by returning it to the Downtown Campus Election Commissioner Room 617 or to the Downtown campus Dean, located on the 2nd floor by the due date posted on the petition application.
2. All candidates must be approved by the Election Commissioner and the Downtown campus Dean. There will not be write-in-space for additional candidates on the ballot.
3. Candidates will be notified of approved candidacy within 48 hours of returning petitions.
4. All candidates must attend an orientation in order to be qualified (TBA).

ENDORSEMENTS

1. The endorsement of any on-campus organization may appear on campus material.
2. No endorsement shall be given by an officially recognized campus publications such as the "The Guardsman," or "City Currents."
3. No endorsement may be given by administrators, faculty, or classified staff.
4. No endorsement shall be given by any CCSF or Associated Students Departments such as EOPS, Athletics, English Department, etc...
5. No endorsement may be sought or accepted from non-CCSF college organizations, national, state, city or foreign organizations.
6. No endorsements shall be given by Associated Students Council of any CCSF campus.

CAMPAIGNING

1. Candidates may only begin campaigning only after their petitions have been submitted and approved.
2. Only registered students of CCSF may participate in campaigns.
3. Candidates may campaign by going to classes. Classroom campaigning is subject to the instructors approval.
4. Candidates may campaign by distributing literature to students. Accepting distributions will be at student discretion, and must follow the Election Posting and Distribution Guidelines.
5. Candidates may set up tables, tents, or booths to campaign. This requires the approval of the Election Commissioner or the Downtown Campus Dean.
6. Candidates may not engage in discriminatory language or behavior while campaigning. The definitions of discrimination are listed under Discrimination and Harassment.
7. All students who are not candidates, year are actively participating in campaigning are required to register with the Election Commissioner as Campaign Committee Members.
8. All students who are campaigning must wear identification tags.
9. All campaign activities are not specified above must be cleared by the Election Commissioner or the Downtown Campus Dean.

(over)

PUBLICITY

Campaign literature is any printed materials reproduced on paper, including posters and banners, for the purpose of promoting any candidate and/or slate.

1. Before posting or distributing campaign literature, copies of all documents, must be submitted to the election Commissioner or Downtown Campus Dean for approval.
2. Campaign literature may not include language that may be construed as discriminatory. If any literature is found to be offensive, the candidate responsible will be asked to retract the statement in question.
3. No more than two candidates' names may appear on any literature unless those candidates are registered as a slate.

PRINTED CAMPAIGN MATERIALS & EXPENDITURES

1. All candidates may request an amount equal to 700 single-sided, 8.5" x 11" sheets of paper. Copies will be made free of charge. No other printed material will be approved.
2. All requests must be made in person with the literature both on hard copy and electronic formats.
3. Negative campaigning is not allowed on printed material.
4. A 48 hour processing period will apply to all printed material requests.
5. No campaign expenditures are allowed.
6. No monetary donations are allowed.
7. All in-kind donations must be approved by the election commissioner.

ELECTION DAYS AND RESULTS

Election Days

1. Candidates are the only students permitted to distribute or post material on election days.
2. There is no campaigning permitted within 50 feet of the polling places.
3. Any candidate not voting who is found in the voting or tallying rooms may be disqualified.

Election Results

Election results will be posted on Friday, April 30th. In the event of questionable integrity of tallying, a thorough investigation will commence. The results may be withheld until the incident is resolved, at the discretion of the Election Commissioner and Downtown Campus Dean.

PETITION DEADLINE - Tuesday, April 20, 2010 - 12 Noon
ELECTIONS HELD Tuesday, April 27th & Wednesday, April 28th

(Submit Petition to the Election Commissioner for Associated Students on the 6th Floor, Room 617 or to Dean's Office, 2nd Floor)

ASSOCIATED STUDENTS COUNCIL OF THE DOWNTOWN CAMPUS OF
CITY COLLEGE OF SAN FRANCISCO

PETITION TO RUN FOR PRESIDENT OR VICE PRESIDENT

Name: _____
Address: _____
Phone: _____
Email: _____
CCSF I.D. Number _____

Must be enrolled in 10 hours of non-credit hours

(Non-credit students must be in satisfactory standing; you may submit an unofficial transcript).

Number of non-credit hours enrolled this semester to date: _____

Number of non-credit hours completed to date: _____

Must be enrolled in 6 credit units

(must possess a 2.0 Grade Point Average; you may submit an unofficial transcript).

Number of credit units enrolled this semester: _____

Number of credit units completed to date: _____

- A student taking at least six units with a 2.0 GPA or ten noncredit hours with a certificate of good standing may run for a Council position. A student's campus is defined where the student is enrolled in the most number of credits or hours.

Attachment: (absolutely necessary to qualify to run)

No longer than a 100-word essay describing why you want to be President or Vice President.

To complete your petition to run for either President or Vice President, it is necessary that you affirm you have read and understand the guidelines described in your Election Packet. Thank you for this consideration.

Signature

Date

PETITION DEADLINE - Tuesday, April 20, 2010 - 12 Noon
ELECTIONS HELD Tuesday, April 27th & Wednesday, April 28th

(Submit Petition to the Election Commssioner for Associated Students on the 6th Floor, Room 617 or to Dean's Office, 2nd Floor)

ASSOCIATED STUDENTS COUNCIL OF THE DOWNTOWN CAMPUS OF
CITY COLLEGE OF SAN FRANCISCO

ELECTION CHECKLIST

- Did you submit your petition application on time and all the necessary documents?
- Have you been informed by the Election Commissioner that you are an approved candidate?
- Do you have a complete Elections Packet to refer to during the campaign and election period?
- Have you stapled typed 100 word hard copy platform statement with your petition?
- Are you aware that you, as the candidate, are the only person permitted to post or distribute your literature on election days?
- Did you know that if you are found in the voting or tallying rooms on an election day and you are not voting then you may be disqualified?
- Are you prepared to take down and clean up all campaign postings at the end of the election?
- Have you reviewed the election Discrimination Statement?
- Have you reviewed the Grievances, Discipline, & Disqualification Statement?

PETITION DEADLINE - Tuesday, April 20, 2010 - 12 Noon
ELECTIONS HELD Tuesday, April 27th & Wednesday, April 28th

(Submit Petition to the Election Commissioner for Associated Students on the 6th Floor, Room 617 or to Dean's Office, 2nd Floor)

GRIEVANCES, DISCIPLINE, & DISQUALIFICATION

GRIEVANCES

Any student whether involved in campaigning or not, is entitled to file a grievance. The nature of the complaint will determine the appropriate action(s) to be taken. A grievance may be reported directly to the Elections Commissioner or to the Associate Dean of Student Activities. Minor disputes will be settled informally; more serious situations may necessitate the involvement of other parties. The Election Commissioner will record all grievances.

DISCIPLINE

Candidates should be aware that all campaigning activities are monitored by the Committee. In the event of grievance, or if inappropriate behavior is observed, the Associate Dean of Student Activities will be notified. The candidate(s) involved will receive a warning and will be asked to discontinue with the inappropriate record. Repeated disregard for any warning will result in disqualification.

DISQUALIFICATION

Disqualification is reserved for the most serious of offenses, and will not be concluded without intensive investigation. For example, disregarding the regulations in a willful or deliberate manner may be grounds for such severe consequences. All candidates, be advised that there are many types of unacceptable behavior not outlined here, and candidates will be held accountable for the actions of their personal Campaign Committee in addition to their own actions the Election Committee in cooperation with the Associate Dean of Student Activities reserve the right to disqualify any candidate.

DISCRIMINATION STATEMENT

The word "discrimination" is used in this document to describe behavior and language of a prejudicial nature. For the clarification and further understanding of discrimination we have provided explanations of the different types of harassment. This text has been paraphrased from a draft of the San Francisco Community College District Sexual Harassment Complaint Policies and Procedures:

The definitions include but are not limited to:

Verbal Harassment: i.e. epithets, derogatory comments or slurs on the basis of race, religion, color, sex, age, national origin, ancestry, ethnic group identification, physical or mental disability, marital status, or sexual orientation

Physical Harassment: i.e. assault, impeding or blocking movement or any physical interference with normal work or movement when directed at an individual on the basis of race, religion, color, sex, age, national origin, ancestry, ethnic group identification, physical or mental disability, marital status, or sexual orientation.

Visual Harassment: i.e. derogatory posters, notices, bulletins, cartoons or drawings on the basis of race, religion, color, sex, age, national origin, ancestry, ethnic group identification, physical or mental disability, marital status, or sexual orientation. Should any discrimination be observed in a candidate's campaign, they will be subjected to discipline and disqualification. See above Grievances, Discipline, and Disqualification.