

*Green Italics = Additions*

~~Red Strikethrough~~ = Deletions

# 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 ~~or designee (DASG Senator)~~ (Chair)
2. *DASG Vice Chair of Elections (DASG Senator)*
3. At least ~~two (2)~~ *one (1)* additional DASG Senators

#### B. Non-Voting Members

1. *Any number of Interns*

#### C. Advisory Members:

1. DASG Senate Advisor(s)

#### D. Marketing and Communications Liaison

1. *One (1) Voting or Non-Voting Member must also be a Member of the Marketing and Communications Committee*

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

The Elections Committee shall:

- A. Remain impartial in all dealings with DASG ~~members~~ *Constituents*.
- B. Act in accordance with the DASG Bylaws and Codes.
- C. Ensure that all candidates are eligible to hold office.
- D. Encourage students to apply for DASG Senate and De Anza Student Trustee positions.
- E. Advertise and promote the DASG Senate and De Anza Student Trustee General Elections using multiple methods including *but not limited to: required classroom presentations and presentations to cultural based programs and clubs, and other special programs for targeted student groups.*
  1. *Required classroom presentations.*
  2. *Presentations to the Student Success and Retention Service programs.*
  3. *Presentations to programs and clubs made for or about underserved/marginalized groups.*
  4. *All other special programs for targeted student groups.*
  5. *La Voz advertising space.*
  6. *Campaigning Website*
- F. *Select External Shared Governance Committee Interns for the DASG Senate*
- ~~F~~G. Meet at least once per week excluding the first week, week eleven, and finals week of each quarter and breaks.
- ~~G~~H. Manage and oversee the DASG Election Account (41-55150).
- ~~H~~I. Propose amendments to the DASG Elections Code.
- ~~I~~J. 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 ~~(or designee)~~ 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 Three (3)~~ \_\_\_\_\_ ~~Elections Committee is Formed~~
2. *Fall Quarter Week Two (2)* \_\_\_\_\_ *First Elections Committee Meeting*
3. Fall Quarter Week Five (5) \_\_\_\_\_ Announcement of Election Schedule and Procedures
4. Fall Quarter Week Five (5) \_\_\_\_\_ Elections Committee Begins Promoting Elections
5. *Fall Quarter Week Seven (7)* \_\_\_\_\_ *Mandatory Information Session (Tuesday, Wednesday, and Thursday at different times; candidates must attend only one in fall or winter)*
6. Fall Quarter Week Eight (8) \_\_\_\_\_ Mandatory Information Session (Tuesday, Wednesday, and Thursday at different times; candidates must attend only one in fall or winter)
7. Winter Quarter Week Three (3) \_\_\_\_\_ Mandatory Information Session (Tuesday, Wednesday, and Thursday at different times; candidates must attend only one in fall or winter)
8. Winter Quarter Week Four (4) \_\_\_\_\_ Mandatory Information Session (Tuesday, Wednesday, and Thursday at different times; candidates must attend only one in fall or winter)
9. *Winter Quarter Monday Week Five (5)* \_\_\_\_\_ *Mandatory Information Session (At Least Two (2) hours Before Submission Deadline)*
10. Winter Quarter Monday Week Five (5) \_\_\_\_\_ Application/Petition Submission Deadline
11. Winter Quarter Wednesday Week Five (5) \_\_\_\_\_ Mandatory Candidates' Orientation Meeting
12. Winter Quarter Friday Week Five (5) \_\_\_\_\_ Makeup Candidates' Orientation Meeting
13. Winter Quarter Wednesday Week Six (6) \_\_\_\_\_ Coalition Mixer
14. Winter Quarter Tuesday Week Seven (7) \_\_\_\_\_ Coalition Forms Due *(Coalition Form deadline must be at least five (5) business days after the Coalition mixer.)*
15. Winter Quarter Week Eight (8) \_\_\_\_\_ Campaigning Begins/Voting Opens
16. Winter Quarter Week Eight (8) \_\_\_\_\_ Candidates' Debates/Presentations
17. Winter Quarter Week Nine (9) \_\_\_\_\_ Campaigning Ends/Voting Closes
18. ~~Second~~ *First* Business Day After Last Day of Polling \_\_\_ Expense Reports and Complaint Forms Due
19. Fifth Business Day After Last Day of Polling \_\_\_\_\_ *Certification and* Complaint Meeting
20. Wednesday after the Complaint Meeting \_\_\_\_\_ Appeal Meeting
21. ~~First Week of~~ Spring Quarter *Week Two (2)* \_\_\_\_\_ New Senate Orientation
22. ~~Throughout~~ Spring Quarter *Week Four (4)* \_\_\_\_\_ *First Training*
23. *Spring Quarter Week Six (6)* \_\_\_\_\_ *Second Training*
24. *Spring Quarter Week Seven (7)* \_\_\_\_\_ *Executive Officer Training*
25. *Spring Quarter Week Nine (9)* \_\_\_\_\_ *Third Training (Mock Senate Meeting/Parliamentary Procedures Training)*
26. First (1<sup>st</sup>) FHDA Board Meeting of June \_\_\_\_\_ De Anza Student Trustee Elect Affirmed into Office
27. Last Senate Meeting of Spring Quarter \_\_\_\_\_ ~~Elected candidates are sworn~~ *DASG Senator Elects Affirmed* into Office
28. *Saturday through Friday before the First Day of Fall Quarter* \_\_\_\_\_ *Fall Training*

The Elections Schedule may be adjusted as necessary by the DASG Elections Committee, DASG Executive Advisory Committee, or DASG 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 DASG ~~members~~ *Constituents* have voted by the end of Election Week, the voting shall be extended until at least three percent (3%) of ~~the~~ current DASG ~~members~~ *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 ~~sworn in~~ *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 ~~members~~ *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' ~~meeting~~ *orientation*, 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~~ *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 ~~Campaign-Exhibition Week~~ *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 and coalitions' 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
  - Senators
- B. De Anza Student Trustee

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

- A. All candidates must:
  1. *Adhere to all DASG, College, District, Local, State, and Federal 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 both turn in individual application in order for them to be considered eligible.
  3. Attend the mandatory candidates' meetings. 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.*
- B. In addition, all DASG Senate Candidates must:
  1. Be a current DASG Fee payer.
  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) DASG Senate Meeting after the announcement of Elections Schedule and Procedures and before voting opens.
  5. Attend at least one (1) DASG Committee Meeting after the announcement of Elections Schedule and Procedures and before voting opens.
  6. Be familiar with DASG Bylaws and DASG codes.
  - ~~7. Attend New Senate Orientation~~

During Spring Quarter all Elected DASG Senate Candidates Must:

1. Attend at least three (3) Senate meetings
2. Attend at least three (3) DASG 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 DASG Senate positions.
  2. *Be familiar with College and District Policies and Procedures*
- 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~~ *a maximum of ten (10) non-competing candidates.*
- D. Coalitions may be comprised of DASG Senate candidates and a De Anza Student Trustee candidate.*
- ~~D~~E. 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~~F. Candidates who form a coalition shall all be jointly responsible for their campaign.
- FG. 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 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. 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, DASG, or college resources not ~~normally~~ provided to the general student body for campaigning ~~purposes~~ or ~~for~~ campaign coordination purposes. This includes, *but is not limited to*: computers, paper, printer, copier, DASG office, ICC Office, club room, ~~pens~~, general office supplies, *professional Zoom accounts*, 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. *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 ~~is~~ *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, (only one preferred name) and* the position for which the candidate is running, *and the dates, times and manner/location of voting.*
- D. *All* campaign material for coalitions must contain the:
1. Coalition's name
  2. Name of each member of the coalition *as it appears on the ballot*
  3. Position for which each member is running
  4. Voting dates and times
  5. Manner/location of voting
  6. Ballot numbers of each coalition member
- ~~Failure to fulfill this requirement shall result in removal of the material at the direction of the Elections Committee.~~
- E. Campaign materials smaller than 3.5 inches by 3.5 inches ~~are exempt from requirements listed in Item B~~ *may only include the candidate's name as it appears on the ballot and the position for which the candidate is running.*
- ~~All campaign material should include the dates, times and manner/location of voting.~~
- F. 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~~ *close of the voting period.*
1. ~~Willfully~~ Failing to remove ~~the majority of their~~ *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.*
  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, must submit an expense report to the Office of College Life by the deadline ~~specified in the election timeline~~ *outlined in Article II, Section 1.* Coalitions only need to submit one expense report for all their members.
1. *Independent candidates and/or coalition members 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 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 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 ~~Elections Code or Posting Guidelines~~ *mentioned 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 (~~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 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 or coalitions 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. Requiring community service as an additional condition to ~~swearing in/~~affirming to office
  - 3. 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 ~~second (2nd)~~ *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 that is to be publicized must censor the names, profile pictures, usernames, and legal or preferred names of any DASG constituents not participating in the General Election, serving as a current DASG Senator or Officer, or current De Anza*

**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 ~~SWEARING-IN~~ 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 ~~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~~ Affirmation of DASG Senator Elects**

- A. All newly elected DASG 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 DASG Oath of Office.

**Section 3: ~~Swearing-in~~ Affirmation of ~~Newly-Elected~~ De Anza Student Trustee ~~Elect~~**

- 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 (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  
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