In the event that there are missing items from this packet, please contact the Election Chair, Reymundo Madera at rmadera.asg@gmail.com or contact one of the two ASG advisors. It is YOUR RESPONSIBILITY to check if any of these items are missing.

To submit Election Packet Please email BOTH ASG Advisors Connor Keese at Connor.Keese@missioncollege.edu and Liz Pelayo at liz.pelayo@missioncollege.edu.

Complete and return the packet by emailing both ASG advisors by 12 pm on April 6th, 2020. Emails located on the cover page.
I. Candidate Checklist

1. A copy of the Mission College student ID card with current enrollment stickers, or a copy of Spring 2020 schedule.

2. Candidate Position.

3. Personal Statement.

4. One photo of yourself.

II. Mission College ASG Election Timeline

March 25th: Pick up Election Packet after 5:00 PM

April 6th, 2020 by 5:00 PM: Last day to turn in Election Packet

April 7th, 2020: Campaigning begins

April 20th, 2020: First day of ASG Elections

April 30th, 2020: last day of ASG Elections

Complete and return the packet by emailing both ASG advisors by 12 pm on April 6th, 2020. Emails located on the cover page.
III. Overview of ASG Goals/Objective and Mission Statement:

Mission Statement

The primary mission of the ASG is the conduct of activities on behalf of the students when such activities are approved by school authorities. The specific missions of the ASG are:

(A) To educate members in the practice of parliamentary procedure, the administration of civic affairs, and the techniques of leadership.

(B) To provide activities, facilities, and services which compliment and supplement the educational processes of Mission College.

(C) To seek out and define the needs and opinions of Mission College students and to make those need and opinions known to the faculty and administration of Mission College and the Board of Trustees of the West Valley Joint Community College District.

(D) To do all things necessary, expedient, or appropriate to the accomplishment of any of the purposes for which this Body is formed.

Goals/Objective

Goal 1: External & Internal Affairs
1. Have a working relationship with other community colleges.
2. Develop an efficient voice for the Student Body.
3. Represent Students on the District and Campus wide committees.

Goal 2: Senate Accountability
1. Encourage more participation.
2. Ensure understanding of and perform the duties of the Student Senate positions.

Goal 3: Leadership Development
1. Seek and utilize resources.
2. Develop and refine leadership skills through training and practice.

IV. Election Qualifications and Guidelines

These are the Election Qualifications and Guidelines as stated in the ASG Bylaws. Please refer to the ASG Bylaws for the corresponding numerical and alphabetical references.

Complete and return the packet by emailing both ASG advisors by 12 pm on April 6th, 2020. Emails located on the cover page.
I. **General Candidate Qualifications**

A. All candidates must demonstrate current Mission College ASG membership to the Election Committee.

B. All candidates must be enrolled in five (5) or more units at Mission College with a cumulative GPA as specified in Article VI, Section 4, Paragraphs B-G, and must not be on academic probation, dismissal, or disqualification. An elected officer must maintain the required GPA and not drop below the required units throughout his or her term.

C. No candidate may run for more than one (1) elected Student Senate office concurrently.

D. Each candidate must complete and submit an election packet to the Election committee for approval prior to that candidate’s name being placed on the ballot. The election packet will consist of the following:

1. Must agree to abide by all the election guidelines that are in the ASG Election Codes and which are found on the petition.
2. The candidate’s full name, address, and phone numbers.

E. All elected officer tenures will be from the day after graduation through graduation day of the following year, with the exception of the Student Trustee, who shall serve from the day they are sworn in to the Board until the day another person is sworn in as Student Trustee.

F. Any candidate who meets the above requirements and is listed on the ballot will be considered to be “declared” for the position for which they are running. Candidates who do not meet the above requirements are not eligible to be listed on the ballot.

V. **Available Positions for Office:**

A. President
B. Vice President
C. Student Trustee

*Complete and return the packet by emailing both ASG advisors by 12 pm on April 6th, 2020. Emails located on the cover page.*
VI. Officer Responsibilities and Duties

A. President
1. Shall be the presiding officer of the Student Senate meetings.
2. Shall call the Senate into special or emergency meetings when necessary following guidelines provided under Article III, Section I.
3. Shall serve as a Senate Representative to the Board of Trustees.
4. Shall represent the ASG and the Student Senate on appropriate ceremonial, social, and political occasions.
5. Can, but is not obligated to, vote whenever his or her vote would affect the result.
6. Shall be authorized to sign check requests.
7. Shall be an ex-officio member of all committees.
8. Shall be responsible for ensuring all officers are fulfilling their duties.
9. Shall perform any and all duties defined for all officers.

B. Vice-President
1. In case of absence or vacancy in the office of President, the Vice-President shall assume the office of the President.
2. Shall serve as Senate liaison to all clubs
3. Shall assist the President with any other duties applicable to this office.
4. Shall either attend Board of Trustee meetings, or read minutes from those meetings to keep up on the issues.
5. Shall chair a club committee, which shall interface and coordinate between clubs for the purposes of events and information delivery.
6. In the event of the creation of an Inter-club Council or equivalent organization for club self-governance, the Vice-President shall serve as chair of said organization.
7. Shall perform any and all duties defined for all officers.
8. Shall ensure committee meetings are being held.

C. Treasurer
1. Shall submit all budgets to the Student Senate for approval.
2. Shall prepare and be authorized to sign check requests. Should the positions of President and Treasurer both be vacant, the authorization to sign check requests will transfer as per the order of succession.
3. Shall submit a written comprehensive report of income, expenses, state of reserves, and the financial condition of ASG at least once a month at an ASG meeting.
4. Shall keep an accounting of all ASG money received and disbursed.
5. Shall give a report twice a month to the Senate on ASG financial status.
6. Must maintain a balanced budget and advise the ASG Senate accordingly.
7. Shall have all budgets and check requests signed by the ASG Advisor.
8. Shall chair a Budget Committee, which shall be responsible for preparing the ASG budget to be presented for Senate approval.
9. Shall perform any and all duties defined for all officers.

**D. Director of Activities**
1. Shall, at the beginning of the fall semester, develop an agenda of activities for the academic year. This plan shall be presented to the senate for approval.
2. Shall inform the Senate of any activities, either within the college or outside, that are pertinent to Mission College students.
3. Shall chair a committee charged with developing and generating activities for the enjoyment and enrichment of the Associated Student Government and students.
4. Shall be responsible for the planning and execution of scheduled events.
5. Shall perform any and all duties defined for all officers.

**E. Director of Recruitment**
1. Shall coordinate all advertising efforts targeted towards recruiting new members.
2. Shall develop a recruitment strategy and present it, at the beginning of the Fall semester, to the student senate for approval.
3. Shall report monthly to ASG the success or failure of all efforts being conducted to recruit new members.
4. Shall chair a committee charged with developing and implementing strategies to increase student participation in the student senate and college governance.
5. Shall provide leadership to and communication with the ASG Ambassadors.
6. Shall perform any and all duties defined for all officers.

**F. Director of Marketing**
1. Shall be responsible for planning and implementing all public relations activities.
2. Shall develop marketing strategies for advertising all ASG events.
3. Shall prepare a monthly publication to inform the entire student body about ASG related matters.
4. Shall chair a committee charged with developing and organizing strategies to promote ASG.
5. Shall perform any and all duties defined for all officers.

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H. Student Trustee

1. Shall be a member of the West Valley-Mission Community College District Board of Trustees and must attend every meeting, as well as special meetings, as permitted in the California Educational Code.

2. Shall place on the Board of Trustees Agenda, items requested by the ASG Senate.

3. Shall make regular reports to the Student Senate, either orally or a written statement, of pertinent information.

4. Shall be a full member of the Mission College Student Senate.

5. Shall adhere to all Mission College Student Senate rules and regulations.

6. Shall serve a term of one (1) year from the day they are sworn in to the Board until the day another person is sworn in as Student Trustee or their term is completed, whichever comes first.

7. Shall be familiar with Board of Trustees Agenda items prior to Board meetings and make recommendations to the Board from the viewpoint of the Mission College students.

8. Shall perform any and all duties defined for all officers.

VII. ASG Election Guidelines

A. The General Election is to be held during the Spring Semester no later than the fourth week of April unless through a majority vote of the Student Senate the election has to be delayed for a reasonable circumstance.

B. At all times during the campaigning period candidates must remain within the limits of the California Educational Code, West Valley-Mission Community College District Policies, and the Associated Student Body Constitution and Bylaws.

1. The Election Committee shall set the deadline for the submission of all petitions to run for an elected office. This deadline shall be no later than the day before the first day of the campaign period.

2. The Election Committee shall establish a campaign period beginning seven (7) calendar days before the general or special election. Outside the campaign period, candidates may neither distribute nor post campaign materials, nor may they participate in nor endorse on their behalf public or classroom speaking events.
C. At no time shall a candidate's posters, flyers, or other campaign material be torn down or defaced in any way during the campaign period by any other candidate or representative of any other candidate. The only individuals authorized to remove or relocate campaign materials are members of the Election Committee and the candidate responsible for said materials.

D. Candidates must follow these special provisions regarding campaign materials.

1. All campaigning material must be approved by the Advisor or Election Committee Chair before it is utilized by a campaign. One (1) copy of each different flyer a campaign intends to utilize must be left with the Election Committee before utilization.

2. Candidates may not remove other flyers or posters of any kind (school, club, authorized organization, and election type) in order to post their own materials.

3. Candidates may not post over any other posted materials.

4. “Flyers” are defined as any posted or distributed campaign materials up to 11”x17” in size. Distributed campaign materials may not exceed this size limit.

5. “Posters” are defined as any posted campaign material larger than a flyer and up to 36”x72” in size. Posted campaign material may not exceed this size limit.

6. “Social media posts” are defined as any campaign material that is posted to the internet.

E. At no time during the voting period will physical campaigning or posted campaign materials be allowed within the polling area. Election Committee members will remove any campaign materials found in this area while the polling area is open. No candidates will be allowed to walk through the election poll area, while the poll area is open except to vote and walk to and from work. The Election Committee will use their discretion on location of polling and boundaries.

1. A candidate whose campaign material is inadvertently left in the polling area will not be found in violation of this guideline, e.g., a campaign flyer is dropped or left in the poll area by a voter.

F. No candidate may serve on the Election Committee or work as a poll worker once his or her petition to run has been filed.

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G. There shall be no campaign-spending limit imposed on any of the candidates of a special or general election except a spending limit determined by the Election Committee. Any spending limit imposed by the Election Committee must apply to all the candidates of a general or special election and require, in the following order:

1. A two-thirds approval by the Student Senate of the written reason for the spending limit and written method for enforcement.

2. Written notification to all candidates of the spending limit, the reason for the spending limit, and an explanation of the method for enforcing the spending limit before the start of the campaigning period.

3. The failure of the Election Committee to meet both of the above requirements will result in there being no campaign-spending limit imposed on the candidates of a general or special election.

H. No candidate may use any opportunity to publicize that is not generally available to all candidates. (For example, a relative is a pilot and flies over the college with a banner.) The Election Committee shall use its discretion in these matters.

I. Any campaign materials posted without prior required approval will result in the removal of the unapproved posted materials and be considered a violation.

J. All campaigning in a class that is in session requires the prior approval of the instructor(s).

VIII. Mission College ASG Candidate Personal Statement

Please include a 200-300 word personal statement of yourself to put on the ASG Election Brochure. You might want to include:

- Why are you qualified for the positions?
- What are your goals for the senate?
- Why should students vote for you?
- What student issues are you going to work on within the senate?
- How are the students going to benefit from your services?

Complete and return the packet by emailing both ASG advisors by 12 pm on April 6th, 2020. Emails located on the cover page.
*You can include a picture of yourself. The picture must be appropriate; otherwise, it will not be placed in the brochure.

**This is an example of a personal statement:**

“Dear Mission College Students,

Time after time we see many budget cuts happening at our school without the knowledge of our students. It is time for the district to stop making decisions without realizing the impact it will create for us students. It’s time to raise our voices in their decision making. This is the reason why you, the students, should elect me as your student trustee. As student trustee, our voices will be heard. All decisions will have to be heard and agreed on by the students and that’s where I come in. As your student trustee, I will make sure that our voices will influence the board’s decision making. Stop propositions that will have a negative impact on the school and promote those that will benefit not only the students, but also the school itself. With my experiences, knowledge and know how I believe that I can excel in this position. Being in a leadership position throughout high school and college, I have knowledge on how to deal with difficult situation as well as people. I’m not afraid to speak up for what is right. Protecting the wellbeing of the students on campus and enriching the students' experiences are my main priorities. Giving the students the voice on how decisions are being made at both campus and district level is essential to the future of Mission College. It’s time to see the change we need at Mission and that change starts with you the students electing me as your student trustee.”