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**Administrative Procedure**  
Chapter 5 – Student Services

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## **AP 5410 ASSOCIATED STUDENTS ORGANIZATION ELECTIONS**

### **Reference:**

Education Code Section 76061

The Associated Student Body shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Student Body shall meet the requirements, set forth below, from the ASB constitution and bylaws.

**Section 1** General Elections for Student Body Office and Constitutional Amendment(s) must be conducted by a majority/plurality ballot system. All General Elections shall be supervised by the Elections Committee. The General Election ballot must be confirmed and approved by the ASB Cabinet, Advisor(s), and the Dean of Student Affairs.

**Section 2** A General Election must be held at both the LAC and the TTC. The exact General Election date will be recommended by the Elections Committee Chair [ASB Vice President(s)] and must be approved by the ASB Cabinet at the very least two (2) weeks prior to the date set. The exact General Election date must be conducted during the month of May.

**Section 3** The Elections Committee under the supervision of all ASB Advisors must confirm the tally of all ballots. The results are reported to the ASB Cabinet by the Elections Committee Chair. The results, in the form of a certificate signed by the Elections Committee, must be posted on the ASB Cabinet bulletin board and/or the ASB Student Life website.

**Section 4** Special Elections- If an elected ASB Leadership position is vacant within the first two (2) weeks of the first semester, a Special Election may be held. If an elected ASB Leadership position is vacant after the first two (2) weeks of the first semester, the position must be filled by appointment. In the event a Special Election is called:

- A. The ASB President must appoint a Special Elections Committee.
- B. The ASB Cabinet and Advisor(s) must approve the Special Election date.

**Section 5** If any ASB Cabinet officers, excluding the ASB President and Vice President, are vacant after the second (2) week of the first semester, that position may be filled by appointment. If the Vice President is vacant after the second (2) week of the second semester [see Clause 1].

**Section 6** If the ASB President position becomes vacant, at any time, the vacant position must be filled by either LAC or TTC Vice-President, contingent on current eligibility. If both the LAC and the TTC Vice-President are eligible, the following procedures must be followed:

- A. The ASB President must be chosen by a majority vote of the ASB Cabinet from either LAC or TTC Vice President.
- B. Once the ASB President position is filled, the vacant Vice President position will be elected from the Interclub Council on that respective campus. Both of these respective organizations will vote, on this issue only, as one body. A majority vote of the respective body will decide who will fill the vacant ASB Vice President position.
- C. In the event of a tie, the ultimate majority deciding vote will be taken by the ASB Cabinet. Clause 1 In the event that either LAC and/or TTC Vice President become (s) vacant after the first two (2) weeks of the second semester of office, the position will be filled by the procedures specified in Section 6 (B) (C).

Clause 2 Any ASB Cabinet officer may request the authentication of the votes cast in any election from an ASB Advisor. If any election results in a tie, the following measures must be taken:

- A. The Elections Committee must confirm the votes.
- B. The Elections Committee must request authentication of the votes within two (2) weeks after the election result has been posted on the ASB Cabinet bulletin board.
- C. The Election Committee must schedule a run-off election within a week adherence to Election Procedures.

**Section 7** The Interclub Council President, TTC Interclub Council President shall only be nominated and elected by the members according to its respective Constitution.

**Section 8** Screening of all candidates for ASB Leadership position(s) must be completed within the last five (5) weeks of the semester prior to installation. Screening of candidates includes, but is not limited to:

- A. Determining of candidate eligibility
- B. Determining of assessments

**Section 9** All election timelines, deadlines, and rules regarding applications, eligibility, circulation of petitions, taking of constitution assessment, campaigning, voting and posting of results for office, shall rest with the Elections Committee under the supervision of officially designated Advisor(s). These timelines and deadlines shall be kept on file in the office of Student Life.

Clause 1 In order for a candidate's name to appear on the ballot, all timelines and deadlines must be met as stated, agreed upon by submission of a signed candidate intent packet.

Clause 2 All timeline and deadline exceptions must be brought before the Elections Committee for consideration and final approval.

**Section 10** All candidates seeking an ASB office are required to take an assessment on the ASB Constitution, Robert’s Rules of Order, and Ralph M Brown Act. This assessment must be taken as eligibility consideration in addition to as part of the candidate Intent Packet. The candidate intent packet includes:

- A. All deadlines, proper procedures, and information for candidates to access the following:
  - a. Ralph M. Brown Act (Gov. Code §54950 - §54963)
  - b. California Education Code (Title V)
  - c. Robert’s Rules of Order
  - d. ASB Constitution-Chapter One & ASB Operating Bylaws-Chapter Two
  - e. Board/District Policies and Procedures

**Section 11** Any write-in candidate for any ASB office who receive a minimum of fifty (50) votes and a majority of the total votes cast for that office is considered elected to that office, provided said candidate establishes eligibility within one (1) week following the election.

Also see BP/AP 2510 Participation in Local Decision-Making, BP/AP 5400 Associated Students Organization, BP 5410 Associated Students Organization Elections, BP/AP 5420 Associated Students Organization Finance, and ASB Constitution and Bylaws.

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