



Election Guidelines

Associated Students Organization
of El Camino College

Spring 2025 Elections

Approved by the ASO Elections Committee on January 27th, 2025

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Purpose

The purpose of these guidelines is to serve as a regulatory document, to establish fair and equitable procedures for students running for offices within the Associated Students Organization at El Camino College. These guidelines cover topics such as acceptable campaign behavior, campaign and voting timelines, voting events, campaign procedures, and grievance procedures. These guidelines shall be followed by all candidates and prospective candidates running for office in Spring 2025 and will be enforced by the ASO Elections Committee.

These guidelines will be publicly available on the Associated Students Organization webpage under the Elections tab.

Elections Committee

For the duration of the Spring 2025 ASO General Election, the ASO Elections Committee shall be the entity enforcing these regulations. The committee is composed of ASO members neither running for office nor endorsing candidates. The committee has advisors from the Student Development Office as ad-hoc members to oversee follow through on a fair election.

Official ASO Elections Committee membership was approved by the ASO Senate on December 5th, 2024. The minutes for that meeting are available on [boarddocs](#).

The committee commits to a fair and equitable election for all candidates and students at El Camino College. The committee will enforce all guidelines with fairness and favor to no candidate.

All questions and grievances may be directed to asoelections@elcamino.edu.

ASO Membership Requirements

Any student elected as an officer in the Associated Students Organization shall meet all of the following requirements:

1. The student shall be enrolled in a minimum of five (5) semester units at the College at the time of election and throughout their term of office with the exception of summer term.
2. The student shall maintain a minimum cumulative and minimum semester grade point average (GPA) of 2.0 each term at the College at the time of election and throughout their term of office.

Candidates who win a plurality of votes in their respective races but do not meet these minimum requirements for membership will not be seated as ASO members.

General Candidate Guidelines

Below are the rules and regulations that candidates must adhere to throughout the duration of their candidacy:

- Candidates must remain within the limits of the California Education Code, El Camino College Board Policies, the Associated Students Organization Constitution & By-Laws, Student Development Office Policies, and these Elections Guidelines at all times during the election petitioning and campaigning periods.
- No candidate may serve on the ASO Elections Committee.
- No student shall be permitted to officially petition for more than one position in the Associated Students Organization.
- Candidate's nicknames of 12 letters or less are permitted on the ballot in addition to their official name as registered with the college.

Endorsements

Endorsements are an acceptable method to communicate support for a candidate. Endorsements may come from any student or fellow candidate.

Members of the ASO Elections Committee may not endorse any candidates.

- Candidates may endorse other official ASO Elections candidates via social media on accounts listed on their official Candidate Petitions.
- An endorsement shall not constitute the formal creation of a party, and no parties shall appear on the election ballots.
- Endorsements from currently serving ASO Students shall be counted as endorsements of the office holder and not of the office; the ASO and its offices does not endorse any candidates for election.
- Candidates may not receive endorsements from El Camino College faculty and staff
- All posts endorsing ASO elections candidates may only come from approved social media sites and must tag ASO's social media accounts:
 - Instagram: @elcamino_aso
 - Twitter/X: @elcamino_aso
 - TikTok: @elcamino_aso

Campaign Publicity

Campaigns and publicity are important aspects in informing the student body about your qualifications and goals in running for the ASO position.

General Publicity Guidelines

- Candidates may ask El Camino faculty and staff members, supervisors, and managers via email for permission to campaign to El Camino students in their in-person or online

classes or meetings. The ASO Elections committee must be carbon copied (CC: asoelections@elcamino.edu) in the email. If email is not the primary form of communication for a department or faculty member, the ASO Elections Committee must be provided receipts of communication from other platforms. These receipts should be forwarded to asoelections@elcamino.edu at least 24 hours prior to the general publicity activity. However, candidates should not ask faculty, staff, managers, or supervisors to endorse individual candidates verbally or in writing.

Social Media Publicity

- Candidates may only campaign on the following social media platforms:
 - Instagram
 - Twitter/X
 - TikTok
- All social media accounts promoting elections must tag ASO’s social media accounts on each post and must allow ASO to follow the account.
- Social Media accounts for candidates, or accounts for candidates, may not be in active use prior to the start of campaigning;
- However, social media accounts may be created prior to the start of campaigning for the sole purposes of establishing/reserving a username and setting up basic account settings.

Printed Campaign Materials

- Candidates must adhere to the Student Development Office policies regarding Campus Publicity Regulations and use of District supplies, equipment, and services.
- Each candidate is limited to the following number of flyers to be posted or passed out on campus. Candidates shall use paper provided by ASO and are prohibited from using additional paper.
 - 50 sheets of 8 ½ x 11 paper flyers
 - Up to 200 quarter sheet flyers
 - For clarification on additional paper sizes and availability please email asoelections@elcamino.edu
- All flyers that will be posted on the El Camino College campus must be approved by the ASO Elections Committee and Student Development Office prior to posting. To receive approval, you must:
 - Email a copy of any flyer designs to the ASO Elections Committee and allow up to 48 hours to receive committee approval.
 - Receive a stamp from the Student Development Office.
 - After posting flyers on campus, candidates must email the Elections Committee with a list of locations flyers were posted.
 - Candidates must remove all printed campaign publicity from campus by 11:59 on Sunday, April 27th.

- Candidates may post campaign materials inside buildings with the approval of the Division Office(s) overseeing the building
- At no time shall a candidate's flyers be removed or defaced in any way during the campaign period. Campaign material may only be moved or removed by the candidate (whose material it is), the ASO Elections Committee, or appropriate El Camino College staff members.

Prohibited Campaign Materials

- Candidates or persons campaigning "for" candidates are not allowed to distribute any goods (excluding campaign flyers approved in accordance with the Elections Guidelines) in return for votes for a specific candidate. Prohibited items include but are not limited to food, candy, stickers, merchandise, etc.

Campaigning

- Campaigning is defined as "a candidate or person campaigning "for" a candidate or ballot item who either physically approaches voters to inform them about a specific candidate or persuades possible voters to vote "for" candidate or ballot item, or who is actively posting on social media platforms (i.e. Instagram live, Instagram stories, Instagram posts, etc.) for campaign purposes.
- Campaign messages and material shall solely be focused on advocating "for" a candidate and not "against" another candidate.
- Candidates may not actively campaign inside any El Camino College Buildings, except in classrooms when permitted by the professor (See El Camino College Administrative Policy 3900)
- Candidates may not ask El Camino College faculty members to actively campaign on their behalf (i.e. endorsement/sponsorship).
- Campaigning will begin upon the release of an official candidates list from the Student Development Office and will end April 25th at 11:59pm.
 - Campaigning prior to the official candidates list being released is prohibited.
 - Violation of these deadlines will result in immediate disqualification.

Candidate Signature Petitions

El Camino College Administrative Procedure 5410 dictates the procedures the Associated Students Organization must adhere to in carrying out an election. In the procedure, candidates are required to gather signatures to start their candidacy.

- Candidates for Executive Cabinet positions are required to receive at least 50 unique individual student signatures.
- Candidates for Senate positions are required to receive at least 25 unique, individual student signatures.

Signatures will be gathered on paper forms provided by the ASO Elections Committee and which require the following student information:

- Student First and Last Name
- Student ID
- Student Signature

All El Camino College students are eligible to sign candidate signature petitions.

Signature petitions must be submitted alongside the signage of the Candidate Guideline Agreement Form (found at the bottom of these guidelines) stating that the candidate has read and will abide by the guidelines. Candidates may not run for election without the signage of this form. Form will be available in the Student Development Office open upon the submission of signatures.

Candidate signature petitions will be due **Friday, March 21st** in the Student Development Office. The Student Development Office closes at 4:30pm.

Candidate Statement and Photo

Candidates may submit statements and a photo to help educate voters about themselves and their candidacy.

- Statements and photos, if the candidate wishes to submit them, must be submitted via email to asoelections@elcamino.edu by **Friday, March 21st** at 4:30pm.
- Statements and photos submitted after this point will not be accepted nor included in ASO & SDO distributed promotional material or events.
- Statements and photos submitted prior to this point may be included in promotional material or events for the ASO Elections.
- Statements may not exceed 350 words.
- Photos must lack explicit material.

The form used to submit Candidate statements and photos will be mandatory for all candidates to submit as it will also ask for general candidate information. **It is not required to provide a statement or photo, but it is required to submit the form.** Candidates may leave those two fields blank if they wish to.

Write-In Candidates

Processes and campaigning guidelines for write-in candidates follow:

- There will be a space on the official ASO Election ballots for write-in candidates for each office.
- Write-in candidates will not participate in the ASO Elections Candidates' Forum(s).
- Write-in candidates will not be named on the ballot nor listed on any official election candidate list nor promotional material.
- No write-in candidates' photo or statements will be displayed on the ballot or on an El Camino College ASO elections website and/or social media.

Qualifications:

- Write-in candidates will not be considered for the position if the write-in candidate receives less than 25 votes if it is a senate position and 50 votes if it is a cabinet position.
- Write-in candidates will not be considered for the position if the write-in candidate does not meet the minimum requirement for the position.

Grievances

All El Camino College students reserve the right to file a grievance with the ASO Elections Committee if they feel that there have been any issues with the election process, election results, committee fairness and objectiveness, or any other action carried out by the committee.

Process

- All grievances must be submitted in writing via email to the ASO Elections Committee (asoelections@elcamino.edu). The Elections Committee email is dual monitored by committee members and SDO staff. The ASO Elections Committee shall review grievances in a reasonable and timely manner, taking into consideration the schedules of the committee members, and, if necessary, the parties involved in the complaint. The committee will take action as deemed necessary.
- Candidates found to have violated any of the Elections Guidelines may receive written warning via email (from asoelections@elcamino.edu).
- Candidates may be given up to two warnings depending on the severity of the offence as determined by the ASO Elections Committee and appropriate advisors, unless otherwise stated in these guidelines.

Disqualification

- If the ASO Elections Committee determines that any candidate and/or persons campaigning for or against a candidate have committed a violation of the ASO Elections Guidelines, the candidate may be disqualified from the election.
- Depending on the timing of the disqualification, the candidate may be removed from the official ASO Elections Ballot. If not removed due to the timing of the disqualification,

votes for the candidate will be null and void and will not count towards or against a plurality.

- Disqualified candidates will receive a written notification via email regarding their disqualification.

Appeal of Disqualification

- A candidate who has been disqualified has 48 hours to send an appeal in writing via email to the ASO Elections Committee. The hour window begins when the candidate is notified about their disqualification via email. The ASO Elections Committee shall review appeals in a reasonable and timely manner (taking into consideration the schedules of the committee members and, if necessary, the parties involved in the complaint) and take action as deemed necessary.

Appendix 1 – Election Timeline

Below is the timeline for the 2025 ASO General Election. Events mentioned are elaborated within these guidelines. This timeline is subject to change based on emergencies or logistical issue at the discretion of the Elections Committee. Any change to this timeline will be communicated with all candidates and connected individuals.


Date	Time	Event/Deadline	Notes/Location
March 5 th (Wed)	1pm	Information Session #1	Coms-109
March 11 th (Tues)	2pm	Information Session #2	Coms-109
March 21 st (Fri)	4:30pm	Signatures Due	Coms-103 (SDO Office)

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March 21 st (Fri)	4:30pm	General Candidate Info Form*	Via Engage
March 26 th (Wed)	12pm	Official Candidate List Released AND Campaigning Begins	Via Instagram & Email
April 2 nd (Wed)	1pm	Candidate Forum #1	Library Lawn
April 8 th (Tues)	2pm	Candidate Forum #2	Student Services Plaza
April 25 th (Fri)	11:59pm	Campaigning Ends	
April 27 th (Sun)	11:59pm	All campaign flyers must be removed/taken down.	
April 28 th (Mon)	8am	Voting Begins	Via Engage
May 1 st (Thurs)	11:59pm	Voting Closes	Via Engage
May 5 th (Mon)	12pm	Results Announced	Via Email, Social Media & ASO Website

*To repeat, the form used to submit Candidate statements and photos will be mandatory for all candidates to submit as it will also ask for general candidate information. **It is not required to provide a statement or photo, but it is required to Submit the form.** Candidates may leave those two fields blank if they wish to.

Appendix 2 – Candidate Guidelines Agreement



Candidate Guidelines Agreement Form

Printed Candidate Name: _____

Student I.D. Number: _____

By signing this form, I agree to the following statements in full and without amendment:

- I have read the guidelines as set forth by the ASO Elections Committee.
- When necessary and prior to the signing of this form, I have asked clarifying questions regarding the guidelines to ensure proper understanding.
- I agree to follow the guidelines as published on the ASO Website.
- I understand my rights as a candidate, including the right of mine and of others to submit grievances to the Elections Committee.
- I understand how to file a grievance with the ASO Elections Committee.
- I will respect my fellow candidates and not disparage their names or actions.
- I understand and will follow the limitations on campaigning agreed to by the Elections Committee and set forth by El Camino College policy.
- I will respect the outcome of the election.

X _____

Date: _____

**to be attached to submitted signatures. Formatting may differ when printed out.*