



STUDENT SENATE ELECTION GUIDELINES

**BENEFITING THE
STUDENT BODY
OF
LORAIN COUNTY
COMMUNITY COLLEGE**

<http://www.lorainccc.edu/>

**Lorain County Community College
Student Senate
Election Guidelines**

1. Section – Definitions

- a. Lorain County Community College will be further referred to as LCCC.
- b. The University Partnership will be further referred to as the UP.
- c. Both LCCC and the UP schools may be referred to as the schools.
- d. Media is defined as all paper and online publications in the schools as well as all cable, television and radio networks and stations.

2. Section – Student Senate Election Guidelines

- a. Student Senate elections shall be conducted according to the procedures and guidelines set forth in the Election Guidelines.
- b. The Election Guidelines shall be reviewed by the Election Committee prior to and after the election.
- c. The Election Guidelines may be revised by the Election Committee, subject to the approval of the Student Life office.

3. Section - General Elections

- a. General elections in the spring include:
 - i. All Student Senator positions as defined:
 - 1. President, Vice President, Executive Secretary, Financial Secretary, Event Coordinator and Partnership Representative.

4. Section - Election Judge

- a. The Election Judge will be the Election Committee Chair unless he/she is a candidate in the election, in which case Student Senate shall select a designee to be the Election Judge.
- b. The Election Judge may appoint an assistant as needed to lighten the burden of the Election Judge.
 - i. The assistant will receive duties as delegated from the Election Committee Chair.
- c. Duties of the Election Judge:
 - i. Executing the election rules as spelled out in the Election Guidelines.
 - ii. Dispensing the particular tasks and responsibilities to members of the Election Committee.
 - iii. Insuring the establishment of polls on campus.
 - iv. Insuring the supervision of ballot counting by a member of the Student Life office. In the case of electronic balloting, election results are determined by the online balloting system administered by the Web Portal team. Election results will be accessed by the Student Life office, or their designee, following the close of the online polls. Once accessed, the results will be provided to the Election Judge.
 - v. Certifying election results within the next business day after the election.
 - vi. Investigating and initiating penalties against candidates who violate Election Guidelines rules and regulations. Any such decision may be appealed by the candidate to the Student Life Program Coordinator or their designee.
 - vii. Ask the Student Life office to verify that all candidates are not on academic or disciplinary probation, and meet all other

**Lorain County Community College
Student Senate
Election Guidelines**

requirements necessary to qualify for the candidate's desired position.

- viii. Providing all materials needed for ballots.
- ix. Conducting a meeting for all candidates immediately following the election-filing deadline to go over the rules of campaigning.

5. Section - Election Committee

- a. The Election Committee will consist of a minimum of five (5) persons.
- b. Membership will come from within the campus community and must consist of a majority of current student membership.
 - i. Membership may also include staff and faculty.
- c. All Election Committee members must be in, "good standing," with the school.
 - i. A person defined as in, "good standing," with the school when he/she meets the following criteria:
 - 1. Is not on disciplinary probation.
 - 2. Is not on suspension.
 - 3. Does not have any academic violations placed against them, such as academic probation.
 - 4. Does not have any conduct infractions placed against them, such as a penalty due to any conduct issues.
- d. The Election Committee will assist the Election Judge in his/her duties and will work to ensure the proper conduction of all elections.
- e. Election Committee members may **not** do the following else be removed from the Election Committee:
 - i. Be a candidate.
 - ii. Endorse or campaign for or against candidates.
 - iii. Express individual opinions about candidates.
 - iv. Violate any candidate's rights.
 - v. Violate the Student and Campus Codes of Conduct.
 - vi. Be biased in their review of candidate's eligibility and conduct.
- f. Election Committee members shall sign an agreement in the affirmation to conduct themselves in an appropriate manner in accordance with the Election Guidelines, the Student and Campus Codes of Conduct, college policies, procedures and guidelines.
 - i. Failure to sign the agreement will result in the removal of the Election Committee member.
- g. The Election Committee shall meet at least once (1) per week during the election period (the time from when filing begins to one (1) business day after the final election results are announced), but may meet more often if needed.
- h. The Election Committee shall meet regularly each semester at non-election times to discuss improvements in the election process and to decide upon election dates for the next semester.
- i. All deadlines and dates relative to filing, campaigning, and election days for the Spring elections shall be declared by the Elections Committee no later than the sixth (6) week of the semester. Once dates are set, the Election Committee will deliver the information to the campus media and the Student Life office.
- j. Changes in dates shall be made in consultation and approval of the Student Life Program Coordinator or their designee.

**Lorain County Community College
Student Senate
Election Guidelines**

- k. The Election Committee will place sample ballots on the bulletin boards within at least three (3) class days after the filing deadline. A minimum of twenty-five (25) notices of establishment of polls for the election will be made public at least one (1) week prior to the elections.
- l. The Election Committee will post election results.
- m. The Election Committee will post additional changes to these rules and regulations in the Student Life and Student Senate offices, on the Student Senate web site and all candidates will be contacted.
- n. Election Committee members shall be responsible for the daily monitoring of the elections process, including and not limited to reviewing of traffic in polling places and the review of bulletin boards for vandalized campaign articles.
 - i. In the event vandalized campaign material is discovered, an Election Committee member may remove it and inform the candidate.

6. Section – Nomination Qualifications

- a. Determination of the classification of students seeking office and for voting eligibility will be conducted by the Student Life office. The qualifications are:
 - i. Must be a student of LCCC or an UP school.
 - 1. If newly enrolled in either LCCC or an UP school; or is currently enrolled in both schools, qualifications may be drawn from one or both schools.
 - ii. Must have completed at least twelve (12) credit hours.
 - iii. Must be currently enrolled for no less than six (6) credit hours during campaigning and if elected to office, during each semester.
 - iv. A cumulative Grade Point Average (GPA) of 2.25 or higher and must retain a GPA of 2.25 or higher if elected to office.
 - v. Must be willing to assume the role of a Student Senator upon election.
 - vi. Must cite the oath of office publicly during either the Student Senate Inductions or the first Student Senate general meeting.
 - vii. Must understand and follow both the Student Senate Constitution and Bylaws.
 - viii. Must be a person defined as a, "student in good standing," with the school when he/she meets the following criteria:
 - 1. Is not on disciplinary probation.
 - 2. Is not on suspension.
 - 3. Does not have any academic violations placed against them, such as academic probation.
 - 4. Does not have any conduct infractions placed against them, such as a penalty due to any conduct issues.
- b. If a person's eligibility to serve in the Student Senate appears to be in question, the Student Life office shall apprise the Election Committee of the information.
- c. The Election Committee shall refer to the Student Life Program Coordinator or their designee to make a decision about the action to be taken in accordance with the Student Senate Constitution, Bylaws, the Student and Campus Codes of Conduct.

**Lorain County Community College
Student Senate
Election Guidelines**

- d. Candidates for the Student Senate may only run for one (1) position per election cycle.

7. Section - Nomination of Candidate

- a. Every candidate will be issued a copy of this Election Guidelines.
- b. All items below are required to be presented to the Student Life office or the Election Committee prior to the submission deadline as designated by the Election Committee:
 - i. Candidate's name as registered with the school.
 - ii. Candidate's address.
 - iii. Candidate's electronic mail address.
 - iv. Position sought.
 - v. Candidate's schools(s) and student identification number(s).
 - vi. Contact information regarding the candidate's campaign committee.
 - vii. Signed Registration Form and Letter of Intent that states that the candidate has been made fully aware of the provisions of the Election Guidelines and the penalties for violating these provisions. (These are standardized forms included in the Election Nomination Packet.)
- c. Any candidate failing to fulfill all qualifications will be disqualified and will not appear on the ballot.
- d. The following information can be provided by the candidate to the Election Committee for display online (Optional):
 - i. Grade Point Average
 - ii. Clubs/Organizations and positions held within (5 Maximum)
 - iii. A brief summary of the candidate's platform not exceeding one-hundred (100) words.
 - iv. A photograph on disk or CD in JPG, JPEG and JPE format.
- e. Anytime during the election process and/or candidate's term where information submitted is found to be fabricated or false, the person must forfeit their candidacy and/or incumbency.
- f. Current Student Life workers and/or Student Senators running as candidates are not permitted to oversee or facilitate the election process. Student Senators lose the ability to vote on or correct any aspect of the election upon signing out of a packet. Their vote will be listed as "Abstained."

8. Section - Nomination of Write-in Candidates

- a. Write-in candidates must follow all of the same rules as other candidates except:
 - i. They need not collect the one-hundred (100) required Student Body signatures.
 - ii. They must not begin campaigning until the business day after the write-in submission deadline has passed.
 - iii. Must receive fifty (50) percent of the total votes cast for that office plus one (1) in order to win that office.

9. Section - Campaigning

- a. Campaigning will be defined as any solicitation of votes for a particular candidate involved in the election.

**Lorain County Community College
Student Senate
Election Guidelines**

- b. Campaigning will commence the business day after the Election Nomination Packet submission deadline and concludes on the final day of elections.
- c. All campaigns are to be run on an individual basis.
- d. Pooling of candidate resources through forming a ticket is not permitted.
- e. Campaign committee members may be utilized to assist with campaign material distribution.
 - i. Campaign committee members must be registered with the Election Committee.
 - ii. Campaign committee members can only be registered to one campaign and must not register as a campaign committee member for other candidates.
 - iii. Campaign committee members must sign an agreement to conduct themselves in accordance with the Election Guidelines, Student and Campus Codes of Conduct and the college policies, procedures and guidelines.
 - iv. Candidates are responsible for the actions of their campaign committee members and may be held accountable for their actions.
 - v. Campaign committee members are volunteers only and shall not receive compensation.
- f. Candidates must have all campaign materials approved by the Election Committee prior to public release.
 - i. This includes press releases to the media, posters, flyers, web pages and other forms of campaign materials.
- g. Each candidate must oversee and participate in the creation of their campaign material.
- h. The following restrictions will be placed on campaigning:
 - i. Campaign materials will not be permitted within fifty (50) feet of election booths, ballot boxes or computers. In addition:
 - 1. There will be no obstruction of traffic.
 - 2. There will be no displaying or wearing of campaign materials.
 - 3. There will be no tampering, harassment or conversation pertaining to the election.
 - 4. Special circumstances will be considered by the Election Committee.
 - ii. Candidates will be restricted to one (1) yard sign per authorized outdoor location and no more than twenty (20) yard signs total on campus. The yard sign size will not exceed 14" x 22". Candidates may replace any yard signs that are damaged while displayed at outdoor locations. All yard sign must have the approval of the Election Committee.
 - iii. Candidates may have up to forty (40) flyers total posted inside campus buildings on specified bulletin boards and one banner hung in College Center Mall. These will be posted by either the Elections Committee of the Student Life office.
 - 1. Candidates may not have more than one flyer posted per bulletin board and may not exceed 8.5" x 11".
 - 2. The banner hung in the College Center Mall must not exceed 3' x 5'.

**Lorain County Community College
Student Senate
Election Guidelines**

- iv. Additional items such as pins, badges, clothing and so on that support a candidate are permitted and subject to the same permission criteria as other campaign materials.
- i. In result of any violations of the above will result in a sanction with review by the Election Judge.
- j. The Election Judge will notify the candidate held in violation of any of the above restrictions in a reasonable amount of time.
- k. Candidates disqualified for violations of the Election Guidelines forfeit their right to hold any Student Senate position, elected or appointed, for one (1) year from their disqualification date.
- l. Candidates must remove all of his/her signs and paraphernalia within three business days after the closing of the polls or else will be fined.
- m. Any questionable campaign materials or activities shall be directed in writing to the Election Committee or the Student Life office for consideration. The Election Committee or the Student Life office will remove any and all questionable campaign materials.
- n. No candidate or their campaign committee members may temper, remove, damage, vandalize or destroy another candidate's materials. A violation will result in the removal of the candidate from the election and possible Student and Campus Codes of Conduct sanctions.
- o. No candidate or their campaign committee members shall leave campaign materials on vehicles.
- p. No candidate or their campaign committee members shall campaign in the bookstore, the library, the Connections Center, the Financial Services Center, Spitzer Conference Center or in any administrative or academic settings.

10. Section - Campaign Assistance

- a. The Election Committee and the Student Life office can assist candidates through the use of resources, (i.e. art room, computers, etc.) in a manner that is fair to all candidates.
- b. Requests for the below materials must be made to the Student Life office and will be distributed based on availability. It is the responsibility of the candidate to ensure the removal, discard of the signs and return the materials to the Student Life office.
 - i. Borrowing of art easels from Information Technologies and Media Services and placing them in locker corridors and bridge ways throughout campus.
 - ii. For outdoor installations, Physical Plant can provide wooden stakes that signage could be attached. These types of signs could be posted along sidewalks and near parking lots to maximize visibility.

11. Section - Voting

- a. Each duly registered student may cast only one (1) ballot.
- b. Candidates are to be elected to positions through votes cast from those persons currently enrolled as students in the school or class, which is to be represented.
- c. Any portion of the ballot, which is improperly marked, will be voided.
- d. Partially completed ballots are permitted.
- e. Paper ballots will be counted at the conclusion of the voting machine and online tabulations.

**Lorain County Community College
Student Senate
Election Guidelines**

- f. Each voter will have his/her name checked on a master eligibility list and valid school identification cards and/or driver's licenses are required in order to vote via paper ballot. In the case of online balloting, when a student logs in to the election system their identification is checked against the school's student information system to determine if they are eligible to vote and what ballot they will receive. The determination of this system will be final.
- g. Any individual who attempts to falsify or alter any vote cast, may be restricted from any type of participation in any Student Life functions, activities and any future Student Senate elections. Authority for restrictions rests with the Student Life Program Coordinator.
- h. No absentee or proxy voting will be permitted.
- i. Candidates wishing to vote on campus will be given a designated polling location.

12. Section - Poll Workers

- a. People interested in becoming a poll worker must contact the Election Committee no later than two (2) weeks prior to the election.
- b. Those who become poll workers are recognized as Election Committee members.
- c. Poll workers cannot be affiliated with any candidate's campaign.
- d. Poll workers shall attend a training session prior to the election in which they will familiarize themselves with the procedures.
- e. Any campaigning or verbalizing of opinions while in their roll as a poll worker will result in immediate expulsion as a poll worker.

13. Section - Manner of Deciding Elections

- a. All elections will be decided by simple majority vote.
- b. The total votes for each candidate will be included with the official announcement of the election results.
- c. In the event that the results of the vote are close, a candidate that wishes to challenge the results must notify the Student Life office no later than one business day following the posting of the results.
 - i. Candidates may ask for a recount of the votes.
 - ii. In the event of a tie, a run-off election will be held between the top candidates.
 - iii. Each run-off will be won by the candidate receiving the most votes.
 - iv. Write-in candidate names will appear on the ballot in run-off elections.
- d. Any candidate desiring to withdraw from the election must notify the Election Judge in writing no later than one (1) business day prior to the opening of the polls so that the candidate's name can be removed from the ballot. Votes for this candidate will not count.
- e. Votes cast for any person, other than official candidates will be disqualified.
- f. The Election Committee will set up all regulations, rules, and restrictions governing elections. The Election Judge will act as the authority over all questions and problems arising in the election process. The Student Senate Constitution and the Election Guidelines will be the only source documents used in deciding election conflicts.

**Lorain County Community College
Student Senate
Election Guidelines**

14. Section - Complaint Process

- a. Persons wishing to contest any election or candidate must follow the following procedures:
 - i. The complaint must be made in writing to the Election Judge, stating the specific charges and violations brought up against the candidate, campaign committee member or Election Committee member.
 - ii. The signature(s) of the contesting individual(s) is (are) required on the complaint.
 - iii. The complaint must be presented to the Election Judge within the business day after the posting of election results of an occurrence of an infraction by a candidate or their supporters.
- b. Complaint will be considered by the Election Committee within a reasonable amount of time of being received by the Election Judge. The Election Committee may call witnesses as it sees fit to assist in making a decision on the appeal. The Election Committee will render a decision on the appeal within a reasonable amount of time of the complaint being received by the Election Judge.
- c. The decision of the Election Committee may be appealed to the Student Life Program Coordinator. This complaint must be made in writing to the Student Life office and presented no later than one (1) business day after the Election Committee has rendered its decision.
- d. The decision of the Election Judge and/or the Election Committee to disqualify a candidate may be appealed to the Student Life Program Coordinator within a reasonable amount of time after the candidate is notified of their disqualification.
- e. Additional appeals may be made through the college's Student Grievance Procedure.

15. Section – Penalties

- a. The Elections Committee shall rule on violations of election procedures and Student Senate Bylaws.
- b. Penalties imposed by the Election Committee may include:
 - i. Disqualification of the candidate in which case the next highest vote recipient will be declared the winner if the said offender was the winner.
 - ii. If the offender was unopposed, then the seat shall be declared vacant and shall be filled by the Student Senate procedures named in the Student Senate Constitution.
 - iii. The Election Committee shall have the flexibility to match the violation to an appropriate penalty, a plan for which must be approved by the Student Life Program Coordinator.

16. Section – Inductions

- a. The Election Committee is responsible for assisting the Student Life office in planning and executing the induction of new Student Senators after the finalization of the election results.
- b. It is the expectation of successful candidates that they will be present for the ceremony and take their oath of office at this time.