

**San Jose City College
Associated Students Government
Meeting Agenda**

Wednesday, February 21, 2018 @ 2:00 pm-4:00 pm in SC-204

1.0 Organizational Items

In order to conduct an efficient and timely meeting, please make sure all electrical gadgets are kept silent mode or in the off position.

1.1 Call to order

1.2 Pledge of Allegiance

1.3 Introduction of Attendees/ Attendance Sheet Circulation

1.4 Adoption of Agenda for February 21, 2018

1.4.1 Deferrals

1.4.2 Corrections

2.0 Approval of Minutes

2.1 Minutes for February 14, 2018

3.0 Public Comments (3 minutes/ person)

This is the portion of the meeting reserved for persons desiring to address the Associated Student Council on any matter of concern that is not stated in the agenda. There shall be a time of three (3) minutes per person, and ten (10) minutes per item. The law does not permit any action to be taken, nor extended discussion of any item not on the agenda except under special circumstances as deemed by the Chair. The Council may briefly respond to statements or questions posed, but for further information, please contact one of the officers during their posted office hours.

4.0 Unfinished Business

4.1 SP18-05 Scholarship Funds

This is to discuss Scholarship funds for students and is not to exceed \$10,000.00 (Discussion Item, Jammaar Hall) 10 minutes.

4.2 SP18-06 VTA Eco Pass Vote

This is to discuss the changes to the VTA Eco Pass program. (Discussion Item, Blake Balajadia) 15 Minutes.

4.3 SP18-03 Elections Code Revision

This is to discuss the approval of the revision of the Elections Code. (Discussion item, Sabryna Rodriquez) 10 minutes

5.0 New Business

5.1 SP18-07 Proposed Amendments to Bylaws

This is to discuss a proposal for amendments to the Associated Student Government Bylaws. (Discussion Item, Iriana Luna Lozada) 15 Minutes.

5.2 SP18-08 Proposed Calendar for Spring 2018

This is to discuss the new dates on the Spring Calendar for 2018 (Discussion Item, Iriana Luna Lozada) 10 minutes

6.0 Financial Report

7.0 Consent Calendar

7.1 SP18-09 PASE Flyers for Club Day

This is for budget not to exceed \$400.00 for PASE flyers for Club Day.

8.0 Appointment/Committee

8.1 Rules Committee Appointment

This is to vote on appointing Ivan Perez to the Rules Committee.

9.0 Student Trustee Report (3 Minutes each)

10.0 Advisor Report (3 Minutes each)

11.0 Student Organization Report (3 Minutes each)

12.0 Officer's Reports (3 Minutes each)

13.0 Committee Reports (3 Minutes each)

14.0 Did you know? (3 Minutes each)

15.0 Adjourn

**San Jose City College
Associated Students Government
Minutes Agenda**

Wednesday, February 14, 2018 @ 2:00 pm-4:00 pm in SC-204

1.0 Organizational Items

In order to conduct an efficient and timely meeting, please make sure all electrical gadgets are kept silent mode or in the off position.

1.1 Call to order at 2:17 pm

1.2 Pledge of Allegiance

1.3 Introduction of Attendees/ Attendance Sheet Circulation

ASG President - Iriana Luna Lozada
ASG Vice President - Alyssa Marquez
Vice President of Finance - Jammaar Hall
Chief Justice - Sabryna Rodriquez
Student Trustee - Joseph Heady
Director of Communications - Vinson Lu
Director of Community Affairs - Uriel Perez
Academic Senator of Science - Luis Cortes
Director of Programming - Angelita Canales

SACNAS Club - Juan Cruz
Media Club - Cecily Cruz
MHCA Club - Andrew Phelps
SREN Club - Erica Smyrniotis
RAC Club - Dmitry Grigoryev
UWSA Club - Stephen Mante
Communication Club - Angel Corinado
ECE Club - Griselda Serrano
World of Journalism - Tammy Do
Laser Club - Michael Lopez

1.4 Adoption of Agenda for February 14, 2018

- Vice President of Finance moved to approve February 14, 2018 Agenda
- ASG Vice President second

1.4.1 Deferrals

1.4.2 Corrections

2.0 Approval of Minutes

2.1 Minutes for February 7, 2018

- Academic Senator of Science moved to approve Minutes for February 7, 2018
- Vice President of Finance second

3.0 Public Comments (3 minutes/ person)

This is the portion of the meeting reserved for persons desiring to address the Associated Student Council on any matter of concern that is not stated in the agenda. There shall be a time of three (3) minutes per person, and ten (10) minutes per item. The law does not permit any action to be taken, nor extended discussion of any item not on the agenda except under special circumstances as deemed by the Chair. The Council may briefly respond to statements or questions posed, but for further information, please contact one of the officers during their posted office hours.

- Sami A. Ibrahim is requesting ASG to endorse the 18th Annual Middle Eastern Heritage Celebration. It will began on April 9 and will go to the 19th. The purpose of the event is to show culture to students about the Middle East.
- Laser Club is asking to update their club
- EPOS is offering scholarships
- Behavior problem at the state of the city that is related to labor problems

4.0 Unfinished Business

4.1 SP18-03 Approval of Elections Code Revision

This is to discuss the approval of the revision of the Elections Code. (Action item, Sabryna Rodriquez) 10 minutes

ASG Vice President moves to restart the process

Academic Senator of Science second

Unanimously Approved

4.1 SP18-03 Approval of Elections Code Revision has been approved to restart the process.

5.0 New Business

5.1 VTA Eco Pass

This is to discuss the changes to the VTA Eco Pass program. (Discussion Item, Blake Balajadia) 20 Minutes.

5.2 SP18-04 Scholarship Funds

This is to discuss Scholarship funds for students and is not to exceed \$10,000.00 (Discussion Item, Jammaar Hall) 10 minutes.

- Academic Senator of Science moved to extend time by 5 mins
- ASG Vice President second

6.0 Financial Report

Looking for a student who is good at excel to put in info

7.0 Consent Calendar

7.1 SP18-05 New Speakers

This is to approve funds not exceed \$500.00 for speakers needed for events.

7.0 Consent Calendar has been approved

8.0 Appointment/Committee

- Joseph Heady wants to be nominated for the rule committee
- World of Journalism seconds

The recommendation to nominated Joseph Heady has been rejected

- Dorothy Holland-Green is being nominated for the hiring committee

Unanimously Approved

Dorothy Holland-Green is now a member of the hiring committee

9.0 Student Trustee Report (3 Minutes each)

10.0 Advisor Report (3 Minutes each)

- Lunar New Year: Lion dancer in the Student Center on Thursday, February 15th
- Black History Month: Poetry Slam Theater Thursday, February 15th at 12:30 p.m., Black College Fair in Oakland on Saturday contact Rachel
- Grad Petitions due on March 16th.

11.0 Student Organization Report (3 Minutes each)

SACNAS Club: 3 students came back from the sumo conference

Media Club: wants to have live music/entertainment outside the cafeteria

World of journalism:

- Working on next issue
- Working on fundraising to go to JCC

UWSA Club: had their election yesterday and resubmitting their charter form

Communication Club: Western conference is this weekend

12.0 Officer's Reports (3 Minutes each)

Director of Programming Club day is going to be at 10:00 am to 12:00 pm

Director of Communications Student Trustee and I are preparing the Email campaign

ASG Vice President reminded everyone about attendance

Academic Senator of Science announce that stem major scholarship deadline is march 1st

Vice President of Finance is working on finishing up with the scholarship

President: hope everyone is prepared club day

13.0 Committee Reports (3 Minutes each)

14.0 Did you know? (3 Minutes each)

Did you know that today is valentine day

15.0 Adjourn

- **ASG Vice President moved to adjourn at 4:10 Pm**
- **Academic Senator of Science second to Adjourn at 4:10 Pm**

SCHOLARSHIPS

Jammaar Hall

VP of Finance

Feb. 14, 2018

17-18 Scholarships

- ▶ 1. Tanaka \$4000
- ▶ 2. Southward \$2000
- ▶ 3. Foster \$1000
- ▶ 4. International \$1000
- ▶ 5. Pitone \$1000
- ▶ 6. High School \$1000

17-18 Scholarships Awarded

- ▶ Tanaka Transfer Student Scholarship: 0 awards
- ▶ Chuck Southward: 3 awards of \$500 each
- ▶ Foster Youth Scholarship: 1 award of \$500
- ▶ International Student Scholarship: 2 awards of \$500 each
- ▶ Pitone Scholarship: 4 awards of \$250 each
- ▶ Total: 10 awards for \$4,000

Proposed 18-19 Scholarships

- ▶ Tanaka (4) at \$750 each (\$3000)
- ▶ Southward (4) at \$500 each (\$2000)
- ▶ Foster (2) at \$500 each (\$1000)
- ▶ International (2) at \$500 each (\$1000)
- ▶ Pitone (4) at \$250 each (\$1000)
- ▶ High School (8) at \$250 each (\$2000)
- ▶ Total: \$10,000

Why Change?

- ▶ To make the scholarships more efficient and effective.
- ▶ Promote them more to students on/off campus.
- ▶ These changes will be better in the future for our student.
- ▶ A commitment to the students to help them be successful in their academics.



Any
Questions

From: Fitzsimmons, Peter

Sent: Monday, February 5, 2018 4:59 PM

To: Smith, Douglas R.; Montemayor, Roland; Swinson, Adela; Kubo, Takeo; Balajadia, Blake T.; Johnson, Raniyah D.; Cruz, Octavio

Subject: Transportation Fee Board Write Up

Colleagues,

Please review the below and provide any feedback. My understanding is that Doug will confirm with the Chancellor, Blake & Raniyah will work with the student body, and Adela & Roland will give me the green light to upload the below (with any edits) to the Board Agenda for their meeting of March 13, 2018 (due date for the agenda is March 5, 2018.)

Thanks!

Peter

Education Code Section 76361 and Title V Section 58520 states that the governing board of community college district may require students in attendance at a campus of the district pay a fee for purposes of partially or fully recovering transportation costs incurred by the district upon the favorable vote of a majority of the students at a campus of the District who voted at an election on the question of whether or not to the governing board should require all students to pay a fee for transportation services.

In 2016 the student body voted in favor of implementing the program at a cost of \$4.50 per semester for students enrolled in less than 6 units and \$9.00 per semester for students enrolled in 6 or more units for purposes of fully recovering transportation costs incurred by the District for transportation services provided by the Valley Transportation Authority (VTA) effective Fall 2017.

Effective January 2018 the VTA increased the cost to the district by adding a clipper card fee of \$3 per card and an annual cost increase of \$11 per student. This increase has caused an annualized anticipated deficit of \$169,080. In order for the transportation fee to cover this deficit the current fee for all students would need to increase by \$4 per term.

The Associated Student Government is requesting that the Board of Trustees call for an election providing students the opportunity to vote on the following two questions:

"Given the cost increases imposed by the Valley Transportation Authority (VTA) effective January 2018 shall the San Jose Evergreen Community College District Board of Trustees increase the Transportation Fee by \$2 per term effective Fall 2018, or \$6.50 per student taking less than 6 units and \$11 per student taking 6 or more units, to recover half of the additional costs?

Given the potential for future program cost increases imposed by the Valley Transportation Authority (VTA) shall the San Jose Evergreen Community College District Board of Trustees increase the Transportation Fee in an amount not to exceed 50% of any potential future cost increases imposed by the Valley Transportation Authority effective the primary term following said cost increase imposed by VTA?"

Article XIV

ELECTIONS CODE

Section 1: Purpose

Clause 1: The purpose of the Elections Code is to establish rules intended to provide all San Jose City College students with an equal opportunity to present their views and qualifications to the SJCC student body for election to A.S.

1. The Elections Code applies to each election as stated in Section 2 clause 2.

Section 2: Process

Clause 1: The Elections Code provisions apply to all SJCC students.

Clause 2: This process applies to all of the following elections:

- i. General Election - Is a regular yearly election of officers to A.S. Board of Directors, as well as referenda and initiatives placed on the ballot.
- ii. Runoff Election - Is an election that is a result of a tie-vote during a general or special election. If a tie-vote also occurs in a runoff election, the A.S. Board of Directors shall appoint one of the two run-off candidates by a two-thirds majority.
- iii. Special Election - Is an election held outside of a regularly scheduled general election.

Clause 3: All activities not specifically addressed in the Elections Code shall be governed by the A.S.G. Bylaws and California statutes and regulations pertaining to student activities including the SJCC Student Conduct Code, Title 5 of the California Code of Regulations Section 41301, and other relevant University policies and procedures.

1. The Election Code may not be amended or revised after advertising has begun for an election cycle.
2. Faculty, staff, and administration participation in student elections shall conform to Chancellor's Office regulations and this Elections Code.

Clause 4: The Legislative Affairs Committee (LAC) shall publicize all matters pertaining to the election in conjunction with the Public Relations Committee. Both Committees shall adhere to San Jose City College policies on postings. Any candidate serving on the Committee on Legislative Affairs will have to resign his/her position on the committee.

Clause 5: In setting the dates and times for the elections, the Legislative Affairs Committee shall ensure that the following timeline is maintained:

- i. Promote running for office: 2 weeks
- ii. Provide and receive candidate application materials: 1 week
- iii. Deliver Candidate Orientations: 2 days
- iv. Begin and conclude campaigning period: 2 weeks
- v. Host Candidate Forum(s): 2 sessions
- vi. Hold Elections: 2 days

Clause 6: All Candidates must be nominated by the San Jose City College Student Body and produce a list of no less than fifty (50) student signatures. Student names will then be verified by the ASG Student Senate Advisor for eligibility. All signatures must be submitted by close of business on the date set by the Legislative Affairs Committee to be eligible.

Clause 7: All SJCC ASG Student Senate Election voting shall be casted online and electronically counted. Each student must personally, or by official proxy through the Office of Student Development and Activities, cast their ballot with their own individual student identification number. All votes shall be tallied on the next day after the election. Election results shall be posted in the Student Services Building before the end of the business day the following Monday.

- i. Elections shall be held on a Wednesday and Thursday online (day and evening)

Clause 8: All Candidates are required to participate in the Candidate Debates, along with two (2) additional Election Events

- i. The LAC, with the approval of the ASG and in collaboration with the Director of Public Relations and the Director of Programming shall host a minimum of four (4) candidate events including but not limited to the following:

- a. Elections/ Campaign Kick Off
- b. Open Forum
- c. Candidate Debates
- d. Voting Party
- e. Election Results

Clause 9: Any ballot created by the Legislative Affairs Committee shall be voted on by 2/3 of the SJCC ASG Student Senate. Final approval and electronic posting of said ballots shall be at the discretion of the SJCC ASG Advisor and Vice-President of Student Services for continuity.

Clause 10: A Special Election may be called in the event that the Presidency of the ASG Student Senate becomes vacant or the General Election becomes nullified for any reason within this Election Code.

- i. Should the Committee on Legislative affairs deem that an election should be nullified; a Special Election may be called upon the approval of the ASG Student Senate with a two-thirds (2/3) vote. Special General ASG Student Senate Elections must be held in the spring of the academic year and be held before the end of the academic term.
 - ii. Special Election Rules shall be created by the Committee on Legislative Affairs upon the approval of the ASG Student Senate Council immediately following the nullification of the General Election.¹
 - iii. Rule changes within this Election Code are at the discretion of the Committee on Legislative Affairs for Special Election purposes only. Special Election Rules are then brought back to the ASG Student Senate Council for approval with two-thirds (2/3) vote of members seated.
- i. The ASG Student Senate has the right to call special meetings at anytime to further this purpose.

Section 3: Candidates

Clause 1: Candidates must satisfy all policies set forth by the Committee on Legislative Affairs relating to elections. Any violation of said policies may result in disqualification. Matters of policy violation will be handled on a case by case basis by the Committee on Legislative Affairs.

- i. Candidate must have a 2.0 or above at the time of application
- ii. Candidate must be enrolled in 6 or more units at the time of application and must have previously completed 6 units prior to the semester of elections.

Clause 2: Candidates will be able to campaign on or after the date set by the Committee on Legislative Affairs. Any Campaigning before said date shall result in immediate disqualification.

- i. Candidates must turn in their "Candidate Packets" no later than the date set by the Committee on Legislative Affairs. Failure to do so will result in immediate disqualification, no exceptions.

ii. It is mandatory for candidates to report all expenses and donations made to their campaign

iii. Receipts for expenses must be submitted to the LAC 24 hours before the last day of voting using the Candidate Expense Sheet

1. Candidates are not to exceed more than \$100.00 in campaign expenses. Such is grounds for disciplinary action by the LAC and ASG.

2. Candidate Expense Sheet is considered public information.

iv. Candidate Expense Sheets must be signed by the Director of Student Developments and Activities and the Director of Legislative Affairs.

Clause 3: Any and all Complaints regarding the elections or election policy shall be adjudicated according to Article XV Section 1.

Clause 4: Each Candidate may spend no more than one hundred dollars (\$100) on any and all campaign materials and paraphernalia. Each candidate must turn in a portfolio of any and all materials used in said campaigning, along with all receipts. In addition, Candidates must produce and submit a line item budget for all expenditures.

i. Donated items or tools used in campaigns must have a printed donations receipt or certified letter from the contributor in said portfolio. If the Committee on Legislative affairs questions the integrity of said receipt, the actual monetary value will be assessed by the Committee on Legislative Affairs with consent and approval of the ASG Advisor.

Clause 5: Candidates may choose to run in the SJCC ASG Elections with other Candidates or ticket, so long as they adhere to all policies and procedures regarding the election. Should candidates running together decide to combine campaign finances, they may do so. Candidates must still produce a lined itemed budget including any and all receipts pertaining to the election.

Clause 6: To be eligible to stand for office the candidate must attend the Candidate Workshop. Two (2) Candidate workshops shall be held prior to the start of the nominations period and be held at the time, date and place as designated by the Committee on Legislative Affairs if deemed necessary.

Clause 7: A Candidate Forum shall be held at the start of Campaigning for the SJCC ASG and Student Senate Elections. Time, date, and venue will be determined by the Committee on Legislative Affairs. To be eligible to stand for office the candidate must attend the Candidate Forum.

Clause 8: Under no circumstances shall any candidate harass, bully, make verbal or physical threats, or show any kind of aggression toward any member of the Committee on Legislative Affairs or the SJCC ASG Advisor. To do so will result in immediate disqualification and (or) subject to disciplinary action deemed by the ASG Advisor and the Disciplinary Action Committee.

i. Should any candidate feel threatened or bullied by another candidate, the candidate should immediately report such action to the Committee on Legislative Affairs and the SJCC ASG Advisor.

Clause 9: No candidate shall use San Jose City College or San Jose/Evergreen Community College District resources of any kind including electronic resources, unless authorized during the candidate workshop by the Committee on Legislative affairs.

Clause 10: No student shall hold more than one Associated Students office, excluding committee memberships, during the tenure of office

Clause 11: Applicants that fail to meet eligibility guidelines must be notified by the LAC within five (5) days after the close of the approved application period. An ineligible applicant will be deemed to have withdrawn from the Election and his/her name will not appear on the election ballot.

Section 4: Campaigning

Cause 1: All Campaign posting of any kind must adhere to the San Jose City College Posting Policies. Posting Policies will be given at the time of the Candidate Workshop and be posted in the Student Services building throughout the election. Failure to adhere to SJCC posting policies will result in disqualification.

Clause 2: Any election event that is approved by the LAC must not favor a candidate, initiative or referendum in any way

i. The LAC shall facilitate the events and grant each candidate equal time and opportunity to speak and make personal statements.

Clause 3: All elections and candidate events must be publicized using all necessary and available mediums including posters, online, ect. in accordance with the Elections Calendar/Timeline

Clause 4: The Voter Information Sheet (VIS) shall be made available both online and in printed form at least forty- eight (48) hours after the Candidate Orientation in accordance with the Elections Calendar/Timeline.

Clause 5: Bios/ Statements by Candidates must be submitted by the place, date, time , and in the format designated by the LAC and ASG.

i. Word limits for Bio statements submitted for the VIS are as followed:

1. A maximum of 250 words for Bio statements.
2. A maximum of 250 words for ballot initiatives or recall election descriptive text

Clause 6: If a candidate submits information that is wholly inaccurate and misrepresents A.S. or SJCC, the LAC has authority to revise the statement of factuality. A grievance can be filed against said candidate who may result in the candidate's invalidation.

Clause 7: The LAC shall provide the Director of Public Relations and Director of Programming with all eligible candidate names, statements, referenda, and initiatives to be included in the VIS along with any other related content no later than twenty-four (24) hours after the VIS information deadline.

Clause 8: Examples of campaigning are provided but not limited to:

- i. Distributing or displaying posters, flyers, pamphlets, or any other forms of printed publicity to students on campus in order to obtain votes.
- ii. Making public statements about candidacy to individuals or groups such as presenting, giving a speech, organizing supporters
- iii. Posting any type of online content or image related to candidacy on websites, social media, online groups, or any other kind of online media.

1. the posting and distribution of campaign materials on campus, online or in any form shall not begin before a time and date specified by the LAC
2. Campaign materials cannot exceed a size of 12 inches by 18 inches.

Clause 9: No campaigning within 75 feet of a polling location

- i. outdoor campaigning may only be placed in the areas designated by the LAC with the approval of the Director of Student Development and Activities.
 - ii. Campaign materials may not be posted or carried into any A.S. department, unless only for purposes of utilizing the A.S. Print and Technology Center services.
1. Candidates may not use the A.S. logo on any campaign material unless provided by the LAC during campaigning events
 2. Campaign materials may not be posted on or in vehicles without the consent of the vehicle owner.

Clause 10: Current A.S. Board of Directors may not use their position within A.S. to support any candidate.

- i. no candidate shall interfere with the campaign of another candidate.

Clause 11: During campaigning, candidates may not use any form of unethical behavior, bribery, or monetary promises, gifts, or hospitality deemed unacceptable as determined by the LAC.

Clause 12: Candidates may seek endorsements from recognized student organizations on campus

- i. SJCC recognized Student Organizations may not endorse a candidate before the start of the campaigning period designated by the LAC.
- ii. Endorsements must be confirmed by the recognized Student Organization and the Candidate via an endorsement from that is signed and dated by both the candidate and the president or chair of the Student Organization
 1. Endorsements that are not confirmed by both the candidate and the Student Organization will not appear.
 2. Endorsement forms are due to the LAC and must be submitted by the deadline as stated in the Calendar.
- iii. It is highly recommended that organizations only endorse one candidate per position per election calendar

Section 5: *Voting*

Clause 1: Each Student that pays the Association fee has equal voting rights in all A.S. elections.

- i. Eligible voters may vote at any of the official polling locations on campus or from any device.
 - ii. On Election Days, voters may vote from any device or paper ballot until the close of voting on the last day of elections using their own ID number, with exceptions of proxy.
 - iii. Students who are unable to personally cast a ballot through digital or paper means may petition the Office of Student Development and Activities for proxy voting support no later than two business days prior to the election.
 - iv. Ballots will be casted online, unless the need for a paper ballot is determined by the LAC.
1. Each ballot should include the names of the candidates running for office and the position they are seeking .
 2. During the construction of the electronic ballots, the order in which candidates appear on the ballot are alphabetically by referenda and initiative title, then by officer title.

Clause 2: Election voting shall take span of no less than 48 hours and no more that one full week.

- i. Should the LAC determine that accommodating for lost time from an unexpected event be necessary, they can extend election voting for up to one full week. An unexpected event can be but is not limited to the following:
 1. A Natural Disaster
 2. Campus Shutdown
 3. Faculty Strike

Clause 3: No person shall be allowed to promote a candidate, initiative or referendum, conduct campaigning activities, or loiter within 75 feet of an authorized predetermined polling location.

Only eligible voters casting ballots and designated election officials are allowed in polling locations.

- i. Authorized Polling locations may only be administered by the LAC
- ii. Should the vote result in a tie, a runoff election shall be held for that office/initiative/referendum no later than 10 days after closing of the previous election ballot.

Clause 4: The Director of Student Development and Activities is responsible for compiling and publicizing the election results along with the certification of results assuring the results are true, accurate, and have not been compromised.

- i. Results shall be distributed to the Director of Student Development and Activities.
- ii. Results shall be announced and made public on the door of the ASG offices no later than 24 hours after the close of the Voting Period and remain posted for a minimum of 7 business days.

Article XV

DISCIPLINE AND EXPULSION

Section 1: Violations of Elections Code

Clause 1: Examples of Violations (this list is not exclusive)

1. Minor Offenses may include, but are not limited to the following:
 1. campaigning before the deadline established by the LAC.
 2. Failure to restrict campaign materials in areas designated by the LAC and/ or campaigning within restricted poll locations.
 3. Failure to remove campaign materials within the specified deadline.
 4. Failure to submit a Candidate Expense Sheet to the LAC.
2. Major Offences may include but are not limited to the following:
 - a. Unauthorized polling locations
 - b. The use of another student's ID number, with or without consent, to vote for a candidate.
 - c. Unauthorized destruction, removal, tampering, or damage to campaign materials of another candidate/ referendum/ initiative.
 - d. Conduct that discourages, restricts, or prohibits an individual from running for a position of his/her choice.
 - e. Conduct that affected the outcome of an election.
 - f. Failure to comply with sanctions imposed for offences.

- g. Conduct that threatens or endangers the health or safety of another candidate and/or their affiliates, including physical harm, threats, intimidation, harassment.
- h. failure to comply with Elections Code.
- i. Submission of a false complaint or a complaint in bad faith to the LAC
- j. Grounds upon which student discipline can be based on the Student Conduct Code (SJECCD BP & AP 5500)

Clause 2: Any student may be able to submit a complaint/violation

- i. Each violation/complaint shall be reported to the LAC no later than 5 working days after the alleged violation was discovered.
- ii. The last opportunity to submit complaints to the LAC will be 48 hours after the close of voting.
- iii. Violations/Complaints shall contain the following information:
 - a. Sections of the A.S. Bylaws and/or Elections Code that are subject of the charge.
 - b. Factual description of the conduct (e.g., who was involved, date/time/location of the violation).
 - c. Evidence of the conduct.

Clause 3: The Director of Student Development and Activities is responsible for reviewing the violation/complaint for completion and preparing all the documents for the LAC's review.

- i. This meeting shall be public and all relevant parties are invited to attend
 - 1. Relevant parties will be allowed a maximum of 3 minutes to share their information
 - a. Testimony of relevant witness shall be heard at the discretion of the LAC in a closed setting.
 - 1. If sustained, LAC will also determine whether violation constitutes major or minor offense
 - ii. The vote of the LAC shall follow in open session and shall use a majority vote to determine the outcome.

Section 2: Removal from Office

Clause 1: Violations can be defined as, but is not limited to the following:

- 1. Candidate, student, and/or student organization behavior not consistent with the Election Codes/LAC rules, regulations, and procedures determined by the LAC.

Clause 2: SJCC ASG Student Senate reserves the right to remove any Executive Officer, Student Senator, standing committee Chairperson or committee member. This would be in response to a violation of law or policy set forth by the federal, state or local government including SJCC and the SJECCD. Failure to abide by the Constitution and/or Bylaws of SJCC ASG will result in breach of a fundamental principle of SJCC ASG and/or a lapse in eligibility.

Clause 3: A council member may be impeached for any mismanagement of position responsibilities and/or funds or improper conduct. This includes:

1. Willful or excessive violations of the Constitution, bylaws, election procedures, or finance code.
2. A violation of California's Educational Code Standards of Student Conduct.
3. Excess of three violations and/or warnings made by the President, Chief Justice, and Advisor due to violations of Standards of Conduct for Meetings and Events (See Article XVIII, Section 1).
4. Documented failure of duties; no less than three documented cases signed by the President, Chief Justice, or the Advisor and filed with the Secretary.

Clause 4: In the event that any of the preceding occurs, any member of the Executive Council or an appointed Senator has the right to bring the matter before the Student Senate for a vote of no confidence, and must be passed by a two-thirds vote.

Clause 5: A council member may be removed from office for failure to maintain eligibility requirements.

Section 2: Procedure

Clause 1: A proceeding to remove any Executive Officer, Student Senator, committee Chairperson or committee member must not violate any rule of SJCC ASG and Student Senate or any rights individuals have under the district grievance policies and state law. During any proceeding, the ASG Advisor will be involved in every aspect as a representative of the administration. The steps for removal from office shall be:

1. A) CHARGES: A memorandum stating the alleged violations and preliminary proof shall be filed with the President of SJCC ASG and Student Senate and the ASG Advisor. Should the President of SJCC ASG be accused, the memorandum shall be filed with the Vice President of the SJCC ASG and Student Senate.
2. B) INVESTIGATION: The Executive Council and SJCC ASG Advisor shall investigate the alleged violations to determine if there are grounds for removal. Should there be grounds for removal, the Executive Council shall create an *ad hoc* hearing committee in accordance with Article XIX JUDICIAL MATTERS; set the date, time and place of the hearing.
3. C) NOTIFICATION: The ASG Advisor shall serve the accused with written notice at least fifteen
(15) days before the date of the hearing. Service may be by registered letter. The written notice shall include a statement of the allegations; the date, time and place of the hearing; a

statement of the accuser's rights to be present at the hearing and place for the hearing; and any minutes for SJCC ASG and Student Senate meetings that are relevant to the proceedings.

3. D) DECISION: The hearing committee should, within a reasonable amount of time, make findings of fact on the points at issue, return a verdict and present a copy of the verdict and the findings of fact to the accused and to the Advisor. Should an Executive Officer, Student Senator, committee Chairperson or committee member be found guilty of the charges, the hearing committee shall recommend a penalty to the ASG and Student Senate Council at the following regular meeting. The defendant shall be present at all hearings regarding the charges and shall have the right to representation by counsel of his choosing. Failure of said counsel to appear shall not be cause for dismissal or postponement of the proceedings.

E) RESOLUTION: The San Jose City College Associated Students Organization and Student Senate Council shall have the power to initiate penalty actions. Said actions must be approved by a two-thirds (2/3) vote of the SJCC ASG and Student Council. Any Student may appeal their case in writing in a formal letter within fourteen (14) calendar days of the time of any disciplinary action or council deliberation

In reviewing the current Associated Student Government Bylaws there are articles and sections that repeat itself and/or are contradictory to others found in this document. The proposal is to rewrite the bylaws that govern the Associated Student Government in order to achieve the following:

- correct the discrepancies found in the current bylaws
- create a more efficient and effective method of operating the Associated Student Government.

The plan of action being proposed is the following:

1. Review each Article and combine Articles that discuss the same topic
2. Determine the purpose of each Article
3. Rewrite and condense each Article and format the order of the Articles
4. Review and vote on the updated Bylaws

The following is a summary of the content that each Article contains:

Article 1: Legislative Authority

- Power to make rules and regulations concerning ASG
- Process to make amendments
- ASG agenda regulations
- Process for veto and repeal of veto

Article 2: Executive Authority

- Voting power of President and membership of President

Article 3: Executive Council

- Executive membership and general responsibilities

Article 4: Student Senate

- Membership of Student Senate and election of said members
- Voting power of Student Senate
- General responsibilities

Article 5: Executive Council

- Membership of Executive Council
- Roles and responsibilities of each member

Article 6: Order of Succession

- Process if President resigns or is removed from position
- Process if Chairperson resigns or is removed from position

Article 7: Office Requirements

- Eligibility of Officers, Senators, Committee Chairpersons and dismissal

Article 8: Advisor

- Role of Advisor

Article 9: SJCC ASG Standing Committees

- Responsibilities about standing committees
- Responsibilities about chairperson
- Responsibilities about specific committees
- Membership of these committees

Article 10: Participatory/Shared Governance Committees

- Responsibilities about shared governance committees
- Membership of these committees

Article 11: Meetings

- Different meetings needed by ASG
- Absences definition

Article 12: SJCC ASG Compensation

- Rationale for ASG stipends

Article 13: ASB Clubs Policies & Procedures

- Charting of student organizations
- Funding of student organizations

Article 14: Elections Code

- Process for elections

Article 15: Discipline and Expulsion

- Process for removal of office

Article 16: Judicial Matters

- Power to create ad hoc

Article 17: Financial Matters

- Annual budget, requests for funds, ASG spending

Article 18: Student Trustee

- District policy and responsibility

Article 19: Student Activity Fee

- Purpose of fee

Article 20: Shared Governance

- Responsibilities for shared governance committee

Article 21: Student Senate for California
Community College

- Responsibilities of delegate

Article 22: Quorum

- Definition of quorum

Article 23: Parliamentary Procedure

- ASG is governed by Robert's Rules of Order

Article 24: Policies and Procedures

- Manual of policies and procedures

Article 25: Amendments

- Process for amendments

Article 26: Standards of Conduct

- conduct that all shall follow