

# 2020 Los Medanos College Associated Students **Election Packet**

**Approved: April 8, 2020**  
**Revised: April 6, 2020**

Information for Associated Students elected positions  
Compiled and distributed by the 2020 LMCAS Elections Committee

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# 2020 LMCAS ELECTIONS POSITIONS AVAILABLE

*Official descriptions of each position can be found in the current LMCAS Bylaws.*

**PRESIDENT:** The President shall be the Chief Executive Officer and the official representative of the LMCAS. The President shall be an ex-officio member of all LMC and District-wide Committees that have student representation. The President will chair all Senate meetings. The President shall only vote in the case of a tie, unless the Senate has three or fewer members, then the President becomes a voting member of the Senate until their is more than three members. The President shall prepare all agendas for the Senate meetings per Brown Act regulations. The President shall post both the agenda and minutes for the Senate meetings per Brown Act Regulations. The President shall be responsible for coordinating and tracking student representation on all LMC and District-wide committees and shall coordinate all research, evaluation, development, and application of student issues approved by the Senate. The President shall serve on the Shared Governance Committee (SGC) as a voting member, and shall have their powers and perform such duties as may be assigned by the Senate or these Bylaws. The President shall serve on the Student Trustee Advisory Council (STAC). The President or their designee shall also serve on the District Governance Council (DGC). The President at the end of their term shall comprise an oral or written report that details the work of the Senate during their term.

**VICE PRESIDENT:** The Vice President, in the absence of the President, shall be vested with the powers of, and perform the duties of the President. The Vice President shall serve as the Chief Operating Officer. The Vice President shall be an ex-officio member of all LMCAS committees. The Vice President shall coordinate and track student involvement on all LMCAS committees. The Vice President shall perform such duties as may be assigned by the President, Senate or these Bylaws.

**TREASURER:** The Treasurer, in the absence of the President and Vice President, shall be vested with the powers of, and perform the duties of the President. The Treasurer shall serve as the Chief Financial Officer. The Treasurer is responsible for the annual budget and maintenance of adequate and correct records of all fiscal affairs and business transactions of the LMCAS. The Treasurer shall perform such duties as may be assigned by the President, Senate or these Bylaws.

**COMMISSIONER FOR CAMPUS EVENTS:** The Commissioner for Campus Events contributes to the LMC experience by hosting activities and events that positively celebrates and appreciates the LMC community. They shall also be in charge of all LMCAS events on campus, including Welcome Week and the Academic Competition. They shall be the LMCAS representative for the Inter-Club Council. The Commissioner of Campus Events will also coordinate and act as logistical support for any co-sponsored events, including LMCAS Senate members' attendance.

**COMMISSIONER FOR PUBLICITY & OUTREACH:** The Commissioner for Publicity & Outreach educates the LMC community on student involvement/leadership opportunities through recruitment, public relations and marketing. They shall post agendas, after their preparation, in accordance to the Brown Act. As well, they shall be responsible for providing copies of agenda packets to LMCAS Senate members and to the public. They shall also be responsible for posting minutes and agendas to the LMCAS website. They shall maintain the official file with all LMCAS documents and shall respond to any member of the public wishing to review that file or receive a copy (pursuant to the California Public Records Act). They shall also conduct any recruitment for LMCAS Senate membership.

*Candidates for positions should be available to serve a full term.  
The term of office for these positions begins on June 1st for the entire academic year.*

*The prerequisites for **elected officers** include a minimum 2.0 GPA and current enrollment in a minimum 5 units.*

# 2020 LMCAS ELECTIONS ELECTION TIMELINE

## ACTIVITY .....DATE

Candidate Nominations Opened at LMCAS Board Meeting (2 <sup>nd</sup> 1:00 PM) .....	April 6, 2020
Candidate Nominations Closed at LMCAS Board Meeting (ZOOM, 1:00 PM) .....	April 8, 2020
All Candidates' Orientation Meeting (ZOOM, 4:00 PM) .....	April 10, 2020
Candidate Nomination Form Due (tarchaga@losmedanos.edu, 3:00PM) .....	April 13, 2020
Eligibility Posted (12:00 NOON) .....	April 20, 2020
Campaign Period Begins (12:01 PM) .....	April 20, 2020

### **ELECTION DATES:**

***\* Voting occurs on-line. Polls open on May 5, 2020 at 9:00 AM and close on May 7, 2020 at 3:00pm.***

Expense Report Due (9:00 AM) .....	May 8, 2020
All Campaign Publicity Removed (12:00 NOON) .....	May 8, 2020
Violation Report Deadline (3:00 PM) .....	May 8, 2020
Election results announced and posted (LMCAS Website 4:00 PM) .....	May 11, 2020
New Officers Begin Duties .....	June 1, 2020

# 2020 LMCAS ELECTIONS CANDIDATE'S NOMINATION ACCEPTANCE FORM

Candidate Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
(As you wish for it to appear on the ballot)

Title of position you are seeking: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Important:** Please attach a typed statement (max. 150 words) describing why you are seeking their position, your qualifications, and your goals if you are elected. **E-mail a copy of your statement to Teresea Archaga: [tarchaga@losmedanos.edu](mailto:tarchaga@losmedanos.edu) by no later than April 13, 2020** that may be used by the Elections Committee for informational and promotional purposes.

**Statement of Understanding:** I have read the LMCAS Bylaws, LMCAS Election Guidelines, and job descriptions, and thereby declare that I meet the candidate requirements stated therein. I agree to comply with the Election Guidelines and regulations and deadlines established by the Elections Committee. I understand that any breach of the above by myself or any authorized person acting on my behalf (including, but not limited to, my campaign staff) may result in my disqualification, removal from the ballot, forfeiture of all or part of my votes, and/or disciplinary action by the Elections Committee. I agree to abide by any decisions made by the Elections Committee as specified in the Election Guidelines.

By signing below, I thereby affirm:

- I am enrolled in and will maintain at least 5 units at Los Medanos College.
- I have and will maintain a cumulative grade point average of at least 2.0.
- I am in good standing with the District in terms of discipline.
- I meet all candidate qualifications as outlined in the LMCAS Bylaws and LMCAS Election Guidelines.

I understand that the Student Life staff will verify the above qualifications as part of the application process. I thereby authorize release of my educational and disciplinary records to the Office of Student Life as part of the verification process. In addition, I authorize the use of my typed statement for public informational purposes including, but not limited to, publication on the LMCAS election website.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

For Official Use Only:

Eligibility confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Teresea Archaga

*Note to Office Staff:*

1. Date Stamp Form
2. Email: Teresea Archaga  
[tarchaga@losmedanos.edu](mailto:tarchaga@losmedanos.edu)

# 2020 LMCAS ELECTIONS EXPENSE REPORT

## CANDIDATE'S FINANCIAL STATEMENT

All campaign expenses and donations must be listed. Receipts for all of the above must be included within their statement. If no receipt is available, the Elections Committee will make an assessment of its fair market value.

Candidates may spend no more than \$100 in the election. Donations may not total more than half of the allowable expenses in each election and do not count towards the spending limit.

Their expense sheet must be returned to Teresea Archaga (tarchaga@losmedanos.edu) no later than 9:00 AM on the deadline date established by the Elections Committee. Use extra sheet(s) if necessary.

CANDIDATE'S NAME: \_\_\_\_\_ ID#: \_\_\_\_\_

### Itemized Expenses

No.	Item	Date	Sub Total
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total:			

*NOTE: Attach additional sheets to detail expenses, if necessary.*

\*Receipts should be marked to correspond with item number.

*I declare that the above is a full, true, and correct report of my expenses in their election.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Candidate's Signature ID# Date

Return to Teresea Archaga by  
9:00AM on May 8, 2020

*Note to Office Staff:*

1. Date Stamp Form
2. Email: Teresea Archaga  
[tarchaga@losmedanos.edu](mailto:tarchaga@losmedanos.edu)

# 2020 LMCAS ELECTIONS VIOLATION/ELECTION REPORT

*Their report form is used to officially register a violation.  
Please be accurate in your description of the behavior and/or events that you saw take place.*

**Only grievances submitted using this form and answering all questions will be considered.**  
***Please type in the space provided below and submit additional sheets if necessary.***

Person registering the violation: \_\_\_\_\_ Student ID # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Candidate you are registering the violation against: \_\_\_\_\_ .

Date violation was witnessed: \_\_\_\_\_ Time violation was witnessed: \_\_\_\_\_ .

1. What is the specific nature of the grievance and who was involved?

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2. What specific Election Guidelines section, rule, regulation, law, or student right do you allege has been violated?

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3. List all the facts that substantiate your claim.

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4. Is there any other information you wish to present at this time?

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5. Are there any documents you wish to have considered? If so, please attach a copy to this form and note specific sections being cited.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature Date

**Completed form must be turned in to Teresea Archaga no later than 1 full business day after the alleged violation occurred and no later than 3:00pm on May 8, 2020**

*Note to Office Staff:*  
1. Date Stamp Form  
2. Email: [Teresea.Archaga@losmedanos.edu](mailto:Teresea.Archaga@losmedanos.edu)

Violation Report #