

OPERATIONAL PROCEDURES MANUAL

Table of Contents

1		
2		
3		
4	CHAPTER 1 – INTRODUCTION	4
5	1.1 PURPOSE.....	4
6	1.2 ADOPTION AND AMENDMENT.....	4
7	1.3 DISTRIBUTION	4
8	CHAPTER 2 – SGA	5
9	2.1 SPECIAL RULES OF ORDER.....	5
10	2.2 SPECIAL RULES OF ORDER FOR ELECTRONIC MEETINGS	5
11	2.3 ACTION WITHOUT A MEETING	6
12	2.4 GENERAL RESPONSIBILITIES	7
13	2.4.01 <i>Oath of Office:</i>	7
14	2.4.02 <i>Vacancies and Open Positions:</i>	7
15	2.4.03 <i>Staffing Procedures for SGA Secretary and Student Parliamentarian:</i>	7
16	2.5 POSITION DUTIES AND RESPONSIBILITIES	8
17	2.5.01 <i>President:</i>	8
18	2.5.02 <i>Vice-President:</i>	9
19	2.5.03 <i>Treasurer:</i>	10
20	2.5.04 <i>SACAB Representative:</i>	11
21	2.5.05 <i>SSAC Representatives:</i>	12
22	2.5.06 <i>Student Representatives: (Auraria, AMC, and Lowry).</i>	12
23	2.5.07 <i>Student Parliamentarian:</i>	14
24	2.5.08 <i>Secretary:</i>	14
25	2.6 LEADERSHIP TRAINING.....	15
26	2.7 COMPENSATION	15
27	2.7.01 <i>President:</i>	15
28	2.7.02 <i>Vice-President and Treasurer:</i>	15
29	2.7.03 <i>SSAC and SACAB Representatives:</i>	15
30	2.7.04 <i>Student Representatives:</i>	15
31	2.7.05 <i>Student Parliamentarian:</i>	15
32	CHAPTER 3 - MEETINGS.....	15
33	3.1 SCHEDULING:.....	15
34	3.2. SEATING ORDER:.....	16
35	3.3 ATTENDANCE:	16
36	3.4 EXTENDED BREAK.....	16
37	3.5 QUORUM	16
38	3.6 MEETING NOTICES:.....	16
39	3.7 MINUTES	16
40	3.8 EXECUTIVE SESSION MINUTES	16
41	CHAPTER 4 – COMMITTEES.....	17
42	4.1 STANDING COMMITTEES.....	17
43	4.1.01 <i>Budget</i>	17
44	4.1.02 <i>Elections</i>	18
45	4.1.03 <i>Events</i>	<i>Error! Bookmark not defined.</i>
46	CHAPTER 5 – CODE OF CONDUCT AND DISCIPLINE	18

47	5.1	STUDENT CODE OF CONDUCT:	18
48	5.2	DERELICTION OF DUTIES:	18
49	5.3	DISCIPLINARY PROCESS:	18
50	5.3.01	<i>Step One: Stipend Reduction</i>	18
51	5.3.02	<i>Step Two: Removal:</i>	19
52	5.3.03	<i>Step Three: Appeal</i>	19
53		CHAPTER 6 – PUBLIC INFORMATION	19
54		CHAPTER 7 – FINANCE	19
55	7.1	NOTICE.....	19
56	7.2	FUNDING REQUEST PROPOSALS:	19
57	7.3	PROPOSAL REVIEW:	20
58		CHAPTER 8 – DOCUMENT RETENTION.....	20
59	8.1	MINUTES OF SGA MEETINGS	20
60	8.2	FINANCIAL RECORDS	20
61	8.3	COMMITTEE REPORTS	20
62	8.4	BYLAWS UPDATED.....	20
63	8.5	OPERATIONAL PROCEDURES MANUAL UPDATED	20
64	8.6	CORRESPONDENCE (GENERAL).....	20
65	8.7	CORRESPONDENCE (LEGAL)	20
66	8.8	SALES RECORDS	ERROR! BOOKMARK NOT DEFINED.
67		CHAPTER 9 – CONFLICT OF INTEREST	20
68		APPENDIX A-ELECTION CODE.....	21
69		SECTION 1: ELECTION TIMELINES.....	21
70	1.01	<i>General Elections</i>	21
71	1.02	<i>Fall Elections</i>	Error! Bookmark not defined.
72		SECTION 2: ELECTION PROCEDURES	ERROR! BOOKMARK NOT DEFINED.
73	2.01	<i>Initiation</i>	Error! Bookmark not defined.
74	2.02	<i>Candidates</i>	Error! Bookmark not defined.
75	2.03	<i>Campaign Period</i>	Error! Bookmark not defined.
76		SECTION 3: ELECTION PARTICIPANTS	ERROR! BOOKMARK NOT DEFINED.
77	3.01	<i>Candidates</i>	Error! Bookmark not defined.
78	3.02	<i>Campaign Groups</i>	Error! Bookmark not defined.
79	3.03	<i>Referendum Sponsors</i>	Error! Bookmark not defined.
80	3.04	<i>Third Parties</i>	Error! Bookmark not defined.
81		SECTION 4: CAMPAIGNING.....	ERROR! BOOKMARK NOT DEFINED.
82	4.01	<i>Spending</i>	Error! Bookmark not defined.
83	4.02	<i>Materials</i>	Error! Bookmark not defined.
84	4.03	<i>Communications</i>	Error! Bookmark not defined.
85	4.04	<i>Forums</i>	Error! Bookmark not defined.
86	4.05	<i>Conduct</i>	Error! Bookmark not defined.
87	4.06	<i>State Resources</i>	Error! Bookmark not defined.
88	4.07	<i>Commission Oversight</i>	Error! Bookmark not defined.
89		SECTION 5: VIOLATIONS	ERROR! BOOKMARK NOT DEFINED.
90	5.01	<i>Reporting</i>	Error! Bookmark not defined.
91	5.02	<i>Temporary Orders</i>	Error! Bookmark not defined.
92	5.03	<i>Hearing</i>	Error! Bookmark not defined.

93 SECTION 6: ELECTION RESULTS **ERROR! BOOKMARK NOT DEFINED.**
94 6.01 Tabulation **Error! Bookmark not defined.**
95 6.02 Contestation **Error! Bookmark not defined.**
96 6.03 Certification **Error! Bookmark not defined.**
97 SECTION 7: APPEAL..... **ERROR! BOOKMARK NOT DEFINED.**
98 7.01. Student Court..... **Error! Bookmark not defined.**
99
100

101
102 OPERATIONAL PROCEDURES MANUAL
103
104 STUDENT GOVERNMENT ASSOCIATION
105 OF THE
106 COMMUNITY COLLEGE OF DENVER

107 CHAPTER 1 – INTRODUCTION

108 **1.1 Purpose**

109 These operational procedures are adopted for the purposes of implementing provisions of the
110 Community College of Denver Student Government Bylaws and furnishing procedures for
111 officers, SGA members and committees in the performance of their respective duties.

112 **1.2 Adoption and Amendment**

113 1.2.01 A new procedure may be adopted by a majority vote at any regular or special meeting of
114 SGA.

115 1.2.02 Proposed amendments may be submitted at any regular or special meeting of SGA.

116 Amendments shall be:

117 A. adopted by a majority vote with at least three (3) days' notice, or

118 B. adopted by a 2/3 vote without previous notice.

119 **1.3 Distribution**

120 1.3.01 At the first meeting of each new administration, or as soon as possible thereafter, SGA
121 secretary shall furnish, in electronic format, a copy of the bylaws and the operational
122 procedures manual to members of the SGA, advisors and others as designated.

123 1.3.02 When amended, updated copies will be furnished electronically by the secretary.

124 1.3.03 These operational procedures shall be available on the CCD SGA website.

125

126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164

CHAPTER 2 – SGA

2.1 Special Rules of Order

- 2.1.01 Conduct of business shall follow the usual rules for small boards under the current edition of *Robert's Rules of Order Newly Revised*.
- 2.1.02 Known items of business, which may be presented at meetings, shall be given to the president three (3) days in advance to facilitate planning of the meeting. This will not pertain to items of new business which incidentally arise from business conducted at the meeting.
- 2.1.03 SGA may suspend any operational procedure by two-thirds (2/3) vote regardless of whether or not the rule (procedure) being suspended has application outside a meeting context.

2.2 Special Rules of Order for Electronic Meeting Participation

- 2.2.01 SGA members must have access to the necessary equipment for participation in the electronic meeting.
- A. A mixed meeting requires telephone for participants calling in and a speakerphone system at the meeting location.
 - B. Teleconference requires telephone for participants and conferencing capability on the part of the organizer.
 - C. Other options include chat room, web conference, and videoconference.
- 2.2.02 All SGA members must be able to simultaneously hear each other in order to participate during the electronic meeting. A member participating in an electronic meeting by this means is deemed to be present in person at the meeting.
- 2.2.03 An electronic meeting for SGA members may be held only to consider an issue or item of business that cannot wait until the next regularly scheduled SGA meeting. This is a special meeting and follows the notice requirements stated in the bylaws. Only items contained in the notice may be considered at the electronic meeting. Supporting documentation should be included with the notice.
- 2.2.04 Minutes should be taken at the electronic meeting and approved at the next regular meeting of SGA.
- 2.2.05 Notice to the public per C.R.S. 24-6-402 (2) (c):
- A. All meetings require public notice no less than twenty-four (24) hours prior to holding the meeting.
 - B. The public place or places for posting such notice shall be designated annually at the first regular meeting of each calendar year.
 - C. The notice shall include specific agenda information where possible.
- 2.2.06 SGA committees may hold electronic meetings as needed.
- 2.2.07 Committee notes should be taken and approved by the committee at the next regular committee meeting.

- 165 2.2.08 SGA committee electronic meeting procedures per C.R.S. 24-6-402 (2) (c):
 166 A. The SGA president or the committee chair calls the meeting to order at the time
 167 indicated in the notice for the meeting.
 168 B. Roll call will indicate members present.
 169 C. The president or committee chair shall announce each agenda item in order.
 170 D. Each member shall be called upon (by a predetermined order) to speak.
 171 E. The member may speak in debate, offer a motion, or pass.
 172 F. After each member has had an opportunity to speak the first time, the president or
 173 committee chair shall call upon each member to speak further in debate, offer a
 174 motion, or pass.
 175 G. After every member has had the opportunity to speak twice, the president or
 176 committee chair may ask for additional debate from any member.
 177 H. Any member wishing to speak should identify himself/herself before speaking.
 178 I. A member may interrupt by identifying himself/herself and stating the purpose for
 179 which he wishes to speak; a request for information, a point of order, or some other
 180 urgent request.
 181 J. The president or committee chair puts the question to a vote.
 182 K. Each member responds: aye, no, or abstain.
 183 L. The vote is recorded.
 184 M. The president/chair announces the results of the vote.
- 185 2.2.09 The meeting will follow the same rules as an in-person meeting. Motions may be made
 186 by any member. Seconds are required.
- 187 2.2.10 A majority of the SGA members shall constitute a quorum and, once established, shall be
 188 assumed present until the e-meeting is adjourned.
- 189 2.2.11 All speakers must stay on task or motion to table an issue.
- 190 2.2.12 Manners for electronic meeting attendees:
 191 A. Identify yourself when you speak unless called upon.
 192 B. Take precautions to make sure there is no background noise and you can be heard
 193 clearly.
 194 C. Use proper nouns rather than pronouns. A statement such as “It’s not working for
 195 them” is open for interpretation.
 196 D. Ask questions if you don’t understand something or have lost the conversation thread.
 197 E. Don’t multitask.

198 **2.3 Action Without a Meeting**

199 In accordance with the governing Colorado statutes, action may be taken by the SGA without a
 200 meeting if each member agrees that the action be taken. The consent may be by electronic form.
 201 Any action taken outside a meeting by electronic means must be recorded in the minutes of the
 202 next regular meeting of SGA.

203 2.4 General Responsibilities

204 2.4.01 Oath of Office:

205 Upon election or appointment all members of SGA shall recite an oath of office. The
206 oath shall read as follows:

207 *“I (name of prospective member) do solemnly affirm that I will faithfully*
208 *execute all duties for the office of (prospective office). I will, to the best of*
209 *my ability, uphold the bylaws, procedures, and opinions of the students of*
210 *the Community College of Denver.”*

211 2.4.02 Vacancies and Open Positions:

212 Vacancies are defined as positions to which a member was elected but the member has
213 now resigned, can no longer serve, or becomes ineligible.

214 Open position is defined as a position that was not filled during an election.

215 Any voting member of SGA may make a recommendation to fill a vacant or open
216 position subject to a majority vote to approve. No more than five (5) positions may be
217 occupied by appointees. Any person appointed to fill a vacancy or open position must
218 meet all qualifications of the position to be filled and comply with procedures and
219 bylaws.

220 2.4.03 Staffing Procedures for SGA Secretary and Student Parliamentarian:

221 Secretary:

- 222 A. The position of secretary will be posted and advertised within one month after a
223 vacancy occurs.
224 B. The appointment of secretary shall follow an application and interview process as
225 deemed necessary by the incoming SGA.

226 Student Parliamentarian:

- 227 A. The position of student parliamentarian shall be appointed by the SGA President.
228 B. The appointment of student parliamentarian shall follow an application and interview
229 process as deemed necessary by the incoming SGA.
230 C. Candidates should be carefully considered with special attention paid to their
231 knowledge and interest in parliamentary procedures.
232

233 **2.5 Position Duties and Responsibilities**

234 The following duties and responsibilities are in addition to those listed in the SGA Bylaws.

235 **2.5.01 President:**

236 The President shall:

237 Service Hours:

- 238 A. Maintain at least ten (10) hours of service to the school per week.
- 239 B. Service hours may be served through office hours, special events, SGA and committee
- 240 meetings, and diplomacy.

241 Committees:

- 242 A. Serve ex-officio as member of all SGA committees.

243 Office and Office Staff:

- 244 A. Serve as leader of the SGA office and office staff.
- 245 B. Help maintain a clean and organized environment in the SGA office.
- 246 C. Maintain files and records in office and in SGA campus computer network folder.

247 Meetings:

- 248 A. Develop and distribute the agenda for SGA meetings two (2) days prior to each SGA
- 249 meeting.
- 250 B. Chair SGA meetings using *Robert's Rules of Order Newly Revised* edition.
- 251 C. Call special (emergency) meetings as necessary.

252 Students:

- 253 A. Communicate with the students to find out what their needs are.
- 254 B. Constantly let students know that you are a Student Government Representative.
- 255 C. Make announcements in class.
- 256 D. Distribute Student Government information to students by flyers, word of mouth, etc.
- 257 E. Meet with certain groups or individual from time to time to discuss their particular needs.

258 Events:

- 259 A. Help coordinate and organize SGA events.
- 260 B. Follow up on clean-up to make sure everything is taken care of and SGA is represented well.

261 Spokesperson:

- 262 A. Communicate with the campus media on SGA matters.
- 263 B. Speak to the media other than campus media only with the approval of the CCD's Director of
- 264 Marketing Communications.
- 265 C. Take care of crisis management when necessary.

266 Executive Decisions:

- 267 A. President is granted the authority to make expenditures of up to one hundred and fifty dollars
- 268 (\$150) without prior approval from SGA.
- 269 B. Can decide on flyers, etc. without SGA approval, within reason. It is best to obtain approval
- 270 (with a quorum) of flyers, issues, etc. between meetings when necessary.

271 Reports:

- 272 A. Submit frequent pertinent reports during SGA meetings to relay information acquired while
- 273 fulfilling his/her duties.
- 274 B. Reports are generated by talking to students, communicating with the institutional President,
- 275 faculty, staff, committee meetings, and community service.

276

- 277 Student Government Personnel:
- 278 A. Be supportive of other SGA members and offer help when needed.
- 279 B. Be responsible for the assignment of committees and duties to SGA members.
- 280 C. Follow up on committees and assigned duties.
- 281 Mentor Vice-President:
- 282 A. Groom VP should he/she need to step up and replace the president.
- 283 B. Give suggestion to VP on how to handle situations between SGA members, students,
- 284 advisors, etc.
- 285 Self:
- 286 A. SGA members are students first and have a responsibility to respect ourselves and maintain
- 287 good grades.
- 288 B. Maintain a cumulative GPA of 2.75.
- 289 Community:
- 290 A. Community service is expected of all leaders.
- 291 B. President must at all times represent the Community College of Denver in an honorable,
- 292 respectable fashion, always promoting our school and our students in a positive light.
- 293
- 294 **2.5.02 Vice-President:**
- 295 The Vice-President shall:
- 296 Service Hours:
- 297 A. Maintain at least eight (8) hours of service to the school per week. Service hours may be
- 298 served through office hours, special events, SGA and committee meetings, and diplomacy.
- 299 Committees:
- 300 A. Sit upon at least two (2) committees that directly relate to the Community College of Denver
- 301 and shall chair at least one (1) when possible.
- 302 Office:
- 303 A. Maintain files and records in office and in SGA campus computer network folder.
- 304 B. Serve as a public relations manager.
- 305 C. Assist in keeping office neat and orderly.
- 306 Meetings:
- 307 A. Conduct SGA meetings in the absence of the president.
- 308 Students:
- 309 A. Communicate with the students and find out what their needs are.
- 310 B. Constantly let students know that you are a Student Government Representative.
- 311 C. Make announcements in class.
- 312 D. Sit at SGA tables.
- 313 E. Distribute Student Government information out to students by flyers, word of mouth, etc.
- 314 Events:
- 315 A. Help coordinate and organize SGA events.
- 316 B. Follow up on clean-up to make sure everything is taken care of and SGA is represented well.
- 317 Reports:
- 318 A. Submit frequent pertinent reports during SGA meetings to relay information acquired while
- 319 fulfilling his/her duties.
- 320 B. Reports are generated by talking to students, communicating with the institutional Vice-
- 321 President, committee meetings, and community service.
- 322 Student Government Personnel:
- 323 A. Supervise his/her fellow SGA members to ensure that the requirements of the Bylaws and
- 324 Operational Procedures Manual are upheld.
- 325 B. Be supportive and offer help where needed.
- 326 C. Monitor all SGA members to assure they are doing their hours and other duties.
- 327 Support President:
- 328 A. Meet with the president once per week -to keep up to date and maintain working relationship.

- 329 B. Cover committees in presidents' absence.
 330 Self:
 331 A. SGA members are students first and have a responsibility to respect ourselves and maintain
 332 good grades.
 333 B. Maintain a cumulative GPA of 2.75.
 334 Community:
 335 A. Community service is expected of all leaders.
 336 B. VP must at all times represent the Community College of Denver in an honorable, respectable
 337 fashion, always promoting our students and our school and in a positive light.
- 338 **2.5.03 Treasurer:**
 339 The Treasurer shall:
 340 Service Hours:
 341 A. Maintain at least eight (8) hours of service to the school per week. Service hours may be
 342 served through office hours, special events, SGA and committee meetings, and diplomacy.
 343 Committees:
 344 A. Sit on at least two (2) committees that directly relate to the Community College of Denver,
 345 one of which must be the budget committee.
 346 B. Chair the budget committee.
 347 Office:
 348 A. Maintain files and records in office and in SGA campus computer network folder
 349 B. Help maintain a clean and organized environment in the CCD SGA office.
 350 Budget:
 351 A. Must maintain an up-to-date budget.
 352 B. Advise all SGA members of the financial state of SGA as directly related to SGA spending.
 353 Meetings:
 354 A. Conduct SGA meetings in the absence of both the president and vice-president.
 355 B. Record minutes from SGA meetings in Secretary's absence.
 356 C. Submit a budget/financial statement at least bi-monthly at SGA meetings.
 357 Students:
 358 A. Communicate with the students and find out what their needs are.
 359 B. Constantly let students know that you are a Student Government Representative.
 360 C. Make announcements in class.
 361 D. Sit at SGA tables.
 362 E. Get Student Government information out to students by flyers, word of mouth, etc.
 363

- 364 Reports:
- 365 A. Submit frequent pertinent reports during SGA meetings to relay information acquired while
- 366 fulfilling duties.
- 367 Student Government Personnel:
- 368 A. Be supportive of each other and offer help where needed.
- 369 Support Other Officers:
- 370 A. Participate in planned meetings and events.
- 371 Self:
- 372 A. We are students first and have a responsibility to respect ourselves and maintain good grades.
- 373 B. Maintain a cumulative GPA of 2.75.
- 374 Community:
- 375 A. Community service is expected of all leaders.
- 376 B. Treasurer must at all times represent the Community College of Denver in an honorable,
- 377 respectable fashion, always promoting our students and our school in a positive light.
- 378 **2.5.04 SACAB Representative:**
- 379 The SACAB Representatives shall:
- 380 Service Hours:
- 381 A. Maintain at least six (6) hours of service to the school per week. Service hours may be served
- 382 through office hours, special events, SGA and committee meetings, and diplomacy.
- 383 Committees:
- 384 A. Sit upon at least two (2) committees and chair at least one (1) when possible. These
- 385 committees may relate to the Community College of Denver or to the Auraria Campus as a
- 386 whole and be initiated either through CCD SGA or SACAB.
- 387 Office:
- 388 A. Maintain a SACAB notebook and keep up to date.
- 389 B. Maintain files and records in office and in SGA campus computer network folder Help
- 390 maintain a clean and organized environment in the CCD SGA office.
- 391 Students:
- 392 A. Communicate with the students and find out what their needs are.
- 393 B. Constantly let students know that you are a Student Government Representative.
- 394 C. Make announcements in class.
- 395 D. Sit at Student Government tables.
- 396 E. Get Student Government information out to students by flyers, word of mouth, etc.
- 397 Reports:
- 398 A. Submit frequent pertinent reports during SGA and SACAB meetings to relay information
- 399 acquired while fulfilling their duties.
- 400 B. Reports are generated by SACAB meetings, SACAB subcommittees, and Auraria Board
- 401 meetings, talking to students, committee meetings, and community service.
- 402 Student Government Personnel:
- 403 A. Be supportive of each other and offer help where needed.
- 404 Support Other Officers:
- 405 A. Participate in planned meetings and events.
- 406

- 407 Self:
- 408 A. We are students first and have a responsibility to respect ourselves and maintain good grades.
- 409 B. Maintain a cumulative GPA of 2.75.
- 410 Community:
- 411 A. Community service is expected of all leaders.
- 412 B. The SACAB representative must at all times represent the Community College of Denver in
- 413 an honorable, respectable fashion, always promoting students and our school in a positive
- 414 light.

415 **2.5.05 SSAC Representatives:**

416 Both the primary and secondary SSAC Representatives shall:

417 Service Hours:

- 418 A. Maintain at least six (6) hours of service to the school each week. Service hours may be
- 419 served through office hours, special events, SGA and committee meetings, and diplomacy.

420 Committees:

- 421 A. Sit on at least one (1) committee that relates directly to the Community College of Denver.

422 SSAC Functions:

- 423 A. In the absence of the primary SSAC representative, the secondary representative shall fulfill
- 424 duties.
- 425 B. Attend, and report on, monthly SSAC meetings and be willing to do extensive inter-state
- 426 travel.

427 Office:

- 428 A. Maintain files and records in office and in SGA campus computer network folder
- 429 B. Maintain and keep up to date a SSAC notebook.
- 430 C. Help maintain a clean and organized work environment in the CCD SGA office.

431 Students:

- 432 A. Communicate with the students and find out what their needs are.
- 433 B. Constantly let students know that you are a Student Government Representative.
- 434 C. Make announcements in class.
- 435 D. Sit at SGA tables.
- 436 E. Get Student Government information out to students by flyers, word of mouth, etc.

437 Reports:

- 438 A. In the absence of the SSAC primary representative the secondary representative will fulfill
- 439 the following.
- 440 B. Submit an SSAC report at all SGA meetings.
- 441 C. Reports to SGA meetings should include information from talking to students and from
- 442 community service.

443 Student Government Personnel:

- 444 A. Be supportive of each other and offer help where needed.

445 Support Officers:

- 446 A. Participate in planned meetings and events.

447 Self:

- 448 A. We are students first and have responsibilities to respect ourselves and maintain good grades.
- 449 B. Maintain a cumulative GPA of 2.75.

450 Community

- 451 A. Community service is expected of all leaders.
- 452 B. The SSAC Representative must at all times represent the Community College of Denver in an
- 453 honorable, respectable fashion, always promoting our students and our school and our
- 454 students in a positive light.

455 **2.5.06 Student Representatives: (Auraria, AMC, and Lowry)**

456 The Student Representatives shall:

- 457 Service Hours:
- 458 A. Maintain at least four (4) hours of service to the school per week. Service hours may be
- 459 served through office hours, special events, SGA and committee meetings, and diplomacy.
- 460 Committees:
- 461 A. Sit upon at least one (1) committee that directly relates to the Community College of Denver
- 462 (including AMC and Lowry).
- 463 Office:
- 464 A. Maintain files and records in office and in SGA campus computer network folder Help
- 465 maintain a clean and organized environment in the CCD SGA office.
- 466 Students:
- 467 A. Communicate with the students and find out what their needs are.
- 468 B. Constantly let students know that you are a Student Government representative.
- 469 C. Make announcements in class.
- 470 D. Sit at SGA tables.
- 471 E. Get Student Government information out to students by flyers, word of mouth, etc.
- 472 Reports:
- 473 A. Submit frequent pertinent reports during SGA meetings to relay information acquired while
- 474 fulfilling duties.
- 475 Student Government Personnel:
- 476 A. Be supportive of each other and offer help where needed.
- 477 Support Officers:
- 478 A. Participate in planned meetings and events.
- 479 B. Assist with clerical duties as needed or by appointed by SGA officers.
- 480 Self:
- 481 A. We are students first and have a responsibility to respect ourselves and maintain good grades.
- 482 B. Maintain a cumulative GPA of 2.75.
- 483 Community
- 484 A. Community service is expected of all leaders.
- 485 B. A student representative must at all times represent the Community College of Denver in an
- 486 honorable, respectable fashion, always promoting our students and our school in a positive
- 487 light.
- 488

2.5.07 Student Parliamentarian:

489 The Student Parliamentarian shall:

490 Service Hours:

- 491 A. Maintain at least four (4) hours of service to the school per week. Service hours may be
492 served through office hours, special events, SGA and committee meetings, and diplomacy.
493

494 Meetings:

- 495 A. Ensure the meetings of SGA are conducted in accordance with the Bylaws and Procedures
496 Manual.
497 B. Advise the president/presiding officer on any questions pertaining to parliamentary procedure
498 during meetings.
499 C. Assist the president with any planning for the SGA meetings as requested including preparing
500 the agenda or planning for business items.

501 Committees:

- 502 A. Sit on at least one (1) committee that directly relates to the Community College of Denver.
503

504 Office:

- 505 A. Maintain files and records in office and in SGA campus computer network folder
506 B. Help maintain a clean and organized environment in the CCD SGA office.

507 Students:

- 508 A. Communicate with the students and find out what their needs are.
509 B. Constantly let students know that you are a Student Government representative.
510 C. Make announcements in class.
511 D. Sit at SGA tables.
512 E. Get Student Government information out to students by flyers, word of mouth, etc.

513 Reports:

- 514 A. Report during SGA meetings to relay information acquired while fulfilling duties.

515 Student Government Personnel:

- 516 A. Be supportive of each other and offer help where needed.

517 Support Officers:

- 518 A. Participate in planned meetings and events.
519 B. Assist with clerical duties as needed or by appointed by SGA officers.

520 Self:

- 521 A. We are students first and have responsibilities to respect ourselves and maintain good grades.
522 B. Maintain a cumulative GPA of 2.75.

523 Community:

- 524 A. Community service is expected of all leaders.
525 B. At all times represent the Community College of Denver in an honorable, respectable fashion,
always promoting our students and our school in a positive light.

2.5.08 Secretary:

527 The Secretary shall:

- 528 A. Maintain a professional office environment and assume all duties related to the
529 upkeep of said office under the supervision of the president.
530 B. Record the proceedings (minutes) of all SGA meetings.
531 C. Distribute draft minutes to all SGA members, faculty advisors and others as indicated
532 by the president at least two (2) days prior to the next SGA meeting.
533 D. Minutes shall be distributed electronically.
534 E. Generate a contact list of all members.
535 F. Keep and type office hours of all SGA members.
536 G. Reserve rooms for meetings and order necessary equipment
537 H. Keep all SGA boards and cases updated with current SGA projects, events, office
538 hours, and meeting times.

539 **2.6 Leadership Training**

540 Leadership training may include on campus, in-state or out-of-state training.

- 541 A. New members to SGA: shall be required to attend no less than two (2) training
542 seminars/conferences.
- 543 B. In-state and out-of-state conference attendance shall be determined by SGA
544 depending on funds available.
- 545 C. The Leadership Training Class(s) shall be determined by the SGA advisor in
546 consultation with the SGA President.
- 547 D. Funding for the seminars/conferences shall be paid in full with monies appropriated
548 from student fees.
- 549 E. Appeal: An SGA member who deems the training requirement unjust or unnecessary
550 may appeal his/her opinion to SGA. This appeal must outline sound and valid
551 reasons or complaints to be considered. Appeal must be filed with SGA at least one
552 (1) week prior to the last SGA meeting before the scheduled training date. By a two-
553 thirds (2/3) vote the SGA may uphold the appeal.
- 554 F. SGA materials relating to on-going projects and information of historical significance
555 to each specific position will be transferred to the appropriate incoming officer or
556 member at the appropriate leadership training meeting.

557 **2.7 Compensation**

558 All members of SGA shall be compensated for their time and effort as follows:

559 **2.7.01 President:**

560 Shall receive a stipend of three hundred twenty-five (\$325) dollars per month of active
561 service.

562 **2.7.02 Vice-President and Treasurer:**

563 Shall receive a stipend of three hundred (\$300) dollars per month of active service.

564 **2.7.03 SSAC and SACAB Representatives:**

565 Shall receive a stipend of two hundred and seventy-five (\$275) dollars per month of
566 active service.

567 **2.7.04 Student Representatives:**

568 Shall receive a stipend of two hundred and twenty-five (\$225) dollars per month of active
569 service.

570 **2.7.05 Student Parliamentarian:**

571 Shall receive a stipend of two hundred twenty-five (\$225) dollars per month of active
572 service.

573

CHAPTER 3 - MEETINGS

574 **4.1 Scheduling:**

575 Dates, time and location for all regular SGA meetings shall be determined at the beginning of
576 each semester. They shall be held at least bi-weekly except during extended breaks.

577 **3.2 Seating order:**

578 The seating order for all meetings shall be: President at head of table; to the right of the president
579 in order, Secretary, Vice-President, SSAC Primary Representative, SSAC Secondary
580 Representative, Lowery and AMC Student Representatives, advisor(s); to the left of the president
581 in order, Parliamentarian, Treasurer, SACAB Representatives, Auraria Student Representatives,
582 other advisors.

583 **3.3 Attendance:**

584 Required of all SGA members. Absences over two (2) that are unexcused or five (5) that are
585 excused shall be considered substantial and will be considered a violation of the bylaws and
586 these rules.

587 **3.4 Extended Break:**

588 During all holidays, summer breaks or extended periods of school non-operation all meeting
589 times and location shall be mutually agreed upon by a majority vote of SGA members.

590 **3.5 Quorum:**

591 Per SGA Bylaws: A majority of SGA members, including one executive member, shall
592 constitute a quorum. Upon two consecutive SGA meetings lack a quorum, four (4) SGA
593 members shall be sufficient to conduct business and effect quorum when voting unanimously.

594 **4.1 Meeting Notices:**

595 A notice/ agenda of each meeting shall be sent to each member of SGA by the president or
596 secretary at least two (2) days prior to the meeting.

597 **3.7 Minutes**

598 Copies of approved minutes of all regular and special meetings shall be sent to all SGA members
599 and advisory members.

600 **3.8 Executive Session Minutes**

601 Only one copy of executive session minutes will be produced electronically. The approved
602 minutes shall be maintained in the SGA office by the secretary.

603

CHAPTER 4 – COMMITTEES

604
605 Additional standing committees or special committees may be created as necessary by SGA with
606 a majority vote to accomplish the purposes and goals of SGA as set forth in the SGA Bylaws. A
607 SGA member shall chair all standing committees. Any interested CCD student, as approved by a
608 majority SGA vote, may chair special committees.

609 **4.1 Standing Committees:**

610 The standing committees of SGA shall be budget, elections, and events. Each standing
611 committee shall:

- 612 A. Have the authority to appoint subcommittees should the committee find it necessary
- 613 in order to conduct the business of SGA or to accomplish the goals of SGA.
- 614 B. Serve a term corresponding to the term of the elected officers of SGA.
- 615 C. Three (3) unexcused absences from committee meetings will be considered a cause
- 616 for removal from the committee.

617 **4.1.01 Budget:**

- 618 A. Consist of five (5) members – three (3) SGA members, one (1) at-large member when
- 619 available, and the SGA Treasurer. The president shall appoint the SGA members.
- 620 The treasurer shall appoint the member-at-large. Appointments shall be approved by
- 621 SGA by a majority vote.
- 622 B. Have the SGA Treasurer as the chair.
- 623 C. Meet at least bi-monthly.
- 624 D. Allow meetings to be open to anyone in attendance.
- 625 E. Speaking privileges are allowed to voting and ex-officio members except during
- 626 public comment.
- 627 F. Invite appropriate funded department representatives to speak when needed.
- 628 G. Attendance of one (1) ex-officio member must be present to convene a meeting.

629 **Budget Committee Chair**

- 630 1. Prepare, coordinate and chair all meetings.
- 631 2. Prepare all reports.
- 632 3. Act as liaison to any and all department heads that are allocated funds from CCD
- 633 Student Activities Fee.
- 634 4. Communicate with CCD students on the best use of said funds.

636 **Ex-officio Members**

637 The following shall be offered the opportunity to sit on the budget committee in a non-
638 voting, ex-officio capacity.

- 639 1. Advisor to the SGA
- 640 2. Dean of Student Life
- 641 3. Deputy CEO

642

643 **2.5.09 Elections**

644 The Election Code is attached at the end of the Manual in Appendix A.

645 **4.2 Events:**

646 **4.2.01 Forms:**

647 All events require an Official Function Form (OFF) with attached:

- 648 A. Business proposal providing the purpose of the event
- 649 B. Detailed budget
- 650 C. Copy of the agenda and/or flyer

651 A Purchase Request (PR) is required in the event of using a non-preferred caterer or the events
652 cost will be more than \$1,000 and shall include;

- 653 A. A business proposal providing the purpose of the event
- 654 B. A detailed budget
- 655 C. A copy of the agenda and/or flyer
- 656 D. An estimate or quote from the vendors or caterers shall be attached whenever possible

657 **4.2.02 Deadlines:**

658 All required information for the OFF proposal must be submitted to the SGA President prior to
659 the three (3) week deadline for submission to the SGA Advisor.

660 **CHAPTER 5 – CODE OF CONDUCT AND DISCIPLINARY**
661 **PROCEDURES**

662 **5.1 Student Code of Conduct:**

663 Any member of Student Government who has been officially found responsible through
664 the Student Conduct Process for a violation of the Student Code of Conduct shall be
665 immediately removed from SGA after consultation with the Chief of Student Affairs
666 and/or the Dean of Student Life.

667 **5.2 Dereliction of Duties:**

668 The following shall be considered dereliction of duties:

- 669 A. Failing to meet the requirements/qualifications of office as outlined in the bylaws, or
- 670 B. Missing ten (10) or more office hours per semester, or
- 671 C. Two (2) unexcused or five (5) excused absences to required SGA meetings per
672 semester,
- 673 D. Gross violation of the duties outlined in these procedures.

674 **5.3 Disciplinary Process:**

675 The following shall serve as a disciplinary process and shall be implemented against any
676 member of SGA found, by a majority vote of SGA, to be in dereliction of duties.

677 **5.3.01 Step One: Stipend Reduction**

- 678 A. A stipend reduction shall be instituted. The amount to be determined by a two-thirds
679 (2/3) vote of SGA, which may be no less than thirty (30%) percent per month.
- 680 B. Stipend reduction shall last for a period of at least two (2) months accompanied by
681 probation.

682 C. Further violations of duties during the probation period or subsequent violations of
 683 the same nature as the original shall result in an immediate vote to begin removal
 684 proceedings.

685 **5.3.02 Step Two: Removal:**

- 686 A. Removal procedures shall be initiated upon a violation of probation, or a subsequent
 687 violation of a similar nature.
 688 B. Initiation of the removal procedures requires a two-thirds (2/3) vote of SGA
 689 conducted in executive session. The party in question shall not be present in executive
 690 session.
 691 C. Removal of a member from SGA requires a two-thirds (2/3) vote of SGA.
 692 D. Failure to issue an appeal shall result in removal.

693 **5.3.03 Step Three: Appeal**

- 694 A. Any member of SGA recommended for removal shall be granted a fourteen (14) day
 695 period to present an appeal to the SGA.
 696 B. The accused party shall maintain full rights and privileges during this period.
 697 C. After presentation of the appeal, SGA shall decide by two-thirds (2/3) vote whether or
 698 not the member in question will be removed. This vote shall be conducted in
 699 executive session without the party in question present.
 700 D. Further conditions and punishment may be imposed by SGA as a condition of the
 701 appeal acceptance.
 702 E. Failure to issue an appeal shall result in removal.

703 **CHAPTER 6 – PUBLIC INFORMATION**

- 704 **6.1** Dissemination of information to CCD students shall be made by the SGA President and
 705 Vice-President.
 706 **6.2** Dissemination of information to the general public shall be approved by CCD's
 707 Director or Marketing and Communications

708 **CHAPTER 7 – FINANCE**

709 In an effort to uphold fiscal responsibility and provide for the financial stability of the
 710 CCD Student Government Association, Funding Request Proposals shall be a required
 711 process in the allocation of funds from the SGA Budget.

712 **7.1 Notice**

713 Funding Request Proposals shall be noticed to SGA budget committee members at least
 714 two (2) days or forty-eight hours prior to the meeting. Such Funding Request Proposals
 715 shall be discussed at not less than one meeting prior to any vote.

716 **7.2 Funding Request Proposals:**

- 717 All proposals submitted to SGA shall include the following;
 718 A. An itemized breakdown of spending and proposed activities.
 719 B. An explanation of contingency plans for the reallocation of any unused portion of
 720 requested funds.

- 721 C. A proposal defense, which should include how the SGA's plans to spend the money
 722 will benefit the students of CCD.
 723 D. The signatures of the SGA President, Treasurer, and an Advisor.

724 **7.3 Proposal Review:**

- 725 Funding Request Proposals will be subject to the following review prior to any vote:
 726 A. Does the Funding Request meet the standards of the by-laws in a specific and
 727 articulable manner?
 728 B. Is the Funding Request in line with the SGA's Purpose & Mission, and does it create
 729 programming that reaches students?
 730 C. Was the Funding Request submitted in a timely manner?
 731 D. Does the Funding Request include all of the required information as detailed in the
 732 by-laws?
 733 E. Does the Funding Request allocate funds effectively and appropriately?

734 **CHAPTER 8 – DOCUMENT RETENTION**

- | | | |
|-----|--|------------------|
| 735 | 8.1 Minutes of SGA meetings | |
| 736 | | Permanent |
| 737 | 8.2 Financial and Sales records | |
| 738 | | 7 years |
| 739 | 8.3 Committee reports | |
| 740 | | 3 years |
| 741 | 8.4 Bylaws updated | |
| 742 | | Permanent |
| 743 | 8.5 Operational Procedures Manual updated | |
| 744 | | Permanent |
| 745 | 8.6 Correspondence (general) | |
| 746 | | 3 years |
| 747 | 8.7 Correspondence (legal) | |
| 748 | | Permanent |

749 **CHAPTER 9 – CONFLICT OF INTEREST**

- 750 **9.1**
- 751 **9.2** An SGA member shall not enter in debate or vote on any business item that would result
 752 in monetary value to the member or his/her immediate family.

753

754

APPENDIX A-ELECTION CODE

755 SECTION 1: Election Timelines

756 1.01 General Elections

757 1.01.1 The SGA general election shall be held in the spring semester to elect
758 officers for the following term.

759 1.01.2 The election commission, as designated by Article VI, Section 3 of SGA
760 Bylaws shall announce the election and make intent-to-run and petition
761 signatures forms available online and in the SGA office beginning with the first
762 day of spring classes.

763 1.01.3 The election commission shall hold two orientation meetings during
764 the month of February for interested candidates.

765 1.01.4 The election commission shall hold four orientation meetings during
766 March prior to the due date for Intent Forms.

767 1.01.5 The election commission shall accept Intent Forms, petition signatures,
768 and forms no earlier than the first business day of March and no later than the
769 second Friday before the first day of voting.

770 1.01.6 The first day of voting shall be the second Monday following the first
771 Friday of April, as fitting with other campus elections and referendums.

772 1.01.7 The last day of voting shall be the Friday following the first day of voting or as
773 fitting with other campus elections and referendums.

774 1.01.8 Preliminary results shall be issued to all candidates, the current
775 SGA president, and the current SGA Secretary no later than twenty-four
776 hours after voting ends.

777 1.01.09 The election commission will accept disputes and complaints no later
778 than noon on the Wednesday following the last day of voting.

779 1.01.10 The election commission shall give notice to all parties of a dispute or
780 complaint no later than 5 pm on the Wednesday following the last day of voting
781 which shall include the schedule date and time of a hearing, if one is needed.

782 1.01.11 If no disputes or complaints are submitted or all disputes or complaints are
783 resolved prior to the last day of voting, the election commission will issue the final
784 certified results to all candidates, the current SGA president, and the current SGA
785 Secretary, no later than three days after the last day of voting.

786 1.01.12 The election commission shall hold hearings, as necessary, to resolve
787 disputes and complaints no later within three days following notice of dispute or
788 complaint.

789 1.01.13 The election commission shall reissue final certified results, including the
790 results of any hearings, no later than three days following the completion of
791 hearings.

792 1.01.14 The Dean of Student Life shall accept appeals no later than three days

- 793 following the announcement of final certified election results.
- 794 1.01.15 The Dean of Student Life will issue notice to all parties of an appeal,
795 including the scheduled date of the meeting, no later than three days after the receipt
796 of an appeal.
- 797 1.01.16 The Dean of Student Life may extend meetings following the first
798 meeting date if necessary.
- 799 1.01.17 The Dean of Student Life shall issue all decisions pertaining to election appeals.
- 800 1.01.18 The SGA inauguration shall be held on the Friday before the first Monday of
801 June or at the Student Awards Ceremony.
- 802 **2.01 Special Elections**
- 803 1.02.1 The election commission shall announce an election and make Intent Forms
804 and petition signatures forms available online and in the SGA office at least four
805 weeks before the first day of voting.
- 806 1.02.2 The election commission shall hold orientation meetings during the two
807 weeks prior to the due date for Intent Forms.
- 808 1.02.3 The election commission shall accept Intent Forms and petition signatures
809 forms no later two weeks prior to the first day of voting.
- 810 1.02.4 The first day of voting shall be set by the election commission in consultation
811 with the current SGA President.
- 812 1.02.5 The last day of voting shall be the Friday following the first day of voting.
- 813 1.02.6 Preliminary results shall be issued to all candidates, the current SGA
814 president, and the current SGA Secretary no later than twenty-four hours after voting
815 ends.
- 816 1.02.7 The election commission will accept disputes and complaints no later than
817 noon on the Wednesday following the last day of voting.
- 818 1.02.8 The election commission shall give notice to all parties to a dispute or
819 complaint no later than 5 pm on the Wednesday following the last day of voting
820 which shall include the schedule date and time of a hearing, if one is needed.
- 821 1.02.9 If no disputes or complaints are submitted or all disputes or complaints are
822 resolved prior to the last day of voting, the election commission will issue the final
823 certified results to all candidates, the current SGA president, and the current SGA
824 Secretary no later than three days following the last day of voting.
- 825 1.02.10 The election commission shall hold hearings, as necessary, to resolve
826 disputes and complaints no later than three days following notice of dispute or
827 complaint.
- 828 1.02.11 The election commission shall issue final certified results, including the
829 results of any hearings, no later than three days following the completion of
830 hearings.
- 831 1.02.12 The Dean of Student Life shall accept appeals no later than three days
832 following the announcement of certified election results.
- 833 1.02.13 The Dean of Student Life shall issue notice to all parties of an appeal,
834 including the scheduled date of the meeting, no later than three days after the
835 receipt of an appeal.
- 836 1.02.14 The Dean of Student Life may extend meetings following the first meeting

837 date if necessary.

838 1.02.15 The Dean of Student Life shall issue all rulings pertaining to election appeals.

839 **SECTION 2: Election Procedures**

840 **2.01 Initiation**

841 2.01.1 All General Elections shall be conducted during the spring semester. The
842 Commission shall plan and conduct general elections without notice from any
843 other Student Government Association entity. The commission may consider
844 holding elections at the same time as the other, but are not required to

845 2.01.2 Vacancies are considered to officially "occur" for Commission purposes
846 upon receipt of written notice to that effect from the SGA Secretary or SGA
847 President.

848 2.01.3 The commission shall certify petitions for recall, referendum, or initiative
849 upon finding that the measure has fulfilled Bylaw and Procedures Manual
850 requirements.

851 2.01.4 Elections initiated during the Spring semester may be combined with the
852 planned general election or presented as a special election, at the discretion of
853 the elections commissioner.

854 2.01.5 The Commission may approve or reject with good cause a request from
855 a student organization for its assistance in hosting an election.

856 **2.02 Candidates**

857 2.02.1 Students desiring to stand for elective office within the Student Government
858 Association shall have their names placed on the ballot upon fulfillment of the
859 requirements of the CCD Student Government Nomination Packet. Upon
860 submission of an Intent Form, petition pages containing a minimum of twenty-five
861 (25) signature blanks shall be provided to the candidate by the Commission,
862 and each page shall be labeled with the name of the candidate and the position they
863 are seeking. The Petition sheets shall be made available for the candidate to pick
864 up in the SGA office during business hours within twenty-four hours of the
865 submission of the Intent to Run Form.

866 2.02.2 All candidates must meet the requirement of Article IV of the Student
867 Government Assembly Bylaws.

868 2.02.3 Upon receipt, the Election Commission Chairperson shall present copies of
869 all Intent Forms to the appropriate administrative advisor, for verification of these
870 qualifications. The administrative advisor in acceptance of this responsibility shall
871 provide a written statement affirming each qualified candidate and rejecting each
872 unqualified candidate. Notice of acceptance or rejection must be provided to the
873 candidate, in writing, within three days of such rejection.

874 2.02.4 Any and all personal information submitted to the Commission by students
875 shall be considered released by such students to the Commission for its applicable
876 and appropriate use. However, in the course of such use, no private student
877 information shall be released to any person not a member of the Commission or
878 its advisor without the signed written consent of the student.

879 **2.03 Campaign Period**

- 880 2.03.1 Intent Forms shall be due from all prospective candidates to the
 881 Commission Chair no later than thirty days prior to the first scheduled day of the
 882 relevant general election, and no later than fifteen days prior to the first
 883 scheduled day of the relevant special election. Subject to this requirement, the
 884 Commission shall set and publish a due date, on or before the date required
 885 herein, upon which Intent Forms are due. Such due date may be extended, the
 886 requirements of this section notwithstanding, by a simple majority of the
 887 Commission, to a point not later than fifteen days prior to the first scheduled day
 888 of the relevant general election, and no later than eight days prior to the first
 889 scheduled day of the relevant special election, and only upon a finding by the
 890 Commission that one or more position(s) subject to the election will otherwise
 891 remain uncontested and/or unfulfilled and that such extension will not unduly
 892 prejudice the outcome of the election for any candidate. The submission of all
 893 intent forms constitute the acknowledgement of the CCD Student Government
 894 Election Code.
- 895 2.03.2 The Commission shall host a minimum of 6 campaign orientation
 896 meetings, at which copies of the Bylaws and other materials shall be distributed,
 897 interpretations and rulings may be announced, and general information about the
 898 campaign process shall be made available to all parties. Each Commissioner shall
 899 attend a minimum of one of these meetings during each election cycle. All
 900 candidates and at least one sponsor of each referendum must attend a minimum of
 901 one of these meetings to remain eligible.
- 902 2.03.3 Campaigning shall take place between the distribution of petitions by the
 903 Commission and the end of the actual election. With respect to special elections in
 904 which no candidates will participate, the Commission shall allow a period of time
 905 no less than two but no more than four weeks for campaigning. No campaigning on
 906 campus shall take place before the date set by the Commission as the beginning of
 907 campaigning or after the final date of the actual election.
- 908 2.03.4 The Commission shall set a time period for balloting of not less than two
 909 business days and not more than five business days during non-general elections.
 910 The Commission shall set a time period for balloting of not less than five business
 911 days for general elections.
- 912 2.03.5 Subject to the other requirements of this Section with respect to balloting, the
 913 Commission shall review the results of the election within seven business days of
 914 the close of balloting. Such review shall include tabulation and posting of
 915 preliminary results within twenty-four hours of the close of voting. Subject to this
 916 requirement, the Commission shall set a time period for contestation of forty-eight
 917 hours following the posting of preliminary results.
- 918 2.03.6 Refer to CCD Student Government Bylaws and /or Procedures Manual for
 919 certification requirements and deadlines.

920 **SECTION 3: Election Participants**

921 **3.01 Candidates**

- 922 3.01.1 The Commission shall accept Intent Forms from students for the positions of

923 President, Vice President, Treasurer, Secretary, Student Representative, SSAC or
924 SACAB Representative.

925 3.01.2 Students who have submitted Intent to Run Forms may not be elected by
926 write-in vote for any office other than the position sought on the Intent to Run
927 Form.

928 3.01.3 Students with petition forms shall be treated as candidates following
929 verification of qualifications. The Commission may choose to treat a student as a
930 candidate prior to verification for the purposes of campaigning and/or election
931 process requirements if this student is currently a member of SGA.

932 3.01.4 Students seeking election as a write-in candidate shall be considered
933 candidates upon approval of Intent to be Elected form to a position in SGA and
934 all applicable rules shall apply.

935 3.01.5 Candidates in SGA elections are expected to adhere to any and all rules of
936 conduct which apply to members of the association. Violation of these rules are
937 grounds for disqualification upon a finding by the commission that the candidate's
938 conduct, if already an officer, would be sufficient to warrant removal from office.

939 **3.02 Campaign Groups**

940 3.02.1 For general campaigning purposes, a campaign group shall consist of two or
941 more persons standing as candidates for positions to be filled in the same election,
942 who therefore choose to share campaign resources and/or campaign in any way that
943 gives the appearance of a joint campaign or strategy. For spending purposes,
944 campaign group spending limits apply only to campaign groups consisting of four
945 or more persons, who have jointly informed the Commission in writing that they
946 will be standing as candidates for positions to be filled in the same election.

947 3.02.2 While operating as a campaign group, all individual members and the
948 campaign group shall each be held accountable for the conduct of the group.

949 3.02.3 Campaign groups may assemble or disassemble upon the unanimous written
950 consent of the members thereof and upon written notice to the Commission. 3.02.4
951 The Commission may assemble or disassemble a campaign group based on its
952 judgment by simple majority that members exhibit the characteristics of a
953 campaign group or of individuals campaigning, based on such members'
954 operation under the provisions of this section. The endorsement of one candidate
955 for another shall not be considered sufficient for such a judgment.

956 **3.03 Referendum Sponsors**

957 3.03.1 Any person, group, committee, organization or political entity, including
958 the Student Government Association or any part thereof, having participated in
959 drafting, petition or other advocacy of any referendum, shall be considered a
960 sponsor of said referendum.

961 3.03.2 It is the intention of this Code, through any and all provisions herein, to
962 increase rather than limit debate on referenda. As such, the Commission shall
963 interpret the provisions of Article II of this Code to provide the maximum
964 reasonable participation on all referendum issues.

965 **3.04 Third Parties**

- 966 3.04.1 Any person or group, participating in the election process for the purpose of
 967 campaigning or otherwise publicly expressing an opinion, without being adopted
 968 by a particular candidate or campaign group as an active supporter shall be
 969 classified as a third party upon written registration with the Commission or upon
 970 the commission judgment that the party is committing resources or significant time
 971 to such efforts.
- 972 3.04.2 Upon classification as a third party, the commission shall notify the party
 973 that all election activity must be in compliance of campus and SGA regulations.
- 974 3.04.3 Individuals considered third parties by these provisions may not share
 975 resources or coordinate a joint strategy unless they register as a campaign group or
 976 assembled as one by the Commission.
- 977 3.04.4 All persons and groups choosing to participate in the campaign and/or
 978 election process in any way, lack of status as a candidate, campaign group or
 979 referendum sponsor notwithstanding, voluntarily avail themselves of the
 980 jurisdiction of the Commission, and are thus subject to each and every provision
 981 of this Code and all other policy issued by the Commission.

982 **SECTION 4: Campaigning**

983 **4.01 Spending**

- 984 4.01.1 No individual may contribute or spend more than two hundred and fifty dollars
 985 (\$250.00) total to the campaign of any single candidate or campaign group,
 986 including themselves. Such limits shall include reasonable assessment of the value of
 987 in-kind donations.
- 988 4.01.2 No individual candidate may spend in excess of five hundred dollars
 989 (\$500.00) on campaign materials and related expenses. No campaign group may
 990 spend in excess of two thousand dollars (\$2,000.00) on campaign materials and
 991 related expenses.
- 992 4.01.3 Individual candidates, by virtue of participation in a campaign group,
 993 waive all rights to individual spending.
- 994 4.01.4 No referendum sponsor or third party may spend in excess of two
 995 hundred and fifty dollars (\$250.00) on campaign materials and related expenses.
- 996 4.01.5 The Commission shall designate an e-mail address and a physical location for
 997 expense reporting. Each candidate, campaign group, referendum sponsor, and third
 998 party shall be responsible for providing, by e-mail or paper submission, a list and
 999 summary of expenses spent throughout the entire campaign period by the first
 1000 business day following the close of the voting polls This reporting must describe the
 1001 sources of all funds and donations and the use to which each is put, as well as provide
 1002 contact information for verification of these sources. The Commission may further
 1003 provide guidelines to direct the formation of such reporting.
- 1004 4.01.6 All parties to elections may receive donations of money and/or resources in
 1005 kind from any person except another election party.
- 1006 4.01.7 Donations in kind must be assigned a reasonable value and deducted from the
 1007 party's spending limit. The Commission may, upon a finding of an incorrectly
 1008 calculated value by simple majority, revise any party's assigned value. However, the

1009 Commission shall not revise an assigned value without substantial evidence.
 1010 4.01.8 Donations of non-consumable resources, such as the use of audio equipment
 1011 or a space in which to conduct campaign activities, shall be assigned a zero value
 1012 unless a specific fee for such use is paid by the campaigner in receipt or the donating
 1013 party.

1014 4.01.9 The Commission shall make reasonable efforts to verify and supervise
 1015 election expenses to ensure compliance with applicable regulations.

1016 **4.02 Materials**

1017 4.02.1 Campaign materials consist of all physical resources and electronic media
 1018 used to deliver a campaign message or otherwise express an opinion intended to
 1019 influence a vote, including, but not limited to, flyers, posters, handbills, signs,
 1020 printed statements, novelty items such as key chains or pens, and clothing.
 1021 Campaign materials may be designed for delivery to constituents, posting, or
 1022 continual use by campaigners.

1023 4.02.2 "State resources" for the purposes of this section, consist of any materials or
 1024 equipment paid for by tuition, student fees, or state funds. Except as described in this
 1025 section, no state resources may be used for any campaign purposes. This requirement
 1026 shall not apply to physical space which is not diminished or damaged by its use.

1027 4.02.3 Campaigners shall not accept donations of funds or materials from campus
 1028 offices or departments. Any non-consumable resources provided for the use of
 1029 campaigners free of charge, such as a computer or a space on campus for
 1030 campaigning, shall be assigned a null value for spending purposes.

1031 4.02.4 With respect to resources available to all students indiscriminately, such as the
 1032 computer labs and student lounges, campaigners may make use of all resources
 1033 without penalty, provided they do not interfere with normal use by non-campaigners.
 1034 Any printing in CCD computer labs shall automatically be assigned a value of \$0.05
 1035 per 8.5 x 11 page for black and white and \$0.10 per page for color on all expense
 1036 reporting.

1037 4.02.5 The Commission shall not restrict the freedom of speech in campaigning,
 1038 except as to require compliance with applicable college policy, campus policy, and
 1039 state and federal law

1040 4.02.6 Campaign materials shall not be posted in any way that violates campus
 1041 posting policies.

1042 4.02.7 The Commission will attempt to regulate campaigning which takes place
 1043 off campus or online, and it may use such instances as evidence of campaign
 1044 spending and adherence to CCD Code of Conduct and SGA Bylaws and Election
 1045 Code. CCD resources, such as the email server, incoming or outgoing, and college
 1046 provide web space shall be considered on-campus for the purposes of campaign
 1047 regulations.

1048 **4.03 Communications**

1049 4.03.1 Campaign communications consist of all person-to-person correspondence,
 1050 whether directed individually or indiscriminately to members of a larger group,
 1051 including, but not limited to, emails, letters, mailings, and phone calls.

1052 4.03.2 Campaigners shall comply with all college and campus policies regarding the
 1053 use of "spam" and consumer mailing, and with all state and federal law. However,
 1054 students sharing a pre-existing relationship with the campaigner, such as classmates,
 1055 teammates, or club membership, may be included in mass communications unless
 1056 the student expressly requests not to be.

1057 4.03.3 Campaigners shall not use any communication method that intrudes on the
 1058 privacy of students outside the campus or college electronic forum, such as phone
 1059 calls and home mailings.

1060 4.03.4 No mass emails shall be sent to addresses contained in established campus
 1061 lists, such as those independently managed by the Information Technology division
 1062 of the college or those available on CCD Connect and D2L

1063 **4.04 Forums**

1064 4.04.1 A campaign forum shall consist of any public event, whether held
 1065 electronically or at a physical location, at which the distribution of campaign
 1066 materials, issuance of campaign communications, and/or a general discussion of
 1067 campaign parties and positions is part of the planned activity.

1068 4.04.2 The hosting individual(s) and/or group(s) must be publicly and frequently
 1069 made clear to all persons attending or participating in each forum. Forums hosted by
 1070 the Commission, or otherwise purporting impartiality, shall only be conducted
 1071 provided vigorous and defensible efforts to ensure a fair and impartial process is
 1072 made.

1073 4.04.3 Individuals or groups hosting campaign forums may not do so using
 1074 student organization funds without express approval of the governing body of that
 1075 student organization, as reflected in their constitution. Individuals or groups hosting
 1076 campaign forums may not do so using any funds received from SGA, student fee or
 1077 general fund departments, including in kind like copies, paper, etc.

1078 4.04.4 Candidates or campaign groups must include expenses incurred by a campaign
 1079 forum which can be reasonably attributed to the campaign on their expense reports to
 1080 the commission.

1081 **4.05 Conduct**

1082 4.05.1 All parties to an election shall be responsible for full compliance with this
 1083 Code, all college and campus policies relevant to election proceedings and all state
 1084 and federal laws applicable to conduct within such proceedings. However, violation
 1085 shall only be determined by the Commission upon finding of a.) Clear intent and/or
 1086 b.) Failure to be aware of applicable rules.

1087 4.05.2 In the interest of free and open elections, except as necessary to the basic
 1088 functioning of the election process, the Commission shall not regulate general
 1089 standards of behavior of campaigners. Specifically, except as violations as described
 1090 herein and in the Student Code of Conduct, no campaigner may be punished for
 1091 behavior generally regarded as inappropriate.

1092 **4.06. Commission Oversight**

1093 4.06.1 The Commission shall be responsible for the oversight of all election
 1094 related activities, and may investigate any activity on its own initiative or upon

1095 request by another party. The Commission may request college assistance in
1096 investigating violations or enforcing its Code.

1097 **SECTION 5: Violations**

1098 **5.01 Reporting**

1099 5.01.1 Upon discovering a believed violation of any provision of this Code, a
1100 Commissioner shall report the violation, in writing, to all other Commissioners.
1101 The Chair shall then issue temporary orders, if believed necessary, and shall
1102 convene a hearing pursuant to section 4.03.

1103 5.01.2 Upon discovering a believed violation of any provision of this Code
1104 individuals may report the violation, in writing, to the Chair. The Chair shall then
1105 distribute this writing to all other Commissioners, issue temporary orders, if believed
1106 necessary. Complaints not delivered in writing as described herein shall not be
1107 considered.

1108 **5.02 Temporary Orders**

1109 5.02.1 Upon becoming aware of an activity alleged to be in violation of any provision
1110 of this Code, the Chair may issue a temporary order, calling for the cessation of such
1111 activity until a hearing can be convened. The Chair may only issue such order upon
1112 the belief that such order is necessary to prevent substantial harm to a fair and
1113 impartial election, and that such order will not cause such harm in itself.

1114 5.02.2 Upon convening of a hearing, the Commission may reverse any such
1115 temporary orders.

1116 **5.03 Hearing**

1117 5.03.1 A hearing regarding an alleged violation may only be held following a minimum
1118 of two business days' written notice to the campaigner against whom allegations are
1119 made, the party harmed by the alleged activity (if any), and all Commissioners.

1120 5.03.2 A hearing shall operate as a normal meeting of the Commission, but shall
1121 include, in this order:

- 1122 a. Presentation of evidence of violation
- 1123 b. Presentation of the party's evidence
- 1124 c. Statements by all persons
- 1125 e. Deliberation by the Commission on its finding
- 1126 f. Issuance of a finding
- 1127 g. Statement by all persons with respect to disciplinary measures
- 1128 h. Deliberation by the Commission on disciplinary measures
- 1129 i. Issuance of disciplinary measures

1130 5.03.3 The Commission's findings shall be published in writing and made
1131 publicly available within two business days of decision, and must include findings of
1132 fact and violation. Findings of fact shall include a thorough description of all actions
1133 found by the Commission to have been taken by the accused. Findings of violation
1134 shall include a thorough explanation of the Commission's application of policy or
1135 law to these found facts.

1136 5.03.4 Hearings may be carried over to a second day if necessary.

1137 5.03.5 Standard disciplinary measures may include any combination of the following:

- 1138 a. The immediate removal of all materials and/or postings in violation;
 1139 b. The reduction of an individual/campaign groups spending limit of up to
 1140 95%;
 1141 c. Prohibition further campaign participation.
 1142 d. Expulsion from the election process and disqualification.
- 1143 5.03.6 Candidate(s) whose spending limits have been reduced below the amount
 1144 already spent must remove and forfeit materials, at the Commission's discretion, to
 1145 decrease their total outstanding campaign spending below the new limit. Any found
 1146 in violation must provide a new statement of spending and must forfeit any such
 1147 materials to any Commissioner within one business day of such a finding.
- 1148 5.03.7 The Commission shall disqualify a candidate from further participation in
 1149 campaigning or in the election itself only upon a finding that the harm caused by
 1150 that candidate's violation has substantially and irreparably harmed the progress of
 1151 a fair and impartial election.
- 1152 5.03.8 The Commission shall order a new election, to determine a position or
 1153 referendum, only upon a finding that the democratic process has been
 1154 substantially and irreparably harmed to the extent that a certifiable election
 1155 outcome is no longer possible.
- 1156 5.03.9 Any findings issued or punitive measures affected under this Section shall be
 1157 subject to appeal to the Dean of Student Life only on the basis described in Section
 1158 6 of this Code.

1159 **SECTION 6: Election Results**

1160 **6.01 Tabulation**

- 1161 6.01.1 The Commission shall generate a ballot and make available for public no later
 1162 8:00 am of the first day of balloting. The Commission shall make all reasonable
 1163 efforts to generate a simple, understandable, fair, and impartial ballot, including
 1164 random or alphabetical selection of the order of candidates for each position and the
 1165 presentation of referendum language without description or proponent speech. All
 1166 incumbent candidates shall be denoted as such thereon. The Commission shall hear
 1167 all complaints regarding the nature of the ballot received in writing with the Chair
 1168 within three business days of its public availability. The ballot must include a method
 1169 whereby voters can write in a student's name which does not appear on the ballot.
- 1170 6.01.2 It is the sponsoring party's responsibility to provide ballot language for
 1171 referendum or initiative. However, the election commission, SGA, and CCD
 1172 Administration are responsible for ensuring that such language is accurate and
 1173 impartial and may require revision of the language within reasonable
 1174 deadlines.
- 1175 6.01.3 The Commission may solicit volunteers for assistance with the process of
 1176 balloting, regulation enforcement, and vote counting, and may certify such volunteers
 1177 as election judges, following an inquiry into such volunteer's impartiality. The
 1178 Commission Chair shall have final authority to appoint Election Judges.
- 1179 6.01.4 The Commission may check ballot count and results during and/or after
 1180 balloting. Any ballot counting must have permission from the election commissioner

1181 or SGA Advisor. For the purpose of counting, advisors may serve as election
 1182 judges.
 1183 6.01.5 Following counting, the candidate with the largest number of votes for each of
 1184 the elected executive positions (President, Vice President, Treasurer, Secretary, seven
 1185 Student Representative, two SACAB Representatives and two SSAC
 1186 Representatives) shall be named the preliminary victor. In the case of SACAB and
 1187 SSAC representatives, the two candidates with the most votes for each position will
 1188 be declared the victors.

1189 6.01.6 The Commission shall release preliminary results, including the designation of
 1190 preliminary victors, within twenty-four hours of the completion of balloting. The
 1191 Commission may also, at its discretion, release partial preliminary results before
 1192 balloting is complete, except that such preliminary results must include all questions
 1193 and positions on the ballot.

1194 6.01.7 The commission may make use of campus and college resources, or other
 1195 external business or organization in order to ensure that balloting is conducted
 1196 professionally and accurately. The commission may allocate funds for such services
 1197 within their approved budget and with the approval of the SGA President.

1198 **6.02 Contestation**

1199 6.02.1 Contestations and allegations of violations under Section 4 must be filed with the
 1200 Chair before completion of balloting. The Commission shall consider all allegations
 1201 within two business days following the release of preliminary results. The
 1202 Commission shall first consider whether the allegations, if true, would result in
 1203 punitive measures that would substantially alter the outcome of the election, then
 1204 proceed to a hearing consistent with the provisions of Section 5 only if it determines
 1205 in the affirmative by simple majority.

1206 6.02.2 Any group of three candidates, three referendum sponsors, or ten students' may
 1207 petition the Commission for a first recount. Upon receiving such a request, in writing,
 1208 naming one specific position or referendum to be recounted, the commission shall
 1209 seek a letter from the company, department, or entity which was used to conduct
 1210 balloting which certifies that results are accurate.

1211 **6.03 Certification**

1212 6.03.1 It is recognized that certification of a vote is necessary to the assurance of a fair
 1213 and impartial election system. As such, the Commission shall not sacrifice the
 1214 principles of a fair and impartial election in any way in the interest of meeting a
 1215 Certification deadline.

1216 6.03.2 Certification of a vote by the Commission shall require an affirmative vote of
 1217 three commissioners.

1218 6.03.3 If the number of commissioners should be reduced to less than three during the
 1219 course of an election, the SGA president shall convene a committee of impartial
 1220 students to review all documents pertaining to the election and issue a Certification in
 1221 place of the Election Committee.

1222 6.03.4 Refer to the CCD Student Government Bylaws and/or Policy Manual for
 1223 requirements regarding inauguration.

1224 **SECTION 7: Appeal**

1225 **7.01. Student Court**

1226 7.01.1 Any decision made by the Commission, including interpretations, appointments,
1227 removals, findings, punitive measures, certification, and all other actions requiring a
1228 vote may be appealed to the SGA, in writing, within five business days following
1229 such decision. For the purpose of notice, the Chair shall be the representative of the
1230 Commission, receive service, and may present the Commission's case or delegate this
1231 task.

1232 7.01.2 For the purposes of review of Commission decisions, the Dean of Student Life
1233 shall be the appellate body. As such the Student Appeal Committee shall review
1234 cases on appeal to determine whether the Commission correctly applied the Student
1235 Government Association Bylaws and this Code, but shall not make determinations of
1236 facts already made by the Commission.