



Elected Council Member Candidate Packet 2022-2023

Election Process

Three Council members will be elected by the student body before the end of the spring term. The Appointment Committee will then appoint the additional Council members (See Article VI, Section 5 of ASCOCC Constitution).

Elections for Council members are held during spring term. Voting shall be done electronically using the College's online system (Canvas) and made available to students for a minimum of three days.

Elections are administered and regulated by the Office of Student Life. Grievances regarding the election process may be submitted to the Director of Student Life who shall be responsible for facilitating resolution. Decisions may be appealed to the ASCOCC Advisory Committee's Hearings Board.

Available Positions

*Individual candidates must choose one (1) position.

President – 15 hour/week commitment:

\$840 per month

Term begins July 1, 2022

- Chief executive officer & chair of council meetings
- Acts as official spokesperson for COCC students on campus and in the community
- Responsible for working with the council on the administration of programs
- Initiates the annual budget planning process
- Develops a yearly plan for council initiatives and student needs within 60 days of being elected
- Establish expectations and goals for the council and evaluate the council's performance twice yearly
- Represents student interest for COCC Board of Directors and for other administrative spaces,
- Works with the council to establish standards and goals for each individual position

Director of Student Affairs – 12 hour/week commitment:

\$672 per month

Term begins July 1, 2022

- Advocates for student organizations on campus in ASCOCC,
- Coordinate all student organizations including room reservations, flyer requests, accounts, maintaining and updating the student organizations manual, determining active and inactive student organizations on campus
- Works with clubs to develop and collaborate on events
- Ensures that ASCOCC maintains its support and presence in club spaces through regular meeting attendance
- Processes all paperwork submitted by clubs
- Serves as the ASCOCC rep. for the Student Affairs Committee

- Assumes all duties pertaining to office of the president in the absence of the president and all other duties as delegated by the president

Director of Legislative Affairs – 12 hour/week commitment:

\$672 per month

Term begins July 1, 2022

- Organizes and oversees student voter registration and voter education
- Advocates on behalf of student concerns and issues on a state and national level
- Works with students to identify campus-wide issues and concerns
- Tracks legislative actions and bills/measures that impact students on local, state, and national levels
- Develops voting education presentations, both historically relevant and recent developments
- Coordinates annual Oregon Council of Student Services Administrators' certification binder
- Serves on a college standing committee for the purpose of serving as a voice of the students
- Legislative connection to statewide student associations, COCC administration, COCC Board of Directors, local, state and national legislators

Am I eligible to apply?

Applicants must maintain a minimum of six (6) COCC credits throughout each term in which they serve as a Council member. Council members serving during *summer* term must be enrolled in at least one COCC course of three credits (3) or more.

Applicants must have a minimum COCC cumulative 2.0 grade point average to run for or be appointed to office.

Criminal background checks will be conducted on all (elected and appointed) eligible candidates in accordance with COCC policy. Candidates will receive criminal background check procedures upon submission of application packet. Final candidacy will be contingent upon passing criminal background check.

All applicant requirements will be verified by the Director of Student Life prior to elections.

Failure to meet any of these position requirements will result in disqualification of the application for election.

How do I apply?

This information will be used on the ASCOCC website and Qualtrics for students to review your qualifications for the election. Personal information will be redacted.

1. Apply Online:

Applications for elected positions must be submitted through PeopleAdmin (<https://jobs.cocc.edu>), click 'Temporary P/T positions and search 'ASCOCC'
Applications are due by 5:00pm on May 11th

2. Reference Letters:

Each candidate must submit at least one (1) reference letter. The required letter must come from a COCC faculty or staff member. A second letter is optional and may be completed by anyone. These must be attached and submitted with your online application (step 1).

Election Schedule

Schedule is subject to change.

April 4	Applications Available Online
May 11	Applications Due by 5:00pm (https://jobs.cocc.edu)
May 11–21	Candidate Campaigning (all campaign information will be online)
May 12	Candidate Forum Zoom format, time TBD
May 16–21	Elections Facilitated through Qualtrics
May 25	Candidates Notified of Results
June	2022–2023 ASCOCC Council Confirmed by COCC President

Campaign Information

Campaign regulations:

1. Any active or passive campaigning through the use of unsolicited e-mailings or phone calling is prohibited.
2. Candidates or agents representing candidates may not provide voting stations or assist voters in casting their vote.
3. All campaign materials must comply with current COCC campus posting policies, with the additional stipulations:
 - a. May not use the COCC logo in any form.
 - b. May not slander any person running for office or involved in the election process or current members of ASCOCC.

Violations of election policies may result in a warning and up to immediate disqualification from the election. Response to violations is the sole discretion of the Director of Student Life. Appeals of Director of Student Life decisions will be heard through the ASCOCC Advisory Committee.

For more information about ASCOCC, visit www.cocc.edu/ascocc, or contact Lindsay Buccafurni at lbuccafurni@cocc.edu