

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: S 17.0
Procedure Title: Student Government Association Elections
Relevant Board Policy: [F.5.1 Registered Student Organizations](#)

Originating Unit: Office of Student Life
Maintenance Unit: Vice President of Student Success

- I. **Purpose:** To establish procedures for the Election of Student Government Association (SGA) Officers.

- II. **Procedure Statement:** The SGA Elections Committee shall conduct all regular elections for officers no later than thirty (30) days before the end of the spring semester.
 - A. The Elections Committee shall consist of a representative from (a) the Executive Committee (President, Vice President) who will not be running for election, (b) a representative from the Palo Alto College student community, and (c) a representative from the Student Life office. The representative from the SGA shall serve as Chairperson.
 - B. All prospective candidates for any executive office must have a minimum institution Grade Point Average of 2.75, maintain a minimum course load of six (6) semester hours at Palo Alto College, and have no disciplinary sanctions in order to be eligible to hold office.
 - C. Prospective candidates for the office of the President of the SGA shall meet all eligibility requirements listed in (B) above, and have one year of residency at Palo Alto College and one year of leadership experience.
 - D. All prospective candidates for any office shall file a completed application with the Chairperson of the Elections Committee no later than the date set by the Elections Committee. Only those candidates who have filed an application with the Elections Committee shall be listed on the ballot. The names of the candidates will appear on the ballot by office, in alphabetical order.
 - E. Write-in candidates will be allowed. All write-in candidates must meet minimum requirements as outlined in Article V, Section E-4 of the Bylaws of the Student Government Association Constitution and General Provisions. (See attachment below for copy of the SGA Constitution.)
 - F. Thirty (30) days prior to Election Day, the Elections Committee shall review and revise election rules and procedures to govern all campaigning and electoral proceedings. Guidelines for the number, size, and placement of all campaign literature, posters, and banners shall be those set by the College and

as outlined in Article V, Section E-7 of the Bylaws of the Student Government Association, Constitution and General Provisions.

- G. The Elections Committee shall hold a candidates meeting prior to the election to distribute and explain all election guidelines to the candidates. All candidates are subject to the rules established by the Elections Committee and approved by the SGA. Violations of these rules may result in disqualification from candidacy by the Elections Committee and/or a recommendation for denial of approval in all further SGA elections (Article V, Section E-8 of the Bylaws of the Student Government Association, Constitution and General Provisions).
- H. Executive officers of the SGA are selected by receiving the largest number of votes cast for that position in an election conducted among all currently enrolled Palo Alto College students (Article V, Section E-9 of the Bylaws of the Student Government Association, Constitution and General Provisions). Executive Officers who are running unopposed can be voted by acclamation.
- I. If at any time during the year a position in the SGA becomes vacant, the Executive Committee of the SGA shall appoint an officer until the next general election (Article V, Section E-10 of the Bylaws of the Student Government Association, Constitution and General Provisions).
- J. All duly elected SGA officers shall be in compliance with their respective candidacy requirements throughout their terms of office or face immediate and automatic dismissal from office (See Article V, Section E-11 of the Bylaws of the Student Government Association, Constitution and General Provisions).

Attachment:
SGA Constitution

Issued: March 21, 2011

Approved: Ana M. Guzman
President

Revised: May 16, 2017

Approved: (signed: Dr. Mike Flores)
President