

PASADENA HIGH SCHOOL
ASSOCIATED STUDENT BODY
ELECTION CODE

The Election Code was established to set the procedures for fair and efficient elections at Pasadena High School.

ARTICLE I

ELECTION STEPS

SECTION 1. Applications for office shall be made available to all eligible candidates. These applications will include criteria for the candidates, spaces for the signatures and instructions for the brief speech to be printed in the Election Edition of The Chronicle. All applicants will be given a copy of the Election Code Summary at the general orientation meeting for candidates after eligibility has been determined.

SECTION 2. General Qualifications for Candidates:

- a. Candidates must be a member of the Associated Student Body of Pasadena High School. Candidates do not need to have an ASB card only a current PHS I.D. card is required.
- b. Candidates must have earned at least a C average (2.00 GPA) with no F or U grades in the last grading period prior to the election, as verified by the office of the Assistant Principal of Student Services. A grade check will be conducted in the fall for all freshmen candidates using their 8th grade transcript on file at Pasadena High School.
- c. Candidates must not be in violation of the Pasadena High School Attendance Policy and must have less than 35 unexcused period absences and less than 15 tardies to date at the time of the application deadline.
- d. Any candidate who owes money or materials to the library, athletic Department, the school or PUSD in any entity will not qualify unless cleared of all debts by the application deadline.
- e. Candidates for the ASB Cabinet office positions must enroll in the ASB Cabinet class during the term of office for one school year. The class period will be determined.
- f. The following offices are **elected** positions and must be held by Seniors only. All of these positions require at least one year prior official high school ASB experience with the exception of the ASB Secretary. For clarification, Class Council does not qualify as ASB experience.
 1. ASB President
 2. ASB Vice President
 3. ASB Secretary
 4. ASB Treasurer
- g. Senior, Junior, Sophomore and Freshman President are also elected positions.
- h. All Commissioner positions and the Student Board Representative are appointed positions. The office of Elections Commissioner must be held by a senior. Only rising juniors may apply. All other Commissioners and the Student Board Representative are open only to rising sophomores and juniors. Interviews for these positions will follow the general election. Candidates will be notified of date and time of interviews by written notice.

- i. ASB reserves the right to ask candidates if they wish to change the position they originally applied for when there are multiple opposed or unopposed positions or upon interviewing some candidates who they feel may be more qualified for other open or vacant positions.
- j. The Senator positions are open to rising Freshmen or Sophomores only.
- k. Candidates must choose between an ASB office or a class officer. They may not run for or hold both positions

SECTION 3. All candidates must attend a general orientation meeting prior to the opening of the campaign on a date specified by the ASB Cabinet stated on the application. If a candidate is not in attendance then immediate disqualification will result.

SECTION 4. The Election edition of The Chronicle and information regarding the election may be distributed and made available to the student body. Elections will be held over a two day period. An Open Forum for all candidates may take place prior to the first day of spring elections.

- a. It is the responsibility of the candidates to submit any required items by the given or posted deadline.

SECTION 5. General election rules:

To win the general election, a candidate must receive the plurality of the vote.

SECTION 6. Run-off election rules:

- a. Run-off elections only apply to the positions of:
 - 1. ASB President
 - 2. ASB Vice President
 - 3. ASB Treasurer
 - 4. ASB Secretary
 - 5. All Class Presidents and Officers
- b. A one day run-off election will take place in the event of a tie. The run-off winner will be determined by most votes of the two candidates.
- c. In the event of a tie after a run-off election, the ASB Advisor will give the final vote with the consultation of the Assistant Principal of Student Services.

ARTICLE II

FINANCIAL LIMITATIONS

SECTION 1. Candidates participating in the primary campaign are allowed to spend no more than \$40.00 each for the initial campaign. An additional sum of \$15.00 will be allowed for expenditures in the event that a run-off election is necessary.

- a. Total amounts must include the value of all donated materials used.
- b. All accounting statements and receipts **must** be attached to the Election Expense Sheet given to each candidate at the general election orientation meeting. The sheet must be submitted to D-101 or the Elections Commissioner by 3:30 PM on the final day(s) of the election.
- c. The Election Expense Sheet must be turned in by all candidates, including those who choose not to campaign or who ran unopposed and had no expenditures.

ARTICLE III

PUBLICITY RESTRICTIONS

- SECTION 1. Campaigning begins the day after the general election orientation meeting.
- a. Campaigning may include text, internet/social media posts (Facebook, Twitter, Instagram, etc.), and any other form of electronic devices except on the marquees both inside and outside of PHS.
 - b. Every candidate must run a positive and clean campaign with no profanity or disparaging remarks of other candidates. Failure to adhere to this rule will result in disqualification. ASB will have the final say of the tone and messaging of the campaign.
 - c. There is to be no joint/combined campaigning – including on posters or the sharing of campaign expenses. Candidates shall not post on any other candidates' social media pages. This will be considered an endorsement.
- SECTION 2. All campaign materials must bear a stamp of approval from the Student Services Office/D-101 or the initials of the ASB Advisor.
- SECTION 3. No one may be on campus to begin campaigning before 6:30 AM. on election days.
- a. No publicity shall be posted on campus before 6:30 AM. or during nutrition or lunch.
 - b. Failure to adhere to campaign rules will lead to a warning then disqualification.
- SECTION 4. All campaign materials must be removed by 4:00 PM on the final day(s) of the election by every candidate. ASB may remove and dispose of campaign materials left up after 4:00 PM. The announcement of the winners may be delayed if materials are left up.
- SECTION 5. Campaign material may be posted on campus with the following restrictions*:
- a. No materials may be posted on the inside of the A and C building hallways. Stairwells and breezeways of all buildings may be used.
 - b. No materials shall be posted on the bicycle cage fences or on the vending machine cages.
 - c. No materials which involve climbing on roofs or covered walkways may be displayed.
 - d. No materials which involve ladders or other climbing utensils may be displayed.
 - e. No publicity shall be placed on students' lockers or cars.
 - f. No materials may be posted, placed or distributed inside of any classrooms or offices including on the doors.
 - g. No materials may be placed on the Bulldog statue or over any mural on campus.
 - h. There shall be no duct, electrical, or packing tape used on any walls or posts. Only masking tape or painter's tape may be used to put up signs and posters on Campus.
 - i. No labels or stickers are to be used for campaign purposes unless they are applied to approved giveaways or willingly applied to personal property (i.e. binders, water bottle).
 - j. The Weekly Bulletin can not be used as a form of campaigning.
 - k. Consequences for violations include warnings (verbal or written) then disqualification.
- SECTION 6. Individual candidates are responsible for maintaining the condition and neatness of

all of their campaign materials.

SECTION 7. There is to be no altering or removing of any candidates posters/signs without their permission. The exception to this rule is if ASB elects to remove materials.

SECTION 8. Any infraction, issue or alleged impropriety with any candidate's campaign must be reported to the Elections Commissioner, ASB Advisor or the Assistant Principal of Student Services as soon as possible and within 24 hours of the infraction, issue or alleged impropriety.

*Please refer to the Election Code Summary for a more specific list of publicity restrictions.

ARTICLE IV

ELECTION AND LOCATION OF POLLS

SECTION 1. The Spring election will be conducted via online Google Forms on students' Chromebooks. It will take place over a two day period and open at 7:30 AM on the first day of elections and close at 3:30 PM on the second day. The fall election will be conducted in the same way and at the same times for a two day period unless a run-off election is deemed necessary. Notification of the elections and instructions will be emailed to students' through their PUSD email accounts.

- a. No campaigning or publicity shall be allowed prior to the date established on the Election Code summary. The summary will be distributed to all candidates at the election meeting.

SECTION 2. Voting will be done online by ballot. Students must sign in on their Chromebooks.

- a. Eligibility for voting will be automatically confirmed once students have submitted valid PUSD verification identification method, i.e. sign-in to their PUSD account and enter ID number.

SECTION 3. Results of each election may be announced in the Student Services Office, D-101, after a tabulation of all ballots and upon removal of all campaigning materials. The Commissioner of Elections may notify the winning candidates on the evening of the final election day or within 24 hours of the tabulation of votes.

SECTION 4. A special Student Services bulletin will be issued throughout the school on the day following the announcement of the official results. The exception would be if a run-off election is necessary.

ARTICLE V

DISQUALIFICATION AND VACANCY

SECTION 1. The ASB Advisor or the Commissioner of Elections, acting on behalf of the ASB Advisor, may disqualify any candidate who fails to adhere to the provisions of the Election Code.

- a. Disqualification may be recommended by the Elections Commissioner.
- b. Notification of possible disqualification and/or election code violation will be communicated through the Elections Commissioner and/or the ASB Advisor.

- c. Actions taken by the Elections Commissioner may be appealed first to the ASB Advisor, then the Assistant Principal of Student Services.

SECTION 2. If an office remains vacant due to disqualification or lack of candidates, the following semester's ASB Cabinet will fill the position (s) by appointment or election if the position is an elected one. The process shall not begin without due notice through the Weekly Bulletin or weekly highlights through the Public Announcement system to the student body.

ARTICLE VI

DISQUALIFICATION DURING CANDIDACY/TERM IN OFFICE

- SECTION 1. Disqualification from an ASB office may be for any of the following reasons:
- a. Inability to maintain a 2.0+ GPA with No F or U grades.
 - b. 5 week grade checks will be conducted four times every semester to assure ASB Cabinet members maintain their grades.
 - c. Verbal and written probationary notices will be issued and must be signed by the member(s) in question, Commissioner of Elections, ASB President and the Advisor.
 - d. Only one (1) probationary period will be granted per school year to any member giving them a chance to raise their grades by the following grading period. If an F or U grade is brought up by the next grading period but drops again during the school year, that member will then be removed from office.
 - e. Failure to consistently adhere to the PHS Attendance Policy or Dress Code will be considered.
 - f. Failure to adhere to any other Pasadena High School policy. Any student who is suspended from school for any reason is subject to immediate removal from the ASB Cabinet.
 - g. Failure to adhere to the class guidelines set by the ASB Advisor.
 - h. Not fulfilling the duties of the office of which you were elected and sworn into.

ARTICLE VII

APPEALS

SECTION 1. Actions taken by the Elections Commissioner may be appealed first to the ASB Advisor, the Assistant Principal of Student Services, and the Principal.

Revised and approved by the 2020-2021 ASB Cabinet on September 4, 2020.

Scott Eaton

Scott Eaton
ASB Advisor

Preston Reynolds

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ASB President

Paige Harman

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Commissioner of Elections