

# **Associated Students of Skyline College, Governing Council**



## **Candidate Application Packet**

**2010-2011 Academic Year**

**Application Deadline: Monday, April 26**

Please return your completed candidate application packet to the  
Student Activities Office, Building 6, Room 6212

# **A.S.S.C. Governing Council Candidate Application**

The Associated Students of Skyline College Governing Council is comprised of the 6 executive officers (President, Vice President, Commissioner of Finance, Commissioner of Activities, Commissioner of Publicity and Commissioner of Public Records) and a maximum of fifteen senators who are the official voice of all of Skyline students. Each leader represents the interests of the Skyline College Student Body on the campus, at district, state and federal level. These student leaders participate in committees that make important decisions regarding educational programs, curriculum development, college and district budget, and strategic planning for the college and the district. In addition they prescribe how the funding for the Associated Students of Skyline College is distributed. The estimated budget of the ASSC is approximately \$100,000.00 a year. In the past the ASSC Governing Council has used these funds to sponsor programs and events in order to better service the students, the campus and the community.

## **REQUIREMENTS OF A CANDIDATE RUNNING FOR OFFICE ON THE A.S.S.C. STUDENT GOVERNING COUNCIL**

1. Must submit a Candidate Approval Form, a Nomination Petition containing a minimum of 25 signatures of students of Skyline College, a Candidate's statement, resume, and verification of a good standing at the college at least 7 days prior to the election date.
2. Be a member of the A.S.S.C. and holds a current Skyline College student body card.
3. Upon filing to run for an office you must have a minimum accumulative GPA of 2.05 to hold a Senator position and 2.25 to hold an Executive Council positions.
4. Be enrolled in at least six units at the time of assuming office.
5. Must have read and have a working knowledge of the A.S.S.C. Constitution and Constitutional Codes.
6. Must attend and observe at least one A.S.S.C. Governing Council meeting prior to election.
7. A candidate running for the office of President or Vice President must meet the following requirements:
  - i. Successful completion of 8 units of college level courses. (Accumulative of GPA 2.25)
8. The Election Board shall review all qualifications of each candidate before placing the candidate's name on the ballot.

## **ADDITIONAL REQUIREMENTS OF A CANDIDATE RUNNING FOR SKYLINE COLLEGE'S STUDENT TRUSTEE NOMINATION**

1. Be currently enrolled in a minimum of six units at Skyline College.
2. Maintain a 2.0 G.P.A.
3. Be in good academic and good conduct standing
4. Be knowledgeable of the Student Trustee election process and procedures.

## **CAMPAIGNING PROCEDURES**

1. A candidate may begin campaigning as soon as the Election Board has approved the election forms.
2. Campaigning materials such as posters and handbills may only be displayed in approved areas designated by the Election Board and must be approved by the Student Activities Office prior to posting.
3. No more than 20 handbills may be displayed in the areas designated for election postings.
4. On election days, the voting area must be cleared of all campaign materials. Each candidate is responsible for removing all of his/her campaign materials.
5. There shall not be campaigning within 100 feet of or on the same floor as the voting area on Election Day.

# **THE OFFICIAL DUTIES OF ASSOCIATED STUDENT OF SKYLINE COLLEGE, GOVERNING COUNCIL MEMBERS**

## **The official duties of the President**

1. Direct and coordinate the activities of the Student Governing Council.
2. Chairperson of the Student Council.
3. Represent the Associated Students at all official functions or appoint a designee.
4. If there are vacancies in any offices of the Student Council, whether they be elected or appointed, it is the Presidents responsibility to nominate an individual to fill the position(s). All nominations must be approved by vote of quorum of Student Council. {Quorum = 1/2 of Student Council membership plus one.}
5. Attend all regular meetings of the District Student Government and the San Mateo Community College District Board of Trustees or appoint a delegate to do so.
6. Represent the entire student body at large at Student Council meeting and as designated.
7. Attend regular Council meetings.
8. Execute duties and responsibilities as designed by Executive Council and Council Legislation.
9. Be competent with regard to exercising Robert's Rules of Order

## **The official duties of the Vice President**

1. Direct and coordinate the activities of the Skyline Organization and Club Council (S.O.C.C.)
2. Assume the duties of the President during the absence and succeed to the office upon the resignation of the President.
3. Furnish each Student Council member with a detailed list of the respective duties as stated in the Codes.
4. Serve as Chairperson on the Election Board.
5. Serve on committees as appointed by Student Council.
6. Represent the entire student body at large at Student Council meeting and as designated.
7. Attend regular Council meetings.
8. Execute duties and responsibilities as designed by Executive Council and Council Legislation.
9. Be competent with regard to exercising Robert's Rules of Order

## **The official duties of the Commissioner of Finance:**

1. Collect all money as may be authorized by Student Governing Council.
2. Make a financial statement each month, giving a complete record of expenditures and receipts.
3. Verify and sign all requisitions for the disbursement of funds, according to the budget established by the ASSC, and subject to the limitations of the District Financial Code as approved by the Board of Trustees.
4. In cooperation with the Commissioner of Activities and the College Coordinator of Student Activities, present a proposed budget to the Student Council no later than the fourth week of the fall semester.
5. Represent the entire student body at large at Student Council meeting and as designated.
6. Attend regular Council meetings.
7. Execute duties and responsibilities as designed by Executive Council and Council Legislation.
8. Be competent with regard to exercising Robert's Rules of Order

### **The official duties of the Commissioner of Activities:**

1. Prepare, with the advisor's approval, a tentative copy of the calendar of future activities and present it to the Student Council for approval by the third week of the semester.
2. Maintain a current copy of the calendar to be posted in the Student Activities Office.
3. Coordinate all activities sponsored by the ASSC.
4. In cooperation with the Financial Coordinator and the College Coordinator of Student Activities, present a proposed budget to the Student Council no later than the third week of the new semester.
5. Represent the entire student body at large at Student Council meeting and as designated.
6. Attend regular Council meetings.
7. Execute duties and responsibilities as designed by Executive Council and Council Legislation.
8. Be competent with regard to exercising Robert's Rules of Order

### **The official duties of the Commissioner of Publicity:**

1. Coordinate publicity, i.e., flyers, press release, posters, announcements, newsstands and display cases.
2. Work with the Commissioner of Activities to meet the publicity needs of planned ASSC events.
3. Represent the entire student body at large at Student Council meeting and as designated.
4. Attend regular Council meetings.
5. Execute duties and responsibilities as designed by Executive Council and Council Legislation.
6. Be competent with regard to exercising Robert's Rules of Order

### **The official duties of the Commissioner of Public Records:**

1. Record the minutes of all Student Council meetings and maintain confidentiality of minutes until approved by Council.
2. Act as the custodian of Skyline College records (Except records that are specifically assigned to others such as the books of the Financial Coordinator)
3. Keep a roll of the members and call the roll when required.
4. Duplicate minutes for distribution to the Council members for approval.
5. Post agendas and minutes of all meetings.
6. Represent the entire student body at large at Student Council meeting and as designated.
7. Attend regular Council meetings.
8. Execute duties and responsibilities as designed by Executive Council and Council Legislation.
9. Be competent with regard to exercising Robert's Rules of Order

### **The official duties of the Senator:**

1. Represent the entire student body at large at Student Council meeting and as designated.
2. Attend regular Council meetings.
3. Execute duties and responsibilities as designed by Executive Council and Council Legislation.
4. Be competent with regard to exercising Robert's Rules of Order.

### **The official duties of the Student Trustee:**

1. Be informed on issues, which have a direct or significant impact on students of the District, and such issues that are brought to the attention of the Student Trustee by any concerned student.
2. Shall gather student input and disseminate information by meeting at least once per month, school calendar permitting, at a scheduled meeting of the student government organization at each college and in other ways as appropriate.
3. Shall voice the concerns and interests of District students in public meetings of the Board and appropriately seek to persuade the vote of the Board.
4. Shall call and attend a District Student Council meeting immediately before each public session of the board.

## REQUIRED MEETINGS AND TRAINING INFORMATION

- **Candidate Information Meeting**  
Candidates must attend the information meeting on Monday, April 19 at 1:30 P.M. in Room 6210
- **All Candidates must attend at least one ASSC Meeting in order to run for office**  
Meetings are held on Mondays (March 29, April 12 and April 26) at 2:30PM in room 6202.
- **Candidates are expected to participate in Election Forum and Debate on Wednesday, April 28.**  
The event is cosponsored by the Skyline View and will be held in the Theatre. Please clear your schedules from 10AM until 2PM. Final time for the event will be determined at the information meeting on April 19.
- **Candidate Application must be submitted by Monday, April 26 at 4:00P.M.**  
Candidates should submit their original application to the Student Activities Office, Room 6212, and keep a copy for their records.
- **ASSC Elections: May 3 – May 7**  
Voting will be held 24 hours a day online
- **Individuals who are elected to the Associated Students of Skyline College Governing Council must be available to attend and participate in weekly on Mondays at 2:30 P.M. during fall 2010 and spring 2011**
- **All members of the ASSC Governing Council must register for SGOV 690: Special Projects in Student Government, summer 2010, 6/21-7/29**

## CANDIDATE INFORMATION

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell: ( ) \_\_\_\_\_ E-mail: ( ) \_\_\_\_\_

Student ID Number (G #): \_\_\_\_\_

How did you find out about the ASSC Election? (Circle all that apply)

Faculty Nomination

Staff Nomination

Email

Referred by: \_\_\_\_\_

other: \_\_\_\_\_

Numbers of hours you plan to work during fall 2010 and spring 2011: \_\_\_\_\_

Number of units you plan to be enrolled in during fall 2010 and spring 2011: \_\_\_\_\_

Other responsibilities besides work or school (Be Specific) \_\_\_\_\_

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## CANDIDATE'S STATEMENT

**You must respond to one of the following questions in order for your application to be considered complete.** Please keep responses to 75 words or less in length, typed only, and attach to application.

1. What skills do you possess and how can you apply these skills to some of the problems facing Skyline College?
2. Explain why you are interested in running for your chosen position and why you feel that you are the most qualified candidate?
3. What issue(s) do you feel needs to be addressed here on campus and why?

# NOMINATION PETITION FOR ASSOCIATED STUDENTS OF SKYLINE COLLEGE STUDENT GOVERNING COUNCIL POSITION

We, the undersigned, are current registered students of Skyline College and therefore members of the Associated Students of Skyline College, and hereby nominate \_\_\_\_\_ as a Candidate for the ASSC Governing Council \_\_\_\_\_  
\_\_\_\_\_ (list office)

**Print Name**

**Top Campus Concern or Issue**

1. _____	_____
2. _____	_____
3. _____	_____
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18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

21. \_\_\_\_\_

22. \_\_\_\_\_

23. \_\_\_\_\_

24. \_\_\_\_\_

25. \_\_\_\_\_

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In order for your application to be considered complete it must contain the following information:

1. Candidate Information Page
2. Candidate Statement
3. Nomination Petition
4. Resume (List all volunteer, leadership and work experience)
5. A copy of your current Skyline College Student Body Card
6. A copy of the agenda from the ASSC Student Governing Council Meeting that you attended or statement of academic conflict
7. A Candidate statement and picture for the Election Website emailed to the ASSC.  
*Statements should be done as a Word Document and pictures of the candidate should be in a jpeg format, small webpage size. Please send your statement and picture to [alhubaishir@smccd.edu](mailto:alhubaishir@smccd.edu) and [SkylineASSC@smccd.edu](mailto:SkylineASSC@smccd.edu)*

***\*\*Please remember to make a copy of your application for your personal records***

**For additional information please call the ASSC Office at  
(650) 738-4327 or the Student Activities Office at (650) 738-4275.**