

2024-2025

## Nomination Packet



ASMJC Elections 2024

Nomination Deadline: Friday, March 8<sup>th</sup>, 2024 by 5pm

## ASMJC Elections TimeLine – 2024

February 1 – March 8                      Nomination Period – Application Available

March 8, 2024:                              Last Day to Turn in Application for Candidacy

March 11-15                                  Mandatory Candidate Briefings

March 11 – April 2                          Campaigning period

April 1, 2024                                  Voting, East Campus, Student Center  
10am-6pm

April 2, 2024                                  Voting, West Campus, MSR  
10am-6pm

April 4, 2024                                  Elections Results announced

April 5, 2024                                  Student Senate meeting-election certification

## Brief Overview of Positions

### **Senators\***

- Lead and complete an annual project/event that will benefit the student body of MJC.
- Serve on one (1) ASMJC standing committee
- Serve on one (1) shared governance committee
- Hold a minimum of five (5) office hours per week.

\*Senators are assigned to a guided pathway School:

- Senator of Agriculture (2 positions)
- Senator of Arts, Performance & the Humanities (2 positions)
- Senator of Behavioral & Social Sciences (2 positions)
- Senator of Business & Computing (2 positions)
- Senator of Fitness & Health Professions (2 positions)
- Senator of Industry & Trades (2 positions)
- Senator of Kinesiology, Public Health, and Athletics (2 positions)
- Senator of Language Arts & Education (2 positions)
- Senator of Public Safety (2 positions)
- Senator of Science, Engineering & Mathematics (2 positions)
- Senator at Large - general student population (6 positions)

### **Secretary**

- The Secretary shall take minutes at meetings of the Executive Council, and shall ensure the distribution of those minutes to each member before each Executive Council meeting.
- The Secretary shall take minutes at all meetings of the Student Senate, and shall ensure the distribution of the minutes and all other supporting documents, including ASMJC financial reports, to each member before each Student Senate meeting.
- The Secretary shall be responsible for maintaining all documents pertaining to ASMJC.
- The Secretary shall assist the President in the execution of his/her duties.

### **Director of Student Relations**

- The Director of Student Relations or his/her designee shall serve as the Chair of the Student Relations Committee and shall prepare the agendas for the meetings at which he/she presides
- The Director of Student Relations shall be required to represent the Student Relations Committee at times and places where such representation is required
- The Director of Student Relations shall be responsible for maintaining communications with the student body about upcoming ASMJC events
- The Director of Student Relations shall provide the students and the media with press releases, as well as supervise any media that is distributed to the student body by ASMJC, with the approval of the Student Senate
- The Director of Student Relations shall conduct surveys within the student body for the purpose of providing ASMJC with direction in its functions
- The Director of Student Relations shall be a liaison to the Inter-Club Council as a non-voting member
- The Director of Student Relations shall be responsible for advising the Student Senate on all matters pertaining to student relations

### **Director of Political Development**

- The Director of Political Development or his/her designee shall serve as the Chair of the Political Development Committee and shall prepare the agenda for the meetings at which he/she presides
- The Director of Political Development shall represent the Political Development Committee at times and places where such representation is required and shall prepare and present reports of Political Development Committee activities to the Student Senate
- The Director of Political Development shall be required to hold and run ASMJC elections and at least one (1) political forum per school year
- The Director of Political Development shall be responsible for researching and providing updates on federal, state, or local legislation that may have a significant impact on students
- The Director of Political Development shall be responsible for advising the Student Senate on all matters pertaining to legislation

### **Vice President**

- Prepares the agenda for, and presides over, the Executive Council meetings
- Represents the Executive Council when requested and required
- Responsible for the recruitment of candidates to vacant positions on the Executive Council, Student Senate and Standing Committees, and providing recommendations to the President and Student Senate
- Provides monthly accountability reports of Executive Officers and Student Senators. Serve on one (1) College-Wide Committee
- Holds a minimum of ten (10) office hours per week

### **President**

- Prepares the agenda for, and presides over, the Student Senate meetings
- Represents ASMJC, and the Student Senate, when requested and required
- Reports on ASMJC activities, events, and conferences to the YCCD Board of Trustees and other College-Wide Committees.
- Fills any vacancies on the Student Senate or Executive Council
- Makes appointments to Standing Committees, as well as ensures the full participation of the students they appoint
- Serve on one (1) College-Wide Committee
- Holds a minimum of ten (10) office hours per week