



Student Government Election Packet – 2026-2027

ASCOM Board Positions

- [President \(Officer\)](#)
- [Vice President \(Officer\)](#)
- [Student Trustee \(Officer\)](#)
- [Secretary \(Officer\)](#)
- [Treasurer \(Officer\)](#)
- [Student Activities & Services \(Senator\)](#) – 2 openings
- [Student Activities & Services \(Senator\)](#) – 2 openings
- [Public Relations & Marketing \(Senator\)](#) – 2 openings
- [Public Relations & Marketing \(Senator\)](#) – 2 openings
- [Technology \(Senator\)](#)
- [State Student Senate Representative \(Senator\)](#)
- [Environmental Action \(Senator\)](#)

*Please reach out to
studentactivities@marin.edu
if you have any questions.*

Important Dates

Candidate Orientations Details

MANDATORY – All sessions held via Zoom.

- **Thursday, March 12th – 3:00pm**
 - Zoom link [here](#)
- **Friday, March 13th (two options)**
 - **10:00am:** Zoom link [here](#)
 - **11:00am:** Zoom link [here](#)
- **Tuesday, March 17th – 12:00pm**
 - Zoom link [here](#)
- **Monday, March 23rd – 12:00pm**
 - Zoom link [here](#)
- **Tuesday, March 24th – 12:30pm**
 - Zoom link [here](#)

Declaration of Candidacy

Due Thursday, March 26th by 11:59pm.

Email your packet to

studentactivities@marin.edu.

Meet the Candidates

Monday, March 30th – 12:30-2pm

Center for Student Success (CSS)/AC
Breezeway Patio

Campaigning

March 30th – April 10th

Campaign material **MUST** be approved by the Office of Student Activities and Advocacy.

Voting Period Open

April 7th – April 10th at 11:59pm

Ballots will be emailed to all credit students (who pay the Activities fee).

Mid-semester vacancy timelines may differ.



What is ASCOM?

ASCOM is the College of Marin's (COM) Student Government, which represents the student population of COM. The purpose of this body shall be to provide a forum for addressing issues of common concern to the students of the College of Marin and to act within the guidelines of the College's Participatory Governance System.

Requirements to Run for Office

The qualifications to run for office are as follows:

- Must have completed 12 units
- Must have a minimum GPA of 2.5
- Must be currently enrolled in 6 credit units
- Must be in good academic and student conduct standing
- Must follow all of the election policies of the [Education Code](#)
- Must follow all deadlines presented in this document

Requirements While in Office

The qualifications while in office are as follows:

- Must be enrolled in 5 units per semester of the 2-semester term
- Maintain a GPA of 2.5
- Serve three (3) office hours per week
- Must attend all weekly board meetings
- Must assist with and attend events hosted by ASCOM
- Must attend fall and spring retreats

Campaigning

Each Candidate is responsible for providing their own campaigning materials to promote their candidacy during the allotted campaigning period. All campaigning material must first be approved by the Office of Student Activities and Advocacy. There will be a "Meet the Candidates" event hosted by ASCOM; this event is not mandatory but is highly recommended for all candidates to attend.

Campaigning

- a. Campaign shall be defined as, "All the things and necessary legal and factual acts done by a candidate and their adherents to obtain a majority or plurality of the votes to be cast," Black's Law Dictionary Sixth Edition, 1990.
- b. Campaigning is defined as any posters or paraphernalia posted on the College of Marin campus. Restricted areas include trees, windows, doors,

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external walls of buildings, construction areas, any area that would impede the free flow of traffic, and any additional area named by the ASCOM advisor(s) due to campus closures or construction.

- c. Students may make classroom presentations only when the focus is about getting involved and voting, not about their specific candidacy.
- d. Online campaigning is permitted provided the candidate has submitted a written document declaring their intent to do so. The document is to include the following: the web address to be used; a description of the online content; and the dates that this information will be available online. This written document is to be given to the Student Activities and Advocacy Office when the candidate submits their application materials. No online campaigning is allowed before the conclusion of the Candidates Meeting.
- e. All posters and/or paraphernalia must be approved by the Student Activities and Advocacy Office. No campaigning will be allowed within approximately 25 feet of the polls. No campaigning signs are to be posted within approximately 25 feet of the polls. It is at the discretion of the Elections Chair to determine the 'no campaign zone' marked boundaries.
- f. ASCOM social media will be the primary outlet for campaigning and will be managed by the Senator of Technology.
- g. The act of campaigning may begin after the Candidates Meeting.
- h. Presidential and Vice-Presidential candidates may campaign as a ticket. However, their names will be listed separately on the ballot.

For more detail, refer to the Election Code in the [ASCOM Constitution and Bylaws](#).



Declaration of Candidacy

Please write legibly, typed preferred.

Candidate's Full Name: _____

Address: _____

Position Running For: _____

Current Cumulative GPA: _____ Credit Hours Currently Enrolled in: _____

Email Address: _____ Telephone: _____

I, _____, hereby declare my candidacy for the position of _____ on the ASCOM board.

By signing this document, I understand and will hold myself to the following standards:

- I will be enrolled in at least 5 credit units at College of Marin for the Fall 2025 and Spring 2026 semesters.
- I will have and maintain at least a 2.5 GPA.
- I will adhere to the College of Marin Student Code of Conduct (BP 5500) or risk my candidacy being forfeited.
- I will treat my position on the ASCOM Board seriously with respect to my fellow board members and the students I represent.
- I understand that serving on the ASCOM board is a major time commitment, which includes weekly meetings office hours and helping with events that occur 1-2 times per month.
- It is my duty to be committed to ethical practices in my capacity as an ASCOM officer

IMPORTANT NOTE: Grades and enrollment will be checked each semester by the Office of Student Activities and Advocacy to ensure you remain in compliance with the above.

[] I have filled out the Statement of Intent form.

[] I have filled out the Candidate Information form.

Signature: _____ **Date:** _____

Please submit your materials via email to studentactivities@marin.edu or turn them into the Student Activities & Advocacy Office (Center for Student Success, room 345).



Statement of Intent

This information will appear on the ballot. Please write legibly, typed preferred.

1. I am running for the ASCOM position of _____

2. Why are you interested in this position and ASCOM?

3. What skills, attributes, and values would you bring to ASCOM?

4. What would you like to accomplish during your term?

** I certify that the above information is true and hereby authorize the release of it for the purpose of reviewing my candidacy and qualifications for ASCOM.*

Print Name: _____

Signature: _____ **Date:** _____

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COLLEGE OF MARIN
ASSOCIATED
STUDENTS

Candidate Information

Name: _____

What hours are you available during the week?

What is the best way to contact you?

Do you have any questions?

What is your T-shirt size (for t-shirt order for board members)?

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Duties of the President (Officer)

- Enforces and upholds the ASCOM Constitution.
- Serve as the official representative, along with the Student Trustee of the student body of College of Marin.
- Presides over all ASCOM meetings as President and is a voting member in case of a tie on all matters.
- Prepares the meeting agendas with the Secretary.
- Responsible for the ASCOM agenda and runs the ASCOM meeting.
- Approves and signs all ASCOM meeting minutes.
- Calls special meetings with the approval of advisor.
- Serves as ex officio member of ASCOM committees.
- Attends and participates student ASCOM functions.
- Appoints and makes recommendations for committee chair positions.
- Represents ASCOM for internal affairs.
- Recommends persons to College of Marin Shared Governance Committees via the ASCOM advisor.
- Meets with the President and two (2) Vice Presidents of administration at least once a semester.
- Meets with the ASCOM Advisor, Vice President, and Student Trustee on a regular basis.
- Meets on a regular basis either individually or in a group with ASCOM board members.
- Must attend ASCOM retreats, and any other mandatory training sessions, at the expense of the ASCOM Budget.
- Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- Attends College Council meetings, Board of Trustees meetings of the Marin Community College District as needed and provides student representation at these meetings when necessary.
- Has demonstrated knowledge of leadership principles and meeting management techniques.

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Duties of the Vice President (Officer)

- Assumes the duties of the President during absences of the President.
- Serves as the initial chair of the Inter-Club Council (ICC) and works with the ICC to develop its officers and the implementation of its bylaws.
- Serves as a direct liaison to the ASCOM board regarding the activities of the ICC.
- Attends all ICC meetings.
- Works with the Student Activities and Advocacy Office to provide Club Membership forms for all clubs and reports to the ASCOM board on all currently active clubs and their activities.
- Makes a Club Brochure describing all the currently active clubs on campus.
- Works with ICC executive officers to assign club meeting space.
- Reviews ICC Budget and informs the ICC about the distribution of ICC Funds. The Vice President needs to sign all ICC Purchase Requisitions and reports these to the ASCOM Board.
- In conjunction with the Student Activities and Advocacy Office, reports all ICC Student Activity Forms to the ASCOM Board.
- Maintains a file on all Club purchase requisitions, activity forms, and club membership rosters in conjunction with the Student Activities and Advocacy Office.
- Assists with the constitutions of new and reactivated clubs.
- Must attend ASCOM retreats, and any other mandatory training sessions, at the expense of the ASCOM Budget.
- Reports to the ASCOM President.
- Attends Student ASCOM functions.
- Undertakes other duties as requested by the ASCOM President and/or ASCOM advisor(s).
- Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- Meets regularly with the ASCOM President and ASCOM advisor(s) to discuss issues as they pertain to ASCOM, ICC, and ASCOM members.

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Duties of the Student Trustee (Officer)

- Represent the associated students on the District's governing Board of Trustees.
- Recommend appointments to shared governance committees to the ASCOM board for consideration.
- Recommend legitimate expenditures with regards to the Representation Fee Budget.
- Enforces and upholds the ASCOM Constitution.
- Serve as the official representative, along with the ASCOM President of the student body of College of Marin.
- Must attend ASCOM retreats, and any other mandatory training sessions, at the expense of the ASCOM Budget.
- Represents ASCOM to external constituencies.
- Attends all Board of Trustees meetings of the Marin Community College District and represents the students' interest.
- Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- Reports directly to the ASCOM President.



Duties of the Secretary (Officer)

- Records and publishes all official minutes of the ASCOM Board and posts one copy on the ASCOM bulletin board 72 hours in advance before the next meeting, in accordance with The Brown Act.
- Creates the new agenda for weekly meetings 72 hours in advance and sends the agenda to all members of ASCOM.
- Maintains a file of all minutes and important correspondence.
- Checks the mailroom for mail and ensures proper delivery of all correspondence.
- Maintains all forms necessary for the business of the ASCOM Board.
- Prepares drafts of letters of memoranda for the ASCOM Board and distributes them upon approval.
- Monitors and replenishes all supplies for the ASCOM Board.
- Oversees, monitors, and keeps records of all the activities of the auxiliary members and reports to the ASCOM Board when necessary.
- Undertakes other duties as requested by the ASCOM President and/or ASCOM advisor(s).
- Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- Notifies the ASCOM board in the event that a board member accrues more than three (3) unexcused absences, five (5) excused absences, or five (5) tardies in any given semester.
- Is responsible for creating and updating a transitional binder.
- Meets eligibility requirement for advanced Microsoft Word/Excel (or other form of typing platform) experience.
- Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- Reports directly to the ASCOM President.

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Duties of the Treasurer (Officer)

- Demonstrates thorough knowledge of the Financial Crisis & Management Assistance Team manual (FCMAT) that provides guidance for California Community Colleges student government entities (fcmat.org).
- Reviews, signs, and tracks all purchase requisitions for the ASCOM board in conjunction with Student Activities and Advocacy Office.
- Ensures that all purchase orders have proper documentation before submission to the fiscal services department.
- Works with the Student Activities and Advocacy office to verify purchase requisitions and deposits of income.
- Works with Student Activities and Advocacy office to distribute all checks to the appropriate persons for payment of services or completion of contracts.
- Reviews budget and monitors expenses based on recorded minutes and in accordance with budget guidelines.
- Reports budgets analyses at board meetings.
- Recommends to the ASCOM board any revision that is necessary.
- Notifies all the clubs, organizations, and support services of the amount of money in their budget at the beginning of fall and spring semesters.
- Contacts clubs, organizations, and support services asking for their proposals for the new budget.
- Keeps records of all issues relating to ASCOM grants to other on-campus organizations.
- Makes recommendations to the ASCOM Board regarding continued support by ASCOM to the other on-campus organizations.
- In conjunction with the ASCOM advisor, prepares the next fiscal year's budget and presents to the ASCOM Board for approval.
- Works with the Student Activities and Advocacy office regarding projected income for the following fiscal year.
- Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.

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- Is responsible for creating a sub-committee for the ASCOM Leadership and Service Awards.
- Creates Committee of at least four students, staff, or faculty that are either ineligible for the award or have no intent to apply.
- Publicize awards campus wide.
- Review and confirm recipients for each award.
- Notify recipients for each award and inform Student Activities and Advocacy office for processing check requests.
- Reports to the ASCOM President and undertakes other duties as requested by the ASCOM President and/or ASCOM advisor(s).
- Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.

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Duties of the Student Activities and Services Senator (2)

Note: There are 2 senators in this position who will share responsibilities.

- Establishes a calendar for the year (each semester, fall and spring) of all planned activities and brings the calendar to the ASCOM board for input and approval.
- Is responsible for sending and verifying all contracts regarding performers and/or speakers and films.
- Works with clubs and ICC to help plan events to ensure overall calendar coordination and guidelines for activities on campus.
- Is responsible for evaluating events and reporting the evaluation to the ASCOM board.
- Works with the Treasurer to review the activities budget and make requests to the ASCOM board within budget guidelines set by the Financial Crisis & Management Assistance Team (fcmat.org).
- Chairs the coordinating committees of all ASCOM events and activities.
- Presents oral and/or written reports of all planned activities to the ASCOM board to ensure time for publicity and scheduling are adequate to support these events.
- Follows the following formal guideline to create an ASCOM event (this guideline should be referenced for any individual on the ASCOM board who is planning or organizing an event).
 - Day, time, and place of event
 - Lead(s) of the event
 - Who or what organization(s)/club(s) are involved?
 - What is the purpose of the event?
 - What is the general plan of the event?
 - What funding is needed for the event, if any?
 - What paperwork needs to be done to hold event?
 - What responsibilities do other ASCOM member(s) have in organizing or helping with the event?
- Responsible for establishing and chairing a food service committee between the various student organizations, the food service vendor, and the Vice President of College Operations.
- Is responsible for establishing and chairing a bookstore committee between the various student organizations, the bookstore, and the Vice President of College Operations.

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- Works with the vending machine vendor and the Vice President of College Operations to address student concerns regarding vendor contracts.
- Reports all findings regarding food service, the bookstore, and vending machines to the ASCOM board.
- Works with the Director of Students Activities and Advocacy, the Health Services Faculty Director, and the other Board members regarding AIDS Awareness Week, Drug and Alcohol Awareness Week, and other special issues.
- Is responsible for addressing special concerns raised by students regarding parking, safety and the student services.
- Works with the ASCOM Senators of Public Relations and Marketing to prepare and update a benefits booklet listing available discounts to be distributed to students purchasing ID cards.
- Acts as liaison between the ASCOM board and the various student services.
- Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- Meets regularly with the ASCOM President and reports directly to the ASCOM President.



Duties of the Public Relations & Marketing Senator (2)

Note: There are 2 senators in this position who will share responsibilities.

- Serves as the Public Information Officer of the Associated Students of the College of Marin.
- Is responsible for the promotional materials for all ASCOM events and functions.
 - All promotional material should be displayed at least one week prior to any ASCOM event.
- Presents posters, flyers, and other informational pieces to the ASCOM Board for approval, as well as with the Student Activities and Advocacy Office.
- Works closely with the ASCOM Senator of Technology to ensure that all publicity and marketing translates to social media outlets.
- Works with the campus Office of Community Relations/Marketing to issue press releases.
- Connects and reaches out to media new outlets to come to College of Marin and record special ASCOM events like protests, rallies, and other large functions.
- Prepares and updates informational packets regarding student government.
- Is responsible for scheduling and updating ASCOM display cases and bulletin boards.
- Maintains a binder detailing all ASCOM activities and events with copies of flyers, invitations, posters, pictures and other information.
- Is responsible for researching and developing new marketing techniques to reach out to students in advanced ways.
- Is responsible for announcing ASCOM events in classes and reminding other board members to also announce events in their own classes.
- Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- Reports directly to the ASCOM President.

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Duties of the Technology Senator

- Is responsible for advocating for the development and proper implementation of technology for students at College of Marin.
- Establishes a strong relationship with the IT department and works with the IT Director to address concerns regarding technology.
- Is responsible for taking quality photographic pictures during all ASCOM events.
 - In the event that the member entitled to this position is unavailable to take pictures, they shall find another member to take responsibility at that specified ASCOM event.
- Works closely with the ASCOM Senator in charge of the Public Relations and Marketing to ensure that all materials translate to social media outlets.
- Is responsible for creating the two ASCOM boards with pictures of all ASCOM members and taking a professional picture of all ASCOM members in their ASCOM or professional attire.
- Is responsible for managing the ASCOM cafeteria TV's with the ASCOM Advisor and/or the IT department.
- Monitors the operations of the ASCOM office computers, equipment, and technological supplies.
- Serves on Technology Planning Committee within the Participatory Governance System (PGS).
- Establishes and oversees ASCOM e-mail addresses, social media platforms, computer files, and the student government website.
 - Updates all social media platforms with quality posts and insightful knowledge for the student body.
- Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- Reports directly to the ASCOM President.

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Duties of the State Student Senate Representative

- Shall maintain a working knowledge of Robert's Rules of Order.
- Shall maintain a working knowledge of The Brown Act of California.
- Shall maintain a working knowledge of the college district policies.
- Shall maintain a working knowledge of the ASCOM Constitution and Bylaws.
- Has the authority to interpret the ASCOM Constitution and Bylaws.
- Interpretation is also taken into consideration with the President and Advisor.
- Interpretation is used only when a Constitutionality question arises.
- Interpretation achieved by Parliamentarian, in consultation with the President and Advisor, is final.
- Student Senate of California Community Colleges Delegate shall:
 - Attend all State Student Senate Region 3 meetings and submit reports to ASCOM.
 - Be responsible for the representation of the College of Marin at the annual Student Senate Lobby Day.
 - Recommend and ask for College of Marin resolutions that effect all California Community Colleges to be passed on to the SSCCC and General Assembly Conference.
 - Serve as one of College of Marin's voting delegates at the Student General Assembly regional and state meetings.
- Shall be responsible for maintaining and keeping inventory of ASCOM property.
- Maintain and control stock of office supplies and materials used in the ASCOM workroom.
- Maintain the ASCOM office and keep it clean and professional along with the help of other ASCOM members.
- Place work orders and requests with the proper authority if ASCOM property needs repairs.
- Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- Reports directly to the ASCOM President.

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Duties of the Environmental Action Senator

- Serves on Environmental Action Committee within the Participatory Governance System (PGS).
- Works closely with ASCOM Senators of Student Activities & Services to plan ASCOM-sponsored environmental activities and events each semester (e.g. Earth Week celebration, Race to Zero Waste, etc.).
- Works with the ASCOM Vice President and ICC to ensure student clubs organize meetings and events that minimize waste and align with sustainability practices.
- Collaboratively works with environmentally focused student clubs on campus to develop and promote sustainable initiatives, programs, and practices at College of Marin.
- Is responsible for preparing and distributing educational materials to inform students about sustainable practices and environmental issues on campus.
- Acts as a liaison between ASCOM and local or regional environmental organizations to bring additional resources and opportunities to the campus.
- Is responsible for providing regular reports to the ASCOM Board on sustainability-related projects, events, and concerns.
- Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- Reports directly to the ASCOM President.