

Student Services

**1 AP 5610 VOTER REGISTRATION AND STUDENT CIVIC AND VOTER
2 EMPOWERMENT**

3 References:

4 20 U.S. Code, Section 1094(a)(23)(A);
5 34 CFR, Section 668.14(d)(1);
6 Educational Code, Sections 66850-66852

7 Mail-in voter registration forms shall be made widely available to students at the College
8 through Student Accessibility Services and the Office of Student Life & Leadership.

9 An active link to the California Secretary of State's voter registration web page or site
10 shall be provided on the student portal (MyCERRITOS) to allow students to receive voter
11 information during the class enrollment process.

12 The District shall follow all requirements within Student Civic and Voter Empowerment
13 Program:

14 A. Information to be posted

- 15 1. During the first month of each academic semester, distribute campus-wide
16 emails to all students providing the following civic and election dates and
17 information:
 - 18 a. National Voter Registration Day, held annually on the fourth Tuesday in
19 September.
 - 20 b. The last day to register to vote online by mail or in person.
 - 21 c. The date when a county may begin to offer early voting at the office of
22 the elections official or at a satellite location, pursuant to Section 3018
23 of the Elections Code, and a statement that the date, times, and
24 locations for early voting and conditional voter registration may be
25 confirmed on the internet website of the Secretary of State or at the
26 county elections office.
 - 27 d. The primary and general election dates as provided in Chapter 4 of
28 Division 0.5 of the Elections Code and Division 1 of the Elections Code.
 - 29 e. A statement that, pursuant to Chapter 1 of Division 3 of the Elections
30 Code, a voter may apply to vote by mail at any time until the seventh
31 day prior to an election, and that a vote by mail voter may vote in person
32 at the office of the county elections official or at a satellite location
33 established by the county elections official on or before the day of the
34 election.
 - 35 f. A link to the internet web page for the Secretary of State's Students Vote
36 Project, established pursuant to Section 2148.5 of the Elections Code.

37 2. One month before each statewide election, distribute by campuswide emails to
38 all students the dates and information specified in subparagraphs (a) through
39 (f) of paragraph (1) and an internet website address link or unique Uniform
40 Resource Locator (URL) link furnished by the Secretary of State's office
41 providing all of the following election information:

42 a. The Secretary of State's internet web page for online voter registration.
43 That website shall include a statement providing the information
44 specified in subparagraph (b) of paragraph (1).
45 b. The Secretary of State's internet website address for election
46 information.
47 c. The Secretary of State's internet website address for the most current
48 voter information guide, required to be prepared pursuant to Section
49 9082.7 of the Elections Code.
50 d. The Secretary of State's internet website address for the voter
51 registration status tool, or a similar web page that directs the recipient to
52 voter or election information for the county of the recipient.
53 e. A disclaimer stating all of the following:
54 i. That the civic and election information provided applies to the
55 county where the campus is located.
56 ii. That election information varies by county.
57 iii. That recipients of the email are encouraged to check the internet
58 website containing the Secretary of State's voter registration
59 status tool, or a similar web page, to find election information for
60 the county where the recipient's voter registration is active.

61 3. Include in both printed and electronic academic calendars the dates specified
62 in subparagraphs (a), (b), (c), and (d) of paragraph (1).

63 B. Social Media Posts

64 1. Post on social media reminders to students, at least one day before each event
65 occurs unless specified otherwise, of all of the following:
66 a. The early voting and conditional voter registration information specified
67 in subparagraph (c) of paragraph (1) of subdivision (A).
68 b. Election day, including a reminder the day before and the day of the
69 election. The reminders shall state that a qualified voter may register to
70 vote on the day of the election, if necessary, at a conditional voter
71 registration site established by the voter's county elections official.
72 c. After the emails required by paragraph (2) of subdivision (A) are sent,
73 the voter information guide and county sample ballot information
74 provided in that email.
75 2. For the purposes of this subdivision, the social media content can be furnished,
76 or requested, by the Secretary of State.

77 C. Civic and Voter Empowerment Coordinator

78 1. Designate one person per campus to act as a Civic and Voter Empowerment
79 Coordinator, who shall do all of the following:
80 a. Implement the requirements of this section.
81 b. Ensure that, in every academic year, each campus holds a minimum of
82 three election outreach events to increase civic learning, democratic

83 participation, civic engagement, and voter turnout consistent with all of
84 the following:

85 i. During an academic term in each even-numbered year, an
86 outreach event shall occur within the final 30 days preceding each
87 statewide primary and general election.

88 ii. All students shall be invited to participate in the coordination of
89 and to attend these events.

90 iii. All events may be sponsored by a campus-based student
91 organization.

92 c. Develop a Civic and Voter Empowerment Action Plan consistent with all
93 of the following:

94 i. The coordinator shall invite leadership from faculty and students,
95 and administrators from each of student affairs, academic affairs,
96 and government relations or a similar office to participate in a
97 meeting or meetings to develop the action plan.

98 ii. The action plan shall include, but not necessarily be limited to, a
99 campus-specific effort to increase civic learning and democratic
100 participation, with an emphasis on civic engagement, voter
101 turnout, and community building.

102 iii. Students shall be invited to develop the action plan and to
103 coordinate the meeting or meetings to develop the action plan.

104 d. The coordinator shall share the action plan periodically updated to the
105 Secretary of State, as determined necessary by the coordinator.

106 2. The Civic and Voter Empowerment Coordinator shall be nonpartisan.

107 The College designee for the California Secretary of State to contact for purposes of
108 distribution of voter registration cards shall be the Dean of Student Services.

Office of Primary Responsibility: Vice President, Student Services

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