

DISTRICT STUDENT TRUSTEE ELECTIONS

The Student Trustee Elections procedure reflects the intent of the District to afford all students enrolled in the District colleges an opportunity to participate in the annual election of the Student Trustee while still embracing the practice of rotating the position among the three colleges of the District. It is important that the Student Trustee campaign and election be conducted in an ethical manner from application through election. The Student Trustee position is the student representative of the District colleges and serves as a nonvoting member of the District Governing Board.

I. Student Trustee Election Process

- A. The colleges will rotate in student representation. Effective June 1, 1990, the term of the Student Trustee shall be June 1 through May 31.
- B. Students who wish to run for elections will be required to submit the following:
 - 1. a letter of intent outlining their qualifications and reasons for seeking office;
 - 2. a resume;
 - 3. unofficial transcripts; and
 - 4. written response to two standard questions developed by the Student Trustee Advisory Committee.
- C. Minimum eligibility will be verified by the college Student Life Office/Office of Student Life.
- D. If three or fewer candidates are found to meet the minimum eligibility requirements, all candidates will be placed on the ballot for a Districtwide vote. Otherwise, if more than three candidates are found to meet the minimum eligibility requirements, a primary election will be held at the college where the rotation resides. Students of the college will select the top three candidates to be placed on a Districtwide ballot for a vote of all students in the District.

II. Criteria for Student Trustee Candidates

- A. Submit the application package as specified in Section I of this procedure.
- B. Meet the requirements as specified in the Rules and Regulations of the Governing Board:
 - 1. be enrolled in the college where the rotation resides;
 - 2. be enrolled in at least five (5) semester units in the college where the rotation resides;
 - 3. have a cumulative GPA of 2.0;
 - 4. remain in good academic and disciplinary standing throughout term of office; and
 - 5. adhere to the CCCC Student Trustee Campaign Regulations.
- C. Attend a mandatory student trustee candidate orientation.

III. Role of the Student Trustee Advisory Council (STAC) in the Election Process

- A. The Student Trustee Advisory Council, STAC, shall:
1. remain impartial in all dealings with the candidates, students, and members of the public;
 2. be responsible for the scheduling of the application deadline, mandatory candidates meetings, elections, and any other District Student Trustee Election related activities;
 3. coordinate open forums, speech events, information tables, or any other events as deemed necessary;
 4. assist with the publicity of candidate information as deemed necessary;
 5. validate and tally the ballots;
 6. post the official results of the Student Trustee Election for at least five (5) business days throughout the three (3) campuses (DVC; LMC; CCC) once the results have been certified; and,
 7. comply with any duties specified by the Rules and Regulations of the Governing Board.

IV. Student Trustee Campaign Requirements

Campaigning shall be defined as activities including dissemination of printed campaign and/or ballot issue material, public statements for or against any candidate or ballot issues. Actions performed by any candidate who is a member of the Associated Students, or the Inter Club Council (ICC), clubs, or any other campus organizations, in the course of discharging his/her duties associated with that organization, shall not be considered campaigning.

A. Campaign Conduct

1. Candidates may begin campaigning on the official campaigning start date as determined by the STAC. Campaigning at any other time shall be grounds for disqualification. Campaigning shall consist of flyers, posters, giveaways, any other form of public advertising, or public speaking regarding candidates running in the CCCC Student Trustee election.
2. Candidates shall neither interfere with the campaign of any other candidate, nor with the dissemination of information of any other candidate.
3. Candidates shall not use any club, ICC, ASU, or college resource not normally provided to the general student body.
4. Candidates shall not publish or post campaign materials featuring factually inaccurate information about another Student Trustee candidate including any achievements and endorsements.
5. All candidate materials containing individual views, agendas, and policies must be candidate specific and must contain the name and position of the candidate. All candidate campaign material must list candidate specific information.

B. Campaigning & Advertising

1. Campaign materials must be distributed in accordance with the respective college regulations for advertising, including bulletin board postings.
2. Candidates shall remove all signs, posters, and/or displays within forty-eight (48) hours or two (2) days of notification of the official closing of the Student Trustee Election. Failure to do so may result in the imposition of fines for clean up and a hold on candidates' records.

- C. Campaign Expense Limits
 - 1. Each candidate shall not spend more than \$200.00 on campaign materials for the District Student Trustee Election. Any donated materials will be assessed at full retail value and be clearly itemized as part of this limit.
 - 2. Each candidate shall submit an expenditure report to the Student Life Office/Office of Student Life by 4:00 p.m. the day following the close of the polls, which must include an itemized statement of personal funds, including receipts and all sources of gifts, donations and other services.
 - 3. The STAC shall review all candidate expenditure reports prior to official certification of the Student Trustee Election.

- D. Student Club, Organization, and Associated Students Endorsements
 - 1. Student Clubs, Inter Club Council, Associated Students, other campus organizations, and individuals at any of the three (3) colleges may endorse and campaign for Student Trustee candidates, but only after having turned in a completed "Endorsement of Student Trustee Candidate" form to the Student Life Office/Office of Student Life of the campus hosting the election. The form must be reviewed by the STAC. Student Trustee candidates, Student Clubs, Inter Club Council, Associated Students, and other campus organizations may not claim or publicize endorsements until and unless the endorsing group has turned in a completed "Endorsement of Student Trustee Candidate form" and the form has been accepted by the Student Life Office/Center of the hosting campus and reviewed by the STAC.

V. Violations of the CCCCD Student Trustee Election Procedure

- A. Any and all alleged violations of the CCCCD Student Trustee Election Procedure must be submitted in writing to the Student Life Office/Office of Student Life of the college where the rotation resides within two (2) days of the violation and no later than the first business day after the close of the polls by 4:00 p.m.
- B. Any violation of the District Student Trustee Election Procedure may be grounds for sanctions. Potential sanctions can include but are not limited to warning, loss of votes, and disqualification. Sanctions will be determined by majority vote of the STAC. The STAC will have full discretion in awarding sanctions for violations.
- C. Any decision made by the STAC to disqualify any candidate shall require a two-thirds (2/3) vote of the STAC members that include Chancellor or designee, Student Trustee, ASDVC Advisor and President, LMCAS Advisor and President, ASUCCC Advisor and President.
- D. A plea of ignorance shall not be considered valid defense to an infraction of any ruling of the STAC and the CCCCD Student Trustee Election Procedure.
- E. Disqualification may only be based on violation of rules specified in the CCCCD Student Trustee Election Procedure or on rulings of the STAC. STAC shall have the discretion to determine the applicability or enforceability of any reported or discovered violations.
- F. All alleged violations of the CCCCD Student Trustee Election Procedure will be reviewed by the STAC in a timely manner, and resolved no later than five (5) business days following the close of the polls.

VI. Removal from Office

A. Removal by Chancellor

1. The Student Trustee shall be removed by the Chancellor or designee for one or more of the following reasons:
 - a. failure to maintain the minimum GPA and unit requirement;
 - b. failure to remain in good academic and/or disciplinary standing throughout term of office; or,
 - c. failure to fulfill the duties of office as outlined in the Rules and Regulations of the Governing Board.
2. The Chancellor or designee must contact the Trustee via email and certified U.S. mail regarding the reason for removal and effective date of removal.
3. STAC must be notified of Student Trustee removal within three (3) days of removal.
4. If the Trustee is removed, the vacancy policy is applied.

B. Removal by STAC

1. The Student Trustee Advisory Council can recommend removal of the Student Trustee to the Chancellor by a two-thirds (2/3) vote.

C. Removal by Students

1. A recall election can be initiated by the students of the Contra Costa Community College District.
2. To initiate a recall, a petition must be submitted requesting the recall of the Trustee with the signatures of no less than 50% of the number of students who voted in the previous trustee election.
3. The petition must clearly articulate the offenses committed and state the reasons why the Student Trustee is negligent in their duties and should be removed from office. The petition must include the fully printed name, student ID, campus affiliation and signature of each student signer and be delivered to the Student Life Center of the campus hosting the Student Trustee.
4. The petition must be certified by STAC or a designated STAC member within seven (7) days of submission.
5. The recall election must be advertised for a period of at least two weeks before the recall election is held.
6. 50% of the number of students who voted in the previous election must vote in the recall election with two-thirds (2/3) voting in the affirmative to remove the Student Trustee.
7. The recall election shall be held for a period of time to be determined by STAC, all of which will be instructional days.
8. Results of the recall election will be posted within seven (7) days of the end of the election and must remain posted for a period of five (5) days.
9. If the Trustee is removed by a recall election, the vacancy policy is applied.

D. Resignation (self removal)

1. The Student Trustee may resign at any time.
2. It is requested that resignations be tendered in writing and submitted to the Chancellor. Verbal resignations made in public Board meetings shall be valid.
3. If the Trustee resigns, the vacancy policy is applied.

VII. Vacancy

- A. If the position of Student Trustee becomes vacant, the candidate who received the second highest number of votes will be requested to assume the position if the vacancy occurs in the fall semester. If he/she does not assume the position, the position will be offered successively to the other candidates in order of those with the most votes until the position is filled.
- B. If after following section V, item E.1 the position is still vacant or if the position is vacated after February 1st, the AS President at the campus hosting the Trustee will fill the position through the remainder of the term. If the AS President is unable to serve, the AS Board at the hosting campus can appoint a student to fill the position for the remainder of the term.

California Education Code, Sections 68000, 72023.5, 76060, 76061

Historical Annotation:
Adopted 2/8/11
Revised 1/13/15, 5/10/16, 10/13/20

Related Board Policies:
Board Policy 4001
Rules and Regulations of the Governing Board: Student Representation

Related Procedures:
Curriculum and Instruction Procedure 4001
Student Services Procedures 3008, 3019, 3027