District Student Trustee Elections

The Student Trustee Elections procedure ~~reflects the intent of the District to afford~~ provides 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~~ and establishes requirements for a fair, ethical election process.

I. Overview

A. The Student Trustee ~~is the student representative of the~~ represents students from all three District colleges on the Governing Board. ~~and serves as a nonvoting member of the District Governing Board.~~ The role of the Student Trustee is detailed in the Rules and Regulations of the Governing Board.

B. The Student Trustee serves a one-year term beginning June 1 and ending May 31.

C. The Student Trustee position rotates among the three colleges each year. The college whose students are eligible to seek office that year is referred to in this procedure as the "hosting college".

D. The Student Trustee Advisory Committee (STAC) administers the election in collaboration with the Student Life Office at the hosting college.

~~I.~~ II. 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.~~A. Students ~~who wish to run for elections will be required~~ seeking election shall attend a mandatory candidate orientation and ~~to~~ submit ~~the following:~~ an application packet by the published deadline. The packet shall include:

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~~ STAC.

~~C.~~B. ~~Minimum~~ The hosting college's Student Life Office shall verify each candidate's eligibility ~~will be verified by the college Student Life Office/Office of Student Life~~.

~~D.~~C. If three or fewer candidates ~~are found to~~ meet the minimum eligibility requirements, all eligible candidates will be placed on the ballot for a ~~D~~districtwide vote. ~~Otherwise, i~~If more than three ~~candidates are found to meet the minimum eligibility requirements~~ applicants qualify, the hosting college shall conduct a primary election ~~will be held at the college where the rotation resides~~. Students ~~of the~~ enrolled at that college will select the top three candidates ~~to be placed~~ who will appear on a ~~D~~districtwide ballot. ~~for a vote of all students in the District~~ Students enrolled at all three colleges may vote in the districtwide election.

~~II.~~III. ~~Criteria for Student Trustee Candidates~~ Candidate Eligibility

Candidates shall meet the following requirements to establish and maintain eligibility to seek and serve in the Student Trustee position:

A. Attend a mandatory student trustee candidate orientation.

~~A.~~B. Submit the application package as specified in Section II of this procedure. Candidates who submit an application package without attending the candidate orientation will be disqualified.

~~B.~~C. Meet the following requirements, ~~as specified in~~ consistent with Student Services Procedure 3008, *Associate Students Elections and Eligibility*, and the Rules and Regulations of the Governing Board:

1. be enrolled in the hosting college ~~where the rotation resides~~;
2. be enrolled in at least five (5) semester units at the hosting college, with at least one (1) in-person class; ~~comprising in-person course modality, in the college where the rotation resides~~;
3. have a cumulative GPA of at least 2.0;
4. remain in good academic and disciplinary standing throughout term of office; and
5. ~~adhere to the CCCCD Student Trustee Campaign Regulations~~ comply with the campaign requirements in this procedure.

~~C. Attend a mandatory student trustee candidate orientation.~~

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

a. The ~~Student Trustee Advisory Council,~~ STAC~~,~~ shall do the following with support from the host college's Associated Students Advisor:

1. remain impartial in all dealings with the candidates, students, and members of the public;
2. ~~be responsible for the scheduling of~~ establish the application deadline, mandatory candidate orientation and meeting~~s~~ dates, campaign period, election~~s~~ dates, and ~~any~~ other District Student Trustee Election related ~~activities~~ timelines;
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. determine campaign violation sanctions in accordance with Section VI;
~~5. validate and tally the ballots;~~
6. certify and post the official results of the Student Trustee Election at each college location for at least five (5) business days ~~at every college location within the District once the results have been certified~~; and,
7. comply with any duties specified by the Rules and Regulations of the Governing Board.

V. Student Trustee Campaign Requirements

Campaigning ~~shall be defined as~~ means activities ~~including dissemination of printed campaign and/or ballot issue material, as well as public statements for or against any candidate or ballot issues~~ intended to promote or oppose any candidate or ballot issue, whether conducted in person, through printed materials, or by electronic means. Electronic campaigning includes, but is not limited to, websites, email, text messages, social media posts, comments, stories, videos, livestreams, direct messages, and digital advertising. ~~Actions~~ A candidate's activities performed ~~by any candidate~~ as part of their responsibilities within ~~who is a member of the~~ Associated Students, ~~or the~~ Inter Club Council (ICC), a club~~s~~, or ~~any~~ another campus organization~~s, in the course of discharging their duties associated with that organization,~~ shall not be considered campaigning unless they promote or oppose a candidate or ballot issue.

a. Campaign Conduct
   i. Candidates may begin campaigning on the official ~~campaigning~~ start date ~~as~~ determined by the STAC. This requirement pertains to all campaign methods. Campaigning before the official start date ~~at any other time~~ shall be grounds for disqualification. ~~Campaigning shall consist of flyers, posters, giveaways, social media engagement, any other form of public advertising, or public speaking regarding candidates running in the CCCCD Student Trustee election.~~
   ii. Candidates shall neither interfere with the campaign of any other candidate, nor with

the dissemination of information of any other candidate.

iii. Candidates shall not use any club, ICC, ASU, or college resource not normally provided to the general student body, including social media accounts and platforms.

iv. Candidates shall not publish or post campaign materials featuring factually inaccurate information about another Student Trustee candidate including any achievements and endorsements.

v. All candidate materials ~~containing individual views, agendas, and policies must be candidate-specific and must contains~~shall clearly identify the candidate ~~the~~by name and the office sought ~~position of the candidate. All candidate campaign material must list candidate-specific information~~.

~~5.~~6. All students participating in the election process shall act honestly and in good faith. Students shall report alleged violations only when they have a reasonable, factual basis to believe that this procedure has been violated. Knowingly submitting a false violation report, fabricating or falsifying evidence, or intentionally misrepresenting facts is prohibited. Students shall not use the reporting process to harass another participant, disrupt the election, or gain an unfair campaign advantage. Misconduct related to the campaign and election process will be subject to the Student Service Procedure 3027, Standards of Student Conduct, and Student Services Procedure 3031, Student Discipline Procedures.

b. Campaigning and Advertising

1. Campaign materials must be distributed in accordance with the hosting ~~respective~~ college's regulations for advertising, including bulletin board postings.
2. Electronic campaign materials, including social media content, shall comply with all applicable campaign requirements in this procedure.
3. 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~~ be subject to the Standards of Student Conduct disciplinary procedures.

c. Campaign Expense Limits

1. Candidates are responsible for their campaign expenses and will not receive reimbursement from the District or colleges.
2. Each candidate's total campaign expenses shall not ~~spend more than~~ exceed $200.00 ~~on campaign materials for the District Student Trustee Election~~ including expenses for any primary elections. ~~Any donated materials will be assessed at full retail value and be clearly itemized as part of this limit.~~

~~1.~~3. Campaign expenses include all materials, supplies, paid digital advertising, sponsored or boosted social media content, and paid services used to develop or distribute electronic campaign materials. Any donated materials shall be valued at full retail value and be clearly itemized as part of this limit.

~~2.~~4. ~~Each c~~Candidates shall submit an itemized expenditure report to the hosting college's Student Life Office~~/Office of Student Life~~ by ~~4:00 p.m. the day following the close of the polls, which must~~ the deadline specified in the application packet. ~~include an itemized statement of personal funds.~~ The report must identify expenditures, funding sources, gifts, donations, and services received and includ~~ing~~e receipts for purchases. ~~and all sources of gifts, donations and other services.~~

~~3.~~5. The STAC shall review all candidate expenditure reports ~~prior to official certification of~~ before certifying the Student Trustee Election results.

d. Candidate Endorsements~~: Student Club, Organization, and Associated Students Endorsements~~

i. Student Clubs~~, Inter-Club Council, Associated Students,~~ and other campus organizations~~, and individuals~~ at any of the three (3) colleges, excluding Associated Students and Inter-Club Councils (ICCs), may endorse and campaign for Student Trustee candidates, ~~but only~~ after ~~having turned in~~ submitting a completed

"Endorsement of Student Trustee Candidate" form to the hosting college's 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~~ Endorsements shall not be publicized until the form has been ~~accepted~~ reviewed and approved by the Student Life Office~~/Center of the hosting campus and reviewed by the STAC~~. Candidates may not claim or publicize an organizational endorsement before these requirements are met.

ii. Associated Student Governments and ICCs are prohibited from endorsing Student Trustee candidates as organizations. This prohibition applies to all forms of campaigning, as defined in Section V.

iii. To maintain impartiality in the election process, members of the STAC are prohibited from endorsing or campaigning for Student Trustee candidates in either an individual or organizational capacity. This prohibition applies to all forms of campaigning, as defined in Section V.

iv. Except for STAC members, individual students at any of the three (3) colleges may endorse and campaign for Student Trustee candidates after submitting a completed "Endorsement of Student Trustee Candidate" form to the hosting college's Student Life Office. Endorsements may not be publicized until the form has been reviewed and approved by that office. Members of Associated Students or ICCs who endorse or campaign for a candidate in an individual capacity, including through personal social media accounts or other communications, must clearly state that they are expressing their personal views and are not representing or speaking on behalf of their organization.

VI. Election Violations ~~of the CCCCD Student Trustee Election Procedure~~

A. ~~Any and all a~~Alleged violations ~~of the CCCCD Student Trustee Election Procedure must be submitted~~ shall be reported in writing to the hosting college's 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 deadline specified in the application packet on the first business day after the close of the polls~~. by 4:00 p.m.~~

B. Reports shall be submitted using a violation report form provided by the Student Life Office. Each report shall identify the provision allegedly violated, describe the relevant conduct, and include available supporting information. Evidence of electronic or social media violations may include screenshots, links, messages, and dates and times.

C. The Student Life Director or supervising dean, as appropriate, shall review each violation report and determine whether a violation occurred. Before a determination is made, the student whose conduct is reported will be informed of the allegation and given an opportunity to respond.

~~B.~~D. ~~Any~~ STAC shall determine the appropriate sanction for each violation. ~~of the District Student Trustee Election Procedure may be grounds for s~~Sanctions~~. Potential sanctions can~~ may include but are not limited to a 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.~~

E. A majority vote of STAC is required to impose sanctions other than disqualification.

Disqualification requires a two-thirds vote of a voting group consisting of STAC members, the Chancellor or designee, and the colleges' Associated Student advisors.

F. STAC members who are candidates shall recuse themselves from all discussions and votes concerning campaign violations.

G. Knowingly submitting a false violation report, falsifying evidence, or intentionally misrepresenting material facts constitutes a violation of this procedure. Candidates may be subject to election sanctions. Conduct by any student may also be referred for review under Student Services Procedure 3027, as applicable.

~~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.~~H. A plea of ignorance shall not be considered a valid defense to a~~n infraction of~~ violation of this procedure. ~~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.~~I. All alleged violations ~~of the CCCCD Student Trustee Election Procedure will~~ shall be reviewed ~~by the STAC in a timely manner,~~ promptly and resolved no later than five (5) business days following the close of the polls.

VII. Removal from Office

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

b. Removal by STAC
   i. 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
   i. A recall election can be initiated by the students of the Contra Costa Community College District.
   ii. 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~~ most recent Student ~~t~~Trustee election.
   iii. 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.

iv. The petition must be certified by STAC or a designated STAC member within seven (7) days of submission.

v. The recall election must be advertised for a period of at least two weeks before the recall election is held.

vi. A recall election is valid only if the number of students voting equals at least 50% of the number ~~of students~~ who voted in the ~~previous~~ most recent Student Trustee election. ~~must vote in the recall election with~~ Removal requires affirmative votes from at least two-thirds (2/3) of those voting in the ~~affirmative to remove the Student Trustee~~ recall election.

vii. The recall election shall be held for a period of time to be determined by STAC, all of which will be instructional days.

viii. 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.

ix. If the Trustee is removed by a recall election, the vacancy policy is applied.

d. Resignation (self-removal)

i. The Student Trustee may resign at any time.

ii. It is requested that resignations be tendered in writing and submitted to the Chancellor. Verbal resignations made in public Board meetings shall be valid.

iii. If the Trustee resigns, the vacancy policy is applied.

VIII. 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 that candidate 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 ~~s~~Section VII.~~(~~A~~)~~, 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