

ARTICLE X

STUDENT TRUSTEE ELECTION PROCEDURES

21000. OVERALL PROCEDURES. The Board of Trustees of the Los Angeles Community College District has established that within its membership there shall be one nonvoting Student Board Member. The term of office of the Student Board Member shall be one year commencing on June 1<sup>st</sup> and ending on May 31<sup>st</sup>.

Adopted 01-31-96

21001. QUALIFICATIONS

21001.10 Candidate Requirements.

Candidates for Student Trustee must:

- a. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District.
- b. Be currently enrolled in a minimum of five (5) units.
- c. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college work within the Los Angeles Community College District.

Exceptions on the maximum units requirement may be made for students enrolled in Los Angeles Community College District degree, certificate or transfer programs where the combination of program requirements and

Adopted 01-31-96

Amended 01-09-02

Amended 07-31-07

prerequisites may result in the student exceeding the 80 transferable unit limit.

Exceptions will be decided by the Chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance.

In order to be considered for an exemption, a student who exceeds the requisite 80 transferable unit maximum must satisfy at least one of the following conditions:

- 1) The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the catalog at the student's primary college of attendance, caused the student to enroll in courses that exceeded the 80 transferable unit maximum.
- 2) Program prerequisites, as specified in the catalog at student's primary college of attendance, caused the student to exceed the 80 transferable unit maximum.
- 3) A returning student, who has already completed a college degree or certificate, and is enrolled in courses that are specifically required for the student's declared certificate, associate degree or transfer objective, as specified in the catalog at student's primary college of attendance.

Adopted 01-31-96  
Amended 01-09-02

21001.11 Requirements of Office.

While in office Student Trustee must:

- a. Maintain eligibility, as defined in Section 21001.10(a)(b) and (c) above, during his/her term of office.
- b. Students who exceed the unit maximum of 21001.10(c), and are granted an exception, must be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the catalog at the student's primary college of attendance.
- c. Not hold any other elected or appointed ASO positions at any of the District's colleges.

Adopted 01-09-02

21001.12 Disqualification from Office.

- a. Automatic and immediate forfeiture of office, including all rights as privileges thereof, will be required if the Student Trustee:
  - 1) does not maintain the requirements of office contained in Section 21001.11; or
  - 2) is suspended for more than ten (10) days, in keeping with the provisions of Board Rule 91101 et seq., from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District.

Adopted 01-09-02

- b. A student disqualified from office under the provisions above, shall be liable for any compensation received after he or she became ineligible for office.
- c. Upon disqualification from office, the student must immediately return all District property provided to them while in office.

Adopted 01-09-02

21001.13 Term of Office.

- a. The term of the Student Trustee is one year (June 1 through May 31).
- b. A Student Trustee who has held office for a full term, or who is disqualified from office under the provisions of Board Rule 21002, may not run for a second term.

Adopted 01-09-02

Suspended 06-16-10

Restored 01-07-11

21002. APPLICATION PROCESS

21002.10 Applications for candidacy will be available and must be filed in the Office of Student Activities or in the Office of Student Services at the student's primary college of attendance and will include a brief description of qualifications for the position contained in Board Rules 21001.

Adopted 01-31-96

Amended 06-19-02

21002.11 Applications will be made available on the first working Monday in February. Applications must be returned and filed no later than March 15<sup>th</sup> or the first working Monday thereafter.

Adopted 01-31-96

Amended 06-19-02

21002.12 Applications returned and filed between March 15<sup>th</sup> and March 31<sup>st</sup> shall be eligible as a write-in candidate. All qualifications and eligibility requirements are still applicable.

Adopted 03-24-04

21002.13 An application must be completed by each candidate (see attached Form ST-1). The completed application must include the following:

1. the candidate's name, address and phone number;
2. certification that the applicant meets the qualifications requirement, cumulative grade point average, list of college activities, and a statement as to why the applicant wishes to be a student Board Member;
3. a letter of recommendation written by a member of the college community (student, faculty, or administrator); and
4. a petition with one hundred (100) signatures of currently enrolled students.

Adopted 01-31-96

Amended 06-19-02

Amended 12-18-02

Amended 03-24-04

21002.14 Applicant qualifications must be verified by the Chief Student Services Officer or designee, including write-in applicants.

Adopted 01-31-96

Amended 03-24-04

21002.15 Applicants filing as write-in candidates must meet all of the qualifications and eligibility as outlined in 21001.10 and 21001.11.

Adopted 03-24-04

21002.16 Applications received after March 31<sup>st</sup> will not be eligible as write-in candidates

Adopted 03-24-04

21003. PUBLICITY

21003.10 Each campus shall post notice of the availability of applications and the qualifications for the Student Trustee position by the first working Monday in February.

Adopted 01-31-96  
Amended 06-19-02

21003.11 All candidates, including write-in candidates, will follow one set of election campaign rules and regulations for all nine campuses.

Adopted 01-31-96  
Amended 03-24-04

21003.12 The District Office of Student Services shall coordinate candidate forums at each of the nine colleges in the District. The forums will be coordinated with the ASO advisors who in turn will coordinate with the ASO and/or ASO Council, based on a list of proposed dates.

Adopted 01-31-96

21003.13 The District Office of Student Services shall prepare a camera-ready document containing a complete description of the responsibilities of the Student Trustee, the campaign rules, the appeal process, and the candidates' campaign statements as outlined in their application pursuant to Board Rule 21004.12. The document shall be provided to the ASO advisors for distribution at the candidate forums at each of the nine colleges in the District.

Adopted 01-31-96

Amended 06-19-02

21003.14 Write-in candidates names and campaign statements will not appear in the camera-ready documents that are distributed at the candidate forum, but the candidates will be notified of the forums and are eligible to participate.

Adopted 03-24-04

21004. ELECTION

21004.10 There shall be a general election at each campus. All eligible candidates districtwide shall be placed on one ballot at each campus. Write-in candidates names will not appear on the ballot, but an adequate number of blank lines will be on the ballot for voters to write-in candidates names.

A Districtwide Elections Committee shall be formed to oversee the counting of the ballots and review any appeals that may arise. It shall consist of:

Adopted 01-31-96

Amended 06-19-02

Amended 03-24-04

1. three of the nine ASO Presidents or their designees, none of whom can be a candidate for the Office of Student Trustee;
2. the Associate Vice Chancellor of Instructional and Student Services or designee (who shall serve as the committee's chair);
3. a minimum of one (1) ASO Advisor from one of the nine campuses, not representing the same campus that the ASO president represents;
4. a minimum of one Chief Student Services Officer from one of the nine campuses, other than that of the Advisor;
5. the current Student Board Member; and
6. All members of the committee shall be notified of the intention of the counting of the ballots fourteen days prior to the date of the counting by writing. Furthermore, the notice shall be posted at each campus that anyone may attend the counting of the ballots.

A quorum of the Districtwide Elections Committee (i.e., a majority of its members) shall be sufficient for conducting the duties of the committee.

Adopted	01-31-96
Amended	06-19-02
Amended	03-24-04



21004.11 By March 22 or the first working Monday thereafter, the Chief Student Services Officer shall forward to the District Office of Student Services the names of all eligible candidates at his or her campus. Applications received after March 22<sup>nd</sup> shall be forwarded, by the Chief Student Services Officer, to the District Office by April 1<sup>st</sup> or the first working Monday thereafter. All applications received after April 1<sup>st</sup> will not be eligible as write-in candidates. The District Office of Student Services shall place the names on the districtwide ballot. The names of the candidates shall be listed on the ballot without a college designation as to the campus of origin. The District Office of Student Services shall forward camera-ready ballots and the brochures containing a complete description of the responsibilities of the student trustee, the campaign rules, the appeal process, and the candidates' campaign statements to the colleges no later than April 1, or the first working Monday thereafter. Write-in candidates names will not appear on the ballot, but an adequate number of blank lines will be on the ballot for voters to write-in candidates names.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-24-04

21004.12 The ballots for all candidates at each college shall be forwarded to the Associate Vice Chancellor of Instructional and Student Services or designee no more than two working days after the conclusion of the campus elections.

Adopted 01-31-96  
Amended 06-19-02

21004.13 The successful candidate, including eligible write-in candidates, shall have received a plurality of all the votes.

Adopted 01-31-96

Amended 03-24-04

21004.14 In the event of a tie, a run-off election shall be conducted at each of the campuses within five (5) days of the election count. The expenses for conducting the run-off election shall be paid by the District.

Adopted 01-31-96

21004.15 The Board of Trustees shall make the appointment of the Student Trustee upon the results of the general election no later than May 31.

Adopted 01-31-96

21005. ELECTIONS PROCEDURES ON CAMPUS

21005.10 General Procedures.

a. The voting shall be open to all currently enrolled students at each campus. To be eligible to vote, a student must present proof of current enrollment. The election will be an annual two-day election held no later than April 30, and concurrent with the campus Associated Student Organization elections.

b. The ballots for Student Trustee shall be forwarded to the District Office of Student Services within two working days of the election to be counted in keeping with the provisions of Section 21005.13 of these procedures.

Adopted 01-31-96

Amended 06-19-02

21005.11 Election Procedures.

- a. Ballots -- The camera-ready ballots shall be printed by the District Office of Student Services and shall be sent to each of the colleges for printing. Write-in candidates names will not appear on the ballot, but there shall be an adequate number of blank lines printed for write-in.
- b. Polling hours shall be for a total of 8 hours per day, allowing access to both day and evening students.
- c. The location of the polls and hours shall remain the same on both days of the election. A campus law enforcement officer and/or campus administrators shall deliver the voting boxes to the polling places each day and collect them at the appropriate closing time.
- d. A certificate that the ballot boxes were empty just prior to the first person voting shall be signed and deposited by the supervisors at each polling place.
- e. The ASO may appoint official observers to witness all aspects of the Student Trustee Election at the college. These observers shall not be candidates for Student Trustee or any elected college ASO office.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-24-04

21005.12 The Chief Student Services Officer or designee shall ensure that polls are properly staffed and supervised, and that the following requirements are met:

Adopted 01-31-96

- a. Must verify current enrollment of each student voting by reviewing the master enrollment list and supporting picture identification;
- b. Each student voting must sign the master list to account for the vote;
- c. Must ensure that the ballots are placed in the ballot box;
- d. May encourage students to vote but shall not endorse any of the candidates;
- e. If a poll worker is charged with endorsing a candidate, he/she shall be removed immediately; and

Adopted 01-31-96

- f. There shall be no campaigning by a candidate or any other person on a candidate's behalf within 50 feet of the polling place. The poll shall not be placed in the free speech area.

Adopted 01-31-96  
Amended 03-23-05

21005.13 Counting of Ballots.

Once the election is completed, the Chief Student Services Officer will certify in writing as to the number of students voting in the election and the number of ballots in the Student Trustee ballot box. The Chief Student Services Officer will place the Student Trustee ballots and the certification in an envelope, seal and sign the envelope and forward it to the Districtwide Elections Committee.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-24-04

Once all election dates have been scheduled at the colleges, the District Office of Student Services will notify members of the Districtwide Elections Committee in writing as to the meeting date at which the ballots will be counted.

The Office of Student Services will retain all of the sealed envelopes and shall not open them until the ballots are received from all of the colleges until they are in the presence of the Elections Committee.

Once the envelopes containing the ballots are received from all the campuses, the ballots will be counted by the Districtwide Elections Committee.

Within five (5) working days after the completion of the last college election, members of the Student Affairs Committee and all eligible candidates, including write-in candidates, will be invited in writing to be present at the counting of the ballots. Notification shall also be sent to the Chief Student Services Officer at each college who shall post the notification in public access areas.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-24-04

21005.14 Complaint Process.

Any complaints relating to the election process shall be made to the Elections Committee within five (5) day(s) after the incident causing the complaint occurred. Complaints may be filed by a candidate, a student, or a college employee who alleges that an irregularity occurred during the election process.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-23-05

- a. All complaints must be presented in writing and must include:

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-23-05

- 1) Specific facts constituting the violation.
- 2) Evidence supporting the allegation.
- 3) Evidence from supporting witnesses, if appropriate.
- 4) Remedy requested.

- b. If the allegations would constitute a violation of the election process, the Associate Vice Chancellor of Instructional and Student Support Services shall investigate or request that the President or designee at the college or colleges where the alleged incident occurred conduct an investigation. Such investigation shall include interviews with the Administrator supervising the polls at the time the incident occurred, any ASO observers as well as any available witnesses at the poll locations. The President or designee will provide a written report on the outcome of that investigation. If the investigation determines that the procedures contained in these Board Rules were not followed, the Associate Vice Chancellor of Instructional and Student Support Services shall convene the Districtwide Election Committee, which shall make a recommendation to the Chancellor on what steps should be taken.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-23-05

- c. The Chancellor shall review the recommendations and make a decision regarding any action to be taken. Potential actions include, but are not limited to, student discipline, disqualification of a candidate, and/or ordering that the election be re-held either Districtwide or at a specific college. After his/her review, the Chancellor's decision shall be final.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-23-05

21006. RECALL PROCEDURES.

- a. Petitions calling for the recall must be signed by 35% of the number of students voting in the previous Student Trustee election at all of the LACCD colleges and delivered to the District Associate Vice Chancellor of Instructional and Student Support Services.

Each signature on the petition will include the student's identification number, and must be certified as to verification of student enrollment by an administrative official from each college. Upon receipt of such certified petitions, the Associate Vice Chancellor of Instructional and Student Support Services, or designee will implement a recall election.

Adopted 01-31-96  
Amended 06-19-02

21007. SELECTION OF A REPLACEMENT. If a Student Trustee position becomes vacant due to removal, recall, resignation, or other reason, a successor shall be appointed by the Board of Trustees. The Board shall either order an election or make a provisional appointment to fill the vacancy within 60 days. All rules of eligibility shall apply.

Adopted 01-31-96

21008. DEFINITIONS

21008.10 Primary College of Attendance: College where the student is currently enrolled. If the student is enrolled at more than one college, the college where the student is enrolled in the majority of units.

Adopted 01-31-96  
Amended 06-19-02

21009. ACCOMMODATIONS

Any candidate, including write-in candidates, or Student Trustee with a disability may request an accommodation for the requirements of Subsection 21001.10 and/or 21001.11.

- A. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer, Director of the Disabled Student Programs and Services (DSP&S) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act as appropriate.
- B. Qualification for an accommodation will be based on the impact of the disability on the candidate's/Student Trustee's ability to take 6 units.

Adopted 06-19-02  
Amended 03-24-04

- C. Procedures for requesting an accommodation:
  - 1. Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.

EC 76023.5

Adopted 06-19-02  
Amended 03-24-04



2. Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.

EC 76023.5

Adopted 06-19-02  
 Amended 03-24-04

21010. TIMELINES

Applications available at colleges	Second working Monday in February
Applications submission date	March 15 <sup>th</sup> or the first working Monday thereafter
Write-in applications Submission date	March 31 <sup>st</sup> or the first working Monday thereafter
District Office submission date for completed and verified applications	March 22 or the first working Monday thereafter
Camera-ready ballots and candidate information forwarded to colleges	April 1, or the first working Monday thereafter
ASO and Student Trustee Elections	April 5 - April 30

Adopted 06-19-02  
 Amended 03-24-04

Districtwide Elections  
Committee, Student Affairs  
Committee and candidates  
notified of date ballots  
will be counted

Once all election dates  
have been scheduled at  
the colleges

Ballots counted

One week after completion  
of last college election

Student Trustee sworn in

Board meeting preceding  
May 31.

Adopted 06-19-02

Amended 03-24-04

**STUDENT TRUSTEE APPLICATION FORM**  
**LOS ANGELES COMMUNITY COLLEGE BOARD OF TRUSTEES**

\_\_\_\_\_  
(Name) First Middle Last

\_\_\_\_\_  
Student I.D. No.

\_\_\_\_\_  
Phone (Best time to call)

PERMANENT ADDRESS:

MAILING ADDRESS:

\_\_\_\_\_  
Number Street

\_\_\_\_\_  
Number Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
College Currently Attending

\_\_\_\_\_  
College Attending in Fall

Transferable college units completed at colleges within the Los Angeles Community College District: \_\_\_\_\_

Current Educational Objective (degree or transfer major, or Occupational Certificate title): \_\_\_\_\_

Degrees Earned:

Other Colleges Attended:

\_\_\_\_\_  
Degree College Date

\_\_\_\_\_  
Name of College Dates Attended

\_\_\_\_\_  
Degree College Date

\_\_\_\_\_  
Name of College Dates Attended

Classes Presently Enrolled in:

Name	Date & Time	Room Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment Record:

<u>Employer</u>	<u>Title/Duties</u>	<u>Address</u>	<u>Starting/Ending Dates</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**STUDENT TRUSTEE APPLICATION FORM**  
(continued)

Please compose and type a campaign statement of *no more than 200 words*. If needed, attach an additional sheet.

Your statement may include:

- whether you are a full or part-time student
- whether you are a day or evening student
- your length of enrollment in LACCD Colleges
- why you wish to attain the office of Student Trustee
- previous involvement in campus or community affairs
- any other information that may assist your candidacy

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**REQUIRED QUALIFICATIONS FOR STUDENT TRUSTEE**

In accordance with Board Rule 21001.10, candidates for Student Trustee must:

1. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District;
2. Be currently enrolled in a minimum of five (5) units.;
3. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college within the Los Angeles Community College District.

Exceptions on the maximum units requirement may be made for students enrolled in Los Angeles Community College District degree, certificate or transfer programs where the combination of program requirements and prerequisites may result in the student exceeding the 80 transferable unit limit. Exceptions will be decided by the Chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance. In order to be considered for an exemption, a student, who exceeds the requisite 80 transferable unit maximum, must satisfy at least one of the following conditions:

1. The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the catalog at the student's primary college of attendance, caused the student to enroll in courses that exceeded the 80 transferable unit maximum;
2. Program prerequisites, as specified in the catalog at student's primary college of attendance, caused the student to exceed the 80 transferable unit maximum;
3. A returning student, who has already completed a college degree or certificate, and is enrolled in courses that are specifically required for the student's declared certificate, associate degree or transfer objective, as specified in the catalog at student's primary college of attendance.

An application must be completed by each candidate. The completed application must include the following:

1. A statement as to why the applicant wishes to be a Student Board Member;
2. A letter of recommendation written by a member of the college community (student, faculty, or administrator);
3. A petition with one hundred (100) signatures of currently enrolled students, including student identification numbers.

**CHIEF STUDENT SERVICES OFFICER CERTIFICATION**

- I certify that the above student meets the requirements for the Office of Student Trustee contained in Board Rule 21001.10,  
OR
- I certify that the above student meets the requirements for an exemption pursuant to the requirements in Board Rule 21001.10(c).

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Signature

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Date