

# ADMINISTRATIVE REGULATION 104

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## STUDENT TRUSTEE ELECTION PROCEDURES

South Orange County Community College District Student Trustee election packets are made available in the Student Affairs and Student Development Offices at each college no later than the third week of February. The Student Trustee election will be held on Tuesday, Wednesday, and Thursday of the first week in May.

### A. CAMPAIGN REGULATIONS

1. Definition of “campaigning”: An operation undertaken, as by means of propaganda, to attain some political, social, or commercial goal.
2. Definition of “campaign material”: Any material, literature, and advertisement distributed, worn, or posted, both online and in material form, for the purpose of campaigning.
3. Definition of “campaign assistant/supporter”: A campaign assistant is a student who is designated by the candidate to aid the candidate’s campaign. A campaign supporter is one who promotes, approves, favors, and/or advocates any candidate.
4. Candidates are responsible for their campaign assistant’s actions, as well as their own.
5. Candidate campaign material shall not include free “give-away” items of any kind, such as, pens, food, and drink.
6. Candidates must refer to the Offices of Student Affairs or Student Development for college designated posting locations and number of postings permitted per location.
7. Additional locations may include posters on stakes. In no way may the stakes be placed in areas that block pathways or create a safety issue. No more than 10 stakes may be placed in any given region of campus, as determined by each respective campus regulation. The candidate must inform the Student Affairs or Student Development staff of the intended stake locations prior to posting.
8. Campaign flyers may be handed out in classrooms with the approval of faculty. No campaign material can be left in classrooms or buildings, and no campaign messages or candidate names can be left written on white boards in classrooms. Campaign flyers may not be posted in classrooms. Flyers may be posted with

prior approval from the administrator of the building, inside any building or on any building structures, including windows.

9. No candidate or any candidate affiliates will be allowed to use District/College equipment or materials. Exception: Use of tables and chairs will be permitted through the Office of Student Affairs or Student Development.
10. Candidates or any candidate affiliates may not deface, damage, or remove any campaign material other than their own.
11. Candidates are encouraged to ask to speak in front of classes, clubs, and student organizations, including the Associated Student Government at each college.
12. Voting: Students will use personal and college-owned electronic devices to vote via a district survey system and therefore there will be no official polling place on either campus. Candidates may campaign in all places that do not disrupt instruction or scheduled events.
13. Prior to the initial application period, an ad hoc Election Process Committee comprised of the Director of Student Affairs or Student Development, a representative from District IT (regarding the voting system) and a District representative regarding publicity will meet to:
  - a. Create the official electronic ballot for the election
  - b. Create a timeline for publicity
14. The College Director of Student Affairs or Student Development will review minor campaign violations, and a verbal warning may be issued. Complaints and/or appeals of severe campaign violations must be submitted in writing within 24 hours to the College Director of Student Affairs or Student Development..
15. The complaint and/or appeal will be forwarded to the Student Trustee Election Committee. This committee is comprised of the following members:
  - IVC Student Affairs Director or and SC Student Development Director
  - IVC or SC Vice Presidents of Student Services
  - Students from IVC and SC Associated Student Government (each). The process of student selection is determined by the Directors of Student Affairs.
16. The District representative for publicity will promote the SOCCCD Student Trustee application process and election by using the following media:
  - Marquees
  - Banners in Student Services
  - Posting Areas

Adopted: 2-10-03

Revised: 6-14-07

Revised: 9-26-11

- My-Site
- Campus Newspapers

B. ELECTION BALLOTS

1. The District IT shall provide the ballot.
2. Voting by proxy will not be allowed.
3. Voters shall demonstrate proof of their student identity, i.e., current Student I.D. Number and MySite login within the survey (ballot) program
4. There will be a space provided for write-in candidates.
5. Improperly completed ballots or ballots completed by non-students will be voided and not tallied into the final count.

C. CERTIFICATION OF ELECTION

1. District IT official(s) will tabulate ballots electronically. Results will be posted in the College Offices of Student Affairs or Student Development. In the event of a tie, irregularities, and/or anomalies, the following will apply:
  - a. A run-off election will be held within 30 days.
  - b. In the absence of an elected student trustee, and the Student Trustee Election Committee, then the College Presidents, Chancellor, President of the Board of Trustees, and the ASG Presidents shall jointly select a student from the College charged with the student nomination process for the election year to serve the term or remainder of the term.
2. The elected Student Trustee begins his/her term of service in May at the regularly schedule Board of Trustees meeting. The Student Trustee should refer to Board Policy 104, Student Member of the Board of Trustees, for all Student Trustee eligibility requirements for running for the position and while in office.