

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
STUDENT TRUSTEE ELECTION PROCEDURES

for  
Moorpark College  
Oxnard College  
Ventura College  
and all Off-Campus Sites

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**A. GENERAL STATEMENTS FOR ALL STUDENT TRUSTEE AND CAMPUS STUDENT ELECTIONS:**

1. The Ventura County Community College District has enacted two Student Election Procedures, one for the election of the Student Trustee seated with the Board of Trustees and the other for the elected Associated Students positions at Moorpark, Oxnard and Ventura Colleges and at all District off campus class sites. These following election procedures are to be applied uniformly throughout the Ventura County Community College District. (Reference Education Procedure §72023.5, §76060 and §76061)
2. The contents of the Campus Associated Student Election Procedures must be consistent with the VCCCD Student Trustee Election Procedures. Any portion of the Campus Associated Students Election Procedures found to be inconsistent with the VCCCD Student Trustee Election Procedures shall be deemed invalid and stricken. However, striking any portion of the Campus Associated Students Election Procedures does not affect the validity of the remainder of the Campus Associated Student Election Procedures.
3. All candidates, whether declared or write-in, are bound by the contents of both the VCCCD Student Trustee Election Procedures and the Campus Associated Students Election Procedures. The Election Committee on each campus, as described in the Campus Associated Students Election Procedures, under the guidance and supervision of the Student Activities Specialist, shall administer the student elections in compliance with the two Procedures.
4. All successful candidates will assume office no later than June 1, serve no longer than one year, and in any event shall serve no longer than the following May 31.
5. Candidates may run for only one position on all ballots for one election period, including the Student Trustee and the Associated Students elections.
6. These Procedures and the Campus Associated Students Election Procedures are to be posted on each college web site, be included in the Election Packet for each candidate for office, and be made readily available through each college's Student Activities Office.
7. By inclusion, any reference to the Chancellor includes any designee of the Chancellor, and any reference to the Student Activities Specialist includes any designee of the College President assigned responsibility for student elections.
8. All issues involved in the election of Associated Students positions not directly addressed in the VCCCD Student Trustee Election Procedures shall be addressed in the Campus Associated Students Election Procedures or decided by the College President.
9. The College President shall interpret all unclear language and decide all matters not addressed in the content of the VCCCD Student Trustee Election Procedures and the

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Campus Associated Students Election Procedures as those matters relate to the Associated Students election.

10. For purposes of VCCCD Student Trustee Elections, “primary campus” is defined as the location at which a student is enrolled in the plurality of their units.

**B. STUDENT TRUSTEE POSITION**

**SECTION I  
REQUIREMENTS FOR STUDENT TRUSTEE CANDIDATES**

- A. Each candidate for the Student Trustee position must:
1. Be a resident of California, and
  2. Be a currently registered student at Moorpark, Oxnard, or Ventura College, and
  3. Be currently enrolled in five or more units when declaring his or her candidacy; and
  4. Hold a cumulative Grade Point Average (GPA) of 2.0 or higher upon the filing of the Student Trustee Candidate Eligibility Application, and not be on academic probation at any time from the declaration of candidacy through the completion of the term of office; and
  5. Be at least 18 years of age prior to assuming office.
  6. Have completed a minimum of 18 units at one or more of the District’s colleges prior to assuming office
- B. The Student Activities Specialist will verify the qualifications of any Student Trustee candidate from that Specialist’s college and advise the Chancellor of his or her findings.

**SECTION II  
CANDIDACY FOR THE OFFICE OF STUDENT TRUSTEE**

- A. The Chancellor’s Office shall, the last week of January or the first week of February of each year, call together a committee consisting of the Student Activities Specialist at each college or the appropriate designee, and a representative of the Chancellor’s Office, to initiate the Student Election events for the year. The Chancellor’s Office committee will create the Election Calendar that will include the following information:
1. The date, time and location of the Candidate’s Meeting(s)
  2. The date Election packets will be available in the Student Activities Office
  3. The date that all forms must be completed and returned, including the date the Campaign Expenditure Report Form must be completed and returned.
  4. The date, time and location of each Candidates’ Forum
  5. Permissible campaigning and free speech areas on each campus or off campus class site

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6. The dates, times and specific location of each polling site. Prior to the creation of the Election Calendar, each college President shall decide how many polling sites the campus will host. Each campus shall host a minimum of one site, on their main campus. A campus may host additional polling sites at off-campus educational locations, if each selected site serves a minimum of 500 students, by headcount, as of the previous Fall census date. Each college President shall notify the Chancellor of the sites selected and the previous fall census headcount for each off-campus polling site selected. The Chancellor may disapprove any selected off-campus polling site if the headcount is not sufficient and shall so notify the President of the affected college in writing.
7. The date the election results will be reported
8. The date, times and location of each polling site for a runoff election should the need for one arise

B. The Election Calendar will be available in the Student Activities Office at least two weeks in advance of the initial Candidates' Meeting.

**SECTION III**  
**ELECTION PACKET FOR STUDENT TRUSTEE CANDIDATES**

A. Each college will post a "Call for Candidates" in a public place on the campus and on each off-campus educational site with a student headcount of 500 or more the previous Fall census. The District will place a similar call paid ad in each college newspaper issued during the 30 days prior to candidate deadlines.

B. Each candidate for Student Trustee must complete a Student Trustee Candidate Eligibility Application, available in the Student Activities Office of each campus.

C. In addition to completing the Student Trustee Candidate Eligibility Application, Candidates must meet the specific qualifications contained in the Election Procedure, be declared qualified in writing, attend candidate's meetings at the District Office and on each campus, and complete all materials (with the exception of the Campaign Expenditure Form) in the Election Packet *before initiating any campaign activities*.

D. The Election Packet will contain the following documents for the Student Trustee election:

1. Declaration of Candidacy and Compliance with Election Procedures (Form No. 1.DC)
2. Candidate Platform Statement (Form No. 2.PS)
3. Campaign Expenditure Report Form (Form No. 3.CEF)
4. Campaign Statement Signature Sheets (Form No.4.ST.Sig)
5. Designated Campaign Assistants (Form No. 5.DCA)
6. A copy of this Procedure
7. A copy of the Campus Student Election Procedure
8. A copy of the campus posting policy

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9. A copy of the current Board policies regarding the Student Trustee, including candidacy, duties, and other procedures set forth
10. Acceptance of Packet and Acknowledgement of Responsibility (Form No. 7.AP/AR)

E. Each candidate for Student Trustee shall submit Signature Sheets representing student support from all three colleges and off campus class sites in the District. Each candidate for Student Trustee must collect unduplicated signatures from a minimum of 50 students, with a minimum of 10 signatures each from Moorpark College, Oxnard College, Ventura College, or the off campus class site of that College, such as the East Campus at Santa Paula in addition to or in lieu of Ventura College main campus student signatures. Completed Signature Sheets are to be submitted to the Student Activities Specialist at the candidate's primary campus no later than the date specified on the Election Calendar.

F. Each candidate for Student Trustee must submit completed and signed documentation outlining all campaign expenditures to the Office of the Chancellor by the close of the election period as indicated in the Election Calendar.

G. Each candidate for Student Trustee must submit the name and student identification number of each campaign assistant designated to support the candidate's campaign. By supplying the required campaign assistant information, the Candidate is indicating their agreement to comply with the VCCCD Student Trustee Election Procedure and the Campus Associated Students Election Procedure campaign procedures. Campaign assistants for the Student Trustee candidates must be registered students at one of the three colleges or off-campus class sites of the VCCCD. *Candidates are responsible for the actions of campaign assistants and are accountable for any violations by those assistants of either the VCCCD Student Election Procedure or the Campus Student Election Procedure, as if the candidate committed the violation.*

**SECTION IV**  
**WRITE-IN CANDIDATES FOR THE STUDENT TRUSTEE POSITION**

Each write-in candidate for Student Trustee must:

1. Meet the general requirements of a candidate for Student Trustee set forth in the VCCCD Student Election Procedure and the Campus Student Election Procedure;
2. Meet the unit and grade point average requirements for the specified position as set forth; and
3. Submit a completed candidate Election Packet and an Eligibility Application (in order to document that all qualifications are met), pursuant to Section IV of this Procedure, to the Student Activities Specialist at the campus of primary attendance no later than 4:00 p.m. on the Friday following the election; and
4. Comply with filing a complete, signed Campaign Expenditure Report Form as required by the Election Calendar; and

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5. Comply with all campus regulations.

**SECTION V  
CAMPAIGNING FOR THE STUDENT TRUSTEE POSITION**

- A. All potential candidates for Student Trustee must attend a mandatory Student Trustee Candidates' Meeting to be held at the District Office with the Chancellor or the Chancellor's designee. No candidate may initiate any campaign activities prior to attendance at the mandatory Student Trustee Candidates' Meeting. Candidates must also attend a Candidate's Meeting on each of the three campuses in order to ensure that they are aware of the campaign procedures for each college.
- B. All candidates are responsible for knowing and adhering to the VCCCD Student Trustee Election Procedures and the Campus Associated Student Election Procedures. Each candidate will sign the **Acceptance of Packet and Acknowledgement of Responsibility Form** indicating that he or she has received a complete packet of materials for the Student Trustee position, that he or she understands that they are to read the materials in full and that he or she understands that they will be held responsible for knowing and understanding the contents and the deadlines contained in the materials in the packet.
- C. Distribution and review of the contents of Election Packets will occur at the Candidates' Meeting(s). No Election Packets will be available before the initial Candidates' Meeting, unless so ordered by the Chancellor. A powerpoint presentation and any other necessary explanatory materials may be utilized to assist with the review of the Procedures at the Candidates' Meeting.
- D. A candidate for the Student Trustee position may begin campaigning after he or she receives official approval for candidacy in writing from the Chancellor and has attended Candidate's Meetings at the Chancellor's Office and on all three campuses.
- E. All candidates, whether formal or write-in, are responsible for being familiar with all information contained in this Procedure and the Campus Associated Students Election Procedure.
- F. The Election Committee on each campus may organize one or more events (Campaign Forums) on the campus or at an off campus class site before voting begins to promote the election and provide an opportunity for students to meet the candidates. The Election Committee is solely responsible for publicity related to such event(s).
- G. A "slate" is a list of candidates running together for election to the various offices. Candidates may not combine their campaigning activities to create "slates" of candidates, and campaign materials may only contain information on one candidate. The election ballot may not align or designate candidates as belonging to a specific "slate". However, candidates may support one another for various races, and may designate each other as campaign assistants in order to enable each to campaign for the other.

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H. Campaign literature posted at the colleges is subject to the posting guidelines at each respective college. Posting of campaign materials is permitted ONLY on designated bulletin boards, or other areas specified by the College Posting Policy at each college.

1. Candidates shall not “paper” any bulletin board, kiosk or other specified campaigning area; no more than two campaign materials for a candidate may be posted adjacent to one another or on any one side of a bulletin board, kiosk or other specified campaigning area.
2. Posted or displayed campaign materials may be no larger than 11” x 17”. In a series of duplicate posters, the Student Activities Specialist or designee must stamp the original poster.
3. Candidates must receive the approval of the instructor or professor to campaign in a classroom.
4. Destruction or removal of a candidate’s publicity by another student, candidate or campaign assistant is a violation of the Student Conduct Code and subject to all appropriate Disciplinary Action portions of the Student Conduct Code.
5. No candidate may campaign within a 100-foot radius of a designated polling site. Said radius shall be clearly designated by the campus Election Committee.
6. Candidates are responsible for removing all posted materials within twenty-four hours following the last day of the elections. Any candidate who fails to remove all posted campaign materials within the time frame may be charged through the Student Business Office with the reasonable cost to clean up and remove the materials.
7. Be responsible for the actions of their campaign assistants during the preparation and distribution of campaign materials.

**SECTION VI**  
**CAMPAIGN EXPENDITURES FOR STUDENT TRUSTEE CANDIDATES**

A. Each candidate, whether successful or unsuccessful in his or her campaign, must complete a **Campaign Expenditure Report Form** listing all campaign expenditures. Student Trustee candidates must submit the completed and signed Report to the Office of the Chancellor. The deadline for submitting a completed and signed Campaign Expenditure Report Form is the close of the polls on the final day of the election. Even if a runoff is declared in the Student Trustee election, the forms are due at the close of the initial Election Day. Failure of a candidate to submit a completed, signed Campaign Expenditure Report Form may result in that candidate’s disqualification.

B. Campaign expenditures shall not exceed \$300 for an individual Student Trustee candidate, including any costs associated with conducting a runoff election campaign.

C. Candidates may not utilize supplies or equipment belonging to the District or the colleges (including any Associated Students organization) to prepare or deliver campaign materials.



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- D. Candidates may not use Associated Students, college or District funds for any campaign purpose. A candidate may not combine funds with or receive any monetary or in-kind donation from another candidate, whether the candidate is running for the Student Trustee position or for an Associated Students position.
- E. All preparation of campaign materials will occur off campus, and all material preparation costs will be included in the Campaign Expenditure Report Form.
- F. Candidates must:
1. Attach original, detailed receipts for all campaign expenses to the Campaign Expenditure Report; and
  2. List all donations to the Campaign, count those donations towards the total amount the candidate may spend on the campaign, and identify the donor, specify the amount received, and the use of the donation; and
  3. List all in-kind donations to the Campaign, whether of goods or services, and value those donations at the fair market value; and
- G. A candidate may chose to utilize a translator in the preparation of campaign materials. The cost of utilizing a translator is not to be considered a campaign expense and need not be listed on the Candidate's Campaign Expenditure Report Form.

**SECTION VII  
CAMPAIGN ENDORSEMENTS  
FOR STUDENT TRUSTEE CANDIDATES**

- A. Candidates may solicit endorsements from students and members of student organizations on the three campuses and off-campus class sites. Candidates may use valid endorsements in their campaign materials and at campaign forums at the discretion of the Associated Students Election Committee.
- B. Soliciting, receiving and/or utilizing an endorsement from a faculty member, staff person, administrator, outside group, or member of the Board of Trustees is a violation of the VCCCD Student Election Procedures and the Campus Student Election Procedures. No current or previous Student Trustee may endorse any candidate for any student office, including the Student Trustee office.

**SECTION VIII  
FORUMS FOR STUDENT TRUSTEE CANDIDATES**

- A. Candidate Forums may be held at each college and off-campus class site at the discretion of the Associated Students Election Committee.
- B. The Election Calendar will include the dates of all Candidate Forums known at the time of the creation of the Calendar.

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C. A Candidate Forum is an official, scheduled event hosted by a student organization that permits all candidates to address or debate student issues relevant to the office they are seeking. Student organizations are encouraged to host Candidate Forums. The Election Committee must be informed of all Candidate Forums, so that all candidates who have been approved to run for a position may be notified of all Forums and plan to attend. A candidate may obtain additional opportunities to speak on campus by filing a request with the Elections Committee for additional Forums (for all candidates for a specific position) or by seeking permission of a student organization to speak at their authorized meeting or event. Student organizations that host candidates are encouraged to invite all candidates for the same position so that all may be heard.

D. A candidate may choose to utilize a translator for all or part of a Candidate Forum or while campaigning. The cost of utilizing a translator is not a campaign expense and need not be listed on the Campaign Expenditure Report.

**SECTION IX  
COMPOSITION OF BALLOTS FOR  
THE STUDENT TRUSTEE ELECTION**

The composition of election ballots shall be as follows:

1. Candidates for Student Trustee will be listed in alphabetical order by their last name (last name first, then first name) on a ballot separate from the Associated Students election ballot.
2. If a candidate for Student Trustee is unopposed, the sole candidate will be listed on the ballot.
3. There will be space for write-in votes for the Student Trustee position on each ballot.

**SECTION X  
VOTING PROCEDURES FOR  
THE STUDENT TRUSTEE ELECTION**

A. Each college Associated Students shall appoint an Election Committee to oversee the Election on that campus and at all off campus class sites for that campus.

B. At the request of the Student Activities Specialist, each college's Election Committee may appoint a third party to assist during all hours that each campus or off campus site polling place is open.

C. All ballots used for VCCCD student elections are to be scantron or typed/computer generated ballots, marked by hand.

D. Voting shall be by secret ballot.

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- E. Student voters must be currently enrolled in the VCCCD. If a student is enrolled at more than one college in the VCCCD, they must vote at their primary campus, which is defined as the college at which the student is enrolled in the plurality of their units.
- F. All voting students must present a valid photo ID to the poll worker who will verify that the picture matches the likeness of the student. Any photo ID acceptable to qualify for an Associated Students identification card is acceptable identification for voting in a VCCCD student election.
- G. The voting student must record his or her college ID number and signature on the campus Voter Registration List. If a college establishes a second polling site at an off-campus class site, a system must be put in place that prevents duplicate voting.
- H. Each authorized voter will receive one ballot packet.
- I. Voters must vote in a booth at the polling location.
- J. Leaving the polling area with a ballot is a violation of the VCCCD Student Trustee Election Procedures. Ballots completed in violation of these Procedures will be invalid.
- K. The chair of the Election Committee and the Student Activities Specialist must receive written, signed notification of any Procedure violation no later than 24 hours after the close of the polls on the last day of voting.
- L. Only members of the Election Committee, the Student Activities Specialist, or the Chancellor's designee shall move the ballot boxes at the end of balloting.

**SECTION XI**  
**TABULATING THE BALLOTS FOR**  
**THE STUDENT TRUSTEE ELECTION**

Tabulating the Student Trustee position ballots:

1. The Student Activities Specialist at each college must hand deliver the election ballots for the Student Trustee position to the Chancellor by noon on the day following the final day of the election.
2. Ballots for the Student Trustee position are to be tabulated by the Chancellor.
3. Only properly marked votes shall be tallied. The decision to count or not to count a specific ballot shall be made by the Chancellor. Votes not tallied for any reason shall be kept until all challenges to the election for the Student Trustee are resolved.
4. The candidate receiving the majority of votes cast (plurality) will be the winner.
5. The Chancellor's Office shall notify the Student Activities Specialist on each campus of the results of the election for the Student Trustee position.

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The Student Activities Specialist is responsible for posting the results of the election for the Student Trustee position.

6. If a tie vote occurs, a one-day runoff election will occur during the following week, as set forth in the Election Calendar, and the Chancellor shall establish campaign procedures for the runoff election.
7. The Student Activities Office for each college shall post the election results for all positions, including the Student Trustee position and notify the college newspaper for that campus of the election results within four days of the last day of the election. The newspaper shall also be notified of any upcoming runoff election, should a runoff be necessary.

**SECTION XII**  
**CHALLENGES TO THE STUDENT**  
**TRUSTEE ELECTION AND APPEALS**

- A. A candidate who is proven to have violated any section of the VCCCD Student Election Procedures or the Campus Associated Student Election Procedures may be disqualified.
- B. Alleged Violations of the Student Trustee election:
  1. The Chancellor must receive written, signed notification of any alleged violation of the VCCCD Student Trustee Election Procedures or the Campus Associated Student Election Procedures related to the Student Trustee election within 24 hours of the final day of the initial election – regardless of the need for any runoff election.
  2. A copy of any charge of alleged violation of the VCCCD Student Trustee Election Procedures or the Campus Associated Student Election Procedures will be submitted to the Student Activities Specialist on the campus where the alleged violations occurred on the same day as the Chancellor’s office is so notified. The Chancellor’s Office shall notify any candidate (or student acting on behalf of a candidate) involved in a challenge to the election of the Student Trustee position within 24 hours of receiving written, signed notice of the challenge. If the Chancellor’s Office so chooses, they may request that the Student Activities Specialist so notify the involved student.
  3. The Chancellor shall have jurisdiction over the enforcement of the VCCCD Student Trustee Election Procedures and the Campus Associated Student Election Procedures as the Procedures relate to the Student Trustee election. A candidate or other student charged with a violation shall have an opportunity to refute the charge prior to a decision by the Chancellor. The burden of proof shall be on the complainant. A ruling by the Chancellor in any matter of an alleged violation of the election Procedures shall be final.
  4. The Chancellor may determine that:
    - a. the charged violation was *de minimus* (minimal) and the candidate is not to be disqualified; or

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- b. determine that the charged violation was significant and that the procedures set forth in Sections XII.C and D will apply.
  5. A candidate or other student may be referred to the appropriate Dean for action pursuant to the Student Conduct Procedure and all appropriate Disciplinary Action portions of the Procedure for any proven activity that violates either Election Procedure.
- C. Disqualification of a candidate:
  1. If a candidate or a student acting on behalf of a candidate is charged with a violation of either the VCCCD Student Trustee Election Procedures or the Campus Associated Students Election Procedure during the Student Trustee election, and
  2. If that candidate or the student acting on behalf of the candidate is found to have violated either (or both) Procedure(s), and
  3. If the candidate's or other student's appeal to the Chancellor has been exhausted or abandoned, then the candidate may be disqualified for the violation(s), whether committed by the candidate or by a student acting on behalf of the candidate.
  4. If the Chancellor decides that disqualification of the candidate is the appropriate resolution for the matter.
- D. Procedures with a Challenged Candidate
  1. If a candidate is disqualified and the appeal process is exhausted prior to the start of the voting, the disqualified candidate's name will not be placed on the ballot. If the disqualified candidate then campaigns as a write-in candidate, completes the requirements of a write-in candidate (Section IV) and is not found to have committed any additional violation of the Election Procedures, then said election shall stand. Any allegations of additional violations of the Election Procedures shall be treated as set forth in this Procedure.
  2. If the challenged candidate has not exhausted the appeal process prior to the start of the voting, the challenged candidate's name will appear on the ballot and voting will proceed as set forth on the Election Calendar.
  3. If a candidate is challenged, or if a challenged candidate's appeal is completed after the voting, resulting in both a final decision against the challenged candidate, and the disqualification of the challenged candidate, all votes cast for the disqualified candidate will be voided. If the disqualified candidate would have won the election, a runoff election shall be held between the top two remaining candidates, if there are two. If there is only one remaining candidate, that candidate shall be named the winner.
  4. If an allegation of a violation of either Procedure arises as a result of campaigning and/or voting during a runoff election, and results in the disqualification of a candidate, the remaining candidate shall be declared the winner of the runoff election.

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5. If all candidates for a Student Trustee position are successfully challenged for violations of the Procedures, then a new election will be held.
- E. Other allegations of violations:
1. If a violation is alleged that does not involve inappropriate activity by or on behalf of a specific candidate, but rather alleges a violation of procedure by the Election Committee, or other parties attempting to disrupt the election, the allegation must be made in writing, signed by the complainant and delivered to the appropriate party within 24 hours of the final day of the initial election – regardless of the need for any runoff election. (Section XII.B.i and ii).
  2. The complaint will be reviewed in a manner consistent with this section of the Procedures.
  3. If the complaint is found to be valid, then the Chancellor may:
    - a. Determine that the violation was *de minimus* (minimal) and the election stands; or
    - b. Determine that the violation was significant and invalidate all results of any position in the election affected thereby, resulting in a new election being scheduled pursuant to the VCCCD Student Election Procedure and the Campus Student Election Procedure.
  4. The Chancellor, in the case of the election of the Student Trustee, may recommend that any party involved in the charged violation, whether ruled *de minimus* or significant, be prosecuted pursuant to the Student Conduct Code and all appropriate Disciplinary Action portions of the Code by the President of the student’s primary college.
- F. Any candidate, and only a candidate, with the sole exception of the Chancellor, may request a recount of the position sought by that candidate in the election, if such request is made in writing and signed by the candidate within 24 hours of the last day of the election and delivered to the appropriate party as set forth in Section XII.B.i and ii. Only one recount may be requested for each office, unless the requestor is the Chancellor.

**SECTION XIII  
CONTINUING ACADEMIC REQUIREMENTS  
FOR THE STUDENT TRUSTEE**

- A. The Student Trustee shall be enrolled in a minimum of five (5) class units during the Fall and Spring semesters of the term of his or her office.
- B. The Student Activities Specialist at the primary college of the Student Trustee will verify the Student Trustees’ academic standing at the end of each semester. Failure of the Student Trustee to maintain the required academic standard for office holders (a cumulative Grade Point Average (GPA) of 2.0 or higher) during the term of office will result in automatic removal from office, with no action required by the Chancellor or the governing board. If the Student Trustee is removed from office pursuant to this section, that office shall be declared vacant, and the position shall be filled by appointment. Each

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Associated Students organization shall submit one name to the Board of Trustees for consideration in making an appointment to fill the vacancy. (VCCCD Board Policy Manual Section A.G.11)

C. The Student Trustee is not to be on academic probation at any time during his or her term of office.

**SECTION XIV  
AUTHORITY**

The Chancellor shall interpret all unclear language and decide all matters not addressed in the content of the VCCCD Student Trustee Election Procedures and the Campus Associated Students Election Procedure as those matters relate to the Student Trustee election.

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