



Cañada College 2013 Student Trustee Nominee
Election Packet

Date: March 1, 2013
To: All Interested Students
From: Associated Students of Cañada College (ASCC) Student Trustee Nominee Election Board
Subject: Spring 2013 Cañada Student Trustee Nominee Election

Congratulations on taking the next step towards developing yourself! We believe that when you step into a leadership role you are taking the time to learn more about yourself and how you can make a difference.

The ASCC is hosting an election to select a nominee from Cañada College for the office of Student Trustee for the San Mateo County Community College District. Filing begins Friday, March 1, 2013. The election is to be held Mon. March 25 and Tuesday, March 26. The winner of the election will then be forwarded to the Student Trustee Appointment Panel on Saturday, April 13 at the District Office where they will go against the Skyline and CSM elected student trustee nominee for the final spot of District Student Trustee.

We invite all interested students to apply!! The term of the District Student Trustee will be April 2013-June 2014

Minimum Qualifications to Run for Office

As stated in ASCC Constitution and Bylaws, SMCCCD Rules and Regulations and the California Education Code, in order hold the office of Student Trustee:

- Students must be currently enrolled in at least six (6) units of credit at Cañada College,
- Must have and maintain a cumulative grade point average (GPA) of at least 2.0 while running for office and while serving their term in office, and must show they have completed 50% of their classes each semester.
- The Student Trustee must fulfill the requirements as outlined in District Rules & Regulations Section 1.05.
- Must complete the Election Candidate Eligibility Form, complete 100 Word Statement and attach Non-official transcript.
- Must collect fifty (50) signatures of currently enrolled students at Cañada College and attend an ASCC meeting.

Minimum Levels of Commitment

As outlined in Section 1.05 of District Rules and Regulations:

1. Attendance at the SMCCCD District Board of Trustee meetings. The Student Trustee shall study the documents that are presented to the Board of Trustees at regular meetings and study sessions and represent student interests on these matters before the Board. Regular meetings are usually at 6pm in the evening. Currently, they have been on Wednesday nights.
2. The Student Trustee shall call and attend one District Student Council meeting each month to review the upcoming Board of Trustees' agenda and to discuss issues before the Board of Trustees. In addition, the Student Trustee shall attend Student Council meetings at the Colleges at least once per semester.
3. Through the District Student Council, the Student Trustee shall keep the Student Council at each College informed about issues brought before the Board of Trustees and shall seek student input on these issues.

Benefits for Serving as the Student Trustee

Compensation: Compensation: Currently, the Student Trustee earns a maximum of \$281.50 per month for serving as Trustee and is eligible, at the Board's discretion, for an additional \$3,378 service award if s/he has fulfilled the duties of the position for a 12-month period. The district provides the elected Student Trustee with Dental, Life Insurance, Medical, Vision, Worker's Compensation. The Student Trustee may claim mileage for attending board meetings and other official District business as authorized by the Board; the mileage allowance for 2013 is \$0.565 per year.

Student Trustee Nominee Election Schedule

Save these Dates!

-Friday, March 1

11am

Center for Student Life
and Leadership bldg. 5
3rd Floor, Rm 354

Event

1st Day Elections Packets are Available

Candidate filing period & campaigning begins:

- Candidate eligibility forms and information packets available in the Center for Student Life and Leadership.
- Petitions for placement on the ballot may begin to be circulated by candidates.
- Candidates may begin campaigning after filing an eligibility form, completed gathering their 50 signatures and reading the Election Guidelines.

-Wed, March 20

5pm

Center for Student Life
and Leadership
bldg. 5
3rd Floor, Rm 354

DEADLINE to turn in Election Packet

- Candidate eligibility forms and collection of signatures must be turned in to the Center for Student Life and Leadership by 5pm on this date to have the candidate's name listed on the ballot-provided that all other election requirements have been met.

-March 1-March 19

Tuesdays, 3:15pm

Bldg. 2 Room 10

Must Attend 1 ASCC meeting before turning in Election Packet.

Meetings dates are:

- Tuesday, March 5, 3:15, Bldg. 2 RM 10
- Tuesday, March 12, 3:15, Bldg. 2 RM 10
- Tuesday, March 19, 3:15, Bldg. 2 RM 10

-Wed. March 13

6pm

SMCCD District Office

March SMCCD Board of Trustee Meeting

If you are serious about wanting to be the next District Student Trustee, please make an effort to attend [this meeting](#). You will learn how the Board of Trustees meeting's work and what to expect.

-Mon. March 25 &

Tues. March 26

Student Trustee Nominee Election Days:

- 9 a.m. to 2 p.m. —Quad in front of the Pony Express, if it rains, the Grove
- 4 p.m. to 6 p.m. —Quad in front of the Pony Express, if it rains, the Grove

-Wed. March 27

12:30

Center for Student Life
and Leadership

Election results posted:

- Results will be posted by the Center for Student Life and Leadership if available and if all campaign materials have been removed from the campus.

-Saturday, April 13

10am-1pm

SMCCD District Office
Sequoia Conference
Room

District Student Trustee Appointment Panel (Mandatory!!)

- The Winner of the Cañada College Student Trustee Nominate **MUST** attend the District Student Trustee Appointment Panel. At this meeting, each Student Trustee Nominate from the 3 colleges will be interviewed and later voted on by the student panel for the final spot of Student Trustee. The Runner up will be the Student Trustee next in line in case the appointed Student Trustee cannot fulfill their duties.

ASCC Election Guidelines/Election Code

ASCC By-Laws **ARTICLE I: Election Board**

Section 1. Purpose. The Election Board shall serve as the governing body for enforcing the Election Bylaws and conducting the Elections.

Section 2. Membership. The Election Board shall include the ASCC Vice President who shall serve as chairperson, Coordinator of Student Activities, and four student representatives.

Section 3. Duties of board members.

A. Chairperson.

The chairperson: shall:

1. Preside over Election Board meetings
2. Prepare and distribute meeting agendas
3. Have the power to appoint committee members
4. Serve as an ex officio member of the board, voting in the event of a tie
5. Preparing the Election Packet
6. Oversee the Election process

B. Secretary

The secretary: shall:

1. Record and maintain minutes of all committee meetings and hearings
2. Send minutes to committee members
3. Maintain a record of all public comments, board rulings, and written infractions.
4. Prepare an agenda with the chairperson for all meetings
5. Maintain attendance (roll call) at all meetings
6. Assist with the overall election process

C. Volunteer Coordinator

The volunteer coordinator: shall:

1. Recruit and train poll workers and other volunteers
2. Create a work schedule for poll workers
3. Maintain records of hours worked by each poll worker
4. Ensure poll workers are properly compensated
5. Assist with the overall election process

D. Campaign Coordinator

The campaign coordinator shall:

1. Design and distribute general Election materials (i.e., fliers, posters, table tents, etc)
2. Ensure candidates comply with all campaigning guidelines
3. Ensure all election materials are removed following the conclusion of the Elections
4. Schedule events (e.g., Meet the Candidates, Candidates Meetings, information sessions, etc)
5. Assist with the overall election process

E. Coordinator of Student Activities

The coordinator of student activities: shall:

1. Determine each candidate's eligibility

Section 4. Appointment of members. All members except for the chairperson and Coordinator of Student Activities shall be appointed by the Senate. The term of office may extend to seven school days following the conclusion of the Elections.

Section 5. Restrictions. Members of the Election Board shall not campaign for any candidate or resolutions on the ballot. No member of the Election Board shall be a candidate for office.

Section 6. Removal from the board. A majority vote of the senate shall be required to remove a member from the election board.

Section 7. Vacancies. The Senate shall fill vacancies by a majority vote.

Section 8. Meetings. The Election Board shall determine a regular meeting time through the duration of the Elections.

Section 9. Quorum shall consist of a majority of the current membership, excluding the Coordinator of Student Activities.

ARTICLE II—Requirements for Candidacy

Section 1. Filing for candidacy. All candidates shall submit an Election Candidate Eligibility form and a petition containing the signatures of 50 currently enrolled Cañada College students by deadline set by the Election Board and the Coordinator of Student Activities.

Section 2. Eligibility.

A. GPA. All candidates shall have a minimum GPA of 2.0 upon filing for office.

B. Units. A candidate shall be enrolled in a minimum of 6 units at Canada College upon filing for office.

Section 3. Meetings and activities. Candidates shall attend all mandatory meetings and activities organized by the Election Board.

Section 4. Restrictions. A candidate running for an Executive position (i.e., President, Vice President, Student Trustee, etc) shall not run for another Executive position concurrently.

Section 5. Compliance. All candidates are expected to know and understand the Election Bylaws and Election packet.

Section 6. Disqualification.

A. Candidates that do not comply with the Requirements for Candidacy shall be disqualified from the Elections.

B. The Election Board may disqualify a candidate that does not comply with the Election Bylaws.

ARTICLE—III General Elections

Section 1. Time and Duration. Elections shall be completed at least once a year, a minimum of two weeks before the first day of finals during the spring or fall semesters. Elections shall be held for a minimum of two school days and a maximum of four school days.

Section 2. Voting. The Election Board shall choose to conduct the elections using a method (e.g., paper ballots, an online voting programs, etc) of their choice.

A. Voting eligibility.

1. Students shall present a valid student identification card or other type of photo identification at the time of voting
2. Student's enrollment status shall be verified at the time of voting.
3. Voting shall be limited to students enrolled at Cañada.

B. Proxy votes shall not be allowed.

Section 3. Polling.

A. Hours. Polls shall be open a minimum of five hours a day for day students and a minimum of two hours a day for evening students.

B. Polling location. The Election Board may designate the amphitheater stage as the official polling location.

Section 4. Poll workers. Cañada students shall be used as poll workers at the polling location(s). If the Election Board is unable to find a minimum number of students to work on the polls. The Board may seek volunteers from the Cañada community.

A. Duties of poll workers

Poll workers shall:

- a. Verify student identification
- b. Distribute ballots and/or provide qualified students with access to ballot
- c. Enforce the election bylaws
- d. Report violations to the Election Board
- e. Complete all other duties as assigned

B. Compensation. Poll workers may be compensated a minimum of \$8.00 an hour.

Section 5. Results. The Coordinator of Student Activities shall be responsible for informing candidates and the student body of the results. Results may be posted on the ASCC website. Candidates that receive a majority of the votes shall be elected to the Student Senate.

Section 6. Special elections. Special Elections shall be conducted using the same procedures as General Elections.

A. Special Election shall be held if:

1. A contested General Election was found not to be conducted under the Election bylaws.
2. A majority of the membership is not met.
3. The Student Senate calls a Special Election by a majority vote.

Section 7. Runoff elections. A Runoff Election shall be held within three school days of an election. Runoff elections shall be conducted within the guidelines of the Election Bylaws.

ARTICLE—IV Campaigning

Section 1. Definition of Campaigning. Campaigning shall be defined as any action taken by a candidate or on behalf of a candidate to promote themselves.

A. Campaign posting. Candidates shall have all campaign materials date stamped and approved by the Office of Student Activities prior to posting. Campaigning materials such as posters, fliers, and table tents, etc shall only be displayed in approved areas as designated by the Coordinator of the Student Activities.

B. Candidates and supporters of candidates shall not campaign within 30 ft of a polling location. For Elections conducted online candidates and supporters of candidates shall not campaign within 100ft of a campus computer.

C. Removal of campaign materials. Candidates shall remove all campaign materials (i.e., fliers, posters, banners, table tents, etc) two school days following the last day of elections.

Section 2. Restrictions. Candidates and supporters of candidates shall comply with all requests by the Election Board, Coordinator of Student Activities, and/or poll worker that are within the guidelines of the election bylaws.

A. Use of ASCC office supplies. Candidates and supporters of candidates shall not use the ASCC office equipment and supplies to create, copy, or print campaign materials.

B. Spending limits. Candidates shall not spend more than \$100.00 on campaign materials. The Election Board may request a report and receipts detailing expenses from a candidate.

C. Bribes. Candidates and supporters of candidates shall not offer money or in-kind items of value (other than campaign literature i.e., buttons, pins, candy, fliers, etc) in exchange for votes.

ARTICLE—V Grievances

Section 1. Grievances. Candidates or voters may submit a grievance documenting the alleged misconduct of all persons, including of Student Act, poll workers, Election Board members, senators, candidates, etc. involved in the elections.

Section 2. Submission of Grievances. All grievances shall be submitted to the Coordinator using the Election Grievance Form.

A. The following information shall be included except where noted.

1. Name (optional)
2. Student I.D. number
3. Date of incident
4. Time of incident
5. Location of incident
6. Persons involved
7. Description of incident

B. All grievances shall be received by the Coordinator within two school days the final day of voting

C. The Coordinator shall inform the Election Board of all grievances.

Section 3. Review process

A. The Coordinator shall review all urgent grievances.

B. The Election Board shall review take action upon non-urgent grievances within five school days.

Revised Election Bylaws were adopted February 10, 2009 by the ASCC.



Election Candidate Eligibility Form

Student Trustee Nominee Election – Mon. March 25 and Tues. March 26, 2013

A general election to select a nominee for the position of Student Trustee for the San Mateo County
Community College District

This form must be returned to Center for Student Life and Leadership, Blg.5 rm 354 by Wed. March 20, 5pm.

Date _____ What office will you be running for? Student Trustee Nominee from Cañada College

Please print clearly!

Full Legal Name _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell/Other _____

Student Number G00 Current Major/Academic Interest _____

E-mail Address (print with large, clear characters) _____

Date of ASCC Meeting Attended: _____ Attached Non-official transcript Yes _____ No _____

Statement of Understanding

"I have picked up a complete ASCC Election Packet from the Center for Student Life and Leadership and will carefully read all of the material and election rules contained in this packet. I agree to follow the guidelines in the packet, and understand that I am subject to disqualification as a candidate upon failure to comply with any or all of these campaign guidelines. I also agree to abide by any additional rulings from the Election Committee and the Coordinator of Student Activities may deem necessary to insure the fairness of this election."

Signature of Candidate _____ Date _____

Note: In order to be certified as eligible and to have your name appear on the election ballot, this form must be turned in to the Center for Student Life and Leadership, Blg. 5 3rd floor, rm 354 no later than Wed., March 20, 2013, at 5:00 pm.

This space is reserved for the Center for Student Life and Leadership staff use only:

Last full semester completed at CANADA (Semester/Year) _____

Cumulative GPA _____ Minimum 2.0 for Student Trustee nominee.

Units currently being carried this semester _____ Minimum 6 units for Student Trustee nominee

Student is () Eligible () Not Eligible Signature of Verifier _____ Date _____

100 Word Statement

Why are you running for the Cañada Student Trustee Nominee?

Collection of 50 Signatures

My name is _____ and I am running for the Student Trustee Nominee from Cañada College.
If you support my candidacy, please sign below. Thank you!

Student Name	# of Units Currently enrolled in	Signature
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