

Board of Trustees

1 **AP 2105 STUDENT TRUSTEE ELECTION AND RESPONSIBILITIES**

2 **References:**

- 3 Education Code, Section 72103 and 72023.5;
4 Bylaws Codes of the Associated Students of Cerritos College

5 **I. Eligibility**

6 To be eligible to run for and hold the office, an individual must:

- 7 • have and maintain enrollment as a student in at least five units at Cerritos College,
8 except during summer sessions when the individual's enrolled unit load from the
9 immediately prior spring semester shall be used; and
10 • meet and maintain the minimum standards of scholarship for community college
11 students prescribed by the District.

12 Additional eligibility requirements, serving the purposes of administering student body
13 elections, shall apply to candidates for the office of Student Trustee, shall not be in conflict
14 with those eligibility requirements stated here, and shall be as provided in the duly
15 adopted governing documents of the Associated Students of Cerritos College (ASCC).
16 The Student Trustee is not required to give up employment with the District.

17 **II. Election**

18 The Student Trustee shall be elected by all of the students of the student body in a general
19 election. Normally an election will be held in the Spring semester so that the office is filled
20 by June 1. Election to the office of Student Trustee shall be by a majority of student votes
21 cast when up to two candidates are on the ballot and by plurality when three or more
22 candidates are on the ballot. A special election may be conducted to fill a vacancy
23 occurring during the term of a Student Trustee.

24 **III. Responsibilities**

25 The Student Trustee shall have the following responsibilities:

- 26 • Attend meetings of the Board of Trustees
27 • Attend an orientation session on the role of Trustees provided by the
28 President/Superintendent or designee;
29 • Study the agenda and Board materials in order to be familiar with the items to be
30 discussed;
31 • Gather input and opinions from the students at-large and the student government;
32 • Provide input to the Board of Trustees that reflects the opinions of students; and
33 • Attend conferences and meetings that may reflect on student interests.

34 **IV. Attendance and Stipend**

35 The Student Trustee shall attend regularly scheduled meetings of the Board of Trustees
36 each month. The Student Trustee should attend other meetings of the Board of Trustees,
37 as permitted.

38 The Student Trustee shall attend at least two regularly scheduled ASCC Senate meetings
39 per month, with at least one occurring just prior to, and one occurring just following, a Board
40 of Trustees meeting. The Student Trustee shall give a report of issues and activities at the
41 required meetings of the ASCC Senate.

42 Failure to attend the required Board of Trustees meetings in a calendar month shall result
43 in forfeiture of 50 percent of the Student Trustee stipend for that month.

44 **V. Vacancy, Recall and Election of Replacement**

45 The office shall become vacant if the Student Trustee becomes ineligible for the office,
46 resigns, is duly recalled from office, or dies. A special election may be conducted to fill a
47 vacancy occurring during the term of a Student Trustee.

48 The Student Trustee may be subject to recall from office. The regulations for election not
49 specified herein shall be the same as those for ASCC officer elections as provided in the
50 duly adopted ASCC bylaws.

51 A. A recall election process may not be started later than Friday of the eighth week
52 of a fall semester or Friday of the fourth week of a spring semester. No recall
53 election will be held if the petition is received within 60 class weekdays of a
54 regularly scheduled election for the position of Student Trustee. Recall processes,
55 including elections, are not permitted during inter-sessions (e.g., summer).

56 B. Prior to starting the process of a recall petition, the petition signature form with
57 statement of reason for recall at the top, and any other documents related to the
58 petition must first be certified by the ASCC Court, Chief Justice, or designee in
59 order to be used. The Court shall base its judgment on requirements stated in C.1
60 below.

61 C. Calling of a recall election shall require [1] a certified and verified petition with
62 printed names and signatures of students, student identification numbers, and
63 dates of signatures of no less than 10% of the students enrolled as of the most
64 recent headcount officially determined by the District and [2] at least one eligible
65 candidate for the position of Student Trustee.

66 1. In order to be certified, a recall petition shall include a clear statement of the
67 reason(s) for recall, the authorized starting and ending dates for signature
68 collection, the printed and signed name and Cerritos College student
69 identification number of the petition circulator, and spaces for the printed
70 name, signature, and date of signature of each petition signer.

71 2. In order to be considered, a completed recall petition must be submitted to
72 the Office of the President/Superintendent no later than 20 class weekdays
73 from the date the petition form was certified and not later than Friday of the

74 tenth week of a fall semester or Friday of the sixth week of a spring
75 semester.

76 3. The President/Superintendent shall refer the completed recall petition to the
77 Dean of Student Services, or designee, for determining if the required
78 minimum number of valid student signatures has been submitted for calling
79 a recall election.

80 4. The Dean of Student Services and the ASCC Court, Chief Justice, or
81 designee shall verify the results. The Dean will provide the results to the
82 President/Superintendent. If the minimum requirements have been met,
83 the President/Superintendent shall call a recall election.

84 a. The Student Activities Office shall have up to 20 class weekdays
85 to start a recall election, from the date it is called by the
86 President/Superintendent, or until Friday of the twelfth week of a
87 fall semester or Friday of the eighth week of a spring semester,
88 whichever comes first. In extraordinary circumstances, this time
89 may be extended up to five class weekdays by the Dean of Student
90 Services; further extension of more than five class weekdays shall
91 require the approval of the ASCC Court or Chief Justice in the
92 absence or inability of the Court to act.

93 5. Prospective candidates for the position of Student Trustee, should a recall
94 election be called, shall have ten class weekdays from the date the
95 President/Superintendent calls a recall election to file an application for
96 candidacy to the Student Activities Office on a form provided by the same
97 office. The prospective candidate shall certify that he/she/they is eligible for
98 service under California law and Cerritos College Board Policy.

99 a. There shall be a write-in candidate item on the ballot when there
100 is only one candidates name printed on the ballot.

101 D. In the instance of the recall of the Student Trustee, election to the office shall be
102 by a majority of student votes cast when up to two candidates are on the ballot and
103 by plurality when three or more candidates are on the ballot.

104 It shall be the responsibility of recall participants; including candidates, process
105 leaders and their assistants, petition circulators, and supporters; to know and comply
106 with all deadlines and regulations governing recall processes and student body
107 elections. Dispute resolution; rules enforcement, including the spirit and intent of the
108 rules; adjudication; and the determination of penalties with respect to the conduct of
109 the recall process shall be subject to consideration and/or determination by the ASCC
110 Elections Board. All decisions of the ASCC Elections Board within its purview shall
111 be final.

112 Office of Primary Responsibility: President/Superintendent

Date Approved: June 23, 2010

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