Ventura County Community College District
Moorpark College · Oxnard College · Ventura College

Student Elections
Standard Operating Practices
for
Associated Students' Positions
and
Student Trustee Position

February 2023

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Introduction to Student Leadership

Student leadership, through College Associated Student Governments and the Student Trustee positions, allows students to participate in the decision-making bodies in the Ventura County Community College District and ensures the student voice is heard at all levels of Participatory Governance. A clear student elections policy and procedure provide transparency in the election of Associated Student Government officials and Student Trustees. The Student Elections Handbook is intended to be a comprehensive guide to the student elections process.

Student Election Standard Operating Practices for Associated Students' Positions and Student Trustee Position

The following student election standard operating practices are applied uniformly throughout Ventura County Community College District (VCCCD). Except where noted, the standard operating practices will apply to the Associated Students' positions at Moorpark College, Oxnard College, and Ventura College, including Ventura College East Campus, and to the Student Trustee seated with the Board of Trustees. (Reference Education Code §72023.5, §76060 and §76061).

No later than the first week of February each year, the Chancellor's Designee will meet with the Associated Students Advisor at each college to determine the Student Elections Calendar. The Election Calendar will then become a part of the elections packet provided to student leadership candidates prior to the Candidates Meetings.

Any student interested in running for an Associated Students' position must complete and electronically submit an Associated Students Election Application. Applicants can also receive assistance in submitting electronic applications from the Associated Students Office/Student Activities Office at each campus immediately following the "Call for Candidates" each election year. Electronic election applications will be available for completion and submission as noted in the Student Elections Calendar.

Associated Students Election Applications must include a section notifying students of the option to run for the Student Trustee position and direct interested students to the Associated Students Advisor or the Chancellor's Designee for a questions about the Student Trustee Election Application.

Students advancing to candidacy may run for only one position on all ballots for one election period at the primary campus. A candidate's "primary campus" is defined as the college campus where the student is enrolled in the majority of their units. All successful Associated Students' candidates and the successful Student Trustee candidate will assume office on June 1 and serve through the following May 31.

VCCCD Districtwide Student Elections 2023 Calendar

February 15 (Wednesday)	VCCCD will announce Student Elections Districtwide. Student Election Applications are available electronically and through the Student Activities Offices and Associated Students Offices at all three campuses: • Amparo Medina, Oxnard College Associated Students Advisor (805) 678-5114 amparo_medina1@vcccd.edu • Andrew Lopez, Moorpark College Associated Students Advisor (805) 553-4831 andrew_lopez16@vcccd.edu • Jessica Perez, Ventura College Associated Students Advisor (805) 289-6474 asvcadvisor@vcccd.edu Campuses begin distributing election materials.
April 13 (Thursday)	All Student Election Applications and Platform Statements are due by 12:00 p.m. *No late applications or platform statements will be accepted.*
Dates and times will be provided to candidates by College Associated Student Advisors.	Each campus will hold Associated Students/Student Trustee Candidates Meetings. Dates and times will be provided to candidates by College Associated Student Advisors. Associated Students Candidates and Student Trustee Candidates are required to attend one Candidates Meeting at the candidate's primary campus. Student Trustee Candidates are also required to attend one Student Trustee Candidates Meeting at the District Administrative Center with Chancellor's Designee. Date(s)/time will be provided to Student Trustee Candidates by Chancellor's Designee. ***Only <u>approved</u> candidates can begin campaigning.* Approved candidates have:** 1. Submitted application and platform statement by the deadline; and 2. Attended required candidate meeting(s). **Candidates who have not attended the required Candidates Meetings may not begin campaigning.**
April 25–26 (Tuesday/Wednesday)	Elections: • Currently enrolled students will receive an electronic ballot through their my.vcccd.edu student email on April 25, 2023 at 8:00 a.m. • Students are eligible to vote for Associated Students' positions at each college they attend. • Students can only vote one time for the Student Trustee position. • Voting will close at 8:00 p.m. on April 26, 2023. • Election challenges are due by close of polls at 8:00 p.m.
April 27 (Thursday)	Election results will be posted no later than 8:00 p.m.
May 2 (Tuesday)	Run-off election, if necessary.

Section I—Candidate Requirements

A. As outlined in [Education Code 76061](#), [VCCCD Board Policy 2015 Student Member](#), and [VCCCD Board Policy 5410 Associated Students Elections](#), Candidates for Student Trustee and Associated Students' positions shall meet any of the following requirements:

   a) (1) The student shall be enrolled in the community college at the time of election, and throughout the student's term, with a minimum of five (5) semester units.
   (2) The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district. (Hold and maintain during the term of office a semester and cumulative Grade Point Average (GPA) of 2.00 or higher; and be in good standing academically, not currently on academic or disciplinary probation, have not violated the Student Conduct Code, and have not been expelled from a College-based Associated Students' position.)
   b) The student shall be enrolled in an adult education program offered by a community college district pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50, at the time of the election and throughout the student's term.
   c) The student is enrolled in the community college at the time of election, and throughout the student's term, and is a disabled student, as defined in subdivision (b) of Section 84850.

B. Candidates for Student Trustee and Associated Students' positions of President and Vice President shall meet the following additional requirements:

   a) The student must have completed a minimum of 12 units taken at the candidate's primary campus by the end of the current spring semester;
   b) The student campaigning for the position of Student Trustee may not have earned more than 120 units within the Ventura County Community College District; and
   c) The student shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the Colleges within Ventura County Community College District.

C. Following a student's submission of a completed Student Election Application, the Associated Students Advisor at each college will verify each candidate's standing, unit requirements, and GPA standing with the Records and Admissions Office before approval of candidacy. The Associated Students Advisor at each College will then forward Student Trustee candidates' verifications to the Chancellor's Office.

D. Verification of the elected Student Trustee's and elected Associated Students' continuing unit requirements and academic standing will occur at the end of each semester by the Chancellor's Designee for the Student Trustee and by the Associated Students Advisors for Associated Students. Failure to maintain academic standards and unit requirements, violation of the Student Conduct Code, or placement on academic or disciplinary probation will result in automatic removal from a position.

Section II—Student Trustee

Student Trustee Position Description
California state law ([Education Code 72023.5](#)) requires the Board of Trustees of each community college district to have at least one non-voting student member recognized as Student Trustee. A Student Trustee has the same general responsibilities as all Trustees to represent the interests of the entire community; however, they also provide a student perspective on issues facing the Board. Student Trustees are not necessarily advocates for specific student issues, just as other Trustees are not advocates for single interests. Student Trustees provide a student perspective to ensure that students will be served well.

Student Trustee responsibilities include, but are not limited to, preparing for and attending Board meetings (generally one meeting per month at Ventura County Community College District, unless otherwise scheduled), becoming educated about Board and Districtwide issues, and participating as a contributing member of the Board. A Student Trustee will

receive orientation through the Chancellor's Designee.

Additional information related to the Student Trustee position will be provided at Candidates Meetings. Student Trustee candidates are required to attend two Candidates Meetings:

- one at the candidate's primary campus; and
- one at the District Administrative Center facilitated by the Chancellor's Designee.

Board Policy Regarding Ventura County Community College District Student Trustee Position
BP 2015 Student Member (Education Code Section 72023.5)

The Board shall include one non-voting student member. The term of office shall be one year commencing June 1–May 31. The student shall:

A. Meet any of the following requirements:
    (a)
        (1) The student shall be enrolled in the community college at the time of election, and throughout the student's term, with a minimum of five (5) semester units.
        (2) The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.
    (b) The student shall be enrolled in an adult education program offered by a community college district pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50, at the time of the election and throughout the student's term.
    (c) The student is enrolled in the community college at the time of election, and throughout the student's term, and is a disabled student, as defined in subdivision (b) of Section 84850.

B. Be eighteen years of age prior to assuming office;

C. Have completed a minimum of twelve (12) VCCCD community college units, but no more than one hundred and twenty (120) higher education units prior to taking office as student trustee.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend Board meetings and District events to the same extent as publicly elected trustees.

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting;
- The privilege to serve a term commencing June 1–May 31.

Section III—Associated Student and Student Trustee Candidate Meetings
A. All accepted potential candidates for Associated Students' positions must attend one Candidates Meeting at the college where they will run for election. Candidate Meetings will be facilitated by the Associated Students Election Ad Hoc Committee at each College.

B. All accepted potential candidates for the Student Trustee position must attend one Candidates Meeting at their primary campus facilitated by the Associated Students Election Ad Hoc Committee and attend one additional Student Trustee Candidates Meeting at the District Administrative Center facilitated by the Chancellor's

Designee.

C. Student Election Standard Operating Practices will be reviewed during Candidate Meetings. All candidates will be responsible for knowing and adhering to Student Election Standard Operating Practices.

D. Each Associated Student Candidate and each Student Trustee Candidate will receive a Candidate Election Packet before attending a Candidate's Meeting. During the Candidate's Meeting, each candidate will sign an Affidavit of Candidacy form and submit the signed form to the Associated Students Election Ad Hoc Committee Chairperson.

E. Following the campus Student Trustee Candidate Meeting, Student Trustee Candidates' documents will then be forwarded to the Chancellor's Designee by the Associated Students Election Ad Hoc Committee Chairperson or Associated Students Advisor.

Section IV—Candidate Election Packet
The following documents for Student Trustee and Associated Students' elections are contained in the Candidate Election Packet:

- VCCCD Student Elections Standard Operating Practices
- Election Calendar
- Affidavit of Candidacy

Candidates must meet the specific requirements contained in the Student Election Standard Operating Practices and complete and submit all required documents in the Candidate Election Packet ***prior to initiating any campaign activities***.

Section V—Approval of Candidates
Proper completion of applications and verification of eligibility must occur before receiving approval for candidacy. Candidates may contact the Associated Students Advisor at their primary college of attendance or the Chancellor's Designee with questions related to completion of applications and related forms.

If an applicant does not receive approval for candidacy and wants to appeal the decision, the applicant must email the Chancellor's Designee within 24 (twenty-four) hours of receiving the notice of ineligibility. The appeal will be reviewed, and a final decision will be provided within 24 (twenty-four) hours of receipt of appeal.

Section VI—Campaigning
A. VCCCD Chancellor's Designee will provide each college with student election information, posters, and/or flyers for posting on campus and on District/College websites.

B. A candidate may begin campaigning on the date and time specified on the Election Calendar ***after***:

1. Completing the requirements set out in the Candidate Election Packet and Student Election Standard Operating Practice, which will be made available at Candidates Meetings and on the VCCCD and college websites;
2. Receiving official approval for candidacy in writing by the Chancellor for the Student Trustee position or an Associated Students Election Ad Hoc Committee for Associated Students' positions;
3. Attending an in-person or online Candidates Meeting at the campus of primary attendance; and
4. Attending an additional in-person or online Student Trustee Candidate Meeting led by the District Chancellor Designee, if a candidate for the Student Trustee position.

C. **Candidates are responsible for all information distributed and reviewed at the Candidates Meetings.** Candidates are also responsible for the actions of individuals assisting with campaigns or campaigning on behalf of a Candidate. Candidates and individuals assisting with campaigns or campaigning on behalf of a Candidate must comply with Student Election Standard Operating Practices and Campaign posting requirements.

D. Campaigning is defined as communication with students about the candidate, issues, or campaign platforms including giving speeches; posting on personal or club social media; making and distributing/posting signs/posters/flyers in approved areas on the College campuses or at the District Administrative Center, buttons, cards, or other campaign materials; and utilizing publicity, including paid advertisements in the online student newspaper or on campus, if applicable. Campaigning involving inappropriate postings in any format, bullying, or personal attacks will not be allowed and will result in automatic disqualification from the student elections.

1. VCCCD-issued communications about Associated Student Elections will be sent to vcccd.edu student emails. Candidates may not distribute unsolicited messages, including messages via Canvas email. Students must opt-in to receive candidate campaign materials to their personal emails.
2. As part of the campaign process, Candidates are eligible to begin campaigning after attending the Candidate Meeting.

E. A "slate" is a list of candidates running together for election to the various offices. A slate can be no more than four. Candidates may combine their campaigning activities to create "slates" of candidates, and campaign materials may contain information on multiple candidates. Candidates within a slate may support one another for various races; but one slate is not permitted to endorse another slate. A slate must register with the Elections Ad Hoc Committee prior to campaigning.

F. Campaign literature posted at the Colleges is subject to the posting requirements reviewed during each respective College Candidates' Meeting. Posting of campaign materials is permitted ONLY on designated bulletin boards or other areas specified by campus posting requirements.

1. Candidates shall not "paper" any bulletin board, kiosk, or other specified campaigning area (no more than two materials posted adjacent to the other or on any one side of a bulletin board, kiosk, or other specified campaigning area).
2. Posted or displayed printed campaign materials may be no larger than 11" x 17".
3. Original campaign materials must be approved by the Associated Students Elections Ad Hoc Committee, Associated Students Advisory, or designee prior to duplicating/copying and posting. Unapproved materials will be removed by the Election Ad Hoc Committee or Associated Students Advisor.
4. Candidates must obtain advance approval of an instructor, regardless of whether they are enrolled in the instructor's course, to campaign in a classroom (physically or virtually). Candidates should refrain from requesting faculty to distribute messages on their/their slate's behalf, as this may be construed as an endorsement from the faculty member, which is not permissible. The advance approval shall be submitted by the instructor by telephone or email to the Associated Student Advisor for Associated Students' candidates and to the Chancellor's Designee for Student Trustee candidates. Unapproved classroom disruptions by candidates or their campaign committee members or unapproved electronic communications via Canvas regarding elections will not be allowed and will result in automatic disqualification from the student elections.
5. Destruction and/or removal of a candidate's publicity by another student, candidate, or campaign assistant are considered in violation of the Student Election Standard Operating Practices and subject to disqualification or disciplinary action. Continued destruction of candidates' publicity will result in the removal of all candidates' publicity for the remainder of the election.
6. Candidate Platform Statements will be the only campaign material provided on the electronic ballot for viewing by student voters during election days. Candidates are responsible for completing/submitting an electronic version of the Platform Statement as part of the electronic application prior to campaigning. The Platform Statement is subject to review by the Elections Ad Hoc Committee, and false claims or unrealistic campaign promises may be censored. All submissions are final.
7. Candidates are responsible for removing all posted materials within 24 hours following the last day of student elections. Candidates failing to remove posted materials within the 24-hour time period may be charged with reasonable removal and clean-up costs.
8. Students who are employed as student workers are not permitted to campaign during work hours.

Campaign Posting Requirements

Candidates must adhere to the posting location requirements of Moorpark College, Oxnard College, Ventura College, Ventura College East Campus, and the District Administrative Center. Candidates are required to obtain approval for posting campaign materials from the Associated Students Election Ad Hoc Committee at each campus. Candidates wishing to post campaign materials at the District Administrative Center can contact the Chancellor's Designee. Candidates may post campaign materials on social media platforms (e.g., Instagram, Facebook, and Twitter) consistent within the guidelines provided herein. Any use of campaign materials inconsistent with the guidelines herein may result in a candidate's disqualification.

Campus physical campaign material posting requirements as stated in the College Catalogs are as follows:

Moorpark College

Student and other college developed posters and flyers may be distributed or displayed as follows: Any posters, flyers, or other materials that advertise instructional programs, student activities, or any other events that can be clearly identified as having Moorpark College sponsorship may be circulated and posted without bearing the "approved for posting" stamp. All other notices or posters must have an "approved for posting" stamp obtained from the Student Business Office in the Administration Building. Posters should be placed in a designated area. Blue painter's tape must be used for posting. Posters should be removed when no longer applicable. Any postings not in compliance with these guidelines will be removed.

Oxnard College

The Student Activities Office must approve all non-campus-sponsored and campus-sponsored posters, flyers, banners, and advertisement posted on the Oxnard College campus. All notices or posters must be "stamped approved" in the Student Activities Office, Room S-115. Posters should be placed in a designated area. Blue painter's tape must be used for posting. Flyers may be posted only on campus kiosks and bulletin boards for a two-week period. Any postings not in compliance with these guidelines will be removed.

Ventura College/Ventura College East Campus

All flyers, posters, and advertisements posted on campus must be stamped for approval by the Student Activities Office. Information then may be posted only on the College's bulletin boards or kiosks for a maximum of 14 working days. Only use transparent tape, tacks, or staples. No information may be placed on walls, vehicles, sidewalks, windows, trash cans, benches, etc. Unapproved items, or those placed over approved information, may be removed by staff. The Office is also authorized to determine the place, time, and manner of the dissemination or disbursement of any information on campus. Advance scheduling is required for all such activities.

Section VII—Election Ad Hoc Committees
(Applicable Only to Associated Students' Positions at Each Campus)

A. Each campus Associated Students shall establish an Associated Students Ad Hoc Election Committee of no less than three students, chaired by the student designated by their campus Associated Students Constitution/Bylaws. The College Student Activities Specialist provides oversight to the committee.

   1. No candidate may serve as a member of the Associated Students Election Ad Hoc Committee.
   2. No member of the Associated Students Ad Hoc Election Committee may endorse a candidate or participate in campaign activities of any kind.
   3. No individual member of the Associated Students Election Ad Hoc Committee speaks for the entire committee. Decisions on election issues must be made by a quorum of the committee in a scheduled committee meeting.
   4. Only the Election Ad Hoc Committees and the Associated Students Advisors have the right to view the personal information of candidates provided within a candidate's records.
   5. Ad Hoc Committee may not include any active Associated Students Board Members who have been determined by the Associated Students Advisor to present a conflict of interest related to the elections or

any viable candidates.

B. The Associated Students Election Ad Hoc Committee at each College will:

1. Host a minimum of one Candidates Meeting at each campus to distribute Associated Students Election Packets and assist with the explanation of materials in the packets.
2. Assist candidates, if requested, in completing the required forms in the Candidate Election Packet.
3. Advise candidates of their rights and responsibilities during the campaign and election.
4. Administer the general election and any special or runoff elections needed in compliance with Student Election Standard Operating Practices.
5. Review content and oversee the posting of and distribution of any campaign materials in compliance with the Colleges' posting requirements.
6. Ensure that campaigning does not contain misleading statements or promises, misrepresentations, or inappropriate postings in any format. Reported bullying or personal attacks will be reviewed by the Election Ad Hoc Committee.
7. Be responsible for all publicity regarding elections on campus, with the exception of materials and ads created/distributed by the District Administrative Center. Notification of the results of the election should be posted within 24 hours of the closing of the polls on the final day of each election whether regular, general, special, or runoff.
8. Confirm the information contained in the "Statement of Accuracy" regarding the electronic tabulation of the ballots for the election.
9. Oversee the removal of all campaign materials from the campus and cite any candidate whose materials are not removed within 24 hours from the end of the polling period, unless a runoff or special election has been declared with a specific candidate still competing for the position.
10. In the instance the Ad Hoc Committee encounters a situation that is not explicitly addressed in this Handbook, the Committee should contact the Associated Students Advisor immediately for consultation.
11. Make every effort to dispense accurate information regarding Associated Students Elections. It is the candidates' responsibility to be familiar with this Handbook.
12. Make every effort possible to hold all candidates and slates equally accountable to adhering to this Handbook.

Section VIII—Campaign Expenditures

A. Candidates may not utilize supplies or equipment belonging to VCCCD and the Colleges to prepare campaign materials, except for devices issued to students through the library lending programs or college WiFi.
B. Candidates may not use Associated Students' funds, College funds, or VCCCD funds for campaign purposes.
C. With the exception of using College computer labs, all preparation of campaign materials will occur in a non-work and non-instructional environment.
D. Candidates are responsible for the actions of individuals campaigning on their behalf during the preparation of campaign materials.
E. Candidates may use a translator in the preparation of campaign materials.

Section IX—Campaign Endorsements

A. Candidates may solicit endorsements from students and members of student organizations at Moorpark College, Oxnard College, Ventura College, and Ventura College East Campus. Candidates may use valid endorsements in their campaign materials with the approval of the college student activities specialist. A student organization must provide meeting minutes demonstrating that the organization voted to endorse a candidate or candidates before the student organization's resources (including official social media handles or official club Canvas shells) are used toward supporting a candidate or candidates.
B. Soliciting, receiving, and/or utilizing endorsements from VCCCD faculty, staff, administrators, outside community groups, community members, elected officials, or members of the Board of Trustees are violations of the Student Election Standard Operating Practices. A faculty or staff member posting a candidate's campaign

materials within a course or departmental Canvas shell or distributing an email to students on behalf of a candidate are considered endorsements and are not permissible.

C. No current or previous member of the Election Ad Hoc Committees or Associated Students Board may endorse a candidate, participate in campaign activities of any kind, or engage (follow, like, comment, share) in any candidate's social media platforms for campaign-related activities. No current or previous Student Trustee may endorse any candidate.

Section X—Candidate Forums

A. A Candidate Forum is an event hosted by a student organization that permits candidates to address or debate student issues relevant to the office they are seeking. Should an Election Ad Hoc Committee decide to host a Candidate Forum, all candidates will be notified by the Election Ad Hoc Committee to allow all candidates the opportunity to be heard.

B. A candidate may choose to utilize a translator for all or part of a Candidate Forum or while campaigning.

Section XI—Composition of Ballots

A. In the event there are multiple candidates for the same position, the Associated Student Advisors (for Associated Student positions) or Chancellor's Designee (for the Student Trustee position) will randomly draw names to determine placement on the ballot.

Section XII—Voting

A. The Election Ad Hoc Committees will oversee elections at the campuses and Ventura College East Campus. The Associated Students Election Ad Hoc Committees may appoint a third party for assistance, upon approval by an Associated Students Advisor, to assist during all hours the campus polling site is open.

B. A student (full-time, part-time, dual enrollment) must be enrolled in the current semester at VCCCD and can vote only one time. If a student is enrolled at more than one College, he or she may vote in the election at each campus they are enrolled.

C. Voting shall be by an electronic ballot using online/electronic voting.

D. Voters will receive an email to their MyVCCCD email with a unique link to an electronic ballot. Voters will only be able to vote one time.

E. Only VCCCD Institutional Research (IR) staff have access to the electronic ballots at the end of balloting.

Section XIII—Vote Tabulations

A. Tabulating the ballots for Associated Students' positions:

   1. The VCCCD IR staff will tabulate votes and provide the electronic election results for the Associated Students positions by noon on the day following the final day of the election to the Associated Student Advisor at each campus.

   2. In the event of a ballot malfunction, VCCCD IR Department will work to reset the ballot as quickly as possible. A new election will be announced for only the college affected by the malfunction and take place immediately following the correction of the malfunction. This instance may delay the announcement of the results for the college affected by the ballot malfunction.

   3. The Associated Students Election Ad Hoc Committee at each College is responsible for posting results for Associated Students' positions. Associated Students Advisors will oversee the process.

   4. The candidate receiving the majority of votes (plurality) for each position will be declared the winner.

   5. The Associated Students Election Ad Hoc Committee Chairperson and the Associated Students Advisor will prepare and sign a "Statement of Accuracy" regarding the results of tabulated ballots for the Associated Students' positions.

   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 Associated Students Election Ad Hoc Committee shall establish campaign

standard operating practices for the runoff election. Associated Student Advisors will oversee the process.

B. Tabulating the ballots for the Student Trustee position:

1. The VCCCD IR Department shall provide the electronic election results for the Student Trustee position to the Chancellor's Designee by noon on the day following the final day of the election.
2. The candidate receiving the majority of votes (plurality) will be declared the winner by the Chancellor's Designee.
3. 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 standard operating practices for the runoff election.

Section XIV—Appeal Process

A. Violations of the Student Election Standard Operating Practices may result in the disqualification of a candidate.
B. If an alleged violation of Student Election Standard Operating Practices occurs:

1. The Chair of the Associated Students Election Ad Hoc Committee (for Associated Students) or Chancellor's Designee (for Student Trustee) must receive written, signed notification of any alleged violation of Student Election Standard Operating Practices by the close of polls on the last day of elections, regardless of the need for any runoff election. The complainant must submit a copy of same to the Associated Students Advisor on the campus where the alleged violation occurred (for Associated Students) or to the Chancellor's Office at the District Administrative Center (for Student Trustee).
2. The Associated Students Advisor or Election Ad Hoc Committee Chairperson, if so designated, or Chancellor's Designee (for Student Trustee) will notify any candidate charged with an alleged violation within 24 hours of receiving notification from the complainant.
3. The Election Ad Hoc Committees are authorized to enforce Student Election Standard Operating Practices as the standard operating practices relate to Associated Students and Student Trustee elections.

    a. Each charge of an alleged violation shall be decided by a majority vote of a quorum of the Election Ad Hoc Committee members with an Associated Students Advisor present. A candidate charged with a violation shall have an opportunity to refute the violation prior to a decision by the Election Ad Hoc Committee. The complainant has the burden of proof. The Election Ad Hoc Committee will provide its decision via email upon making its decision, excluding holidays and weekends, and with an Associated Students Advisor present.

    The candidate charged with a violation of Student Election Standard Operating Practices may appeal a decision determined by the Election Ad Hoc Committee within 48 hours to the Associated Students Executive Board, or in the case of a Student Trustee violation, to the Chancellor. The appeal must be in writing, setting forth the alleged violation by the candidate, the section of the Student Election Standard Operating Practices alleged to have been violated, and the decision being appealed, with a copy of same provided to the Associated Students Advisor during the same time period. The candidate appealing a decision of the Election Ad Hoc Committee shall have an opportunity to participate in the appeal process. To conclude the appeal process, the Associated Students Executive Board of the Associated Students will provide its final decision via email upon making its decision, excluding holidays and weekends, and with an Associated Students Advisor present. The Associated Students Advisor will be present for all discussions related to the appeal, including the final decision on the appeal.

    b. At any level of reviewing a Student Election Standard Operating Practices' violation, the hearing body (i.e., Election Ad Hoc Committees, Associated Students Executive Board, or Chancellor Designee) may determine:

i. The violation is considered minimal and does not require the disqualification of the candidate, or
ii. The violation is significant and requires disqualification of the candidate.

4. A candidate will be referred to the appropriate Administrator for violations of the College Student Conduct Code. The Administrator will implement guidelines appropriate to violations of the College Student Conduct Code.

C. Challenged Candidates:

1. If a challenged candidate has not exhausted the appeal process prior to the start of voting, the challenged candidate's name will appear on the ballot and voting will proceed as set forth on the Election Calendar.
2. 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 disqualification of the challenged candidate, all votes cast for the disqualified candidate will be voided. If the disqualified candidate would have won the election, the candidate with the next highest vote total shall be declared the winner.
3. If all candidates for a position are successfully challenged for violations of the Student Election Standard Operating Practices, a new election will be held.

D. If a complaint is received alleging a violation of Student Election Standard Operating Practices by the Election Ad Hoc Committees or other students or parties attempting to disrupt the election, the complaint must be made electronically or in writing, signed by the complainant, and delivered to the appropriate College President or Chancellor for review and resolution.

Section XV—Authority
All candidates are bound by the contents of the Student Election Standard Operating Practices and Election Packet. Any language or items not addressed in the Student Election Standard Operating Practices or Election Packet will be interpreted or addressed by the Chancellor and/or Chancellor's Designee in the case of a Student Trustee election, or by the Election Ad Hoc Committee of each College, with the approval of the Associated Students Advisor in the case of Associated Students' elections.

Section V—Candidate Appointments
Unfilled/vacant Associated Students' positions following the election will be filled by appointment as determined by each College Associated Students' organization and the Associated Students Advisor.

Contact Information
Questions? Please contact the following regarding student elections:

Amparo Medina, Oxnard College Associated Students Advisor
4000 South Rose Avenue, Oxnard, CA 93033
(805) 678-5187
Email: amparo_medina1@vcccd.edu

Andrew Lopez, Moorpark College Associated Students Advisor
7075 Campus Road, Moorpark, CA 93021
(805) 553-4831
Email: andrew_lopez16@vcccd.edu

Jessica Perez, Ventura College Associated Students Advisor
4667 Telegraph Road, Ventura, CA 93003
(805) 289-6474
Email: jessica_perez26@vcccd.edu

Michelle Castelo, Executive Assistant to the Chancellor
Chancellor's Designee (Questions related to Student Trustee Position)
Ventura County Community College District
761 East Daily Drive, Suite 200
Camarillo, CA 93010
Tel. (805) 652-5507
Email: michelle_castelo1@vcccd.edu

Student Elections

Eligibility Verification & Application for VCCCD Student Trustee and MC, OC, or VC Associated Students Position. Please note, completing this electronic process includes submission of your Candidate Platform Statement.

Student Elections

I need to ...

Add my Candidate Platform Statement	⬍

Fill out the entire application form	⬍

Please leave your contact information
Name
Sample Student

Email
samplestudent@my.vcccd.edu

Student Elections
I need to ...
Fill out the entire application form

Home Phone #
805 555-XXXX

Cell Phone #
805 555-XXXX

my.VCCCD.edu email address
SampleStudent@myvcccd.edu

Address
100 Main Street

City
Camarillo

Zip
00000

Major
Undecided

Student's Primary College
Moorpark College

By checking "Yes", I grant permission for the Associated Students Advisor at my primary college (Moorpark College, Oxnard College, or Ventura College) to verify my eligibility to apply as a candidate in the student elections. If I do not check "Yes," I understand that my eligibility to run for Associated Students or for VCCCD Trustee cannot be verified, therefore disqualifying me from the Elections
Yes

By clicking "Next", you are submitting this as your electronic signature.

Election Application for the Associated Students of Moorpark College (ASMC) Board
For which office are you seeking election?
President

Qualifications for Candidacy: Each candidate for Associate Student Government position:

- Shall be 18 years of age prior to assuming office

- Must be currently registered at Moorpark College

- Shall be considered in good standing at Moorpark College (not currently on academic or disciplinary probation, have not violated the Student Conduct Code, or been expelled from a College-based Associated Students' position) and maintain throughout the term of office, if elected

- Shall be enrolled in a minimum of 5 units at the time this application is filed and throughout the term of office, if elected (excluding summer and winter intersessions)

- Shall have and maintain a 2.0 minimum semester and cumulative GPA at the time this application is filed and throughout the term of office, if elected

- Presidential and Vice Presidential candidates shall have completed at least 12 VCCCD semester units acquired at Moorpark College by the end of the current spring semester

- Shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the colleges within Ventura County Community College District

By checking "Yes", I certify that I have completed this electronic application in its entirety and to the best of my knowledge. I hereby acknowledge the criteria for candidacy, and I meet the stated qualifications. I understand that any means of falsification on this application is grounds for disqualification and may be construed as a violation of the election standard operating practices. I also understand that completing this application does not guarantee that I will qualify as a candidate for this election.
Yes

Candidate Platform Statement

Candidate is required to submit electronic Platform Statement to Associated Students Election Ad Hoc Committee Chairperson (for Associated Students' candidates) or Chancellor's Designee (for Student Trustee candidates) prior to campaigning for viewing by student voters on election days. Candidates can prepare Platform Statements greater than one page in length. All submissions are final and due no later than Monday, April 13, 2020 at Noon.
Question 1. What education, skills, or experience would you bring to this position?

Question 2. Describe specific goals, ideas, or programs you would strive to implement if elected to this position.

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Election Application and Platform Statement –Oxnard College Associated Student

Please leave your contact information
Name
Sample Student

Email
samplestudent@my.vcccd.edu

Student Elections
I need to ...
Fill out the entire application form

Home Phone #
805 555-XXXX

Cell Phone #
805 555-XXXX

my.VCCCD.edu email address
SampleStudent@myvcccd.edu

Address
100 Main Street

City
Camarillo

Zip
00000

Major
Undecided

Student's Primary College
Oxnard College

By checking "Yes", I grant permission for the Associated Students Advisor at my primary college (Moorpark College, Oxnard College, or Ventura College) to verify my eligibility to apply as a candidate in the student elections. If I do not check "Yes," I understand that my eligibility to run for Associated Students or for VCCCD Trustee cannot be verified, therefore disqualifying me from the Elections
Yes

By clicking "Next", you are submitting this as your electronic signature.

Election Application for the Associated Students of Oxnard College (ASMC) Board
For which office are you seeking election?
President

Qualifications for Candidacy: Each candidate for Associate Student Government position:

- Shall be 18 years of age prior to assuming office

- Must be currently registered at Ventura College

- Shall be considered in good standing at Oxnard College (not currently on academic or disciplinary probation, have not violated the Student Conduct Code, or been expelled from a College-based Associated Students' position) and maintain throughout the term of office, if elected

- Shall be enrolled in a minimum of 5 units at the time this application is filed and throughout the term of office, if elected (excluding summer and winter intersessions)

- Shall have and maintain a 2.0 minimum semester and cumulative GPA at the time this application is filed and throughout the term of office, if elected

- Presidential and Vice Presidential candidates shall have completed at least 18 VCCCD semester units acquired at Oxnard College by the end of the current spring semester

- Shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the colleges within Ventura County Community College District
By checking "Yes", I certify that I have completed this electronic application in its entirety and to the best of my knowledge. I hereby acknowledge the criteria for candidacy, and I meet the stated qualifications. I understand that any means of falsification on this application is grounds for disqualification and may be construed as a violation of the election standard operating practices. I also understand that completing this application does not guarantee that I will qualify as a candidate for this election.
Yes

Candidate Platform Statement

Candidate is required to submit electronic Platform Statement to Associated Students Election Ad Hoc Committee Chairperson (for Associated Students' candidates) or Chancellor's Designee (for Student Trustee candidates) prior to campaigning for viewing by student voters on election days. Candidates can prepare Platform Statements greater than one page in length. All submissions are final and due no later than Monday, April 13, 2020 at Noon.
Question 1. What education, skills, or experience would you bring to this position?

Question 2. Describe specific goals, ideas, or programs you would strive to implement if elected to this position.

Attach your photo here: (Optional)

I will submit my Candidate Platform Statement Separately

Election Application and Platform Statement – Ventura College Associated Student Government

Please leave your contact information
Name
Sample Student

Email
samplestudent@my.vcccd.edu

Student Elections
I need to ...
Fill out the entire application form

Home Phone #
805 555-XXXX

Cell Phone #
805 555-XXXX

my.VCCCD.edu email address
SampleStudent@myvcccd.edu

Address
100 Main Street

City
Camarillo

Zip
00000

Major
Undecided

Student's Primary College
Ventura College

By checking "Yes", I grant permission for the Associated Students Advisor at my primary college (Moorpark College, Oxnard College, or Ventura College) to verify my eligibility to apply as a candidate in the student elections. If I do not check "Yes," I understand that my eligibility to run for Associated Students or for VCCCD Trustee cannot be verified, therefore disqualifying me from the Elections
Yes

By clicking "Next", you are submitting this as your electronic signature.

Election Application for the Associated Students of Ventura College (ASMC) Board
For which office are you seeking election?
President

Qualifications for Candidacy: Each candidate for Associate Student Government position:

- Shall be 18 years of age prior to assuming office

- Must be currently registered at Ventura College

- Shall be considered in good standing at Ventura College (not currently on academic or disciplinary probation, have not violated the Student Conduct Code, or been expelled from a College-based Associated Students' position) and maintain throughout the term of office, if elected

- Shall be enrolled in a minimum of 5 units at the time this application is filed and throughout the term of office, if elected (excluding summer and winter intersessions)

- Shall have and maintain a 2.0 minimum semester and cumulative GPA at the time this application is filed and throughout the term of office, if elected

- Presidential and Vice Presidential candidates shall have completed at least 12 VCCCD semester units acquired at Ventura College by the end of the current spring semester

- Shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the colleges within Ventura County Community College District
By checking "Yes", I certify that I have completed this electronic application in its entirety and to the best of my knowledge. I hereby acknowledge the criteria for candidacy, and I meet the stated qualifications. I understand that any means of falsification on this application is grounds for disqualification and may be construed as a violation of the election standard operating practices. I also understand that completing this application does not guarantee that I will qualify as a candidate for this election.
Yes

Candidate Platform Statement

Candidate is required to submit electronic Platform Statement to Associated Students Election Ad Hoc Committee Chairperson (for Associated Students' candidates) or Chancellor's Designee (for Student Trustee candidates) prior to campaigning for viewing by student voters on election days. Candidates can prepare Platform Statements greater than one page in length. All submissions are final and due no later than Monday, April 13, 2020 at Noon.
Question 1. What education, skills, or experience would you bring to this position?

Question 2. Describe specific goals, ideas, or programs you would strive to implement if elected to this position.

Attach your photo here: (Optional)

I will submit my Candidate Platform Statement Separately

Election Application and Platform Statement for the VCCCD Student Trustee Application

Please leave your contact information

Name
Sample Student

Email
jnagaoka@vcccd.edu

Student Elections

I need to ...
Fill out the entire application form

Home Phone #
805 XXX XXXX

Cell Phone #
805 XXX XXXX

my.VCCCD.edu email address
SampleStudent@my.vcccd.edu

Address
100 Main Street

City
Camarillo

Zip
00000

Major
undecided

Student's Primary College
I am applying for the position of District Student Trustee

By checking "Yes", I grant permission for the Associated Students Advisor at my primary college (Moorpark College, Oxnard College, or Ventura College) to verify my eligibility to apply as a candidate in the student elections. If I do not check "Yes," I understand that my eligibility to run for Associated Students or for VCCCD Trustee cannot be verified, therefore disqualifying me from the Elections
Yes

By clicking "Next", you are submitting this as your electronic signature.

Ventura County Community College District Board of Trustees Student Trustee Electronic Application

Primary College:
Moorpark College

STUDENT TRUSTEE CANDIDATE QUALIFICATIONS: Students applying for the Student Trustee position are required to meet all of the following qualification criteria as stated in the Student Election Standard Operating Practices in order to be declared an eligible candidate:

Shall be at least 18 years of age prior to assuming office;

Shall be currently registered at Moorpark College, Oxnard College, or Ventura College (including Ventura College Santa Paula Site);

Shall have completed a minimum of 12 units and no more than 80 units taken within Ventura County Community College District prior to assuming office;

Shall be continuously enrolled in 5 or more units when declaring candidacy and during term in office (excluding summer and winter intersessions);

Shall be in good standing, maintain a 2.0 semester and cumulative grade point average (GPA), (not currently on academic or disciplinary probation, have not violated the Student Conduct Code, or been expelled from a College-based Associated Students' position); and

Shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the colleges within Ventura County Community College District.

By checking "Yes", I certify that I have completed this electronic application in its entirety and to the best of my knowledge. I hereby acknowledge the criteria for candidacy, and I meet the stated qualifications. I understand that any means of falsification on this application is grounds for disqualification and may be construed as a violation of the election standard operating practices. I also understand that completing this application does not guarantee that I will qualify as a candidate for this election.
Yes

Candidate Platform Statement

Candidate is required to submit electronic Platform Statement to Associated Students Election Ad Hoc Committee Chairperson (for Associated Students' candidates) or Chancellor's Designee (for Student Trustee candidates) prior to campaigning for viewing by student voters on election days. Candidates can prepare Platform Statements greater than one page in length. All submissions are final and due no later than Monday, April 13, 2020 at Noon.
Question 1. What education, skills, or experience would you bring to this position?

Question 2. Describe specific goals, ideas, or programs you would strive to implement if elected to this position.

Attach your photo here: (Optional)

I will submit my Candidate Platform Statement Separately

Affidavit of Candidacy

(Associated Students candidates and Student Trustee candidates to complete/submit at mandatory Candidates Meeting held at college campus.)

I,_____, *(print full name)* herewith declare my intention to be a candidate for the position of _____
_____. By signing below, I state that:

- I have received the complete Candidate Election Packet and Student Election Standard Operating Practices for the position I am seeking.
- I have attended one mandatory Candidates Meeting and participated in the review and discussion of the contents of the Candidate Election Packet and Student Election Standard Operating Practices.
- I understand I am expected to read the materials contained in the Candidate Election Packet and information in the Student Election Standard Operating Practices.
- I understand I will be held responsible for knowing and understanding the materials contained in the Candidate Election Packet and information in the Student Election Standard Operating Practices.
- I understand I will be held to deadlines set forth in the Candidate Election Packet and Student Election Standard Operating Practices.
- Note: Student Trustee Candidates will attend an additional mandatory Candidates Meeting at the District Administrative Center (or online) facilitated by Chancellor's Designee.

Signature: _____ Date: _____
Student ID: _____
Primary College: ___ Moorpark College ____ Oxnard College ____ Ventura College