



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

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

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(revised April 14, 2020)

Chancellor's Office  
761 East Daily Drive, Suite 200, Camarillo, CA 93010  
[pblair@vccd.edu](mailto:pblair@vccd.edu)  
805.652.5502

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## **Vision, Mission, Values**

The Board of Trustees adopted the following Vision and Values on March 13, 2007. An updated Mission Statement was adopted by the Board on July 14, 2015.

### **Vision**

The Ventura County Community College District will become the leader in the development of high quality, innovative educational programs and services. Keeping in mind that students come first, we will model best practice in instructional and service delivery, student access, community involvement, and accountability.

### **Mission**

Ventura County Community College District provides students, in its diverse community, with access to comprehensive quality educational opportunities that support student learning and student success.

### **Values**

- We base our actions on what will best serve students and the community.
- We maintain high standards in our constant pursuit of excellence.
- We recognize and celebrate creativity, innovation, and entrepreneurship.
- We demonstrate integrity and honesty in action and word.
- We communicate openly and respectfully to students, colleagues and members of the public.
- We hire and retain personnel who reflect the diversity of the communities we serve.
- We promote inclusiveness, and openness to differing viewpoints.
- We use data, research and open discussion to drive our plans and decisions.
- We demonstrate responsible stewardship for our human, financial, physical and environmental resources.
- We seek and maintain long-term partnerships with the communities we serve.

## **Introduction - Student Election Standard Operating Practices for Associated Students' Positions and Student Trustee Position**

The following student election standard operating practices are to be 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).

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 during a specified time period defined in the Call for Candidates.

Associated Students Election Applications must include a section notifying students of the option to run for the Student Trustee position and direct any interested student to contact the Associated Students Advisor or the Chancellor's Designee for a separate [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 2020 Calendar

|  |   |
|--|---|
| <b>February 19</b>                     | VCCCD will announce Student Elections Districtwide.   |
| <b>February 24 (Monday)</b>            | <p>Student Election Applications available in Student Activities Offices and Associated Students Offices at all three campuses.</p> <p>Student Election Applications no longer available after 12:00 p.m. Monday, April 13, 2020.</p>   |
| <b>April 13 (Monday)</b>               | <p>All Student Election Applications due by 12:00 p.m.</p> <p><i>No late applications or platform statements will be accepted.</i></p>  |
| <b>Dates To Be Determined</b>          | <p>Campuses will hold their own Associated Students/Student Trustee Candidates Meetings. Dates and times will be provided to candidates by College Associated Student Advisors.</p> <p>Associated Students Candidates and Student Trustee Candidates are required to attend one Candidates Meeting at the candidate's primary campus. Student Trustee Candidates are required to attend one additional Student Trustee Candidates Meeting at the District Administrative Center with Chancellor's Designee. Date(s)/time to be provided to Student Trustee Candidates by Chancellor's Designee.</p> <p><b><i>Only <u>approved</u> candidates can begin campaigning. Approved candidates have:</i></b></p> <ol style="list-style-type: none"> <li><b>1. Submitted application and campaign vide by the deadline;</b></li> <li><b>2. Submitted platform statement by the deadline; and</b></li> <li><b>3. Attended required candidate meeting(s).</b></li> </ol> <p><b>Candidates who have not attended the required Candidates Meetings may not begin campaigning.</b></p> |
| <b>April 21-22 (Tuesday/Wednesday)</b> | <p>Elections Held:</p> <p>Currently enrolled students may vote electronically by logging on to the VCCCD portal anytime between the hours of 8:00 a.m. on April 21, 2020, through 8:00 p.m. on April 22, 2020.</p> <p>Courtesy Polls may be located on college campuses each day. Check with your College Student Activities Office.</p> <p>Election challenges due by close of polls at 8 p.m.</p>   |
| <b>April 23 (Thursday)</b>             | Election results posted no later than 8:00 p.m.   |
| <b>April 28 (Tuesday)</b>              | Run-off election, if necessary  |

## **Section I – Candidate Requirements**

- A. Candidates for Student Trustee and Associated Students' positions must:
1. be at least 18 years of age prior to assuming office;
  2. be currently registered at Moorpark College, Oxnard College, or Ventura College (including Ventura College East Campus);
  3. be continuously enrolled in 5 or more units when declaring candidacy and during term in office (excluding summer and winter intersessions);
  4. hold and maintain during the term of office a semester and cumulative Grade Point Average (GPA) of 2.00 or higher; and
  5. 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. Additional requirements for candidates for Student Trustee and Associated Students' positions of President and Vice President:
1. Must have completed a minimum of 12 units taken at the candidate's primary campus by the end of the current spring semester, with the exception of Oxnard College, the position of President must have completed a minimum of 18 units; the position of Student Trustee may not have earned more than 80 units within the Ventura County Community College District; and
  2. 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 if placed 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 another 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 (Reference: 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 be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District.

The student shall be in good standing academically; shall maintain a 2.0 cumulative grade point average (GPA); not currently be on academic or disciplinary probation; or have been expelled from a college-based associated student government position; shall be eighteen years of age prior to assuming office; and shall have completed a minimum of twelve (12) units, but no more than eighty (80) units as a student in this district 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 on June 1 – May 31.

### **Section III – Candidacy**

- A. Election Calendar. No later than the first week of February each year, the Chancellor's Designee will call together the Associated Students Advisor at each college to determine the Student Elections Calendar. The Election Calendar will then be provided at the Candidates Meetings in the Election Packet.
- B. Candidates Meetings. All accepted potential candidates for Associated Students' positions must attend one Candidates Meeting at the college where they will run for election. Candidates Meetings will be facilitated by the Associated Students Election Ad Hoc Committee at each College. Student Trustee Candidates will 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. Student Election Standard Operating Practices will be reviewed at the Candidates Meetings, and all candidates will be responsible for knowing and adhering to Student Election Standard Operating Practices.

- C. Each candidate will receive a Candidate Election Packet prior to a Candidate's Meeting. During the Candidate's Meeting, each candidate will sign an Acceptance of Candidate Election Packet and Acknowledgement of Responsibility form and submit same to the Associated Students Election Ad Hoc Committee Chairperson. 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**

- A. The following documents for Student Trustee and Associated Students' elections are contained in the Candidate Election Packet. 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.*

##### **Candidate Election Packet (Appendix A)**

Documents applicable to both Associated Students' positions and Student Trustee position:

- Election Calendar
- Campaign Posting Requirements
- Acceptance of Candidate Election Packet and Acknowledgement of Responsibility

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 hours of receiving the notice of ineligibility. The appeal will be reviewed and a final decision will be provided within 24 hours of receipt of appeal.

#### **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.

#### **Section VI – Campaigning**

- A. VCCCD Chancellor's Designee will provide each College with student election 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 provided at the Candidates' Meeting and *after*:
1. Completing the requirements set out in the Candidate Election Packet and Student Election Standard Operating Practices;



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 a Candidates Meeting at the campus of primary attendance; and
4. Attending an additional Student Trustee Candidate Meeting at the District Administrative Center, 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 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. 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. As part of the campaign process, Candidates are eligible to begin campaigning after attending the Candidate Meeting. Candidates can submit a campaign video for posting on the Ventura County Community College District YouTube channel. The purpose of a video is to provide students with information on a candidate or slate of candidates. Videos:

- Should be two minutes or less in length for a candidate and four minutes or less in length for a slate of candidates.
- Should begin with candidate(s) name, campus, and title of office running for.
- Should be submitted in a YouTube supported format, like an MP4.
- Videos involving inappropriate content, bullying, or personal attacks will not be posted and will result in automatic disqualification from the student elections.
- Videos can be submitted through the following link:  
<https://www.wrike.com/form/eyJhY2NvdW50SWQjOjI0MjE1ODMsInRhc2tGb3JtSWQjOjMwODM5Mn0JNDczODI1NTIyMTYzNAk3YzE5ZjY2YTRhNWVmZmQxNDU0ZGRINDhkNGY1MjJlZjBhNmRiNmZlMmRjMTBmNjY4ZGRiYWNhYjMzMmJiMTEw>

Videos submitted between Monday – Thursday will be posted within 24 hours. Videos submitted Friday – Sunday will be posted as quickly as possible on the first business day after the weekend. All videos will be processed through a closed-captioning service, unless video is submitted with closed-captioning.

VCCCD will include links to the YouTube campaign videos in informational emails to students. By submitting a campaign video, the candidate consents to and authorizes the use and reproduction by the Ventura County Community College District, any of the individual colleges within the District, or college related foundation(s), to use candidate's image, likeness and/or voice in the production of college, college district or college related foundation(s) publications, whether in print, video, audio or for a website. The candidate waives any right to inspect or approve the finished images, advertising copy or printed matter that may be used in conjunction therewith, or the eventual use that the images may be applied. The candidate releases the college, college district or college related foundation(s) from any liability relating to any blurring, distortion, or alteration whether intentional or otherwise, that may occur or be produced in connection with the images, or in connection with any processing, alteration, transmission, display or publications of the image. This agreement constitutes the sole, complete and exclusive agreement between college, the college district or college related foundation(s) regarding the images and the candidate is not relying on any other

representations whether oral or written. This agreement will remain in effect, without compensation to the candidate, so long as the college, college district or college related foundation(s) deems necessary. The original film, prints, negatives, tapes, and/or soundtracks shall constitute the property of the college, college district or college related foundation(s) that created the materials.

- 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 may support one another for various races; but one slate is not permitted to endorse another slate.** A slate must notify the Elections Ad Hoc Committee prior to campaigning.
- F. Campaign literature posted at the Colleges is subject to the posting requirements at each respective College. 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”. In a series of duplicate posters, the Associated Students Election Ad Hoc Committee, Associated Students Advisor, or designee must approve the original poster. Unapproved materials will be removed by the Election Ad Hoc Committee or Associated Students Advisor.
  3. Candidates must obtain advance approval of an instructor to campaign in a classroom or to distribute campaign-related emails to classmates via Canvas. The advance approval shall be submitted by the instructor by telephone or via 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 committee members or unapproved electronic communications via Canvas regarding elections will not be allowed and will result in automatic disqualification from the student elections.**
  4. Destruction and/or removal of a candidate’s publicity by another student, candidate, or campaign assistant are considered to be 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.
  5. No campaigning may take place within a 100-foot radius of a designated polling site at all times.
  6. Candidate Platform Statements will be the only allowed campaign material provided electronically 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.** 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.

### **Campaign Posting Requirements**

Candidates must adhere to the posting location requirements of Moorpark College, Oxnard, College, Ventura College, 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 Vice Chancellor, Educational Services. Any campaign materials posted without approval of the Associated Students Election Ad Hoc Committee may be removed by the Associated Students Election Ad Hoc Committee or by the Associated Students Advisor.

Campus 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 which 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.
  5. 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.

**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. Staff the polls or recruit and assist a third party, with the approval of an Associated Students Advisor. Two or more poll workers must staff each polling place at all times. Poll workers may not be running for any office or be campaigning on behalf of any candidate.
9. Maintain order at the polls. No campaigning may occur within the polling area at all times. No campaigning is allowed within a 100-foot radius of the polls at all times, and the radius must be clearly defined. Campus police may be used if security at the polls is considered an issue by the Associated Students Election Ad Hoc Committee.
10. Confirm the information contained in the "Statement of Accuracy" regarding the electronic tabulation of the ballots for the election.
11. 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.

**Section VIII – Campaign Expenditures**

- A. Candidates may not utilize supplies or equipment belonging to VCCCD and the Colleges to prepare campaign materials.
- 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 off campus.

- 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**

### **Can a club endorse a candidate? Whole club?**

- 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 at the discretion of the Election Ad Hoc Committees.
- B. Soliciting, receiving, and/or utilizing endorsements from faculty, staff, administrators, outside community groups, or members of the Board of Trustees are a violation of the Student Election Standard Operating Practices. No member of the Election Ad Hoc Committees may endorse a candidate or participate in campaign activities of any kind. 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. Student election ballots are electronic ballots that can be accessed online at the polling sites and offsite at My.VCCCD.edu for voting purposes by currently enrolled VCCCD students

## **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 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. The Ventura College Election Ad Hoc Committee must determine a system to prevent duplicate voting at Ventura College East Campus.
- D. Voting shall be by electronic ballot using online/electronic voting.
- E. Voters can vote by logging onto My.VCCCD.edu with their personal device or at a designed campus location facilitated by the Student Activities Specialists

- F. Only members of the Election Ad Hoc Committees, Associated Students Advisors, Chancellor's Designee, or VCCCD Information Technology staff shall 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 IT Department shall provide the electronic election results for the Associated Students positions by noon on the day following the final day of the election to the AS Advisor at each campus.
2. In the event of a ballot malfunction, VCCCD IT 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. Only members of the VCCCD IT Department, Chancellor's Designee, Election Ad Hoc Committees, Associated Student Advisors, and College Presidents or Presidents' Designees may be present during tabulation of ballots.
5. The candidate receiving the majority of votes (plurality) for each position will be declared the winner.
6. 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.
7. 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 IT 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) 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.



# Contact Information

**Questions? Please contact the following regarding student elections:**

Gabriela Rodriguez, Oxnard College Associated Students Advisor  
4000 South Rose Avenue, Oxnard, CA 93033  
Tel. 805.678-5187  
Email: [gabriela\\_rodriguez6@vcccd.edu](mailto:gabriela_rodriguez6@vcccd.edu)

Kristen Robinson, Moorpark College Associated Students Advisor  
7075 Campus Road, Moorpark, CA 93021  
Tel. 805.553.4976  
Email: [krobinson@vcccd.edu](mailto:krobinson@vcccd.edu)

Libby Fatta, Ventura College Associated Students Advisor  
4667 Telegraph Road, Ventura, CA 93003  
Tel. 805.289.6474  
Email: [lfatta@vcccd.edu](mailto:lfatta@vcccd.edu)

Patti Blair, Administrative Officer to Chancellor and Board of Trustees  
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) 652-5502  
Email: [pblair@vcccd.edu](mailto:pblair@vcccd.edu)

## APPENDIX A

### Candidate Election Packet

Documents applicable to both Associated Students' positions and Student Trustee position:

- Election Calendar
- Campaign Posting Requirements
- Acceptance of Candidate Election Packet and Acknowledgement of Responsibility

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.



## VCCCD Districtwide Student Elections 2020 Calendar

|  |   |
|--|---|
| <b>February 19</b>                     | VCCCD will announce Student Elections Districtwide.   |
| <b>February 24 (Monday)</b>            | <p>Student Election Applications available in Student Activities Offices and Associated Students Offices at all three campuses.</p> <p>Student Election Applications no longer available after 12:00 p.m. Monday, April 13, 2020.</p>   |
| <b>April 13 (Monday)</b>               | <p>All Student Election Applications due by 12:00 p.m.</p> <p><i>No late applications or platform statements will be accepted.</i></p>  |
| <b>Dates To Be Determined</b>          | <p>Campuses will hold their own Associated Students/Student Trustee Candidates Meetings. Dates and times will be provided to candidates by College Associated Student Advisors.</p> <p>Associated Students Candidates and Student Trustee Candidates are required to attend one Candidates Meeting at the candidate's primary campus. Student Trustee Candidates are required to attend one additional Student Trustee Candidates Meeting at the District Administrative Center with Chancellor's Designee. Date(s)/time to be provided to Student Trustee Candidates by Chancellor's Designee.</p> <p><b><i>Only <u>approved</u> candidates can begin campaigning. Approved candidates have:</i></b></p> <ol style="list-style-type: none"> <li><b>1. Submitted application by the deadline;</b></li> <li><b>2. Submitted platform statement by the deadline; and</b></li> <li><b>3. Attended required candidate meeting(s).</b></li> </ol> <p><b>Candidates who have not attended the required Candidates Meetings may not begin campaigning.</b></p> |
| <b>April 21-22 (Tuesday/Wednesday)</b> | <p>Elections Held:</p> <p>Currently enrolled students may vote electronically by logging on to the VCCCD portal anytime between the hours of 8:00 a.m. on April 21, 2020, through 8:00 p.m. on April 22, 2020.</p> <p>Courtesy Polls may be located on college campuses each day. Check with your College Student Activities Office.</p> <p>Election challenges due by close of polls at 8 p.m.</p>   |
| <b>April 23 (Thursday)</b>             | Election results posted no later than 8:00 p.m.   |
| <b>April 28 (Tuesday)</b>              | Run-off election, if necessary  |

## 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





## Election Application and Platform Statement – Moorpark College Associated

### 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@myvccd.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.

Attach your photo here: (Optional)

I will submit my Candidate Platform Statement Separately



## 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 Ventura County Community College District Board of Trustees 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



## **Campaign Posting Requirements**

Candidates must adhere to the posting location requirements of Moorpark College, Oxnard, College, Ventura College, 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 Vice Chancellor, Educational Services. Any campaign materials posted without approval of the Associated Students Election Ad Hoc Committee may be removed by the Associated Students Election Ad Hoc Committee or by the Associated Students Advisor.

Campus 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 which 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.

**Acceptance of Candidate Election Package and Acknowledgement of Responsibility**  
**(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 facilitated by Chancellor's Designee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

Primary College: ☐ Moorpark College ☐ Oxnard College ☐ Ventura College