

LOS ANGELES COMMUNITY COLLEGES  
**BOARD RULES, CHAPTER II, ARTICLE X**  
**STUDENT TRUSTEE ELECTION PROCEDURES**

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**21000. OVERALL PROCEDURES.**

The Board of Trustees of the Los Angeles Community College District has established that within its membership there shall be one nonvoting Student Board Member. The term of office of the Student Board Member shall be one year commencing on June 1<sup>st</sup> and ending on May 31<sup>st</sup>.

Adopted 01-31-96

**21001. QUALIFICATIONS.**

**21001.10 Candidate Requirements.**

Candidates for Student Trustee must:

- a.** Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District.
- b.** Be currently enrolled in a minimum of five (5) units
- c.** Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college work within the Los Angeles Community College District.

Exceptions on the maximum units requirement may be made for students enrolled in Los Angeles Community College District degree, certificate or transfer programs where the combination of program requirements and prerequisites may result in the student exceeding the 80 transferable unit limit.

Exceptions will be decided by the Chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance.

In order to be considered for an exemption, a student who exceeds the requisite 80 transferable unit maximum must satisfy at least one of the following conditions:

- 1) The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the catalog at the student's primary college of attendance, caused the student to enroll in courses that exceeded the 80 transferable unit maximum.
- 2) Program prerequisites, as specified in the catalog at student's primary college of attendance, caused the student to exceed the 80 transferable unit maximum.
- 3) A returning student, who has already completed a college degree or certificate, and is enrolled in courses that are specifically required for the student's declared certificate, associate degree or transfer objective, as specified in the catalog at student's primary college of attendance.

Adopted 01-31-96  
Amended 01-09-02  
Amended 07-31-07

**21001.11 Requirements of Office.**

While in office Student Trustee must:

- a. Maintain eligibility, as defined in Section 21001.10(a)(b) and (c) above, during his/her term of office.
- b. Students who exceed the unit maximum of 21001.10(c), and are granted an exception, must be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the catalog at the student's primary college of attendance.
- c. Not hold any other elected or appointed ASO positions at any of the District's colleges.

Adopted 01-09-02

## **21001.12 Disqualification from Office.**

- a.** Automatic and immediate forfeiture of office, including all rights as privileges thereof, will be required if the Student Trustee:
  - 1)** does not maintain the requirements of office contained in Section 21001.11; or
  - 2)** is suspended for more than ten (10) days, in keeping with the provisions of Board Rule 91101 et seq., from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District.
- b.** A student disqualified from office under the provisions above, shall be liable for any compensation received after he or she became ineligible for office.
- c.** Upon disqualification from office, the student must immediately return all District property provided to them while in office.

Adopted 01-09-02

## **21001.13 Term of Office.**

- a.** The term of the Student Trustee is one year (June 1 through May 31).
- b.** A Student Trustee who has held office for a full term, or who is disqualified from office under the provisions of this Board Rule, may not run for a second term.

Adopted 01-09-02  
Suspended 06-16-10  
Restored 01-07-11  
Amended 03-09-16

## **21002. APPLICATION PROCESS.**

**21002.10** Applications for candidacy will be available and must be filed in the Office of Student Activities or in the Office of Student Services at the student's primary college of attendance and will include a brief description of qualifications for the position contained in Board Rules 21001.

Adopted 01-31-96  
Amended 06-19-02

**21002.11** Applications will be available on the first working Monday in February. Applications must be returned and filed no later than March 15<sup>th</sup> or the first working Monday thereafter.

Adopted 01-31-96

Amended 06-19-02

**21002.12** Applications returned and filed between March 15<sup>th</sup> and March 31<sup>st</sup> shall be eligible as a write-in candidate. All qualifications and eligibility requirements are still applicable.

Adopted 03-24-04

**21002.13** An application must be completed by each candidate (see attached Form ST-1). The completed application must include the following:

- 1.** The candidate's name, address and phone number;
- 2.** certification that the applicant meets the qualifications requirement, cumulative grade point average, list of college activities, and a statement as to why the applicant wishes to be a student Board Member;
- 3.** a letter of recommendation written by a member of the college community (student, faculty, or administrator); and
- 4.** a petition with one hundred (100) signatures of currently enrolled students.

Adopted 01-31-96

Amended 06-19-02

Amended 12-18-02

Amended 03-24-04

**STUDENT TRUSTEE APPLICATION FORM**  
**LOS ANGELES COMMUNITY COLLEGE BOARD OF TRUSTEES**

\_\_\_\_\_  
(Name) First Middle Last

\_\_\_\_\_  
Student I.D. No.

\_\_\_\_\_  
Phone (Best time to call)

PERMANENT ADDRESS:

MAILING ADDRESS:

\_\_\_\_\_  
Number Street

\_\_\_\_\_  
Number Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
College Currently Attending

\_\_\_\_\_  
College Attending in Fall

Transferable college units completed at colleges within the Los Angeles Community College District: \_\_\_\_\_

Current Educational Objective (degree or transfer major, or Occupational Certificate title): \_\_\_\_\_

Degrees Earned:

Other Colleges Attended:

\_\_\_\_\_  
Degree College Date

\_\_\_\_\_  
Name of College Dates Attended

\_\_\_\_\_  
Degree College Date

\_\_\_\_\_  
Name of College Dates Attended

Classes Presently Enrolled in:

| Name  | Date & Time | Room Number |
|-------|-------------|-------------|
| _____ | _____       | _____       |
| _____ | _____       | _____       |
| _____ | _____       | _____       |
| _____ | _____       | _____       |

Employment Record:

| <u>Employer</u> | <u>Title/Duties</u> | <u>Address</u> | <u>Starting/Ending Dates</u> |
|-----------------|---------------------|----------------|------------------------------|
| _____           | _____               | _____          | _____                        |
| _____           | _____               | _____          | _____                        |
| _____           | _____               | _____          | _____                        |

**STUDENT TRUSTEE APPLICATION FORM**  
(continued)

Please compose and type a campaign statement of ***no more than 200 words***. If needed, attach an

additional sheet. Your statement may include:

whether you are a full or part-time student  
whether you are a day or evening student  
your length of enrollment in LACCD Colleges  
why you wish to attain the office of Student Trustee previous  
involvement in campus or community affairs any other  
information that may assist your candidacy

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**REQUIRED QUALIFICATIONS FOR STUDENT TRUSTEE**

In accordance with Board Rule 21001.10, candidates for Student Trustee must:

1. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District;
2. Be currently enrolled in a minimum of five (5) units.;
3. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college within the Los Angeles Community College District.

Exceptions on the maximum units requirement may be made for students enrolled in Los Angeles Community College District degree, certificate or transfer programs where the combination of program requirements and prerequisites may result in the student exceeding the 80 transferable unit limit. Exceptions will be decided by the Chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance. In order to be considered for an exemption, a student, who exceeds the requisite 80 transferable unit maximum, must satisfy at least one of the following conditions:

1. The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the catalog at the student's primary college of attendance, caused the student to enroll in courses that exceeded the 80 transferable unit maximum;
2. Program prerequisites, as specified in the catalog at student's primary college of attendance, caused the student to exceed the 80 transferable unit maximum;
3. A returning student, who has already completed a college degree or certificate, and is enrolled in courses that are specifically required for the student's declared certificate, associate degree or transfer objective, as specified in the catalog at student's primary college of attendance.

An application must be completed by each candidate. The completed application must include the following:

1. A statement as to why the applicant wishes to be a Student Board Member;
2. A letter of recommendation written by a member of the college community (student, faculty, or administrator);
3. A petition with one hundred (100) signatures of currently enrolled students, including student identification numbers.

**CHIEF STUDENT SERVICES OFFICER CERTIFICATION**

☐ I certify that the above student meets the requirements for the Office of Student Trustee contained in Board Rule 21001.10,

OR

☐ I certify that the above student meets the requirements for an exemption pursuant to the requirements in Board Rule 21001.10(c).

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Signature

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Date

Authority: Board Rule Chapter II, Article X Revised:  
7/31/2007  
LACCD Form ST-1  
Page 2 of 2

**21002.14** Applicant qualifications must be verified by the Chief Student Services Officer or designee, including write-in applicants.

Adopted 01-31-96  
Amended 03-24-04

**21002.15** Applicants filing as write-in candidates must meet all of the qualifications and eligibility as outlined in 21001.10 and 21001.11.

Adopted 03-24-04

**21002.16** Applications received after March 31<sup>st</sup> will not be eligible as write-in candidates.

Adopted 03-24-04

## **21003. PUBLICITY.**

**21003.10** Each campus shall post notice of the availability of applications and the qualifications for the Student Trustee position by the first working Monday in February.

Adopted 01-31-96  
Amended 06-19-02

**21003.11** All candidates, including write-in candidates, will follow one set of election campaign rules and regulations for all nine campuses.

Adopted 01-31-96  
Amended 03-24-04

**21003.12** The District Office of Student Services shall coordinate candidate forums at each of the nine colleges in the District. The forums will be coordinated with the ASO advisors who in turn will coordinate with the ASO and/or ASO Council, based on a list of proposed dates.

Adopted 01-31-96

**21003.13** The District Office of Student Services shall prepare an electronic document containing a complete description of the responsibilities of the Student Trustee, the campaign rules, the appeal process, and the candidates' campaign

statements as outlined in their application pursuant to Board Rule 21004.12. The document shall be provided to the ASO advisors for distribution at the candidate forums at each of the nine colleges in the District.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-09-16

**21003.14** Write-in candidates names and campaign statements will not appear in the documents that are distributed at the candidate forum, but the candidates will be notified of the forums and are eligible to participate.

Adopted 03-24-04  
Amended 03-09-16

## **21004. ELECTION.**

**21004.10** There shall be an online election. All eligible candidates district-wide shall be placed on one electronic ballot. Write-in candidates names will not appear on the ballot, but an adequate number of blank lines will be on the ballot for voters to write-in candidate names. In lieu of an online election, the Chancellor may authorize an election using paper ballots, to be conducted pursuant to administrative regulations issued by the Chancellor.

A District-wide Elections Committee shall be formed to oversee the counting of the ballots and review any appeals that may arise. It shall consist of:

- 1.** three of the nine ASO Presidents or their designees, none of whom can be a candidate for the Office of Student Trustee;
- 2.** the Associate Vice Chancellor of Instructional and Student Services or designee (who shall serve as the committee's chair);
- 3.** a minimum of one (1) ASO Advisor from one of the nine campuses, not representing the same campus that the ASO president represents;
- 4.** a minimum of one Chief Student Services Officer from one of the nine campuses, other than that of the Advisor;
- 5.** the current Student Board Member; and

- 6.** All members of the committee shall be notified of the intention of the counting of the ballots fourteen days prior to the date of the counting by writing. Furthermore, the notice shall be posted at each campus that anyone may attend the counting of the ballots.

A quorum of the District-wide Elections Committee (i.e., a majority of its members) shall be sufficient for conducting the duties of the committee.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-24-04  
Amended 03-09-16

- 21004.11** By March 22 or the first working Monday thereafter, the Chief Student Services Officer shall forward to the District Office of Student Services the names of all eligible candidates at his or her campus. Applications received after March 22<sup>nd</sup> shall be forwarded, by the Chief Student Services Officer, to the District Office by April 1<sup>st</sup> or the first working Monday thereafter. All applications received after April 1<sup>st</sup> will not be eligible as write-in candidates. The District Office of Student Services shall place the names on the district-wide ballot. The names of the candidates shall be listed on the ballot without a college designation as to the campus of origin. The District Office of Student Services shall forward electronic brochures containing a complete description of the responsibilities of the student trustee, the campaign rules, the appeal process, and the candidates' campaign statements to the colleges no later than April 1, or the first working Monday thereafter. Write-in candidates names will not appear on the ballot, but an adequate number of blank lines will be on the ballot for voters to write-in candidate names.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-24-04  
Amended 03-09-16

- 21004.12** Adopted 01-31-96  
Amended 06-19-02  
Repealed 03-09-16

- 21004.13** The successful candidate, including eligible write-in candidates, shall have received a plurality of all the votes.

Adopted 01-31-96  
Amended 03-24-04

- 21004.14** In the event of a tie, a run-off election shall be conducted within five (5) days of the election count. The expenses for conducting the run-off election shall be paid by the District

Adopted 01-31-96  
Amended 03-09-16

**21004.15** The Board of Trustees shall make the appointment of the Student Trustee upon the results of the general election no later than May 31.

Adopted 01-31-96

## **21005. ELECTIONS PROCEDURES.**

### **21005.10 General Procedures**

- a.** The voting shall be open to all currently enrolled students.
- b.** Each student shall be provided, via their official LACCD email account, a unique one-time logon to vote electronically.

Adopted 01-31-96  
Amended 06-19-02  
Repealed 03-09-16

**21005.11** Adopted 01-31-96  
Amended 06-19-02  
Amended 03-24-04  
Repealed 03-09-16

**21005.12** Adopted 01-31-96  
Amended 03-25-05  
Repealed 03-09-16

### **21005.13 Observation of the Vote Results**

Once the elections period has been set, the District Office of Student Services will notify members of the District-wide Elections Committee in writing as to the meeting date at which the results will be observed.

Within five (5) working days after the close of the elections period, members of the Student Affairs Committee and all eligible candidates, including write-in candidates, will be invited in writing to be present at the observation of the results. Notification shall also be sent to the Chief Student Services Officer at each college who shall post the notification in public access areas.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-24-04  
Amended 03-09-16

### **21005.14 Complaint Process**

Any complaints relating to the election process shall be made to the Elections Committee within five (5) day(s) after the incident causing the complaint occurred. Complaints may be filed by a candidate, a student, or a college employee who alleges that an irregularity occurred during the election process.

- a. All complaints must be presented in writing and must include:
  - 1) Specific facts constituting the violation.
  - 2) Evidence supporting the allegation.
  - 3) Evidence from supporting witnesses, if appropriate.
  - 4) Remedy requested.
- b. If the allegations would constitute a violation of the election process, the Associate Vice Chancellor of Instructional and Student Support Services shall investigate or request that the President or designee at the college or colleges where the alleged incident occurred conduct an investigation. The President or designee will provide a written report on the outcome of that investigation. If the investigation determines that the procedures contained in these Board Rules were not followed, the Associate Vice Chancellor of Instructional and Student Support Services shall convene the District-wide Election Committee, which shall make a recommendation to the Chancellor on what steps should be taken.
- c. The Chancellor shall review the recommendations and make a decision regarding any action to be taken. Potential actions include, but are not limited to, student discipline, disqualification of a candidate, and/or ordering that the election be re-held either District-wide or at a specific college. After his/her review, the Chancellor's decision shall be final.

Adopted 01-31-96  
Amended 06-19-02  
Amended 03-23-05  
Amended 03-09-16

## **21006. RECALL PROCEDURES.**

- a. Petitions calling for the recall must be signed by 35% of the number of students voting in the previous Student Trustee election at all of the LACCD colleges and delivered to the District Associate Vice Chancellor of Instructional and Student Support Services.

Each signature on the petition will include the student's identification number, and must be certified as to verification of student enrollment by an administrative official from each college.

Upon receipt of such certified petitions, the Associate Vice Chancellor of Instructional and Student Support Services, or designee will implement a recall election.

Adopted 01-31-96  
Amended 06-19-02

## **21007. SELECTION OF A REPLACEMENT.**

If a Student Trustee position becomes vacant due to removal, recall, resignation, or other reason, a successor shall be appointed by the Board of Trustees. The Board shall either order an election or make a provisional appointment to fill the vacancy within 60 days. All rules of eligibility shall apply.

Adopted 01-31-96

## **21008. DEFINITIONS.**

**21008.10** Adopted 01-31-96  
Amended 06-19-02  
Repealed 03-09-16

## **21009. ACCOMMODATIONS.**

Any candidate, including write-in candidates, or Student Trustee with a disability may request an accommodation for the requirements of Subsection 21001.10 and/or 21001.11.

- A.** The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer, Director of the Disabled Student Programs and Services (DSP&S) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act as appropriate.
- B.** Qualification for an accommodation will be based on the impact of the disability on the candidate's/Student Trustee's ability to take 6 units.
- C.** Procedures for requesting an accommodation:
  - 1.** Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.
  - 2.** Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist. EC 76023.5

Adopted 06-19-02  
Amended 03-24-04

**21010. STUDENT TRUSTEE ELECTION TIMELINES.**

|                                                                                                                      |                                                                |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Applications available at colleges                                                                                   | Second working Monday in February                              |
| Applications submission date                                                                                         | March 15 <sup>th</sup> or the first working Monday thereafter  |
| Write-in applications Submission date                                                                                | March 31 <sup>st</sup> or the first working Monday thereafter  |
| District Office submission date for completed and verified applications                                              | March 22 <sup>nd</sup> or the first working Monday thereafter  |
| Candidate information forwarded to colleges                                                                          | April 1 <sup>st</sup> , or the first working Monday thereafter |
| Student Trustee Elections                                                                                            | April 18 <sup>th</sup> – April 30 <sup>th</sup>                |
| District-wide Elections Committee, Student Affairs Committee and candidates notified of date ballots will be counted | Once all election dates have been scheduled at the colleges    |
| Ballots counted                                                                                                      | One week after completion of last college election             |
| Student Trustee sworn in                                                                                             | Board meeting preceding May 31st                               |

Adopted 06-19-02  
Amended 03-24-04  
Amended 03-09-16