STUDENT ELECTION STANDARD OPERATING PRACTICES
FOR
ASSOCIATED STUDENTS’ POSITIONS
AND
STUDENT TRUSTEE POSITION

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

February 2016

Questions/Comments?

Contact Chancellor’s Office
255 W. Stanley, Avenue, Suite 150, Ventura, CA 93001
rpost@vcccd.edu, 805.652.5509
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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.
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 Santa Paula Site, 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 submit to an Associated Students Election Ad Hoc Committee Chairperson an Associated Students Election Application, which may be obtained from the Associated Students Office at each campus immediately following the “Call for Candidates” each election year. 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. A candidate’s “primary campus” is defined as the College campus where the student is enrolled in the majority of his or her 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.

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 Santa Paula Site);

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 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; 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 and Eligibility Verification, 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 – 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 his/her 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 at a required Candidates Meeting. No Candidate Election Packets will be available prior to the date of the Candidates Meetings at each campus. Upon receipt, 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 III – 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 (See Appendix B)

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

- Candidate Platform Statement (Complete and submit electronic version of Platform Statement to Election Ad Hoc Committee Chairperson for Associated Students or Chancellor’s Designee for Student Trustee prior to campaigning for viewing by student voters on elections days.)
- Election Calendar
- Campaign Posting Requirements
- Acceptance of Candidate Election Packet and Acknowledgement of Responsibility (Complete and submit to Election Ad Hoc Committee Chairperson at Candidates Meeting.)
- Contact Information

Additional documents specific to Student Trustee position:

- Student Trustee Position Description
- Board Policy

Proper completion of an application and verification of eligibility must occur before receiving approval for candidacy. Candidates may contact the Associated Students Advisor at his or her primary College of attendance or the Chancellor’s Designee with questions related to completion of applications and related forms. Contact information is provided at the end of the Student Election Standard Operating Practices and in the Candidate Election Packet.
SECTION IV – 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 V – CAMPAIGNING

A. VCCCD Administrative Relations 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 talking with students about the candidate, issues, or campaign platforms; giving speeches; presenting messages; 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.

E. A “slate” is a list of candidates running together for election to the various offices. 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.
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 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. 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 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 his/her Platform Statement to the Election Ad Hoc Committee Chairperson for Associated Students or Chancellor’s Designee for Student Trustee prior to campaigning.

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.
SECTION VI – 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.

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.

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. 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.

7. 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.

8. 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.

9. Oversee the ballot tabulation for the Associated Students’ election and if requested by the Chancellor or Chancellor’s Designee, the Student Trustee election.

10. Confirm the information contained in the “Statement of Accuracy” regarding the 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 VII – 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 VIII – CAMPAIGN ENDORSEMENTS

A. Candidates may solicit endorsements from students and members of student organizations at Moorpark College, Oxnard College, Ventura College, and Ventura College Santa Paula Site. 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 IX – 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 X – COMPOSITION OF BALLOTS

A. Candidates for the Student Trustee position and the Associated Students’ positions will be placed on separate ballots using a lottery process determined by the Election Ad Hoc Committees.

B. 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 XI – VOTING

A. The Election Ad Hoc Committees will oversee elections at the campuses and Ventura College Santa Paula Site. 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.

D. A student must be currently enrolled at VCCCD and can vote only one time. If a student is enrolled at more than one College, he or she must vote at their primary campus, which is defined as the College campus where the student is enrolled in the majority of his or her units.

E. The Ventura College Election Ad Hoc Committee must determine a system to prevent duplicate voting at Ventura College Santa Paula Site.

F. Voting shall be by electronic ballot using online/electronic voting.

G. Voters can vote in a booth at the polling location or online by logging onto My.VCCCD.edu.

H. 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 XII – 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. 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.

3. 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.

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 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. Associated Student Advisors will oversee the process.

SECTION XIII – 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 in writing, signed by the complainant, and delivered to the appropriate College President or Chancellor for review and resolution.

E. Any candidate may request one recount of the position sought by that candidate in the election if such request is made in writing, signed by the candidate by noon the day following the election, and delivered to the Associated Students Election Ad Hoc Committee Chairperson or Chancellor’s Designee. College Presidents or the Chancellor may request recounts of positions.

SECTION XIV – 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, Associated Students Advisor
Oxnard College
4000 South Rose Avenue, Oxnard, CA 93033
Tel. 805.986.1998  Email: gabriela_rodriguez6@vcccd.edu

Sharon Miller, Associated Students Advisor
Moorpark College
7075 Campus Road, Moorpark, CA 93021
Tel. 805.553.4976 Email: smiller@vcccd.edu

Rick Trevino, Associated Students Advisor
Ventura College
4667 Telegraph Road, Ventura, CA 93003
Tel. 805.289.6487 Email: rtrevino@vcccd.edu

Chancellor’s Designee (Questions related to Student Trustee Position)

Rick Post, Vice Chancellor, Educational Services
Ventura County Community College District
255 W. Stanley Avenue, Suite 150, Ventura, CA 93001
Tel. 805.652.5509  Email: rpost@vcccd.edu
Any student interested in running for an Associated Students’ position must complete and submit to an Associated Students Election Ad Hoc Committee Chairperson an Associated Students Election Application with Eligibility Verification, which may be obtained from the Associated Students Office at each campus immediately following the announcement of Student Elections each year. Election applications will be available for completion and submission during a specified time period defined in the Student Elections announcement. Associated Students Election Applications must include a section on the application notifying students of the option to run for the Student Trustee position and directing any interested student to contact the Associated Students Advisor or the Chancellor’s Designee for a separate Student Trustee Election Application with Eligibility Verification.

Election Applications with Eligibility Verifications for Moorpark College, Oxnard College, Ventura College, and District Administrative Center are attached as follows:

- Associated Students Election Application (Moorpark College)
- Associated Students Election Application (Oxnard College)
- Associated Students Election Application (Ventura College)
- Student Trustee Election Application (District Administrative Center)
Associated Students Election Application
With Eligibility Verification
(Moorpark College)
For which office are you seeking election? Please mark only one position:

- President
- Vice President
- Director of External Affairs
- Director of Campus Events
- Director of Budget & Finance
- Director of Academic Affairs
- Director of Student Organizations
- Director of Constitution & Rules
- Director of Public Relations
- Director of Student Services
- Student Trustee (Please request separate Student Trustee Election Application from Associated Students Advisor.)

Qualifications for Candidacy:

1. Shall be 18 years of age prior to assuming office.
2. 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.
3. 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).
4. 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.
5. 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.

I have completed this 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.

Applicant’s Signature: __________________________ Date: ______________

Submit original completed application with eligibility verification to the elections chairperson in the Associated Students office, Campus Center Room 152 by 12 p.m. Noon on April 11, 2016.

For A.S. Use Only:
Unit Load: _______________ Units Comp.: _______________ G.P.A.: _______________

Associated Students Advisor
Elections Chairperson

Administrator Clearance Regarding Student Standing
## Student Elections Eligibility Verification

**Associated Students Position**

<table>
<thead>
<tr>
<th>Name: _____________________________________</th>
<th>Student I.D. No.: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone #: (_____)______________________</td>
<td>Cell Phone #: (_<strong><strong>)</strong></strong>______________</td>
</tr>
<tr>
<td>My.VCCCD.edu Email Address:__________________</td>
<td></td>
</tr>
<tr>
<td>Student Primary College: __ Moorpark College  __Oxnard College  __Ventura College</td>
<td></td>
</tr>
</tbody>
</table>

### Qualifications for Candidacy:

- 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);
- The President and Vice President shall have completed a minimum of 12 units taken at the student’s primary College 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 be on academic or disciplinary probation, have not violated the Student Conduct Code, and have not 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.

### For Records Dept. Use Only:

- Unit Load: _________________
- Units Comp.: _________________
- CUM G.P.A.: _________________
- Date of Birth/Age: _________________
- Academic Probation: _________________

### Verifying this Information

Signature & Printed Name of Staff Person: _____________________________________  Date: _______________________

### For Dean of Students to verify Disciplinary Status:

Is this student in good standing with Ventura County Community College District regarding student conduct?  
- YES  or  NO

Administrator Signature Regarding Student Standing: _____________________________________  Date: _______________________

I grant permission for the AS 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.

**Applicant’s Signature:** __________________  **Date:** _______________
Associated Students Election Application
With Eligibility Verification
(Oxnard College)
Qualifications for Candidacy:
1. Must be currently registered at Oxnard College.
2. Each candidate for Associate Student Government position shall:
   • Be enrolled in five or more units when declaring candidacy and during the term of office.
   • Hold a semester and cumulative Grade Point Average (GPA) of 2.0 or higher upon filing for candidacy and maintain a cumulative GPA of 2.0 or higher during the term of office.
   • Be at least 18 years of age prior to assuming office.
   • 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.
3. In addition, each candidate for Associate Student Government President and Vice President shall:
   • Have completed a minimum of 18 units at one or more of the District’s colleges or education centers prior to assuming office.
   • Have at least one complete semester of experience in leadership at either the high school or college level, including student government, club activities, or athletics, or outside service or leadership group.

I have completed this 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 procedures. I also understand that completing this application does not guarantee that I will qualify as a candidate for this election.

Applicant’s Signature: __________________________ Date: ______________

Submit original completed application with eligibility verification to the Election Committee Chairperson in the Associated Students Office by 12 p.m. Noon on April 11, 2016.

For A.S. Use Only:
Unit Load: _______________ Units Comp.: _______________ G.P.A.: _______________
Student Elections Eligibility Verification  
Associated Students Position

Name: _____________________________________    Student I.D. No.: ____________________

Home Phone #: (_____)__________________ Cell Phone #: (______)____________________

My.VCCCD.edu Email Address: _____________________________________________________

Student Primary College:   ___ Moorpark College   ___ Oxnard College   ___ Ventura College

Qualifications for Candidacy:
• 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);
• The President and Vice President shall have completed a minimum of 18 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.

Applicant’s Signature: _____________________ Date: __________
Associated Students Election Application
With Eligibility Verification
(Ventura College)
ELECTION APPLICATION
WITH ELIGIBILITY VERIFICATION

ASSOCIATED STUDENTS OF VENTURA COLLEGE BOARD

Name:_________________________________  Student I.D. No.:______________________
Address:_______________________________  City:__________________ Zip:_________
Home Phone: (____)_____________________   Cell Phone: (____)____________________
MyVCCCD.edu Email Address: ________________________________________________

Qualifications for Candidacy:
1. Shall be 18 years of age prior to assuming office.
2. 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.
3. 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).
4. 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.
5. 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.

I have completed this 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.

Applicant's Signature:_________________________________Date:__________________

NOTE TO APPLICANT:   Submit original completed application with eligibility verification to the elections
chairperson in the Associated Students Office by 12 NOON on April 11, 2016.
Student Elections Eligibility Verification
Associated Students Position

Name: _____________________________________    Student I.D. No.: _________________

Home Phone #: (_____)__________________ Cell Phone #: (______)____________________

My.VCCCD.edu Email Address: ___________________________________________________

Student Primary College: __ Moorpark College  ___Oxnard College  ___Ventura College

Qualifications for Candidacy:
• 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);
• The President and Vice President shall have completed a minimum of 12 units taken within the 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.

For Records Dept. Use Only:

Unit Load: _________________ Units Comp.: ________________ CUM G.P.A.: ________________

Date of Birth/Age: ________________ Academic Probation: ________________

Signature & Printed Name of Staff Person Verifying this Information Date

For Dean of Students to verify Disciplinary Status:

Is this student in good standing with Ventura County Community College District regarding student conduct? YES or NO

Administrator Signature Regarding Student Standing Date

I grant permission for the AS 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.

Applicant’s Signature: __________________ Date: __________________
Student Trustee Election Application
With Eligibility Verification
(District Administrative Center)
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Board of Trustees

STUDENT TRUSTEE ELECTION APPLICATION
WITH ELIGIBILITY VERIFICATION
2016-2017

Candidate’s Name:
Last:  First:  M.I.:
Address:  Street:  City:  State:  Zip Code:
Telephone:  Work:  Home:  Cell:
Student ID #:  ____________________________
My.VCCCD.edu  Email Address:  ________________
Primary College:  □ Moorpark College  □ Oxnard College  □ Ventura 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 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.

Completed application with eligibility verification must be returned to the Associated Students Advisor at student’s primary campus (college where student is enrolled in the majority of units taken) or the Chancellor’s Office no later than NOON on APRIL 11, 2016.

Page 1 of 3
1. **Student Election Standard Operating Practices**
   The Student Election Standard Operating Practices of Ventura County Community College District govern all aspects of the campaign and election for the Student Trustee position.

2. **Verification**
   Once all potential candidate qualifications and applications have been checked, verified, and approved, the Chancellor’s Office will notify eligible candidates by telephone or email and notify, in writing, each Associated Students Advisor verifying the list of successful candidates for the Student Trustee position.

3. **Campaigning**
   Associated Students Candidates who have been notified of their eligibility may begin campaigning provided he/she has attended a minimum of one mandatory Candidates Meeting provided at his or her primary college campus. Student Trustee Candidates must attend one Candidates Meeting at his/her primary campus and one additional Student Trustee Candidates Meeting at the District Administrative Center facilitated by the Chancellor’s Designee. **All candidates must have proof of verification/eligibility prior to campaigning.**

4. **Campaign Costs**
   The entire cost of the campaign (Student Trustee candidates - $300 maximum), not including statements provided by Ventura County Community College District, will be the responsibility of the candidate, including such things as printing, postage, phone calls, mailings, etc. The use of a translator will not be charged to a candidate’s campaign.

I have completed this Election 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 falsification on this application is grounds for disqualification and may be construed as a violation of the Student Election Standard Operating Practices. I also understand that completing this Election Application does not guarantee that I will qualify as a candidate for this election. As a candidate, I understand I waive my rights of privacy as they relate to media coverage and photographs during my candidacy. Should I be the successful Student Trustee Candidate, I understand I must maintain good standing (non-probationary, academic or disciplinary) throughout the term of my service as Student Trustee.

Signature: ________________________________

Printed Name: ________________________________

Date: ________________________________

[Administrator Clearance Regarding Student Standing]
Student Elections Eligibility Verification
Student Trustee Position

Name: _____________________________________    Student I.D. No.: _________________
Home Phone #: (_____)__________________    Cell Phone #: (______)____________________
My.VCCCD.edu Email Address:___________________________________________________
Student Primary College:     ___ Moorpark College    ___Oxnard College    ___Ventura College

Qualifications for Candidacy:
• 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 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.

For Records Dept. Use Only:
Unit Load: _________________
Units Comp.: ________________
CUM G.P.A.: __________________
Date of Birth/Age: ____________
Academic Probation: ________

Signature & Printed Name of Staff Person
Verifying this Information
Date

For Dean of Students to verify Disciplinary Status:
Is this student in good standing with Ventura County Community College District regarding student conduct? YES or NO

Administrator Signature Regarding Student Standing
Date

I grant permission for the AS 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.

Applicant’s Signature: ____________________ Date: __________

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APPENDIX B

CANDIDATE ELECTION PACKET

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

- Candidate Platform Statement
  (Complete and submit electronic version of Platform Statement to Election Ad Hoc Committee Chairperson for Associated Students or Chancellor’s Designee for Student Trustee prior to campaigning for viewing by student voters on elections days.)
- Election Calendar
- Campaign Posting Requirements
- Acceptance of Candidate Election Packet and Acknowledgement of Responsibility
- Contact Information

Additional documents specific to Student Trustee position:

- Student Trustee Position Description
- Board Policy

Proper completion of applications and verification of eligibility must occur before receiving approval for candidacy. Candidates may contact the Associated Students Advisor at his or her primary College of attendance or the Chancellor’s Designee with questions related to completion of applications and related forms.
CANDIDATE PLATFORM STATEMENT

Candidate 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.

Printed Name: 

Candidate For: 

Major: 

Primary College:  ____Moorpark____Oxnard_____Ventura 

Note: Providing a photo is optional. 

Questions: 

What education, skills, or experience would you bring to this position?

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

Signature: ___________________________ Date: ___________________________
The Student Elections Calendar is prepared by the Chancellor’s Designee and Associated Students Advisors and will be provided in the Election Packets distributed at Candidates Meetings.

**SPRING 2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Late February/ Early March</td>
<td>VCCCD will announce Student Elections District-wide.</td>
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| March 2 (Wednesday)         | Student Election Applications available in Student Activities Offices and Associated Students Offices at all three campuses.  
                                | Student Election Applications no longer available after Noon, Monday, April 11, 2016.     |
| April 11 (Monday)           | All Student Election Applications due by Noon.                                              |
| Dates To Be Determined      | Campuses will hold their own Associated Students/Student Trustee Candidates Meetings. Dates and times to be provided to candidates by each campus.  
                                | Associated Students Candidates and Student Trustee Candidates are required to attend one Candidates Meeting at his/her 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.  
                                | Only approved candidates can begin campaigning. Candidates who have not attended the required Candidates Meetings may not begin campaigning. |
| April 19-20 (Tuesday/Wednesday) | Elections Held:  
                                | Polls located on College campuses open each day: 8:00 a.m.–1:00 p.m. and 5:00–8:00 p.m.  
                                | Currently enrolled students can vote electronically anytime between the hours of 8:00 a.m. on April 19, 2016, through 8 p.m. on April 20, 2016.  
                                | Challenges of the election due by close of polls at 8 p.m.                                   |
| April 21 (Thursday)         | All requests for recount due by noon. Requests are accepted in writing only. Election results posted by 6:00 p.m. |
| April 26 (Tuesday)          | Run-off election, if necessary                                                             |
CAMPAIGN POSTING REQUIREMENTS

Candidates must adhere to the posting 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**
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.
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
CONTACT INFORMATION

Questions? Please contact the following regarding student elections:

Gabriela Rodriguez, Associated Students Advisor
Oxnard College
4000 South Rose Avenue, Oxnard, CA 93033
Tel. 805.986.5940  Email: grodriguez@vcccd.edu

Sharon Miller, Associated Students Advisor
Moorpark College
7075 Campus Road, Moorpark, CA 93012-1695
Tel. 805.553.4976  Email: smiller@vcccd.edu

Rick Trevino, Associated Students Advisor
Ventura College
4667 Telegraph Road, Ventura, CA 93003
Tel. 805.654.6487  Email: rtrevino@vcccd.edu

Chancellor’s Designee (Questions related to Student Trustee Position)

Rick Post, Vice Chancellor, Educational Services
Ventura County Community College District
255 W. Stanley Avenue, Suite 150, Ventura, CA 93001
Tel. 805.652.5509  Email: rpost@vcccd.edu
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 district-wide 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 his/her primary campus and another at the District Administrative Center facilitated by the Chancellor’s Designee.
BOARD POLICY REGARDING STUDENT TRUSTEE POSITION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

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 twelve (12) 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.