



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

Adopted by the VCCCD Board of Trustees on December 12, 2023 for Spring 2024 Elections

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# SECTION I: INTRODUCTION TO VCCCD STUDENT LEADERSHIP

Student leadership, through College Associated Student Governments and the district Student Trustee positions, allows students to participate in the decision-making bodies in the Ventura County Community College District (VCCCD) and ensures the student voice is heard at all levels of participatory governance. Clear student elections policy and procedures provide transparency in the election of Associated Student Government officials and Student Trustees.

The Elections Standard Operating Practices for Associated Students and Student Trustee Positions Handbook (referred to as “Elections Handbook” throughout this document) is intended to be a comprehensive guide to the student elections process within the VCCCD. Questions about student elections that are not addressed within the Elections Handbook should be directed to the appropriate point of contact listed on the last page (“Contact Information”).

## **A. Introduction to Participatory Governance**

Title 5 (§51023.7) identifies the Associated Student Organization as the representative body of students to offer recommendations and opinions and requires that students be provided the opportunity to participate in the formulation and development of policies and procedures that have a significant effect on students, such as (but not limited to) grading policies, codes of student conduct, curriculum development, student fees, and academic disciplinary policies.

In the spring of 1997, the VCCCD Board of Trustees passed the Student Shared Governance policy. Putting this into action means students, appointed through Associated Student Government, can have a voice in the decision-making process at a campus- and district-level. This is achieved primarily through student representation on college and district standing committees, ad hoc committees, and workgroups that make decisions regarding all matters of college and district operations.

## **B. Introduction to College-based Associated Student Governments**

Students across the VCCCD are represented by college-based Associated Student Governments. While each college-based student government has its own unique structure and individual constitution and bylaws, they are united in their primary mission and focus of student representation. Visit the VCCCD Associated Student Government websites to learn more:

- [Associated Student Government at Oxnard College](#)
- [Associated Students of Moorpark College](#)
- [Associated Students of Ventura College](#)

## **C. Introduction to VCCCD Student Trustee**

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.

While the current Associated Student Government officers represent students at their respective campuses who are currently enrolled, the Student Trustee is expected to weigh in on decisions that benefit the Ventura County community as a whole and that impact the students of the future, as well as the current student body.

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:

- To make and second motions;
- To attend closed sessions (other than those on personnel or collective bargaining matters);
- To receive compensation for meeting attendance;
- To serve a term commencing June 1–May 31.

The Student Trustee attends all open-session VCCCD Board of Trustee meetings as a seated member of the Board. The Student Trustee has the right to participate in discussion, ask questions, receive materials furnished to regular Board members (with the exception of materials related to closed sessions), and to receive mileage reimbursement.

The election of the VCCCD Student Trustee occurs during the same election cycle as the Associated Student Government positions.

## SECTION II: STUDENT ELECTIONS STANDARD OPERATING PRACTICES

The Student Election Standard Operation Practices outlined in this handbook are applied uniformly throughout the VCCCD. Except where noted, these 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).

### A. Associated Students Elections Ad Hoc Committees

Each campus Associated Students shall establish an Associated Students Ad Hoc Election Committee of no less than three (3) students, chaired by the student designated by their campus Associated Students Constitution and/or Bylaws. The College Student Activities Specialist provides oversight to the committee.

1. Associated Students Elections Ad Hoc Committee Composition and Privileges
  - a. No candidate may serve as a member of the Election Ad Hoc Committee.
  - b. No member of the Ad Hoc Elections Committee may endorse a candidate or participate in campaign activities of any kind.
  - c. No individual member of the Elections Ad Hoc Committee speaks for the entire committee.
  - d. Decisions on election issues must be made by a quorum of the Elections Ad Hoc Committee in a formal, scheduled committee meeting.
  - e. Only the Elections Ad Hoc Committees and the Associated Students Advisors have the right to view the personal information of candidates provided within a candidate's records.
  - f. The Elections Ad Hoc Committee may not include any active Associated Students Board Members who have been determined by the Associated Students Advisor to present a conflict of interest related to the elections or any viable candidates.
2. The Associated Students Elections Ad Hoc Committee at each College will:
  - a. 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.
  - b. Assist candidates, if requested, in completing the required forms in the Candidate Election Packet.
  - c. Advise candidates of their rights and responsibilities during the campaign and election.
  - d. Administer the general election and any special or runoff elections needed in compliance with Student Election Standard Operating Practices.
  - e. Review content and oversee the posting of and distribution of any campaign materials in compliance with the Colleges' posting requirements.
  - f. 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.
  - g. 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.
  - h. Confirm the information contained in the "Statement of Accuracy" regarding the electronic tabulation of the ballots for the election.

- i. 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.
- j. In the instance the Ad Hoc Committee encounters a situation that is not explicitly addressed in this Handbook, the Committee should contact the Associated Students Advisor immediately for consultation.
- k. Make every effort to dispense accurate information regarding Associated Students Elections. It is the candidates' responsibility to be familiar with this Handbook.
- l. Make every effort possible to hold all candidates and slates equally accountable to adhering to this Handbook.

## SECTION III: ELECTIONS TIMELINE AND OFFICER TERM LIMITS

### A. Spring 2024 Elections Timeline

There shall be one general Associated Student Government and Student Trustee election in each academic year, to be held in the spring semester.

**January 10** (Wednesday): Associated Students and Student Trustees applications open.

VCCCD announces Student Elections districtwide, and campuses begin distributing elections-related materials. Student Election Applications are available electronically and through the Student Activities/Associated Students Offices at all three campuses.

Students may contact the following representatives for support with the application process or with questions:

- Amparo Medina, Oxnard College Associated Students Advisor  
(805) 678-5114; [amparo\\_medinal@vcccd.edu](mailto:amparo_medinal@vcccd.edu)
- Jessica Perez, Ventura College Associated Students Advisor  
(805) 289-6476; [asvcadvisor@vcccd.edu](mailto:asvcadvisor@vcccd.edu)
- Kristen Robinson, Moorpark College Associated Students Advisor  
(805) 553-4976; [krobinson@vcccd.edu](mailto:krobinson@vcccd.edu)

**March 1** (Friday): Associated Students and Student Trustees applications close.

All Student Election Applications, Platform Statements, and Affidavit of Candidacy are due by 12:00 p.m. this day. *No late application or platform statements will be accepted.*

**March 4** (Monday) – **March 8** (Friday): Candidates Meetings are held.

Each campus will hold Associated Students/Student Trustee Candidates Meetings. Dates and times will be provided to candidates by the College Associated Students Elections Ad hoc Committee and/or the College Associated Students Advisor. All Candidates Meetings will be held no later than Friday, March 8.

Associated Students Candidates and Student Trustee Candidates are required to attend one Candidates Meeting at the candidate's primary campus in order to be eligible for placement on the elections ballot. Candidates who have not attended the required Candidates Meeting will be disqualified for consideration and will no longer be eligible for placement on the election ballot.

**March 11** (Monday) – **March 27** (Wednesday): Window to Campaign.

The window to campaign for Associated Students and Student Trustee elections is from Monday, March 11 through Wednesday, March 27.

Candidates should refer to page 13 of the Elections Handbook for campaigning criteria and requirements.

**March 26 and March 27** (Tuesday and Wednesday): Students cast ballots.

Currently enrolled students will receive an electronic ballot through their my.vcccd.edu student email on March 26, 2024, at 8:00 a.m., and voting will close at 8:00 p.m. on March 27, 2024.

Students are eligible to vote for Associated Students' positions at each college they attend. Students can only vote one time for the Student Trustee position.

Election challenges are due by close of polls at 8:00 p.m.

**March 28** (Thursday): Election results will be posted no later than 8:00 p.m.

The Associated Students Elections Ad hoc Committees at the respective campuses will be responsible for announcing the outcome of the elections on their respective campuses. The VCCCD Chancellor Designee will coordinate the sharing of the results of the Student Trustee elections.

**April 9** (Tuesday): A run-off election will be held, if necessary.

**B. Officer Term Limits**

1. Each elected officer shall assume office and its duties on the first day of June following the election (June 1 – May 31).
2. Appointed positions will begin upon being sworn into office and run until the end of the term cycle (May 31).
3. Students running for a campus-based Associated Students position should consult that Associated Student Government's bylaws for information regarding officer term limits.
4. No officer shall hold more than one (1) elected or appointed office concurrently.



## SECTION IV: APPLICANT ELIGIBILITY

Students may only run for 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.

### A. Associated Students Officer Eligibility Requirements

1. As outlined in Education Code 76061, VCCCD Board Policy 2015 Student Member, and VCCCD Board Policy 5410 Associated Students Elections, candidates for Associated Students' positions shall meet any of the following requirements:
  - a. (1) The student shall be enrolled in the community college at the time of election, and throughout the student's term, with a minimum of five (5) semester units.  
(2) The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district. (Hold and maintain during the term of office a semester and cumulative Grade Point Average (GPA) of 2.00 or higher; and be in good standing academically, not currently on academic or disciplinary probation, have not violated the Student Conduct Code, and have not been expelled from a college-based Associated Students' position.)
  - b. The student shall be enrolled in an adult education program offered by a community college district pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50, at the time of the election and throughout the student's term.
  - c. The student is enrolled in the community college at the time of election, and throughout the student's term, and is a disabled student, as defined in subdivision (b) of Section 84850.
  - d. Shall be at least 18 years of age prior to assuming office.
2. Candidates for Associated Students positions of President and Vice President shall meet the following additional requirement:
  - a. The student must have completed a minimum of 12 units taken at the candidate's primary campus by the end of the current spring semester.

### B. Student Trustee Requirements

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

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

### **C. Verification of Eligibility of Candidates**

1. Following a student's submission of a completed Student Election Application, the Associated Students Advisor at each college will verify each candidate's age, standing, unit requirements, and GPA standing with the Admissions and Records Office before approval of candidacy.
  - a. Or, if applicable, the Associated Students Advisor at each college will verify the student's participation in a DSPS or adult education program, exempting the candidate from unit and GPA requirements.
2. 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.
  - a. Failure to maintain academic standards and unit requirements, violation of the Student Conduct Code, or placement on academic or disciplinary probation will result in automatic removal from a position.
3. No officer shall hold more than one (1) major elected or major appointed office concurrently.
4. An applicant is declared a candidate upon receiving written notification of their advancement to candidacy from the Associated Students Elections Ad Hoc Committee.

### **D. Notification of Ineligibility**

1. The Associated Students Advisor or the Dean over Student Activities is responsible for calling to the attention of the Associated Students Elections Committee the names of students declared ineligible to participate in student government.
2. A student who believes that an administrative error resulted in them being declared ineligible may appeal this decision to their primary campus's Vice President of Student Affairs prior to the close of the Associated Students Elections application deadline.
3. Students deemed ineligible based on violation of student code of conduct, may appeal to the VP or designated dean for further consideration.

## SECTION V: HOW TO APPLY

Students may only apply for one campus- or district-based student leadership position and, if advanced to candidacy, shall only appear once on all ballots for one election period.

In addition to meeting the applicant eligibility requirements outlined on pages 9-10, any student seeking an Associated Students or Student Trustee position must submit an Application to Run for Associated Students or Student Trustee; submit a Candidate Platform Statement; attend a Candidates Meeting; and submit a signed and dated Affidavit of Candidacy form.

### **A. Application to Run for Associated Students or Student Trustee** [[Please see VCCCD Student Elections webpage](#)]

1. Electronic election applications will be available for completion and submission as noted in the Student Elections Calendar.
2. 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.
3. By applying, the student gives the Associated Students Advisor the right to verify eligibility as defined in “Candidate Eligibility” section.
4. If elected, the student gives the Associated Students Advisor the right to continual verification of eligibility as defined in “Candidate Eligibility” section.
5. An applicant may choose to change the position for which they are applying by resubmitting their application (and Platform Statement, if applicable), so long as the change is made prior to the application filing deadline.
6. An applicant may withdraw their application up to and including the time of the final Candidates Meeting.
  - a. A formal email must be sent to the Associated Students Advisor and the Associated Students Elections Ad Hoc Committee chair to notify of the decision to withdraw of the student’s application.

### **B. Candidate Platform Statement**

1. The Candidate Platform Statement will be the only campaign material provided on the electronic ballot for viewing by student voters during election days.
2. Applicants are responsible for submitting an electronic version of the Candidate Platform Statement prior to campaigning.
3. Applicants may only submit one Candidate Platform Statement.
4. Candidate Platform Statements shall not exceed 200 words.
5. Candidate Platform Statements are subject to review by the Associated Students Elections Ad Hoc Committee, and false claims or unrealistic campaign promises may be censored. All submissions are final.
6. Applicants may submit an optional headshot with their mandatory Candidate Platform Statement. If an applicant does not have a headshot, they may ask the Associated Students Elections Ad Hoc Committee to take a photo for use on the ballot with their Candidate Platform Statement.

### **C. Affidavit of Candidacy**

1. An Affidavit of Candidacy will be provided to every applicant who has submitted an Application to Run for Associated Students or Student Trustee, who has submitted a Candidate Platform Statement, and who has attended the mandatory Candidates Meeting.
2. The Affidavit of Candidacy affirms the applicant's understanding of their responsibility to review the Elections Handbook in its entirety and the expectation that the applicant will adhere to the policies and procedures outlined within it.

### **D. Candidates Meeting**

1. Attendance of one (1) Candidates Meetings is required of all accepted applicants for Associated Students or for Student Trustee.
2. Candidate Meetings will be facilitated by the Associated Students Election Ad Hoc Committee at each College.
3. Student Election Standard Operating Practices will be reviewed during Candidate Meetings.
4. Each Associated Student Candidate and each Student Trustee Candidate will receive a Candidate Election Packet before attending a Candidate's Meeting.
5. The applicant must attend the entire meeting until formal adjournment.
6. If an applicant is unable to attend the mandatory Candidates Meeting because of extenuating circumstances, a makeup Candidates Meeting will be held by the Elections Ad Hoc Committee.
7. Late arrival or early departure from the Candidates Meeting will result in the applicant's disqualification, unless extenuating circumstances prevented full attendance, as determined by the Elections Ad Hoc Committee.
8. During the Candidate's Meeting, each applicant will sign an Affidavit of Candidacy form and submit the signed form to the Associated Students Election Ad Hoc Committee Chairperson.
9. Following the Candidate's Meeting, Student Trustee Candidates' documents will then be forwarded to the Chancellor's Designee by the Associated Students Election Ad Hoc Committee Chairperson or Associated Students Advisor.

### **E. Declaration of Candidacy**

1. An applicant will not be considered an official candidate until they have:
  - a. Been deemed to have met the Candidate Eligibility requirements;
  - b. submitted an Application to Run for Associated Students or Student Trustee;
  - c. submitted a Candidate Platform Statement;
  - d. attended a Candidates Meeting; and
  - e. submitted a signed and dated Affidavit of Candidacy form.
2. Applicants who advance to candidacy will be notified by the Elections Ad Hoc Committee or the Associated Students Advisor and may begin campaigning as specified in the "Campaigning" section.

## SECTION VI: CAMPAIGNING

Campaigning is communication with students about the candidate, issues, or campaign platforms, including giving speeches; posting on personal or club social media; making and distributing/posting signs/posters/flyers in approved areas on the College campuses or at the District Administrative Center; generating buttons, cards or other campaign materials; and/or utilizing publicity, including paid advertisements in the online student newspaper or on-campus, if applicable. Any campaign flyers, posters, social media or website posts, images, or captions inconsistent with the Campaigning guidelines herein may result in a candidate's disqualification.

### A. Campaign Timing for Regular Elections

1. The Campaigning period for Associated Students and Student Trustee elections will begin on Monday, March 11 through Wednesday, March 27, 2024.
2. Any campaigning that occurs before this date may be grounds for disqualification.
3. Only applicants who advanced to candidacy by meeting all eligibility requirements are permitted to campaign for Associated Students or Student Trustee elections.

### B. Campaign Materials

1. Printed Marketing Collateral
  - a. Students can use their own resources to generate marketing collateral for their campaign.
  - b. All campaign collateral shall refrain from including unfulfillable or hyperbolic campaign promises or language or imagery that evokes another candidate's campaign.
  - c. Candidate flyers shall not exceed 8.5x11", and candidate posters shall not exceed 11x17".
  - d. Candidates must have identifiable information on their posters or flyers such as name, web and social media handles, position they are running for, among other identifiers.
  - e. All campaign materials produced by a candidate or group(s) endorsing a candidate are subject to laws protecting trademarked logos, titles, and images.
  - f. Candidates shall have their printed marketing collateral approved by the Associated Students Elections Ad Hoc Committee or the Associated Students Advisor in advance of posting.
  - g. Candidates shall remove all posted collateral immediately following the close of elections.
  - h. Use of the college, district, or Associated Students logos or branding is prohibited.
  - i. Candidates may include slate members and/or voting dates on their printed marketing collateral.
  - j. Candidates shall not force students or college community members to accept printed marketing collateral that has been generated for distribution to individuals.
  - k. Candidates may have printed marketing collateral translated into other languages.
2. Posting Locations and Policies
  - a. Candidates shall adhere to campus posting policies as outlined in the College Catalogs.
  - b. Candidates shall leave space for other candidates' materials and shall not post more than two flyers or one flyer and one poster in a single location.
  - c. Candidates may not post campaign materials to the ground or walkways.
3. Other Marketing Collateral
  - a. Students may distribute items such as stickers, buttons, magnets, or cards as part of their campaign materials so long as the materials identify the candidate.
  - b. Promotional items must not have a redeemable cash value.
  - c. Additional campaign materials shall not evoke other candidates and their campaigns, nor shall they include unfulfillable or hyperbolic campaign promises.

- d. Use of the college, district, or Associated Students logos or branding is prohibited.
  - e. Candidates shall not force students or college community members to accept marketing collateral that has been generated for distribution to individuals.
4. Bullying or Personal Attacks in Campaign Materials
- a. 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.

### **C. Electronic and Virtual Campaigning**

1. Social Media or Online Platforms
- a. No electronic campaigning shall begin prior to the formal campaigning period.
  - b. Social media and non-interactive websites may be used so long as they do not impede the educational process as outlined in VCCCD regulations; California Educational Code and/or the local, state or federal laws, ordinances or regulations.
  - c. Candidates may post campaign materials on social media platforms (e.g., Instagram or TikTok) consistent within the guidelines provided herein.
    - i. Unsolicited direct messaging and unsolicited posting through social media and messaging platforms such as Instagram, Facebook, Snapchat, TikTok, Discord, Slack, LinkedIn, Canvas, or others, is prohibited.
  - d. Use of Canvas for anything other than academic purposes is prohibited.
    - i. Unsolicited emails using Canvas are strictly prohibited. Unsolicited emails shall be defined as emails that are sent to a person, group or student organization without prior knowledge and consent granted from the receiving person, group or student organization.
  - e. Use of chat platforms such as Reddit and Discord is discouraged due to the lack of oversight of the sites and the anonymity of account users.
  - f. Social media accounts, websites, and other online platforms are subject to monitoring by the Associated Students Elections Ad Hoc Committee and/or the Associated Students Advisor.
2. Virtual Campaign Events
- a. Candidates may host virtual campaign events such as Q&A sessions, meet and greets, and other interactive activities.
    - i. All campaign event information, including but not limited to date, time, and platform link, must be provided via email to the Associated Students Elections Ad Hoc Committee chair and the Associated Students Advisor at least 72 hours prior to the event.
  - b. Every effort should be made by the candidate to ensure that their virtual events are accessible to all members of the student body.
  - c. Candidates may choose to utilize a translator for all or part of their virtual campaign event.
3. Email Campaigning
- a. Candidates shall not send unsolicited emails to students; recipients must opt-in to email communications.
    - i. Unsolicited emails shall be defined as emails that are sent to a person, group or student organization without prior knowledge and consent granted from the receiving person, group or student organization.
    - ii. Candidates shall not use listservs generated for other groups for campaigning.
  - b. Using Canvas for anything other than academic purposes is strictly prohibited. This includes sending in-course messages regarding elections and campaigns.

#### **D. Other Approved Campaign Activities**

Candidates are encouraged to be creative with their campaigning while adhering to VCCCD and/or campus regulations. Students are expected to adhere to the Codes of Student Conduct and to maintain decorum during campaign activities.

1. Outreach Booths
  - a. Candidates may campaign on campus walkways or other approved outdoor spaces.
  - b. The Student Activities Offices may provide tables, chairs, and/or EZ-ups/tents for candidate outreach booths, so long as items may be equally distributed to all campaigning candidates.
  - c. Outreach booth operation hours may be subject to the campus's Student Activities Office or Campus Center hours of operation.
  - d. Candidates shall not slander other candidates or when outreaching to students
2. Speaking/Presenting in Classes or at Student Club/Organization Meetings
  - a. Candidates must obtain advance approval of an instructor, regardless of whether they are enrolled in the instructor's course, to campaign in a classroom (physically or virtually).
    - i. The advance approval shall be submitted by the instructor by telephone or email to the Associated Student Advisor for Associated Students' candidates and to the Chancellor's Designee for Student Trustee candidates.
    - ii. Unapproved classroom disruptions by candidates or their campaign committee members or unapproved electronic communications via Canvas regarding elections will not be allowed and will result in automatic disqualification from the student elections.
  - b. Candidates should refrain from requesting faculty to distribute messages on their/their slate's behalf, as this may be construed as an endorsement from the faculty member, which is not permissible.
  - c. Candidates may speak or appear at a student club/organization meeting or event if permission is granted in advance by the student group's President or designee.
3. Candidate Forums
  - a. A Candidate Forum is an optional event hosted by the Associated Students Elections Ad Hoc Committee that permits candidates to address or debate student issues relevant to the office they are seeking.
  - b. All candidates will be notified via email by the Elections Ad Hoc Committee to allow all candidates the opportunity to be heard, should it decide to host a Candidate Forum.
  - c. A candidate may choose to utilize a translator for all or part of a Candidate Forum.
4. Food or Beverage
  - c. No food or drinks shall be given away as part of campaign activities.
5. Campaign Staff/Team
  - d. Candidates may have students assist them as part of their Campaign Staff/Team.
  - e. Campaign staffers are subject to the same restrictions and protocol outlined in this handbook, and the Candidate assumes responsibility for ensuring its team's understanding of said restrictions and protocol.

#### **E. Campaigning on a Slate**

A slate is a group of candidates that run together in multi-position elections on a common platform. Students may run together as a slate for the Associated Students elections.

1. A slate shall be no more than four candidates.
  - a. Slates must be composed of students of the same primary campus.
  - b. No slate members shall not be running for the same position.

2. Slates shall register with the Associated Students Elections Ad Hoc Committee prior to campaigning as a slate.
3. Candidates may combine their campaigning activities to create “slates” of candidates, and campaign materials may contain information on multiple candidates.
4. Candidates within a slate may support one another for various races, but one slate shall not endorse another slate.
5. Candidates may choose to join a slate, but all candidates shall be individually elected.

## **F. Endorsements**

Endorsements, or public declarations of an individual’s or a group’s support of a candidate for Associated Students or Student Trustee, are permitted within the following prescribed protocol.

1. Student Club or Organization Endorsements
  - a. Candidates may solicit endorsements from students and members of student clubs and organizations at Moorpark College, Oxnard College, Ventura College, and Ventura College East Campus.
  - b. Candidates may use valid endorsements in their approved campaign materials.
    - i. A student club or organization must provide meeting minutes demonstrating that the organization voted to endorse said candidate(s) or slate(s) before the student organization’s resources (including official social media handles or official club Canvas shells) are used toward supporting candidate(s) or slate(s).
2. Non-student Endorsements
  - a. Soliciting, receiving, and/or utilizing endorsements from VCCCD faculty, staff, administrators, Board of Trustee members, outside community groups, community members, or elected officials is prohibited and will be considered a violation of the Student Election Standard Operating Practices.
  - b. Candidates shall not request faculty to distribute messages on their (or their slate’s) behalf. College or district employees shall not distribute a candidate’s or slate’s campaign materials within a course or departmental Canvas shell or via email to students on behalf of a candidate.
3. Associated Students Endorsements
  - a. Current or previous member of the Associated Students Boards or the Associated Students Election Ad Hoc Committees shall not endorse a candidate, shall not participate in campaign activities of any kind, and/or shall not engage with any candidate’s social media platforms for campaign-related activities.
  - b. Current or previous Student Trustee shall not endorse any candidate.

## **G. Campaign Expenditures**

1. Candidates may not utilize supplies or equipment belonging to VCCCD and the Colleges to prepare campaign materials, except for devices issued to students through the library lending programs or college WiFi.
2. Candidates shall not use Associated Students’ funds, College funds, or VCCCD funds for campaign purposes.
3. Except for the use of College computer labs, all preparation of campaign materials shall occur in a non- work and non-instructional environment.
4. Candidates may use a translator in the preparation of campaign materials but assume any financial costs associated with such a service, if applicable.



## SECTION VII: BALLOTS & VOTING

### A. Composition of Ballots

1. Candidates shall be included on the ballot if they meet all requirements prior to deadlines specified in the Elections Timeline.
2. In the event there are multiple candidates for the same position, the Associated Student Advisors (for Associated Student positions) or Chancellor's Designee (for the Student Trustee position) will randomly draw names to determine placement on the ballot.
3. A candidate's name on the ballot shall be the same as the name provided on the application unless a formal emailed request is received and confirmed by the Associated Students Elections Ad Hoc Committee and the Associated Students Advisor by the application filing deadline.
4. Development of and access to electronic ballots shall only be granted to the VCCCD Office of Institutional Research.
  - a. The Associated Students Elections Ad Hoc Committee and Associated Students Advisors may receive a test ballot in advance of the elections voting days.

### B. Voting Process

1. Voting shall be by electronic ballot using online or electronic voting, with voting processes and instructions communicated in advance to candidates and voters.
2. A student (full-time, part-time, dual enrollment) must be enrolled in the current semester at VCCCD to cast a ballot.
  - a. If a student is enrolled at more than one College, he or she may vote in the election at each campus they are enrolled in.
3. Voters may only submit one ballot and one vote per position.
4. The Associated Students Elections Ad Hoc Committees will oversee elections at the campuses and Ventura College East Campus.
5. The Associated Students Elections Ad Hoc Committees may establish polling sites during voting days to raise voter awareness and encourage voter turnout.
  - a. The Associated Students Elections 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.

### C. Vote Tabulations

1. Tabulating the ballots for Associated Students positions:
  - a. The VCCCD Institutional Research (IR) staff will tabulate votes and provide the electronic election results for the Associated Students positions by noon on the day following the final day of the election to the Associated Student Advisor at each campus.
  - b. In the event of a ballot malfunction, VCCCD IR Department will work to reset the ballot as quickly as possible.
    - i. A new election will be announced for only the college affected by the malfunction and take place immediately following the correction of the malfunction.
    - ii. This instance may delay the announcement of the results for the college affected by the ballot malfunction.
  - c. 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.

- d. The candidate receiving the majority of votes (plurality) for each position will be declared the winner.
  - e. 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.
  - f. If a tie vote occurs, a one-day runoff election will occur during the following week, as set forth in the Election Calendar.
2. Tabulating the ballots for the Student Trustee position:
- a. The VCCCD IR Department shall provide the electronic election results for the Student Trustee position to the Chancellor's Designee and to the Associated Students Advisors by noon on the day following the final day of the election.
  - b. The candidate receiving the majority of votes (plurality) will be declared the winner by the Chancellor's Designee.
  - c. 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.

#### **D. 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 VIII: APPEAL PROCESS

Violations of the Elections Standard Operating Practices for Associated Students and Student Trustee Positions Handbook may result in the disqualification of a candidate or slate members.

### **A. Process for Filing Alleged Violations of the Elections Standard Operating Practices Handbook**

1. The Chair of the Associated Students Elections Ad Hoc Committee (for Associated Students) or Chancellor's Designee (for Student Trustee) must receive written, signed notification of any alleged violation of Elections Handbook by the close of polls on the last day of elections, regardless of the need for any runoff election.
  - a. 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 Elections 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. A candidate will be referred to the appropriate Administrator for violations of the College Student Conduct Code; said Administrator will implement guidelines appropriate to violations of the College Student Conduct Code.
4. If a complaint is received alleging a violation of Elections Standard Operating Practices by the Elections 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.

### **B. Role of Associated Students Elections Ad Hoc Committee in Adjudicating Alleged Violations**

1. The Associated Students Elections Ad Hoc Committees are authorized to enforce the Elections Standard Operating Practices for Associated Students and Student Trustee Positions as they relate to Associated Students and Student Trustee elections.
2. Each charge of an alleged violation shall be decided by a majority vote of a quorum of the Associated Students Elections Ad Hoc Committee members during a formal Committee meeting with an Associated Students Advisor present.
  - a. A candidate charged with a violation shall have an opportunity to refute the violation prior to a decision by the Associated Students Elections Ad Hoc Committee.
  - b. The complainant has the burden of proof.
5. When adjudicating, the Associated Students Elections Ad Hoc Committee may determine:
  - a. The violation is minimal and does not require the disqualification of the candidate, or
  - b. The violation is significant and requires disqualification of the candidate.
6. The Associated Students Advisor will be present for all discussions as the Committee adjudicates.
7. The Associated Students Elections Ad Hoc Committee will provide to the candidate(s) in question its decision via email within 24 hours of it being reached, excluding holidays and weekends.
  - c. The email must also copy the Associated Students Advisor and the Chancellor's Designee, if applicable.

### **C. Appealing Decisions of the Associated Students Elections Ad Hoc Committee**

1. The candidate charged with the violation may appeal a decision determined by the Associated Students Elections Ad Hoc Committee within 48 hours to the Associated Students Executive Board, or in the case of a Student Trustee violation, to the Chancellor.

2. The appeal must be in writing and must specify the decision being appealed, with a copy of same provided to the Associated Students Advisor during the same time period.
3. The candidate appealing a decision of the Associated Students Election Ad Hoc Committee shall have an opportunity to participate in the appeal process.
4. The Associated Students Advisor will be present for all discussions related to the appeal, including the final decision on the appeal.
5. When adjudicating, the hearing body (Associated Students Executive Board or Chancellor Designee) may determine:
  - a. The violation is minimal and does not require the disqualification of the candidate, or
  - b. The violation is significant and requires disqualification of the candidate.
6. To conclude the appeal process, the Associated Students Executive Board will provide its final decision via email within 24 hours upon making its decision, excluding holidays and weekends, and with an Associated Students Advisor present.

#### **D. 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.
  - a. 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 Elections Standard Operating Practices for Associated Students and Student Trustee Positions, a new election will be held.

#### **E. Authority**

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

## SECTION IX: CONTACT INFORMATION

Please contact the following regarding VCCCD Associated Students and Student Trustee elections:

**Amparo Medina**, Oxnard College Associated Students Advisor  
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**Kristen Robinson**, Moorpark College Associated Students Advisor  
7075 Campus Road, Moorpark, CA 93021  
(805) 553-4976 | krobison@vcccd.edu

**Jessica Perez**, Ventura College Associated Students Advisor  
4667 Telegraph Road, Ventura, CA 93003  
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**Michelle Castelo**, Executive Assistant to the Chancellor Chancellor's Designee (Questions related to Student Trustee Position), Ventura County Community College District  
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