

General Guidelines for Student Trustee Election and Recall City College of San Francisco

The actual election procedures will be developed by the AS Executive Board in partnership with the Student Activities Office.

I. Description of the Student Trustee

California Education Code provides for the inclusion of a student as a non-voting member of the Board of Trustees. Term of office for the Student Trustee is from June 1 of the first year through May 31 of the following year.

II. A candidate running for Student Trustee must meet the following qualifications:

- A. Resident of California.
- B. Current enrollment in 6 credit semester units or, 10 hours of non-credit classes, for the Spring semester in which he/she is running for office and during the Fall/Spring semesters of the academic year he/she is holding office.
- C. Good academic standing with a cumulative GPA of 2.0.

III. A candidate running for Student Trustee is encouraged to have the following qualifications:

- A. Not holding any position in the student government of another college.
- B. Not holding a position on the council of any one campus of CCSF.
- C. Completion of two semesters in the SFCCD.
- D. Ability to communicate successfully facts and ideas of some complexity in both writing and public speaking.
- E. Ability to identify problems and to take initiative in solving them.
- F. Commitment to and sensitivity in working with administration, staff, and students as well as community.
- G. Cannot hold the office of Student Trustee for more than 2 elected years.

IV. Duties of the Student Trustee

- A. Act as a representative of the Associated Students of CCSF.
- B. Attend all meetings of the Executive Board of the Associated Students of CCSF and chair the meetings if selected to do so by the Executive Board. Give regular Student Trustee Reports at these meetings.
- C. Attend all Agenda Review meetings of the CCSF Board of Trustees.
- D. Attend all regularly scheduled meetings of the CCSF Board of Trustees.
- E. Report at the Phelan Campus Student council meetings twice per month.
- F. Report at other CCSF Campus Student Councils as invited.
- G. Meet with the Chancellor of CCSF twice per month.
- H. Keep regular posted office hours. (Office space at the Phelan Campus is available for this purpose.)
- I. Present and distribute to AS Councils at all the campuses as well as to the AS Executive Board once a month an unbiased written report covering all issues of relevance to students discussed at Board meetings. This report should also be sent *Up and Coming* and *The Guardsman*.

- J. Contribute to a binder containing the handouts of each Board meeting, to be kept in the Student Union.
- K. Attend CCCT Student Leadership Conference and Training.
- L. Brief the incoming Student Trustee during the month of May.

V. The Student Trustee Election

- A. The Student Trustee shall be elected each Spring in a college-wide election.
- B. The election will be organized by a committee of the AS Executive Board working with the Office of campaign guidelines including rules regarding endorsements, posting and distribution of literature, campaigning, expenditures, etc.
- C. Election polling places will be held at most major campuses.

VI. Filling a vacancy in the office of Student Trustee

- A. In the event of a vacancy during the Fall or Spring semester, the following will occur:
 1. The AS Executive Board will select a replacement
 2. The student trustee opening will be posted at all campuses for at least 2 weeks, stating a clear application deadline.
 3. Interested candidates must submit written applications to the Office of Student Activities where qualifications will be verified. Applications will include a 100 word statement about why he/she is interested in the position.
 4. The qualified candidates will appear before AS Executive Board to address any questions that the Executive Board may have.
 5. The winning candidate must be selected by a 2/3 vote.
 6. Quorum for the selection will be 9 students with no more that 2 representatives per campus.
 7. The winning candidate shall complete the term of office vacated by the predecessor.

VII. Recall of the Student Trustee

- A. The Student Trustee may be recalled by a petition signed by 2% of the student population from each campus from at least 5 campuses.

VIII. Term Limits

- A. No Student can hold office from more that 2 elected years.

Written December 1996; updated Spring 2012