

Student Trustee Selection Procedures

AP 9110.1

1. Qualifications/Responsibilities/Privileges

- 1.1 Board Policy 9110.1 and Education Code Section 72023.5 provide for the inclusion of one or more students who are residents of California as determined pursuant to Part 41 (commencing with Section 68000), are enrolled in five semester units (8 quarter units), and are in good academic standing throughout the term of office. In accordance with Board Policy, two student trustees, one from each college, shall be non-voting members of the Board of Trustees with the right to make and second motions and receive compensation, as determined by the Board, for attendance at Board meetings. Neither Student Trustee may hold any other position in either student government during his/her term of office, except as ex-officio student trustee.
- 1.2 The Student Trustee shall be limited to two consecutive one-year terms of office. In the event that a Student Trustee is appointed to complete another student's term due to a vacancy, the appointment shall not count toward the two-year limit if the appointment occurs on or after the start of the Winter Quarter.
- 1.3 Throughout the term of office (1st week of June through the last week of May of the succeeding academic year) the Student Trustee shall:
 - Be a resident of California as determined by the registrar
 - Maintain at least a 2.0 GPA throughout their term of office
 - Be currently enrolled in a minimum of 8 units at the college for which they represent, except during the summer term
 - Attend all public board meetings
 - Attend Student Government meetings at least once a month but recommended twice a month
 - Meet at least quarterly with the Chancellor
 - Communicate on a regular basis with the College President
 - Represent the Board of Trustees at meetings and social events outside of regular Board meetings (whenever possible)

The Student Trustee may not hold any other position in student government during his/her term of office.

- 1.4 The Student Trustee's privileges are as follows:
 - Casting an advisory vote
 - The right to make and second motions
 - Receive compensation as determined by elected Trustees

2. Applications

- 2.1 Applications for candidacy for the position of Student Trustee shall be available beginning the first week of the spring quarter. Applications will be available at the Activities Office at both colleges. Every effort should be made to ensure that the candidacy pool reflects the gender, ethnic, racial and other diversity of the campus.
- 2.2 The application shall include space for the entry of the applicant's name, address, telephone number, cumulative grade point average, social security number, number of units completed, and number of units in which the applicant is currently enrolled. In addition, the application shall require the student to state the reason he or she wishes to be selected as the Student Trustee and the way in which the candidate believes he or she will be able to contribute to the deliberations of the Board of Trustees. The application may also require any other information so long as it is reasonably related to the task of selecting a highly qualified candidate for the position of Student Trustee.
- 2.3 Each student who is interested in the position shall file a fully completed application for the position no later than one week prior to the posted election date. The application shall be filed at the Activities Office of the respective college. Applications shall be checked for eligibility by the Director of Student Activities at each campus to ensure eligibility requirements are met.

3. Election Process/Procedures

- 3.1 Rules and regulations for conducting the Student Body Elections at each respective campus shall be used for election of the Student Trustee.
- 3.2 The district shall provide reimbursement per eligible candidate in accordance with each colleges' ASB election code for the purpose of campaigning, to ensure that the candidate pool is representative of all socioeconomic levels. This will be on a reimbursement basis, not to exceed \$200 per candidate, based on verified receipts for goods or services purchased.
- 3.3 The campus official making reimbursement decisions shall be guided by the financial need of the applicant and whether the campaign activities for which reimbursement is sought conformed to the applicable campus election code, but shall not consider the political views of the student requesting reimbursement.

4. Advertising

- 4.1 The election committee of each respective campus shall advertise the announcement in campus publications beginning the 1st day of Spring Quarter. In addition, the committee shall consider dissemination of its announcement in the following ways:

- The posting of appropriate notices at places on each campus commonly frequented by students;
- The distribution of appropriate memoranda or bulletins to faculty members and student clubs with the request that they inform students of the selection committee's announcement;
- The broadcast of appropriate announcements over the De Anza Television and the Foothill Radio stations.

5. Recall by Trustees' own student government

- 5.1 Each Student Trustee is subject to recall by the student government of his/her respective campus following appropriate due process procedures.
- 5.2 The Student Trustee may be recommended for recall by the affirmative vote of five of the six members constituting a Student Trustee Recall Committee composed of six student representatives, at least three of whom shall be selected from students at large, approved by the student government of the campus by which the student trustee was selected, in accordance with the Bylaws of that student government.
- 5.3 A staff member designated by the Chancellor along with the ASB advisor shall also sit with the recall committee as non-voting members for the sole purpose of assisting the committee with the implementation of these procedures.
- 5.4 A Student Trustee Recall Committee shall be convened whenever the student government at either college formally resolves, by a 2/3 majority, that their respective Student Trustee be recalled, or upon receipt by the student government of a petition signed by at least 5% of the members of the ASB of that college. Such a resolution or petition shall set forth the specific charges against the student trustee and specify which standards of board conduct or responsibilities of the student trustee have been violated.
- 5.5 Before voting on a recommendation to recall, the Student Trustee Recall Committee shall, at a meeting open to the public, permit the proponents and opponents of the recall to address the committee and shall specifically provide the Student Trustee an opportunity to be heard.
- 5.6 If the Student Trustee Recall Committee does not recommend recall, no further action is necessary. If the committee's recommendation is in favor of recall, the same shall be reported to the student government. In a public meeting and after permitting the proponents and the opponents of recall and the Student Trustee the opportunity to address the full body, the student government shall vote on the recommendation to recall. The recall of the Student Trustee shall require a minimum of a 2/3 majority.

5.7 Removal for failure to meet requirements:

Student trustees are subject to removal upon 10 days written notice from the Chancellor's office if any or all of the following exist:

- a) Failure to meet residency requirements per Education Code section 68000.
- b) Failure to maintain unit enrollment requirements, per Education Code section 72023.5(a) and Board Policy 9110.1.
- c) Failure to maintain minimum standards of scholarship, per Education Code section 72023.5(a) and Board Policy 9110.1.
- d) The Chancellor and/or his Designee will conduct quarterly audits of the Student Trustee status to insure compliance with the Education code sections cited above.

Such action shall be subject to ASB ratification at the next regularly scheduled meeting.

6. Vacancies

6.1 If a Student Trustee vacates his/her position before the end of his/her term, whether because of resignation, recall, or otherwise, the vacancy created shall be filled by an ASB nominee, in accordance with a process provided for in the associated student body constitution and bylaws for the filling of vacant appointed positions, in consultation with the Chancellor.

6.2 A Student Trustee selected to fill a vacancy shall hold office for the unexpired term of his/her predecessor.

See Board Policy 9110.1

Revised 3/17/97; 4/22/02; 4/21/03
Endorsed by Chancellor's Advisory Council 4/29/05
Revised 4/30/07; 7/15/08
Revised by Chancellor's executive staff, 4/28/09