2019

DISTRICT STUDENT TRUSTEE

Election Packet

Compiled and distributed by the Student Trustee Advisory Council

PACKET CONTENT LIST

- Election Timeline
- Candidate Endorsement Form
- Violation Report
- DST Application
- Candidate Expense Report
# 2019 DISTRICT STUDENT TRUSTEE ELECTION TIMELINE

## CANDIDATE APPLICATION
- Candidate Materials Available .................................................................................................. March 14
- Candidate Information Meeting (Office of Student Life, 4:00 – 5:00 PM).......................... March 21
- Candidate Information Meeting #2 (Office of Student Life, 11:00 AM – 12:00 PM) ........ March 22
- Applications Due (Office of Student Life, 12:30 PM) ............................................................. March 27
- Candidate Eligibility Posted (Office of Student Life, 12:00 PM) ........................................ March 29

## PRIMARY ELECTION (if More than 3 Candidates)
- Primary Candidate Mandatory Orientation 4:00 – 5:00 PM (Office of Student Life) .......... April 10
- Primary Campaign Period Begins (immediately following mandatory orientation) .......... April 10
- Primary Candidates Debate (Office of Student Life, 1:00 – 2:30 PM) ................................. April 22
- **CCC PRIMARY ELECTION DATES:** ................................................................................ April 24 & 25
  - *Polls are open on April 24th and 25th. If on-line voting is used, open and close dates/times will be determined.*
- Expense Report Due (Office of Student Life, 12:30 PM) .................................................... April 26
- Violation Report Deadline (Office of Student Life, 12:30 PM) ............................................ April 26
- All Primary Campaign Publicity Removed (3:00 PM) .......................................................... April 26
- Primary Election results announced and posted (Office of Student Life, 12:00 PM) .......... April 29

## DISTRICT-WIDE ELECTION
- NOTE: **If there are 3 or fewer candidates** for the District Student Trustee, there will be no Primary Election, and Campaigning for the District-Wide Election may begin on May 1st, 2018 at 5:01 PM.
- Mandatory Candidate Orientation 12:00 – 1:00 PM Office of Student Life) ......................... May 1
- District-wide Campaign Period Begins (5:00 PM) ............................................................... May 1
- Candidate Debates at CCC, DVC and LMC will be coordinated in conjunction with Associated Students at each campus
- **DISTRICT-WIDE ELECTION DATES:** ........................................................................ May 13-15
  - *Voting occurs on-line. Polls open on May 13 at 9:00 AM and close on May 10 at 5:00 PM.*
- Expense Report Due (Office of Student Life, 4:00 PM) ........................................................ May 17
- Violation Report Deadline (Office of Student Life, 4:00 PM) ............................................. May 17
- All Campaign Publicity Removed (3:00 PM) ................................................................. May 18
- District-Wide Election results announced and posted (Office of Student Life, 2:00 PM) ...... May 20

## NEW STUDENT TRUSTEE
- New Student Trustee Introduced at Governing Board Meeting (6:00 PM) ......................... May 22
- New Student Trustee Begin Duties ........................................................................................ June 1
Contra Costa Community College District
District Student Trustee Application

Application materials are due in the Contra Costa College Office of Student Life
by Wednesday, March 27th, 2019 at 12:30 PM

Name: _____________________________         Student ID #: __________________

Mailing Address: 

Address ____________________________ City ___________ State ______ Zip __________

Phone #: ___________________________         Email: __________________________

By signing below, I hereby affirm:

• I am enrolled in and will maintain at least 5 units at Contra Costa College.
• I have and will maintain a cumulative grade point average of at least 2.0.
• I am in good standing with the District in terms of discipline.
• I understand and will uphold the role of the District Student Trustee, as outlined in the Rules and Regulations of the Governing Board.
• I understand that failure to maintain the requirements of the District Student Trustee position will result in my removal from the position.

I understand that the Student Life staff will verify the above qualifications as part of the application process. I hereby authorize release of my educational and disciplinary records to the Office of Student Life as part of the verification process. In addition, I authorize the use of my responses to items 1 and 4 below for public informational purposes including, but not limited to, publication on the District Student Trustee election website.

Signature ___________________________ Date ___________________________

The following items must be attached in order to complete your application for the District Student Trustee position. Failure to include any of the items listed below will result in disqualification.

(1) A letter of intent outlining your qualifications and reasons for seeking office;

(2) A resume;

(3) Unofficial transcripts;

(4) Written response to two standard questions developed by the Student Trustee Advisory Committee (see page two of application).

Copies of the Election Code are available at https://studentsuccess.org/ccc15-notAnyMore/resources/policy-2 or upon request in the Office of Student Life.
1. How do you envision serving in the role of Student Trustee in representing three campuses but being hosted by one individual campus (in this case, Contra Costa College)? If there were a conflict of needs between individual campuses, how would you, in your role as Student Trustee, effectively address and resolve the conflict?

2. Give an example of a project or issue that was addressed by a club, committee, or group that you represented and/or led. Describe the goal, the number of people involved and affected, and the outcome.
District Student Trustee Election
Endorsement of CCCCD Student Trustee Candidate Form

Please complete this form and submit it to the Office of Student Life PRIOR to public endorsement announcement of candidate.

Please note that student clubs, organizations, associations, and individuals approving endorsements of a candidate may only make a number of candidate endorsements equal to the number of positions available.

Club/Organization/Self: ______________________ Meeting Date: _________________

If Club or Organization: Attendance of Club/Organization Members (list first and last names - use back of paper or attach additional sheet for more attendance. PRINT CLEARLY AND LEGIBLY):

1. Motion: ________________________________________________________________
2. Made by: __________________________ Seconded by: _________________________
3. # of Yes Votes: # of No Votes: ___________________________________________

Club Secretary’s Signature Date Club Advisor’s Signature Date

If no Secretary’s signature, then the two Designated Officers’ signatures (below) are needed. (Club Advisor’s Signature is always required)

Designated Officer’s Signature Date Designated Officer’s Signature Date

If individual: (please print your endorsement and sign at bottom of form.)

Individual Signature: __________________________________ Date: _________________

Student Life Designee: ______________________________ Received Date: ______________

Copies of the Election Code are available at https://studentsuccess.org/ccc15-notAnyMore/resources/policy-2 or upon request in the Office of Student Life.
**District Student Trustee Election**

**EXPENSE REPORT**

For PRIMARY ELECTION: Due by 12:30 PM, Friday, April 26th 2019  
For DISTRICT-WIDE ELECTION: Due by 4:00 PM, Friday, May 17th 2019

* Please attach receipts to this form.

**Candidate Information:**

Name: ____________________________  
College: ____________________________  
Student ID: ____________________________  
E-mail: ____________________________  
Phone Number: ____________________________

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NOTE: Attach additional sheets to detail expenses, if necessary.

Signature of the Candidate ____________________________ Date ____________

Signature of the Student Life Designee ____________________________ Date ____________

Return to Student Life Office by 12:30 PM, Thursday, April 19, 2018 for  
**PRIMARY ELECTION**  
and 12:30 PM, Friday, May 11, 2018 for **DISTRICT-WIDE ELECTION**  

Copies of the Election Code are available at [https://studentsuccess.org/ccc15-notAnyMore/resources/policy-2](https://studentsuccess.org/ccc15-notAnyMore/resources/policy-2) or upon request in the Office of Student Life.
District Student Trustee Election
VIOLATION REPORT

Name_________________________Student ID # ____________________________

Address________________________City________________________ZIP ____________

Phone: ________________________ Work: ________________________ Cell: ________________________

E-mail: __________________________

Semester most recently enrolled: ____________________________ Campus: ____________________________

Only grievances submitted on this form and answering all questions will be considered.

1. What is the specific nature of the grievance and who was involved?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. What specific CCCCD Election Code section, rule, regulation, law, or student right do you allege has been violated?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. List all the facts that substantiate your claim.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. Is there any other information you wish to present at this time?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

5. Are there any documents you wish to have considered? If so, please attach a copy to this form and note specific sections being cited.

________________________________________________________________________

Signature __________________________ Signature Date ____________

________________________________________________________________________

Received By __________________________ Received By Date ____________

Completed form should be turned in to the Office of Student Life within 2 days of the violation and no later than April 26th, 2019, 12:30 PM (PRIMARY ELECTION) and May 17th, 2019, 4:00 PM (DISTRICT-WIDE ELECTION).

Copies of the Election Code are available at https://studentsuccess.org/ccc15-notAnyMore/resources/policy-2 or upon request in the Office of Student Life.