



YUBA COMMUNITY
COLLEGE DISTRICT

2021-2022 STUDENT TRUSTEE ELECTIONS

General Election Timeline

Nominations

YC: August 16 - 20, 2021

Eligibility Review

YC: August 21, 2021

Campaign Period

YC: August 23 – 27, 2021

Voting

YC: August 30 - September 3, 2021

Student Trustee election results available Tuesday, September 7, 2021

Student Trustee Election Materials can be downloaded at:
www.yccd.edu/board/student-trustee/



STUDENT TRUSTEE ELECTION 2021-2022 *General Rules*

Candidates for Election

- No election will be held if only one eligible candidate; candidate automatically wins position
- The names of eligible nominees will be posted district-wide on student portal, campus bulletin boards and the District website.

Note: During this time no names can be added or deleted.

Campaigning

- Campaigning begins once the Official List of Candidates is posted

Rules

1. Campaigning within 50 feet of the polls will not be permitted
2. To verbally campaign, utilize “Free Speech” area as referred to in Administrative Policy 3900
 - Lake County Campus: the area between Buildings 400, 200 and 702;
 - Woodland Community College: the Central Quad Stage area between Buildings 200 and 700, including the grassy area immediately north of the stage;
 - Yuba College: central area of campus surrounding Building 400 and bordered by Buildings 100B, 200, 500, 1100, and 300.
3. Post flyers on approved campus Bulletin Boards
4. Classroom presentations / announcements entirely at discretion of professors and instructors

Polls

- Voting will be done on-line, with the exception of the Lake County Campus where paper ballots will be utilized
- Candidate will win by securing the largest number of total votes cast
- All other usual safeguards with respect to the democratic process will be used

Results

- Results will be posted online and on campus bulletin boards by May 15, 2020.
- In the event of a tie there will be a run-off election held no later than five school days following the last day of the previous election

Other

The YCCD Chancellor’s Office:

- Has oversight of the election process;
- Enforces all rules and regulations for the Student Trustee Election Process;
- Enforces rules and regulations with respect to conduct of elections;
- Cannot endorse any candidate or their campaign.



NOMINATION / PETITION

2021-2022 Student Trustee Yuba Community College District Governing Board

NAME: _____
Last First MI Nickname

ADDRESS: _____
Street City State Zip

CONTACT: _____
Home Phone Cell Phone Email Address

COLLEAGUE ID# _____ DATE OF BIRTH: _____

YEAR IN SCHOOL (freshman or sophomore): _____

MAJOR: _____ HIGH SCHOOL ATTENDED: _____

Reasons for which you are running (you may use additional paper): _____

Printed name, signature and Colleague ID number of 5 (five) currently enrolled YCCD students who nominated you for the office you are seeking:

	Printed Name	Signature	ID Number
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

YCCD turn in applications to the Chancellor's Office, 425 Plumas Blvd. Yuba City or via email at kwilkins@yccd.edu
Yuba College Students turn in applications to the President's Office
Sutter County Students turn in applications to Registration Office
Woodland Community College Students turn in applications to the President's Office
Lake and Colusa County Campus Students turn in applications to the Main Office

I SUBMIT MY PETITION TO RUN FOR THE 2020/2021 STUDENT TRUSTEE POSITION

By signing this petition, I understand if I am elected to office, I accept the time commitment requirement, including, but not limited to monthly board meetings. Additional time commitments may include serving on College/District committees and events as pertain to the students of YCCD.

Candidate Signature: _____ Date: _____



YUBA COMMUNITY
COLLEGE DISTRICT

Certificate of Receipt
(Please complete and return to the student)

Name of Petitioner

Filed a Nomination / Petition Packet to run for the Student Trustee position on the
Yuba Community College District Governing Board for the
2021-2022 Academic Year

Date of Receipt

Received by

Time commitment requirement includes monthly board meetings with an additional time commitment to serve on college committees and events that pertain to the students of YCCD

No election will be held for positions that have only one eligible candidate. Candidate automatically wins position.

NOTE:

Nominations

YC: August 16 - 20, 2021

Eligibility Review

YC: August 21, 2021

Campaign Period

YC: August 23 – 27, 2021

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Book	Administrative Procedures
Section	Chapter 2: The District and The Board of Trustees
Title	Student Member
Code	AP 2015
Status	Active
Legal	Education Code Section 68000; 72023.5; and 72425
Cross References	2015 - Student Member
Adopted	July 21, 2004
Last Revised	June 11, 2020
Last Reviewed	May 14, 2020
Prior Revised Dates	Reviewed: May 10, 2018; May 9, 2019; May 14, 2020; Revised: August 13, 2015; June 11, 2020 Revised and Approved: September 10, 2015
Primary	Chancellor
Next Review	May 13, 2021

1. Qualifications/Responsibilities/Privileges:

The Student member shall have the following responsibilities:

- Attend meetings of the Board of Trustees;
- Attend orientation sessions on the role of Student Trustee provided by the Chancellor or designee;
- Attend Associated Student Government meetings, at least once per semester, for each College/campus site, either in person or via Tandberg. The purpose of these meetings is to provide information, report on Board of Trustee business, and obtain input on matters that affect students;
- Review, study, and become conversant on issues before the Board that directly impact students;
- Report to the Board and District Administration on topics relevant to student concerns and needs;
- Advocate for policies before the Board to improve the educational opportunities for district students;
- Promote open, honest, and civil discussion between the faculty, staff, administration, and students;
- Represent the Board, as directed, at meetings, forums, or policy discussions concerning District positions on legislation or related topics;
- Seek assistance from the Chancellor or designee on matters before the Board or clarification on how to place items before the Board.
- Will meet with the Chancellor or designee on a monthly basis to review the Board packet and discuss pertinent issues.

1.1 Board Policy 2015 and Education Code Section 72023.5 provide for the inclusion of one or more students who are enrolled in five semester units and is 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. Students that are elected to both the position of Trustee and Student Government, may hold any other elected position in Student Government except President. Students will be expected to adhere to BP 2715:Code of Ethics/Standards of practice.

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 Spring Semester

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:

- Maintain at least a 2.0 GPA throughout their term of office
- Be currently enrolled in a minimum of 5 units at the college for which they represent, except during the summer term

1.4 The Student members are afforded the following privileges:

- Make and second motions, but may not vote;
- Cast an advisory vote which is logged into the official minutes;
- Receive current copy of the "C.C.C.T. Student Trustee Handbook";
- Receive compensation in the amount as authorized by the Board of Trustees, which is currently half the compensation the publicly elected trustees receive;
- Receive compensation for mileage pursuant to Education Code Section 72425, to the same extent as regular Board members receive;
- Receive compensation for travel expenses incurred as a result of Board-related activities at which the Student Trustee's attendance is required or deemed necessary, as recommended by the Chancellor, or designee, and upon approval by the Board of Trustees in advance of the travel;
- Receive compensation for travel expenses within the State of California; attendance at these activities must be justified and approved by the Board of Trustees in advance of the travel. Each Student Trustee's travel allowance is set at \$1,000 per academic year;
- The Student Trustees' presence or absence at a Board meeting shall not be counted in deciding a quorum.

2. Applications:

2.1 Applications for candidacy for the position of Student Trustee shall be available beginning the first week of the Spring Semester. Applications will be available in the President's Office, or designee, 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, student identification 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 President's Office, or designee, of the respective college. Applications shall be checked for eligibility by the President's Office, or designee, 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.

4. Advertising

4.1 The election committee of each respective campus shall advertise the announcement in campus publications beginning the 1st day of Spring Semester. 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

5. Recall by Trustees' own student government:

The student member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Chancellor of a petition signed by at least 10% of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within 30 calendar days of a regularly scheduled election for student member.

6. Removal due to ineligibility:

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 maintain unit enrollment requirements, per Education Code section 72023.5(a) and Board Policy 2015.
- b) Failure to maintain minimum standards of scholarship, per Education Code section 72023.5(a) and Board Policy 2015.
- c) The Chancellor and/or Designee will conduct audits of the Student Trustee status to insure compliance with the Education code section cited above.

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

7. Vacancies:

The office shall become vacant if the student member becomes ineligible for the office, resigns, is recalled, or dies. If the seat of a student member becomes vacant during his/her term, the governing board may authorize the officers of student body associations established pursuant to Education Code Section 76060 at each community college in the District to appoint a student to serve the remainder of the term in accordance with procedures established by the governing board. 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 filing of vacant appointed positions, in consultation with the Chancellor.



Book	Administrative Procedures
Section	Chapter 2: The District and The Board of Trustees
Title	Election of Student Member(s)
Code	AP 2105
Status	Active
Legal	Education Code Section 72023.5
Adopted	April 11, 2013
Last Revised	November 13, 2014
Last Reviewed	April 12, 2018
Primary	Chancellor
Next Review	April 13, 2023

Reference: Education Code Section 72023.5

This Administrative Procedure is legally required.

The student member shall be elected by a plurality vote of those voting in a regular election of the student body. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the student member to take office on June 1.

The Student Member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Chancellor of a petition signed by at least ten percent (10%) of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within sixty days of a regularly scheduled election for student member. The office shall become vacant if the student member becomes ineligible for the office, resigns, is recalled or dies. If the seat of a student member becomes vacant during his or her term, the Governing Board may authorize the officers of the student body associations established pursuant to Education Code Section 76060 at each community college in the District to appoint a student to serve the remainder of term in accordance with procedures established by the Governing Board.

OR

Upon notice to the Chancellor that a vacancy has occurred, the Chancellor or designee shall arrange for a special election that provides for:

- Notice communicated to the student body of the result of the recall election, if the vacancy has occurred as the result of a recall election, and arrangements for a special election;
- An application period for students to submit an application to become a candidate for the open position that will be open for at least five (5) days on which classes are regularly held;
- Following such application period, a period of time no less than five (5) days upon which classes are regularly held for campaigning, and;
- Voting for the special election to be concluded within thirty (30) days following the date upon which the position became vacant.

No special election will be called if the vacancy occurs within sixty (60) days of a regularly scheduled election for student member.



Book	Board Policies
Section	Chapter 2: The District and The Board of Trustees
Title	Student Member
Code	2015
Status	Active
Legal	Education Code Section 68000; 72023.5; and 72425
Adopted	November 13, 2014
Last Reviewed	May 9, 2019
Primary	Chancellor
Next Review	May 1, 2024

The Board shall include two non-voting student members, one from Yuba College and one from Woodland Community College. The term of office for each shall be one year commencing June 1.

The student members shall have completed a minimum of twelve units in the District at the time of nomination, maintain a 2.0 grade-point-average during the entire term of office, and be enrolled in, physically attend, and maintain a minimum of five semester units at the college the Student Trustee represents at the time of nomination and throughout the term of service. The student members are not required to give up employment with the District.

The student members shall be seated with the Board and shall be recognized as full members of the Board at meetings. The student members are entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student members shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the Board shall review AP 2015 to consider changes to the student members' privileges in accordance with EC 72023.5. The Governing Board that affords the student member of members of the board any of the privileges enumerated in EC 72023.5 (b) shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

See Administrative Procedure 2015.



Book	Board Policies
Section	Chapter 2: The District and The Board of Trustees
Title	Election of Student Members
Code	2105
Status	Active
Adopted	July 21, 2004
Last Revised	April 12, 2018
Last Reviewed	April 12, 2018
Primary	Chancellor
Next Review	April 13, 2023

Reference: Education Code Section 72023.5; 72103

The student members shall be chosen by the students enrolled in the district as follows:

The student members shall be elected by all the students enrolled in the district in a general election held for that purpose at Yuba College and Woodland Community College. Normally an election will be held in the Spring semester so that the office is filled by June 1. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the CEO, except that all members of the student body shall be permitted to vote in the recall election. The student trustees shall serve a term of one year commencing June 1 and ending May 31 of the following year.

If the seat of a student member becomes vacant during his or her term, the governing board may authorize the officers of student body associations established pursuant to Section 76060 at each community college in the district to appoint a student to serve the remainder of the term in accordance with procedures established by the governing board.

OR

Special elections may be held if the office becomes vacant at either college by reason of the resignation, recall, or disqualification of an elected student member, or by any other reasons. A resignation must be in writing. Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Chancellor. No special election will be called if the vacancy occurs within 60 days prior to a regularly scheduled election. Candidates for the position may nominate themselves or be nominated by others by the filing of an application at their campus of residence certifying that the candidate is eligible for service under the criteria set forth in California law and these policies.

An election will be conducted at each college in accordance with the administrative procedures adopted by the college student elections, except that all members of the student body shall be permitted to vote for the student members. Each candidate from throughout the District who has qualified shall be listed on the ballot at their respective college. The successful candidates must receive a plurality of all votes cast.

See Administrative Procedure 2015

Reviewed and Revised: April 12, 2018

Revised: September 12, 2013

Revised: October 11, 2012

Revised: June 13, 2012

Reviewed and revised: July 14, 2010



Book	Board Policies
Section	Chapter 2: The District and The Board of Trustees
Title	Standards of Good Practice
Code	2205
Status	Active
Adopted	November 12, 2020
Primary	Chancellor
Origin	Policy developed at the request of the Policy Committee based on the ACCT Standards of Practice
Next Review	November 12, 2025

Although representing their own area of residence, Yuba Community College District Trustees are elected to a Board of Trustees which governs a multi-campus community college district. It is, therefore, incumbent on each Trustee to exhibit interest, loyalty and concern for all Yuba Community College District Colleges and facilities, and not just for the College situated in the Trustee's area of residence.

In support of Effective Community College Governance¹, the Board believes¹:

1. It derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
2. It must clearly define and articulate its role;
3. It is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
4. It always strives to differentiate between external and internal processes in the exercise of authority;
5. Its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
6. Its trustee members come to each meeting prepared and ready to debate issues fully and openly;
7. Its behavior and that of its members exemplifies ethical behavior and conduct that is above reproach;
8. It endeavors to always remain accountable to the community;
9. It honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

1. Toner, M. (Ed.). (n.d.). Model Standards of Good Practice for Trustee Boards. Trustee Quarterly, (Winter 2020), 6-6. Retrieved April 16, 2020, from <https://www.acct.org/files/Trustee%20Quarterly%20Winter%202020.pdf>



Book	Board Policies
Section	Chapter 2: The District and The Board of Trustees
Title	Code of Ethics
Code	2715
Status	Active
Legal	ACCJC Accreditation Standard IV.C.11
Adopted	July 21, 2004
Last Revised	December 17, 2020
Last Reviewed	December 17, 2020
Primary	Chancellor
Origin	Revisions per Policy Committee 4/7/2020
Next Review	December 17, 2025

NOTE: The code must contain a clearly defined statement for dealing with behavior that violates its code.

The Board maintains high standards of ethical behavior and conduct for its members. Ethical behavior and conduct is defined as actions that demonstrate respect for key moral principles that include honesty, fairness, equity, dignity, diversity and individual rights.

Members of the Board are responsible to:

- Serve as a steward of the resources and facilities available to the District, and to be a part of the team which seeks to meet student needs, extend their opportunities and enhance the quality of education they are offered;
- Uphold the ethical and legal commitments and responsibilities of the District to the State, the residents of the District, the staff it employs, and the students it serves;
- Complete Ethics Training as required by the YCCD Governing Board;
- Maintain an atmosphere in which controversial issues may be freely discussed and to uphold the honor and dignity of individuals. There will be confidentiality of all privileged information, including that shared in closed session. Closed sessions will be limited to those allowed by the Ralph M. Brown Act;
- Recognize that individual Board Members shall not make statements, which may indicate they are speaking for the entire Board. A Board Member has no legal authority as an individual;
- Delegate authority to the Chancellor for the operation of the District, colleges and centers, and to limit Board action to determining policy;
- Not supervise, ask favors of, or otherwise involve herself/himself in the responsibilities of District employees, with the exception of the Chancellor. All concerns about college employees will be expressed by Board Members to the Chancellor, who will review such matters and report back to the Board;
- Relate to each employee of the college, faculty, staff and administrators with respect, kindness, and integrity; *and*

- Maintain and enhance individual professional effectiveness and confidence through continuing education to improve skills and acquire new knowledge related to professional trusteeship in order to be a high-performing Board.

Trustee Censure Policy

1. **Statement of Purpose.** Censure is an official expression of disapproval passed by the Governing Board. A Board Member may be subject to a resolution of censure by the Governing Board should it be determined that trustee misconduct has occurred.

All Board Members are expected to maintain the highest standards of conduct and ethical behavior. To give guidance to individual members in conforming their conduct to minimum standards, the Board has adopted a Trustee Code of Ethics. In order to maintain public confidence in the Board, and in governance, the Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct.

2. **Censure Procedure.** If a complaint of trustee misconduct is submitted, the Board will first consider the complaint to determine whether further investigation is warranted. If the Board does determine such further investigation or consideration is warranted, the complaint will be referred by the Board President for investigation and review to an *ad hoc* committee composed of three trustees not subject to the complaint. In a manner deemed appropriate by the committee, a thorough fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the *Trustee Code of Ethics*. (1997)

The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.

The committee shall, within a reasonable period of time, make a report of its findings to the Governing Board for action.