The Associated Students of Las Positas College

LAS POSITAS ASSOCIATED STUDENTS

Spring 2010 General Election

Room 1709   (925) 424-1490
March 25, 2010

Dear Candidate,

Thank you for your interest in the Associated Students of Las Positas College (ASLPC). Currently, elections are being held for all offices. An election for the Chabot - Las Positas Community College District (CLPCCD) Student Trustee position is being held simultaneously. Enclosed in this packet is important information you need to know about the positions available, and the entire election process. Please look over this information carefully:

1. California Code of Regulations Title V
   a. Legally protected areas of student senate participation in community college and district governance.
2. Excerpts from the ASLPC By-Laws
   a. Charges of each ASLPC Office
   b. ASLPC Election Policies and Procedures
3. "On Being a Student Trustee"
4. College Posting Policies
5. Elections Calendar
6. Candidate Statement of Interest & Photography Release Form
7. Candidate Application for Office

Please understand that it is MANDATORY for all candidates to attend the Candidate Orientation on Wednesday, April 14th at 4:00 pm. This meeting will be held in the Student Government Office (1709). The Candidate Application will be due by the beginning of the Orientation. However, you may submit the application earlier to the office or to the ASLPC mailbox in Building 100.

We strongly recommend that you speak to current ASLPC Officers to better understand the organization and each of the offices open for election. Should you have any further questions, please feel free to contact Ms. Justine Whitfield, Chairman of the Election Committee, at (925) 424-1490, or by e-mail at jwhitfield@laspositascollege.edu

Thank you again for your interest in the ASLPC. Good luck!

Sincerely,

[Signature]
Justine Whitfield
Chairman, Election Committee
Director of Legislation

[Signature]
Masi Qotayshi
President
5 CA ADC § 51023.7

5 CCR § 51023 7

Cal. Admin. Code tit. 5, § 51023 7

BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS
TITLE 5 EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 2 COMMUNITY COLLEGE STANDARDS
SUBCHAPTER 1 MINIMUM CONDITIONS

This database is current through 3/6/09, Register 2009, No. 10

§ 51023.7. Students

(a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:

(1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.

(2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

(3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.

(4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.
(b) For the purposes of this Section, district and college policies and procedures that have or will have a "significant effect on students" includes the following:

(1) grading policies;
(2) codes of student conduct;
(3) academic disciplinary policies;
(4) curriculum development;
(5) courses or programs which should be initiated or discontinued;
(6) processes for institutional planning and budget development;
(7) standards and policies regarding student preparation and success;
(8) student services planning and development;
(9) student fees within the authority of the district to adopt; and
(10) any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.

Note: Authority cited: Sections 66700 and 70901(b)(1)(E), Education Code
Reference: Sections 70901 (b)(1)(E), 70902(b)(7) and 76060, Education Code.
HISTORY

1. New section filed 3-12-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 91, No. 23)

2. Editorial correction of printing errors in subsections (a) and (b) and HISTORY 1 (Register 91, No. 43)

3. Amendment of subsections (a)(2), (a)(4), (b), (b)(10), (d) and (e) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

5 CCR § 51023.7, 5 CA ADC § 51023.7
1CAC

5 CA ADC § 51023.7

END OF DOCUMENT

Associated Students of Las Positas College
By-Laws Excerpts
(Full Version Available Upon Request)

Preamble:

Section I. The Student Senate

A. Purpose

The Student Senate:

1. Promotes, coordinates, and evaluates the activities for the ASLPC in keeping with the responsibility established for it.

2. Provides student representation to the various academic areas, committees, and administrative departments.

3. Is responsible for the promotion of educational, cultural, recreational, and social events for the students and the college community.

4. Encourages student participation in all aspects of the college community and the campus life.

5. Establishes and maintains an open channel of communication among students, the faculty, and the management staff of Las Positas College.

6. Advocates for students at the district, state and federal level.

7. Abides by the Las Positas College Code of Conduct.

ARTICLE I. - Terms of Office

Section I. Executive Board

A. Members of the Executive Board shall be elected to a 1-year term of office by the last week of April. The term will begin the first day after Spring Session ends and end the last day of Spring Session the following academic year. Members will be elected by the student body.
ARTICLE VI. - General Organizational Code

Section I Executive Board

A. The function of the Executive Board shall be to administer the affairs of the student body and place into operation all actions and programs passed by the Student Senate. The Executive Board shall coordinate relations with other student associations, college trustees, administration, faculty, and support staff.

B. If a member of the ASLPC is also a staff member of the Las Positas College Express, it is strongly recommended that they refrain from reporting on any ASLPC business, activities or events.

Section II Duties and Responsibilities of the Individual Positions of the Executive Board

A. President

1. Performs all duties of office as stipulated in the ASLPC Constitution

2. Gives an oral report at each meeting or, if an oral report will not be given at the meeting, submits a written report prior to the start of the meeting.

3. Meets with the Student Trustee prior to the Board of Trustee Meeting in order to discuss ASLPC’s positions to any action on the Board of Trustee agenda.

4. Meets with all ASLPC officers once a week

5. Formulates an agenda for the school year in collaboration with the ASLPC Executive Board members

6. Attends the Board of Trustees meetings as well as the Chancellor’s Council meetings. If unable to attend he/she is responsible to find a replacement

7. With the approval of the Advisor, has the power to take a Disciplinary Action against a member. The Action shall include a formal written report may include and suspension from the office for up to one week. The suspension shall be called to the attention of the Scholarship Review Committee.

8. Retains the power to remove any person from the office for the remainder of the day for inappropriate behavior. Should the President be unavailable, persons filling the complaint shall consult the Vice-President of the ASLPC. If he/she is unavailable they should consult with the Advisor of the ASLPC. If he/she is unavailable the complaint should be directed towards (in order), The Vice-President of Student Services, then the President of the College.

9. Receives a scholarship up to $1,000 per semester, decided by the Scholarship Review Committee.
B. Vice President

1. Performs all duties of office as stipulated in the ASLPC Constitution.

2. The Vice President may, at the discretion of the President, give an oral report at all regularly scheduled ASLPC meetings. If an oral report is not given, a written report must be submitted prior to the start of the meeting.

3. Meets with the President once a week.

4. Holds senator meetings as necessary each semester to work on interpersonal relations skills, team building, and to converse about Student Senate issues.

5. Chairs the Constitution and By-Laws Review Committee (CBRC), which shall meet at least once a semester.

6. Produces, posts, and copies the weekly agenda in conjunction with and approval of the President.

7. Is responsible for the orientation of senators.

8. Receives a scholarship of up to $800 per semester, decided by the Scholarship Review Committee.

9. Calls for the formation of the By-Law review committee, and senator roundtables as deemed necessary.

C. Director of Legislation

1. Performs all duties of office as stipulated in the ASLPC Constitution and By-Laws.

2. The Director of Legislation may, at the discretion of the President, give an oral report at all regularly scheduled ASLPC meetings. If an oral report is not given, a written report must be submitted prior to the start of the meeting.

3. Meets with the President once a week.

4. Works with the Director of Events to Co-Chair all events sponsored by the ASLPC pertaining to legislation.

5. Schedules and makes arrangements for all conferences.

6. Maintains a Conference Binder containing information gathered at all conferences attended.

7. Chairs the Election Committee, unless running for office. Then the Chair position will be appointed to a non-running officer with the approval of the
The committee shall meet twice a semester, before and after the elections

8. Receives a scholarship up to $700 per semester, decided by the Scholarship Review Committee.

D. Director of Communications

1. Performs all duties of office as stipulated in the ASLPC Constitution and By-Laws.

2. The Director of Communications may, at the discretion of the President, give an oral report at all regularly scheduled ASLPC meetings. If an oral report is not given, a written report must be submitted prior to the start of the meeting.

3. Meets with the President once a week.

4. Produces and reproduces any material, such as the ASLPC meeting minutes, as needed for ASLPC operations.

5. Makes certain that office supplies are always in stock.

6. Keeps ASLPC files (agendas, minutes, etc.) in a chronological, current, and orderly fashion.

7. Picks up ASLPC’s postal mail and distribute on a weekly basis.

8. Receives a scholarship up to $700 per semester, decided by the Scholarship Review Committee.

E. Director of Events

1. Performs all duties of office as stipulated in the ASLPC Constitution and By-Laws.

2. The Director of Events may, at the discretion of the President, give an oral report at all regularly scheduled ASLPC meetings. If an oral report is not given, a written report must be submitted prior to the start of the meeting.

3. Meets with the President once a week.

4. Drafts a master calendar of events no later than one (1) month after the new semester begins.

5. Plans, coordinates, and chairs ASLPC events.

6. Work with the Director of Legislation to Co-Chair all events sponsored by the ASLPC pertaining to legislation.
7. Works with the ICC Chair and or the ICC Director of Events (if appointed) to schedule all ICC events.

8 Schedules and greets vendors. Distributes and collects vendor contracts, prior to the vendor appearing on campus.

9. Works with the Director of Finance to collect vendor fees.

10 Receive a scholarship up to $700 per semester, decided by the Scholarship Review Committee.

F. Inter-Club Council Chair (ICC)

1 Perform all duties of office as stipulated in the ASLPC Constitution and By-Laws, and the ICC By-Laws and Constitution.

2 The ICC Chair may, at the discretion of the President, give an oral report at all regularly scheduled ASLPC meetings. If an oral report is not given, a written report must be submitted prior to the start of the meeting.

3 Meets with the President once a week.

4 Chairs all ICC Meetings and appoints any or all ICC officers with the consent of the majority of the ICC.

5 Works with the ASLPC Director of Events, the ASPLC Director of Finances, and any other ASLPC officer as needed to conduct the business of the ICC.

6 Facilitates communication with the ICC and the ASLPC.

7 Performs all duties of office as stipulated in the ICC Constitution.

8. Receives a scholarship up to $700 per semester, decided by the Scholarship Review Committee.

ARTICLE IV. - Elections

Section I. Regular Election Procedure

A. Candidates are free to discuss and compare their platform with students; however, a candidate cannot commit libel which is to create, post or distribute false publications, as in writing, print, signs, or pictures, that damages a candidate's reputation, nor can the candidate participate in slander, which is to give oral testimony of false statements injurious to a person's reputation. Candidates must abide by the Las Positas College Student Code of Conduct.
B. All candidates’ election packets are public information and may be utilized in activity flyers and/or press information. Election packets must be filled out and submitted by the date determined by the Election Committee Chair. If not submitted by the deadline, the candidate’s name will not appear on the official ballots.

C. As candidates will not be reimbursed by the ASLPC or the college for any election costs, candidates need to be aware that they are solely responsible for all campaign materials.

D. Publicity signs must be approved by Student Services and must be related to student government. A college approved posting stamp must appear on every poster and/or flyer prior to displaying. All posters/flyers must comply with the school standards. Flyers on the campus bulletin boards are to be limited to only one per board and the flyers can be no larger than 8 ½” x 11”. Flyers cannot be posted over existing flyers. The Election Committee is responsible for providing a document that includes all the details and rules for campaigning.

E. A candidate is not to be prohibited from participating in oral or written campaigning at any time during the academic year. However, the posting of materials is to be regulated by the Office of Student Services, and any sign or flyer endorsing a candidate cannot be posted until one week before election day. All campaign materials appearing on campus cannot inhibit Las Positas College personnel from performing their assigned tasks. All candidates are encouraged to be familiar with the College’s Free Speech policy.

F. All candidates are encouraged to participate in ASLPC-sponsored election events. This is an opportunity for candidates to campaign, while helping run the event. Candidates opting to campaign outside of the sponsored events will be required to make arrangements through the Office of the Vice President of Student Services.

G. No candidate or volunteer is allowed to campaign within 30 feet of any election table or scheduled ASLPC Election Platform Event. Nor are candidates allowed to work at the ASLPC election table.

H. ASLPC election tables are to be available for vote casting starting at 8:00 a.m. and are to close no earlier than 7:00 in the evening. Elections must be scheduled on two consecutive days during the month of April. The winners of all positions will be announced at the following ASLPC meeting and reported to the college newspaper.

I. Names on the ballot will be grouped by position and listed in random order, which is to be determined by the Election Committee.

J. Voting students have the right to add their own candidate’s name on the election ballot.

K. Any election rule or procedure broken could forfeit your candidacy and/or result in disciplinary measures.
L All student body members shall be eligible to vote in regular and special ASLPC elections.

M Both regular and special elections shall be conducted as stipulated in the ASLPC by-laws.

N In order to cast a vote in ASLPC elections one must be enrolled at Las Positas College.

O All votes shall be counted within 48 hours of the closing of the polls. The Election Committee must count votes at least twice. Ballot verification/validity is at the discretion of the Election Committee.

P In order for a student to vote, a valid form of picture identification is required (i.e., driver’s license, passport, student ID card) when a student roster is available.

Q If a write in candidate receives the majority of votes for a contested position, and meets the requirements to be a member of the ASLPC, then he or she will be elected to position. If the position is uncontested, the write in candidate must have 10% of the votes and be eligible to be a member of the ASLPC.

R In the event of a tie, a one day special election shall be held within 5 school days of the tie. The date of the special election shall be determined by the election committee.
On Being a Student Trustee

Being a student member of a California community college board of trustees is an exciting and demanding position and there is much to learn. The Community College League of California has prepared the following general highlights of roles and responsibilities for new and potential student trustees. However, practices and assumptions vary greatly from district to district—those interested in the position should talk with past student trustees, the district president or chancellor, and the chair of the board about their expectations for the position.

Qualifications
The Education Code states that student trustees must be enrolled in a college of the district for at least five semester units. Beyond these basic eligibility requirements, desired qualities are: an open mind, a desire to learn, the ability to represent the district articulately and professionally, an interest in being a member of a governing team, and the time to devote to being a trustee.

Rights
The law grants certain rights to student trustees:
- Attend all meetings of the governing board except for closed sessions.
- Be seated with the board and participate in discussion.
- Receive same materials as other board members (except for closed session materials).
- Receive mileage reimbursement to the same extent and under the same policies as other governing board members.

Privileges
Each local board may grant certain privileges, including
- Make and second motions.
- Receive compensation for board meetings.
- Advisory vote, which does not count in determining if an item passes but is logged in the official minutes.

Responsibilities
The student trustee has the same general responsibilities as publicly elected trustees to be a contributing and ethical member of the board. The primary responsibility is to attend and participate in all open board meetings, which includes:
- Prepare for meetings by studying the issues and asking questions.
- Be a team member of the board unit (no trustee has authority as an individual).
- Influence decisions by wisely participating in discussions.
Some boards also expect student trustees to:
- Attend conferences to enhance their own learning and contributions to the board.
- Help represent the college at community events.
- Help advocate for the college at the state and national legislatures.
Learning about the Role

It is important to learn all you can about being a student trustee. Sources of information include:

- Local student trustee orientation sessions conducted by the CEO and members of the board
- Past student trustees.
- The CEO and other trustees on the board.
- The advisor for the student trustee.
- The League’s Student Trustee Workshop in August.
- League’s Trustee Handbook (provided to all district CEO offices and distributed at the August workshop).

What You Will Need to Know

You need to know about your community. What are the different needs in the community? Who are the different groups in the community that should be served by the college? What are the economic, social and demographic trends in your community that have implications for education?

You need to know about the college district. What are its mission and goals? What are the major issues facing the college? Are its educational programs meeting community needs? Is it a stable, growing organization with strong leadership?

You need to know about the district’s students. What are the different needs of the wide variety of students that attend the college(s) in the district? Are students well-served by the college(s)? Are they succeeding?

You need to know the board’s responsibilities. As a member of a governing board, you help ensure that the colleges you govern add value to the community. Community colleges take pride in providing access to higher education to all and creating an environment that supports and produces student learning. The board’s role is four-fold:

- Create strong community linkages in order to best represent broad community interests.
- Make policies that establish the general direction for and expected results of the college’s programs and services, and that establish legal, ethical, and prudent parameters for college operations.
- Hire, support, and evaluate the CEO as the district leader.
- Monitor the performance of the district to ensure that it is meeting current community needs and anticipating future trends.

Relationship with Associated Students

In some districts the A. S. president serves as the student trustee. In this case, the person is asked to balance two roles and fulfill two sets of responsibilities. When the student trustee is not the A. S. president, the student trustee should:

- Establish and maintain open communication links with A. S.
- Support the Associated Student Body as the official advocate for students. The student trustee is a member of the board, not the official representative for the students in decision-making.
ASLPC ELECTIONS
POSTER/FLYER GUIDELINES

1. Candidates will be allowed to post 8½” x 11” flyers on EXTERNAL campus bulletin boards (NOT within classrooms or offices). Approval of flyer must be received from the Student Life Advisor, Cynthia Ross (in Student Government office) before copies are made.

2. Candidates will be allowed to post ONE (1) poster board (NOT to exceed 16” x 20”) within the Student Center on external walls (not on accordion door, cabinets, doors or windows), using masking tape only. Approval of poster must be received from the Student Life Advisor.

3. Candidates will be allowed to post wired signs (not to exceed 12 signs) in pre-approved grounds areas. Permission must be received from the Vice President of Business Services for placement of wired signs. Signs must not exceed 10” x 15”. Approval of sign must be received from the Student Life Advisor.
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CANDIDATE STATEMENT OF INTEREST

Please state the position you are running for, any prior experience, the main issues that are of concern to you, what qualifications you hold for the position and anything else that you would like the student body to know. The statement of interest is limited to 250 words, and is to be submitted with an approximately 3" x 5" photograph of yourself. This statement may be published in the Las Positas College Express.

OFFICE OF THE
VICE-PRESIDENT OF STUDENT SERVICES

PHOTOGRAPHY SUBJECT RELEASE FORM

By signing this form, I authorize the use of photographs and images of me or my minor child, for use by Las Positas College for purposes of marketing and media relations. Use of these images may include, but is not limited to, class schedules, catalogs, newsletters, magazines, newspapers, brochures, student recruitment materials, posters, postcards, direct mail, multimedia presentations, and websites.

SUBJECT RELEASE SIGNATURE ___________________________ DATE ___________________________

WITNESS ___________________________ DATE ___________________________