STUDENT TRUSTEE

Election Code and Guidelines

A. Student Trustee Election Committee

1. The Student Trustee Election Committee shall be responsible for developing and implementing the Election Code and Guidelines. The voting members of the Election Committee shall consist of two student representatives from each campus, who shall be appointed by their respective student governance bodies. In the absence of a functioning student governance body, the student representatives shall be chosen by the campus Director of Campus Activities. The non-voting members of the Committee shall include the Associate Vice President for Student Affairs (Chair) and the Directors of Campus Activities.
2. The Election Committee shall meet as necessary to carry out its responsibilities. A meeting of the Election Committee may be called at any time at the request of the student governance body on any of the three campuses, or by any member of the Election Committee.
3. No student serving on the Election Committee shall be eligible to declare candidacy for the Student Trustee position.
4. Any election irregularity should be referred to this Committee, whose resolution shall be final.
5. All resolutions shall be kept confidential.
6. The Associate Vice President for Student Affairs will check Trustee eligibility mid-year.
7. The notification of the election results will be the responsibility of the Office of the Associate Vice President for Student Affairs.

B. Student Trustee: Eligibility Criteria and Responsibilities

1. Candidate eligibility shall be restricted to all full and part-time matriculated students who are in good college standing, have a minimum 2.5 cumulative grade point average, and have already completed a minimum of 12 credits**.**
2. During the term of office (July 1 – June 30), the Student Trustee must continue as a full or part-time matriculated student at Suffolk County Community College while maintaining a minimum of 2.5 cumulative grade point average. In addition, the Student Trustee is not permitted to either attend another institution, serve as an executive officer in student government or campus activities board, be on the editorial board of the campus newspaper, or be employed by the College/SCC Association in either a full-time or part-time faculty, administrative or staff position.
3. In addition to the general responsibilities as a member of the Board of Trustees, the Student Trustee must give an oral report once a semester to each campus' student government as well as a written copy of the report which should be allocated to each campus' student governance bodies and student publications. The student government may also request the Trustee to attend a meeting if there is an issue that they would like to discuss with them. It is expected that the Student Trustee will attend all regularly scheduled Board meetings.

C. Vacancy and Removal

1. In the event that the Student Trustee does not remain eligible as stated in Part 2 of section B, or files a resignation with the Board of Trustees, the position is thereby declared vacant.
2. If the student fails to comply with the responsibilities delineated in part 3 of Section B, the Student Trustee may be subject to impeachment and removal by the Election Committee.
    a. Impeachment charges must be filed in writing to the Associate Vice President for Student Affairs. Charges may be brought by any member of the Election Committee or campus Student Governments.
    b. The Student Trustee must be notified, in writing, of the charges filed and the date of the Election Committee meeting scheduled to hear the charges.
    c. The Student Trustee will be given the opportunity to respond to the charges in person and/or in writing to the Election Committee.
    d. A ⅔'s majority of the voting members of the Election Committee is required to impeach and remove the Student Trustee.
    e. The removal must be confirmed by a ⅔'s vote of a quorum of the voting members of the respective student governance bodies.
3. If a vacancy occurs due to ineligibility, resignation or removal from office and the Student Trustee for the succeeding term has already been elected, he/she may assume the office at that time.
4. If a vacancy occurs due to ineligibility, resignation or removal from office and the Student Trustee for the succeeding term has not already been elected, the Election Committee shall immediately solicit applications for the position from the college community. The Committee shall be charged with interviewing all eligible candidates and selecting a student to fill the remainder of the term of office.

D. Election Procedures and Guidelines

1. The specific timetable for electing the Student Trustee shall be determined each year by the Election Committee. Generally speaking, the application process will begin the first Monday of the spring semester and continue for approximately four weeks. The deadline for verification of candidates shall be the first business day after the application deadline. An online election shall be conducted over a four-day period approximately six weeks after the application deadline.
2. Candidates shall be verified by the Office of Campus Activities upon filing an Application and Candidacy Statement. Candidates may begin campaigning immediately upon such verification.
3. Candidates shall schedule individual meetings with each of the campus Directors of Campus Activities and Student Leadership Development prior to the election.
4. Candidates shall submit a digital photograph and answers to a pre-designed questionnaire for inclusion in the college digital signage network, to run the two weeks prior to the elections. The Offices of Campus Activities reserve the right to format all submissions for optimal display in the digital signage.
5. The Campus Activities Offices will post candidacy statements as submitted on the election Web site and in an appropriate location in the Student Centers. The candidate must supply all further campaign materials.

6. All written campaign materials must conform to existing policies on the respective campuses. Candidates are encouraged to consult with the Directors of Campus Activities for information regarding posting policies and guidelines.
7. An online election shall be conducted over a four-day period, as designated by the Election Committee. Students shall be permitted to cast their vote on any computer with Web access.
8. Voter eligibility shall include all students registered for credit courses at the College.
9. Candidate names on the ballot shall be listed in alphabetical order. Students shall be permitted to vote only for candidates who have been properly verified by the Office of Campus Activities. Neither write-in votes nor absentee ballots shall be permitted.
10. Verbal solicitation of votes, or campaigning activities of any kind, shall not be directed at students who are in the process of voting.
11. Following the election, all votes shall be electronically tabulated and reported to the College's General Counsel, who will communicate the results to the Associate Vice President for Student Affairs, who shall notify the candidates. The Associate Vice President will notify the Directors of Campus Activities who shall post the results. The candidate receiving the greatest number of votes cast shall be declared the winner.
12. Neither candidates for Student Trustee, former candidates, nor anyone else actively involved in supporting or promoting any of the candidates shall be involved in any aspect of the election process.
13. Members of the Election Committee shall not be actively involved in supporting or promoting any of the candidates.
14. Any candidacy found to be in violation of this Election Code and Guidelines may be subject to invalidation as determined by a majority vote of the Election Committee.

March 8, 2013