

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 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 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 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 (both academic and disciplinary), have a minimum 2.5 cumulative grade point average, and have already completed a minimum of 12 credits at the time of application.
2. During the term of office (July 1 – June 30), the Student Trustee is required to 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 and remaining in good College standing (both academic and disciplinary). 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 is required to 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.
4. If the Student Trustee fails to attend three (3) consecutive regular meetings of the Board, unless such absences are for good cause and excused by the Chairperson of the Board on the record

in the open portion of a meeting, such Student Trustee shall be deemed to have vacated his/her position.

5. If the Student Trustee is determined to have willfully and knowingly violated any provision of the [Board of Trustees Code of Ethics](#), the Student Trustee shall be subject to suspension or removal from the Board of Trustees or other appropriate penalty as recommended by the Ethics Board to the Office of the Vice President for Student Affairs.
6. The Student Trustee will be responsible for his/her own transportation (subject to Trustee mileage reimbursement) to and from regular or special meetings of the Board of Trustees, Board committee meetings and on/off campus events.

C. Vacancy and Removal

1. In the event that the Student Trustee does not remain eligible as provided in Part 2 of Section B, has unexcused consecutive absences as provided in Part 4 of Section B, files a resignation with the Board of Trustees, or is removed as provided in Part 5 of Section B, 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 are filed in writing to the Vice President for Student Affairs. Charges may be brought by any member of the Election Committee or campus Student Governments.
 - b. The Student Trustee will 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 two-thirds majority of the voting members of the Election Committee is required to impeach and remove the Student Trustee.
 - e. The removal will be confirmed by a two-thirds vote of a quorum of the voting members of the respective student governance bodies.
3. If a vacancy occurs due to ineligibility, unexcused consecutive absences, 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 and then continue to serve their elected term of office.
4. If a vacancy occurs due to ineligibility, unexcused consecutive absences, 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 has the charge 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 Vice President for Student Affairs in consultation with the three Directors of Campus Activities. Generally speaking, the application process will begin on or about March 1 and continue for approximately two 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 three weeks after the application deadline.

2. Candidates shall be verified by the Vice President for Student Affairs 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 website and in an appropriate location in the Student Centers. The candidate is expected to supply all further campaign materials.
6. All written campaign materials should 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 General Counsel, who will communicate the results to the Vice President for Student Affairs, who shall notify the candidates. The Vice President for Student Affairs 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.

January 28, 2020