



ANTELOPE VALLEY COLLEGE
Student Life and College Activities Office
Spring 2024
Election Procedures for Student Trustee

The following procedures were prepared by the Dean of Student Life and Services for the Student Trustee election.

I. Authority

The rules and procedures for the Student Trustee election are established by the Dean of Student Life and Services as per Board Policy 2105 and Administrative Procedures 2105. **Additionally, all prospective candidates must complete the Declaration Letter of Intent and meet with the Dean of Student Life and Services no later than Thursday, March 14, 2024, by email to StudentLife@avc.edu and schedule an appointment prior to that date.**

II. Criteria for Service

As per Board Policy 2015, the qualifications for obtaining and holding office are:

The Student Trustee shall be enrolled in and maintain a minimum of five (5) semester units in the District, shall be in good standing in the District at the time of nomination and throughout the term of service. The student member is not required to give up student employment with the District. No student shall hold the office of Student Trustee for more than two terms.

III. Campaigning

- A. Campaigning will begin as soon as the candidate meets with the Dean of Student Life and Services and is certified to run for the position.
- B. All campaign material must be removed by **Friday, April 5, 2024**. No campaign material shall be within 25 feet of an open computer lab or an official voting location.
- C. The Office of Student Life and Services will run **200** black and white copies of a candidate's campaign flyer at no cost to the candidate **only after stamped approval** by the Dean of Student Life and Services and/or designee. There will be **100** color copies made. The Office of Student Life and Services will also run off 100 additional black and white copies of the candidate's flyer if he/she furnishes the paper. **No duplicating of campaign material will be done after 4:00 PM on Monday, April 1, 2024.**
- D. The following procedures have been established for campaign material:
 1. Stamped approved posters, signs, flyers, etc. (by the Dean of Student Life and Services) (maximum size 20" x 14") are **not** permitted to be attached to glass surfaces (**on the outside or on the inside**), glass doorways, or the glass dome on the south end of the Student Services Building. Posters, signs, flyers, etc. are **not** permitted in the classrooms, on painted or varnished surfaces, trees or on any light poles. Thumbtacks are acceptable for bulletin boards. No transparent tape or staples are allowed. The use of clear tape, nails, tacks and other damaging objects are prohibited in the posting of campaigning material. Masking tape is required for use to attach flyers to approved surfaces.
- E. **Flyers are not permitted on car windows or in faculty mailboxes.** They may be placed on tables in the cafeteria, but they may not be taped to the tables and not exceed the size of 20" x 14".
 1. Each candidate is limited to four (4) posters posted on campus.
 2. **Stamped approved banners** (by the Dean of Student Life and Services) are limited in size to 48 inches by 10 feet long and are permitted to be posted in the cafeteria and HUB are limited to two (2) per candidate.
- F. Speaking Sessions



1. Arrangements may be made by each candidate to speak to the individual clubs on campus by obtaining **permission** from the club and **approval** by the club advisor.
2. Candidates may speak to groups of students assembled in classrooms prior to and immediately after instruction **with instructor's approval**.

G. Handouts

1. **Stamped approved handouts** (by the Dean of Student Life and Services) are permissible, but you cannot force people to take them.

IV. Conduct of Election

- A. Election will be held from **April 2 through April 3, 2024**. On **April 3** the polls will close at midnight.
- B. Voting will be done online through the AVC Website.
- C. All currently enrolled credit students are eligible to vote.
- D. The ballot order of candidate's names will be established based on the order in which their letter of Intent is received.
- E. Each candidate will be encouraged to attend the announcement session at **10:00 a.m. on Friday, April 4, 2024**, in the HUB.
- F. Election results will be posted in the HUB.
- G. In the event of a write-in candidate receiving a majority vote, he/she will be subject to the eligibility requirements.
- H. **All protests concerning the election must be submitted in writing no later than 9 a.m., Thursday, April 4, 2024, to the Dean of Student Life and Services and/or designee.**

V. Special Campaign Arrangements

- A. Any special campaign activities not mentioned in the above campaign procedures must be submitted in writing in advance for approval by the Dean of Student Life and Services.



THIS SHEET MUST BE SUMMITTED TO STUDENT LIFE AND SERVICES VIA EMAIL
STUDENTLIFE@AVC.EDU BY March 14, 2024
STUDENT TRUSTEE: DECLARATION LETTER OF INTENT

I, _____, hereby declare my intent to run for the
 (PLEASE TYPE FULL NAME)

position of Student Trustee to Antelope Valley College's Board of Trustees. I am enrolled in, maintain, a minimum of five (5) semester units in the District, am in good standing in the District at the time of nomination throughout the term of service. My signature, which appears below, certifies that I have received and read the Student Trustee Election Code and the Board Policy and Administrative Procedures related to the Student Trustee and will adhere to the code and these policies as written.

I will meet with the Dean of Student Life and Services no later than March 14, 2024 before campaigning can begin. I also understand that if I choose to post materials, I will be doing so at my own risk.

Signature of Candidate _____

Address _____

City _____ State _____ Zip _____

Cell Telephone (_____) _____

AVC Student ID Number 900- _____

Birth Date _____

Date Submitted _____

Please email a statement of no more than 100 words as to what you think you can contribute to the student body and AVC. Email to Dr. Zimmerman at jill.zimmerman@avc.edu. This statement will be printed in a sample ballot and posted on the AVC website for students to view. All statements will be reviewed prior to posting and printing.

FOR OFFICE USE ONLY:

I certify that the above candidate is academically eligible to run for office based on the following information relative to college work:

Cumulative and semester grade point average _____
 Units enrolled in present semester _____
 Units completed as of _____ (Semester) _____ (Units Completed)

APPROVAL: _____
Dean of Student Life and Services