



# BOARD OF DIRECTORS REGION DELEGATE VERIFICATION POLICY

Approved by the Board of Directors July 18, 2020

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- I. Background and Purpose
  - A. In order to ensure that the students of the Student Senate for California Community Colleges are being represented effectively, this verification policy must be followed.
  - B. Delegates may not be considered as full-voting members and colleges may not be considered active until proper completion of the delegate verification process.
  - C. The Delegate Verification Form can be found [HERE](#) or at this link: <https://forms.gle/CFkEnTuZb1rc6unKA>.
  
- II. Verification Process
  - A. A. The proposed delegate seeking verification must fill out the above mentioned Delegate Verification Form. The Student Body Association's advisor or authorized college official may fill and submit the form on the proposed delegates behalf.
    1. The proposed delegate must provide valid contact information of themselves as well as an advisor of their student body association or the equivalent authorized college official.
    2. Proper documentation indicating the proposed delegate was appointed/elected or designated in whatever manner must be attached to the form.
    3. For the purposes of this policy, proper documentation includes but is not limited to:
      - a) Student Body Association Constitution and Bylaws
      - b) Student Body Association Policy
      - c) Official letter from Student Body Association President
      - d) Meeting minutes at which the proposed delegate was appointed or elected in whatever manner determined by the Student Body Association
  
- III. Alternate Delegates
  - A. If a recognized delegate is unable to attend a Region meeting, the SBA may temporarily appoint a delegate to act on behalf of the SBA by whatever manner they deem necessary. The SBA advisor or equivalent authorized college official would complete a Delegate Change Form.
  
- IV. Information and Data
  - A. The information gathered from the verification process will only be used for accountability and communication purposes.

- B. Any student information collected from the verification process will only be accessible by the Regional Affairs Director, Vice President of Regional Affairs, and Executive Director

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