



## Student Trustee Caucus Policy and Procedures

**Name:** The official name of this body shall be the ‘Student Trustee Caucus’, also known as ‘STC’.

**Mission Statement:** To serve the student trustees of the California Community College system through collaboration, advocacy, and empowerment in order to ensure the student perspective is heard in district governance.

**Membership:**

- A. Membership of the caucus shall consist of two groups:
  - i. Student Trustees: shall serve as voting members of the body.
  - ii. Non-voting members: Any California Community College student may serve as a non-voting member.

**Definitions:**

- A. **Student Trustee:** any student member recognized pursuant to Education Code 72023.5 by the local governing board of a community college district
- B. **Active/Inactive:** A member who has been marked absent in two consecutive Student Trustee Caucus meetings will be deemed inactive. Inactive members may become active again upon attending a Student Trustee Caucus meeting.

**Statement of Authority:**

- A. No Student Trustee Caucus action shall conflict with the governing documents or policies of the Student Senate for California Community Colleges.

Number	Date Adopted/Revised	Policy Name
1		Member Duties Policy
2		Meeting Policy
3		Election Policy

## STUDENT TRUSTEE CAUCUS

# MEMBER POLICY

**Policy Overview:** The Student Trustee Caucus is comprised of two groups of membership. Caucus Officers, Student Trustees voted in during elections, run the operations of the body. Caucus members, Student Trustees and Non-Voting members, participate in meetings. This policy details each group's responsibilities.

### **Section 1. Caucus Officers**

Caucus officers are listed in order of succession and include the President, Vice-President, and Secretary.

- A. The President of the Student Trustee Caucus shall:
  - i. Preside over all meetings of the caucus unless otherwise designated..
  - ii. Act as the official spokesperson of the caucus.
  - iii. Sign letters, opinion/editorial submissions, and other official written communications on behalf of the caucus, approved by the caucus membership and Student Senate for California Community College's Board of Directors.
  - iv. Prepare and disseminate all caucus meeting agendas and minutes in coordination with the Secretary.
  - v. Present an annual State of the Caucus address at a September meeting of the board.
  - vi. Work with other Caucus officers to maintain contact with student trustees.
- B. The Vice-President of the Student Trustee Caucus shall:
  - i. Assume the duties of the President in their absence.
  - ii. Inform and collaborate with the President on any functions the President deems appropriate.
  - iii. Be generally responsible for the legislative activities of the caucus.
  - iv. Capitol, district offices, and other government entities as resources allow.
  - v. Be responsible for maintaining communication with system partners pertaining to pending legislation.
- C. The Secretary of the Student Trustee Caucus shall:
  - i. Writing minutes for caucus meetings.
  - ii. Organizing documents in the google drive folder.
  - iii. Maintaining a list of caucus members.
  - iv. Communicating any information directed by the President.

## **Section 2. Caucus Members**

### **A. Student Trustees:**

Student Trustees shall be responsible for for the following duties:

- i. To serve as voting members on the Student Trustee Caucus.
- ii. To represent the interests of the students within the boundary of the member's community college district.
- iii. Uphold the governing documents and policies of the Student Senate for California Community Colleges.
- iv. Abide by the policies of the Equitable Practices Committee of the Student Senate for California Community Colleges.
- v. Uphold the and maintain the policies and procedures of the Student Trustee Caucus.
- vi. Attend all meetings of the Student Trustee Caucus.

### **B. Non-Voting Members:**

Non-Voting members shall be responsible for the following duties:

- i. Provide input on key issues from a constituent perspective.
- ii. Participate in discussions as a member of the caucus.
- iii. Uphold the governing documents and policies of the Student Senate for California Community Colleges.
- iv. Abide by the policies of the Equitable Practices Committee of the Student Senate for California Community Colleges.
- v. Uphold the and maintain the policies and procedures of the Student Trustee Caucus.

## STUDENT TRUSTEE CAUCUS

# MEETING POLICY

**Policy Overview:** The following sections detail policies surrounding Student Trustee Caucus meetings. The Student Trustee Caucus shall abide by this policy in every meeting, including those of caucus committees.

### **Section 1. Quorum**

Quorum is established with three active voting members. If quorum is not established no action may be taken.

### **Section 2. Parliamentary Authority**

When applicable, the Student Trustee Caucus will abide by the latest version of Robert's Rules of Order. Parliamentary authority shall only govern in the absence of any provision of the policies and procedures of the Student Trustee Caucus.

### **Section 3. Brown Act**

Although as a caucus this body is not restricted by Brown Act, the Student Trustee Caucus will, when possible, abide by such restrictions.

### **Section 4. Special Meetings**

Special meetings of the Student Trustee Caucus may be called by the Student Trustee Caucus President or Student Senate for California Community College's Equitable Practices Committee. The notice of any special meeting shall include a description of the general nature of the matters to be acted upon by the body; only those matters described in the notice of the special meeting may be acted upon during that special meeting.

## STUDENT TRUSTEE CAUCUS

# ELECTION POLICY

**Policy Overview:** Elections for caucus leadership will take place annually and be organized in conjunction with the SSCCC Equitable Practices Committee. With the assistance of the SSCCC Communications Committee, the Equitable Practices Committee will send announcements and updates pertaining to caucus elections at the beginning of August. The following policy details the process for this body's elections.

### **Section 1. Elections**

#### A. General Election:

- i. The President or presiding officer shall chair the elections, beginning with opening the floor for nominations. No candidate running for any position shall chair the elections portion of the meeting.
- ii. The elections process shall occur by position in order of succession.
- iii. Nominations may only be made by a voting member of the STC.
- iv. No individual shall be considered a candidate unless they accept the nomination. Self-nominations shall require a second.
- v. Nominations shall be closed if there are no further nominations.
- vi. The candidates may make an opening statement of no more than two minutes in the order of which they were nominated.
- vii. The body may elect to ask the candidates no more than three questions. The Chair shall select questions from the body.
- viii. The candidates shall be asked the same question and may have no more than two minutes to respond to each question.
- ix. The Chair shall open the floor for endorsements of no more than two per candidate limited to no more than one minute each.
- x. The candidate may make a closing statement of no more than one minute in the order in which they are nominated.
- xi. Election votes may be recorded by a roll call vote or a ballot. Ballots shall include the name of the voting member/district, the name of the candidate, and the position to which they are being elected to be valid. The ballots shall be collected, publicly counted, and then announced by the Chair or presiding officer.

- xii. In the event no candidate receives a majority, the candidate receiving the least number of votes shall be eliminated, and a runoff election held. This shall repeat until a candidate is elected with a majority.

B. Special Elections:

- i. Elections that are held outside of the annual election meeting will be considered a Special Election. They will be governed as outlined in the general elections. Seven (7) days notice needs to be given in order to hold a special election.
- ii. Upon the vacancy of a Caucus Officer, the line of succession will be utilized. In the event that the line of succession is exhausted, a special election will be held.