



# CAUCUS PROCEDURES

AP #3002

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## **Recognition of a Caucus**

In order to be formally recognized by the SSCCC's Board of Directors, the following criteria must be met:

- A. Individuals interested in forming a caucus will identify at least twelve members (based on 10% of the number of colleges in the California Community Colleges) from at least four different colleges and at least two districts, with common goals and/or interests.
- B. At any time during the year, the interested members of the proposed caucus may send an email to the Caucus Committee Chair, on their request for caucus recognition. This email shall include the caucus' name, statement of purpose, and list of members.
- C. After the caucus application is reviewed [and approved] by the Caucus Committee will forward the proposal, the Caucus Committee Chair to the SSCCC Board of Directors for final consideration.
- D. If approved by the Board of Directors, the Caucus Committee Chair or their designee will forward to the requester, official notification that the caucus is recognized by the SSCCC Board of Directors.
- E. Once the caucus is recognized and official, it may begin operations.
- F. Each first week of May, the Caucus Committee will contact the caucus on their intent to remain active. If the caucus wishes to remain active, a current list of members will be requested by the Caucus Committee.
- G. If a caucus fails to alert the Caucus Committee on their intent to stay active by the first week of June, the caucus shall be deemed inactive and a new letter of intent will need to be submitted to re-activate the caucus.

## **Membership**

- A. Caucus membership must be voluntary to all California community college students.
  1. The voting membership of the caucus shall be regulated by the caucus Executive Board in accordance with the Caucus Committee.
- B. Caucus members may affiliate with one or more caucuses.
- C. Members of the SSCCC's Caucus Committee may not be on the Executive Board of any caucus but can still retain membership.

- D. The chair or secretary of the caucus must maintain an accurate record of its membership and its voting members and must provide that information to the Caucus Committee at its request.

### **Process for Caucus Committee**

When a caucus application is received, the Chair shall include the application on the next agenda. A request to become a caucus can occur at any time during the year.

- A. The Committee will verify that the caucus' goals and purpose are related to the mission and goals of the SSCCC.
- B. The Caucus Committee Chair or their Designee will submit a notification to the body through normal communication channels on whether the Board of Directors has approved or rejected the caucus recognition.
- C. If the Chair of the Caucus Committee is unable to act in their capacity or the position is vacant, the Caucus Committee Vice-Chair will assume the duties of the position or appoint a designee until one can be confirmed by the Committee.

### **Caucus Meetings**

- A. Caucuses should meet at least once per month or regularly as determined by the caucus members.
- B. The caucus secretary must take minutes of every meeting of the Executive Board and the caucus meetings and keep an updated record of all caucus activities.
- C. Caucuses shall provide open public access to its meetings.

### **Procedural Guidelines**

- A. It is recommended that caucuses follow the Ralph M. Brown Act and Robert's Rules of Order.
- B. Caucuses shall provide agendas and minutes of their meetings to the SSCCC Caucus Committee.
- C. Caucuses should be formed around broad issues of ongoing concern rather than single or short-term issues. In particular, there should be a clear connection to student-related concerns as established in the SSCCC mission, purpose, priorities, and its resolutions. Caucuses should be formed to focus on issues across the entire California community college system, not just the specific needs or desires of a particular college or district.
- D. There should be an opportunity for discussion on agenda items but action should only be taken in the case of an election.

1. For these guidelines, “election” may be defined as the election of the caucus Executive Board, sponsorship of resolutions, and adoption of Caucus procedures, norms, and anything pertaining to the recognition of the caucus.
2. Elections for the caucus Executive Board may be held in collaboration with the Caucus Committee.

### **Caucus Elections**

- A. Caucus leadership must notify the chair of the Caucus Committee three days before an election.
  1. If there is no leadership, the Caucus Committee will oversee the election process.
- B. A candidate for a caucus leadership position must be a California community college student.
- C. Caucuses may operate elections in whichever manner they wish to do so that is within their caucus policies and procedures. The policies and procedures must be reviewed by the Caucus Committee to ensure they are not inconsistent with the SSCCC Policies and Procedures.

### **Suspension and Termination**

- A. Any caucus actions that subject the SSCCC to potential harm, liability, or fraud will result in immediate suspension of the caucus.
- B. The SSCCC Board of Directors reserves the right to suspend or withdraw its recognition of an active caucus in consultation with the caucus leadership if the SSCCC Board of Directors determines that the caucus has violated any of the procedures or guidelines established for caucuses or if the caucus wishes to dissolve itself.
- C. Any member of the SSCCC Board of Directors may bring forward an agenda item to withdraw recognition of an active caucus if the caucus is believed to have violated the established Student Senate procedures and guidelines. A simple majority vote of the SSCCC Board of Directors is required to withdraw recognition from a caucus.

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#### **Board Policy: BP #3002**

Approved: Board of Directors June 12, 2020

Approved by the Board of Directors December 12, 2020

Approved by the Board of Directors June 12, 2021

Approved by the Board of Directors January 15, 2022