

Las Positas College Student Government (LPCSG)

Election Packet for the 2022-2023 Academic Year



Mission Statement

The Las Positas College Student Government's (LPCSG) mission is to support Las Positas College in making the campus a safe, positive, and equitable space for all students. We are a non-partisan organization passionate about facilitating and improving student life on our campus, advocating for our students at the local, state, and national level by making students' critical issues known, and relentlessly fighting to represent our diverse student population. The Student Government aims to enrich the students academically, socially, and culturally. We strive to be as transparent as possible and encourage student involvement in our affairs.

Vision Statement

The Las Positas College Student Government is committed to removing barriers to access and providing an atmosphere for better learning and personal growth. We are dedicated to representing student interests on local, state, and national levels by lobbying legislators, attending conferences, and serving on campus governance committees.

Las Positas College Student Government



LAS POSITAS
COLLEGE

Student Life Office
3000 Campus Hill Drive
Building 1600, Room 1643
Livermore, CA 94551
(925) 424-1490

www.laspositascollege.edu/studentlife

Dear Applicant,

Thank you for your interest in the Las Positas College Student Government (LPCSG).

This packet provides information regarding the positions available, the election process, and further information including:

1. LPCSG mission statement & vision
2. Student Trustee Responsibilities
3. LPCSG Position Responsibilities
4. Election Application
5. Discrimination Statement
6. CLPCCD Video & Photo Release Form
7. College Posting Policies

We encourage you to become familiar with the LPCSG bylaws and Constitution before applying. To learn more about the positions and their responsibilities, please visit our LPCSG Bylaws found on the LPCSG website at http://www.laspositascollege.edu/lpcsg/lpcsg_official_documents_and_forms.php, or by contacting existing LPCSG Executive Board Officers.

Please feel free to contact Lara Wiedemeier, LPCSG President at lpcsg-president@laspositascollege.edu or Josue Hernandez, Program Coordinator of Student Life and Leadership, at jahernandez@laspositascollege.edu should you have any further questions.

Completed Candidate Application are to be submitted electronically via email Josue Hernandez, Program Coordinator of Student Life and Leadership, at jahernandez@laspositascollege.edu no later than 4:00 pm on Monday, September 26, 2022.

We look forward to receiving your application!

Sincerely,

Las Positas College Student Government
2022-2023 Cohort

Position Responsibilities

Student Trustee

The Las Positas College Student Trustee shall:

- a. Attend all meetings of the Governing Board except for closed sessions.
- b. Be seated with the Board and participate in discussions
- c. Being well-prepared for all meetings by studying the issues and asking questions.
- d. Produce and present a report at the end of each board meeting regarding current issues, events, etc.
- e. Establish and maintain open communication with the LPCSG.
- f. Influence board decisions by wisely participating in discussions.
- g. The Student Trustee is allowed to advise and provide their insight within LPCSG meetings but does not maintain an official vote in the Senate or Executive Board.
- h. Support the Student Body as the official advocate for students. The Student Trustee is a member of the Board, not the official representative for the students in decision-making.

Vice President

The LPCSG Vice President shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the President as frequently upon the President's discretion.
- d. Serve as a member of the Executive Board Committee.
- e. Hold Senator Round Table meetings, either group or individual, at least once every two weeks to work on interpersonal relation skills, team building, and to converse about LPCSG Senate issues.
- f. Chair the LPCSG Senate meetings
- g. Chair the Selection Committee.
- h. Be responsible for the orientation of Senators.
- i. Maintain documents and forms of the LPCSG Senate.
- j. Offer orientation to all members of the LPCSG Senate in regards to parliamentary procedure, use of the office, and responsibilities to the LPCSG Senate.
- k. Keep track of all attendance of Senators, including governance committees, regular Senate meetings, and office hours.
- l. Attend College Council Meetings.

Director of Legislation

The LPCSG Director of Legislation shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the LPCSG President as frequently upon the President's discretion.
- d. Serve as a member of the Executive Board Committee.
- e. Plan and coordinate all events sponsored by the LPCSG pertaining to legislation.

- f. Be familiar with the LPCSG Constitution, the LPCSG Bylaws, Robert’s Rules of Order (current version), and the Ralph M. Brown Act as to advise the LPCSG Senate regarding all inquiries to parliamentary procedure.
- g. Train and inform the LPCSG Senate about the Roberts Rules of Order and Ralph M. Brown Act essentials.
- h. Act as the Justice for all Senate meetings in order to assist the Chair with keeping order.
- i. Schedule and make arrangements for all conferences.
- j. Chair the Elections Committee, unless running for office. Then the Chair position will be appointed to a non-running Officer with the approval of the Senate.
- k. Chair the C regular meetings.
- l. Serve as the LPCSG delegate at all SSCCC meetings and events. If the LPCSG Director of Legislation is unable to attend an SSCCC meeting or event, LPCSG will appoint a replacement by a 2/3 majority vote for the stated meeting or event. If the LPCSG Director of Legislation is unable to serve as the LPCSG delegate, LPCSG will hold an Internal Delegate Election to select an alternate delegate for the remainder of the academic year.

Director of Communication

The LPCSG Director of Communication shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the LPCSG President as frequently upon the President’s discretion.
- d. Serve as a member of the Executive Board Committee.
- e. Chair the Public Relations Committee.
- f. Produce and reproduce any material, such as the LPCSG meeting minutes, as needed for LPCSG operations.
- g. Be responsible for all aspects of the office, including but not limited to ordering supplies, organizing the office, and ensuring a professional environment.
- h. Keep LPCSG files (agendas, minutes, reports, etc.) in a chronological, current, and orderly fashion.
- i. Obtain LPCSG’s postal mail and distribute it on a weekly basis.
- j. Develop and maintain a comprehensive and innovative community outreach plan targeting and partnering with individual, private, corporate, school, nonprofit, and other organizations.
- k. Maintain and update all forms of media, including print and digital, to help promote, distribute, and market LPCSG events.
- l. Collaborate with and maintain awareness of institutional research efforts being done at Las Positas College.
- m. Maintain and update all social media as well as the official website.
- n. Work with the Director of Events in the creation and distribution of all promotional materials pertaining to LPCSG activities and advertises the purpose of the LPCSG Senate as outlined in the Preamble of the LPCSG Constitution at least once a month.

Director of Finance

The LPCSG Director of Finance shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the President at least once every two (2) weeks.
- d. Submit reports, recommendations, and weekly statements prepared with the Student Life Assistant to the LPCSG at scheduled meetings and/or as requested by the Executive Board. If an oral report is not given, a written report must be submitted prior to the start of the meeting.
- e. Serve as the chair of the LPCSG Budget Committee (LBC).
- f. Prepare a written tentative budget statement to the LPCSG using sound budgeting practices in accordance with relevant Board Policies, Education Codes, FCMAT Standards, and regulations (FCMAT) at least once a month or as requested by the Executive Board or the LBC. The tentative budget statement is to be presented as an agenda item at a scheduled the first month LPCSG meeting.
- g. Work with the Student Life Assistant to process funds for the LPCSG in a timely manner.
- h. Represent the LPCSG in both college and district resource allocation committees.

LPCSG General Election Application for 2022-2023

All completed applications must be submitted by email to Josue Hernandez, Program Coordinator of Student Life and Leadership, at jahernandez@laspositascollege.edu no later than 4:00 p.m. on Monday, September 26, 2022.

Candidates may apply for a maximum of two (2) positions. If the candidate wins the election for two (2) positions, they can only hold one (1) office. However, the Student Trustee is an exception and can serve in one (1) additional capacity within the LPCSG.

CHECK THE POSITION(S) APPLYING FOR: (Limit two)

- Vice President
- Director of Legislation
- Director of Communication
- Director of Finance
- Student Trustee

*Positions marked with an asterisk are governed by the LPCSG Bylaws, which are currently under review by the CLPCCD Board of Trustees and LPCSG Senate pending amendments.

PERSONAL INFORMATION (Please type or print clearly)

Full Name: _____ Student W#: _____

E-mail address: _____ Telephone #: _____

Intended Major: _____ G.P.A.: _____

Please note that per District Board Policy, all candidates are required to have and maintain a minimum cumulative grade point average (GPA) of 2.0 and must be currently enrolled in at least six (6) units and maintain enrollment in a minimum of five (5) semester units. The Student Life Office staff will perform eligibility checks on all candidate applications received.

All candidates are required to meet eligibility expectations and submit a completed LPCSG General Election Application packet with a photo. Candidate names and questionnaire answers may also be published in the Las Positas College newspaper, The Express. By signing the CLPCCD Video and Photo Release (included in the candidate application packet), you authorize the use of photos and images of you for use by Las Positas College for purposes of marketing and media relations. Use of these images may include, but not be limited to, class schedules, catalogs, newsletters, magazines, newspapers, brochures, student recruitment materials, posters, postcards, direct mail, multimedia presentations, and websites.

I HAVE READ, UNDERSTAND, AND WILL ADHERE TO ALL APPLICANT RULES AND PROCEDURES.

Name: _____ Date: _____

Signature: _____

Discrimination Statement

The word "discrimination" is used in this document to describe behavior and language of a prejudicial nature. For clarification and further understanding of discrimination, we have provided explanations of the different types of harassment.

The definitions include but are not limited to:

Verbal harassment: i.e., epithets, derogatory comments or slurs on the basis of race, religion, color, sex, age, national origin, ancestry, ethnic group identification, physical or mental disability, marital status, or sexual orientation.

Physical harassment: i.e., assault, impeding or blocking movement or any physical interference with normal work or movement when directed at an individual on the basis of race, religion, color, sex, age, national origin, ancestry, ethnic group identification, physical or mental disability, marital status, or sexual orientation.

Visual Harassment: i.e., derogatory posters, notices, bulletins, cartoons or drawings on the basis of race, religion, color, sex, age, national origin, ancestry, ethnic group identification, physical or mental disability, marital status, or sexual orientation.

Any discrimination observed in a candidate's campaign will be subject to disqualification from the election process and could lead to disciplinary action.

By signing this form, you completely understand the guidelines and procedures of the non-discriminative process of your campaign. Failure to abide by the non-discriminative guidelines and procedures, along with the election packet application requirement, could lead to disciplinary action for your campaign.

I HAVE READ, UNDERSTAND, AND WILL ADHERE TO ALL CANDIDATE RULES AND PROCEDURES.

Name: _____ Date: _____

Signature: _____

CLPCCD Photo and Video Release

I hereby give Chabot-Las Positas Community College District and ("CLPCCD") the absolute right and permission, with respect to the photographs and/or videotaped images taken of me or in which I may be included with others, to use such images for training and/or promotional purposes.



Furthermore, Chabot and Las Positas Colleges are authorized to use/print my name in conjunction with such images and/or related quotes given by me. This authorization and release shall also apply to the benefit of the legal representative and licensees of Chabot-Las Positas Community College District, as well as the person(s) for whom the photographs, videotaped images, and/or quotes were taken.

Signature

Date

Printed Full Legal Name

Are you at least 18 years of age? Yes No

If not, when will you turn 18 years of age? _____

Signature of Parent/Legal Guardian (if individual is a minor)

Date

Contact Information

Home Phone: _____

Cell Phone: _____

Email: _____

Address: _____

**LPCSG ELECTIONS
POSTER/FLYER GUIDELINES**

1. All flyers need to be approved by the Student Life Office (Building 1600, Room 1643) before making and posting copies.
2. Candidates are not allowed to post flyers or posters in campus restrooms or place them on cars.
3. Candidates will be allowed to post wired signs (not to exceed twelve (12)) in pre-approved grounds areas. Signs must not exceed 10" x 15" and require approval of the Student Life Office.

By signing this form, you verify that you understand and will follow the guidelines and procedures for the publicity of your campaign. A failure to abide by these guidelines, policies, and procedures outlined in this election packet could lead to disciplinary action for your campaign.

I HAVE READ AND UNDERSTAND ALL RULES AND PROCEDURES AND WILL FOLLOW THEM COMPLETELY.

NAME

DATE

Signature: _____