

**Western Connecticut State University
Student Government Association
Senator Election Packet**

To: All Potential Candidates

From: Vonda McKeithan, Chair
Elections Committee
Student Government Association

Dennis Leszko, Director
Center for Student Involvement

Date: March 6, 2017

On behalf of the students at Western Connecticut State University, thank you for your interest in serving as a student representative. The position for which you run for will afford you the opportunity to grow as a person and develop leadership skills.

This packet consists of the following forms and information. Please read everything carefully.

1. Ballot Application and Intent to Abide Form – Make sure you complete this form carefully.
2. Elections Policies and Procedures. It is important for you to know and comply with these policies. **Any violations of the election policies and procedures might lead to automatic disqualification.**
3. Available Position List- This sheet indicates what positions are available and the requirements for each position. If you have any questions, please feel free to ask.
4. Elections Timetable
5. Fact Sheet - This form will be available during the election.

All Ballot Application and Certification Forms must be returned to the Center for Student Involvement (SC 227) by 5:00pm on Friday, March 24th 2017. No late applications will be accepted. Do not just drop off the application. Make sure you receive a receipt from a staff member in the office.

The official ballot will be posted on Friday March 24th, 2017 by 6:00pm.
If you have any questions please contact Vonda McKeithan, SGA Elections Committee Chair, at mckeithan001@connect.wcsu.edu.

Thank you once again for your interest and good luck!

Elections Timetable: Spring 2017

March 6	Election Packets available in SC 227 (CSI Office) Flyers posted on campus
March 24 by 5:00pm	Deadline to submit Ballot Application
March 24 by 6:00pm	Official List of Candidates Posted
March 24 at 6:00pm – April 13	Campaigning
April 10 – April 13	Elections
April 21	Inaugural Ball
April 28	Senate Transition Meeting

Student Government Association Election Policies and Procedures: Fall 2017

1. All candidates must submit the Ballot Application and Certification Form by the deadline as stated above.
2. Write-in candidates will NOT be accepted.
3. All candidates must abide by the provisions set forth in the Student Government Associations Constitution, By-Laws and Financial Resolutions and these policies and procedures.
4. Any candidate may spend up to \$500 of his or her own money and/or donations. The SGA requires that each candidate submit the receipts or copies of each individual expenditure and/or contributions for public review in the files of the SGA upon request.
5. Candidates should review the list of open positions to insure that they meet the minimum requirements for the position.
6. Candidates will be placed on the ballot in a computer generated randomized order. The voting for said ballot will be through a website created by the University that can only be accessed by students signing in with their windows username information and only when students are connected to WestConn's internet service. There they will be able to vote only once for each position.
7. No candidate for any office may slander or libel any candidate, deface or destroy campaign materials.
8. The current sitting Judicial Board shall serve as the Elections Hearing Board. Any disputes concerning the election will be heard by said body. All complaints MUST be filed, in writing, prior to the result being certified.
9. Current members of SGA shall serve a term of one academic year and must run for re-election the following academic year.
10. To be elected to the position of Senator, each candidate must receive a minimum of thirty (30) votes.
11. In the case of a tie, a new vote will be held within two weeks of the certification of the tie.
12. Any student enrolled at Western Connecticut State University for the following academic term may run for one (1) Senate position.

WESTERN CONNECTICUT STATE UNIVERSITY STUDENT ORGANIZATION POSTING POLICIES

The following policies are designed to insure a smooth flow of information through the use of posted materials on University property. All WCSU students and University groups, as well as persons not directly affiliated with WCSU, are required to adhere to these policies.

- ❖ Posting of printed material is only permitted at University approved locations including open bulletin boards (that are not designated departmental boards), kiosks and sandwich boards. In consideration of others, only one flyer per event is permitted on each bulletin board. Any posting that covers or obstructs the viewing of another posting will be removed.
- ❖ Examples of where posting is not permitted is and not limited to the following: walls, glass, doors, windows, sculptures or other art work, building exteriors, trash receptacles, lamp posts, department bulletin boards, trees, poles and other similar locations. No flyers, leaflets or brochures may be placed on cars parked on campus.
- ❖ Adhesive stickers are expressly prohibited.
- ❖ The Housing & Residence Life Office must approve posting within a residence hall with a CULTURE stamp.
- ❖ Sodexo (WCSU Campus Dining) will allow postings for “on campus” events in the dining areas with the approval of the Center for Student Involvement.
- ❖ Chalking is NOT permitted in any location on the WCSU campuses without approval from the Center for Student Involvement and Facilities, Scheduling and Promotion.
- ❖ Obscene, pornographic, slanderous material or material that contains defamation will be prohibited.
- ❖ All material must clearly state the name of the sponsoring organization(s).
- ❖ Newspaper boxes are only for the use of those organizations that placed them on campus. An organization wishing to place a distribution box on campus must have prior written approval of the Center for Student Involvement.
- ❖ Organizations are responsible to insure that the content of any material is not in violation of any federal, state, local or University regulation, including laws and regulations concerning nondiscrimination.
- ❖ Ground stake signs are permitted with approval from the Center for Student Involvement. They may not be placed where they will interfere with normal operations of the University or where they would present a hazard. Stake signs may only be placed two

days before the event and must be removed within 24 hours of the conclusion of the event.

Campus & Student Center Banner Posting Policy

- ❖ All student organizations in good standing with the Center for Student Involvement may have banners hung.
- ❖ Banners must be approved by the Campus & Student Centers office.
- ❖ There are four inside and one outside location for banners in each building. The Campus & Student Centers staff will determine the location of each banner. Banners are subject to be moved from one location to another at the discretion of the Campus & Student Center staff.
- ❖ Banners must promote University events ONLY. Banners must contain appropriate content approved by the University (No profanity, generally inappropriate etc.).
- ❖ All Banners must have reinforced holes at the top for hanging. No banners will be permitted to be taped to the building.
- ❖ Banners may only be hung by Campus & Student Centers Staff or University.
- ❖ As a general rule, banners will only be hung within 1 week of the scheduled event. Student Organizations wishing to advertise for events that have great lead time (ie: trips, contests) may request that the banner be hung earlier.
- ❖ Banners must prominently indicate the University sponsor of the event.
- ❖ Banners may be no larger than 3' high x 5ft 5 inches' wide. Banner for outside display must be weather resistant.
- ❖ Banners will be available at the Information Desk within 24 hours of their removal.
- ❖ Unclaimed banners will be discarded every Friday.

Campaigning Code of Procedures

Section 1: Definition of Campaigning

Campaigning is defined as any of the following actions:

1. The distribution, mailing, or strategic positioning of literature or materials designed to directly influence the electorate's choice.
2. The posting of advertisements, in any media, designed to directly influence the electorate's choice.
3. Public speaking or written publications designed to directly influence the electorate's choice.

Clause 1: Electronic Media

Candidate must ensure that all electronic media is not made available to the online public or promoted prior to the official campaign commencement date. Electronic media includes, but is not limited to Facebook, Twitter, Instagram, Snapchat, YouTube, online polls, personal websites, email, etc. For example simply having a website with the candidate's name and the position for which they are running, or any variation thereof, would constitute a violation of these codes.

Section 2: Pre-Campaigning

Campaigning may begin on March 24th, 2017 at 6:00pm. Absolutely no campaigning shall be done before this time.

Section 3: Campaign Literature

All campaign literature, including but not limited to distribution, mailing, Internet broadcasting, websites, networking sites (i.e. Facebook, Twitter, Instagram, Snapchat, YouTube, online polls, personal websites, email, etc.), and posting of literature or other materials are permitted forms of campaigning.

Section 4: Nature of Campaigning

No campaigning shall be done that defames, slanders, or libels the character of another candidate.

Section 5: Campaign Limitations

Campaign Limitations shall include the following:

- A. All computer labs on campus shall be campaign-free zones.
- B. In all cases the WCSU Libraries shall be campaign-free zones.
- C. During elections, there shall be no campaigning within 75 feet of designated campaign free zones mentioned in subsections A and B.
- D. In addition, there is no campaigning inside the SGA Office.
- E. In Residence Halls, only print material approved by the Department of Housing and Residence Life is permitted. Campaigning door-to-door and campaigning at the front desk is strictly prohibited. Candidates may not bring devices door-to-door or have devices present at the front desk to encourage voting.

Section 6: Candidate Endorsement

Candidates are permitted to approach Student Clubs and Organizations for endorsement. Candidates are expressly prohibited from requesting and/or accepting financial contributions from any Student Clubs and Organizations or members thereof.

Senator Position Description & Requirements

Senator: Two (2) senator seats per school and all available at-large senator seats can be appointed this semester. This position serves as the legislative branch of the Student Government Association as defined in the Governing Documents, including 2 office hours a week. Candidates must have a minimum grade point average of a 2.5 at the time of election and throughout the term of office.

Please see attached list of Senator requirements for an outline of specific duties.

Senator Requirements:

- **Attend regularly scheduled SGA meetings and any special sessions set by the President in appropriate business attire.**
 - After two (2) SGA meetings are missed without an excusal the Senator will be called to hearing by the Senator Review Committee, within one (1) week of the violation.
 - Then the Senator Review Committee will place said Senator under a thirty (30) day Developmental Period, unless there are outstanding circumstances, and the Senator Review Committee votes to waive the Developmental Period.

- **Attend all SGA and University committee meetings of which they are a member.**
 - If a Senator misses more than one (1) committee meeting (this works on an individual committee by committee basis) without an excusal received by the individual committee chair and Vice President of Internal Affairs (VPIA) within twelve (12) hours of the meeting, said Senator will be called to a hearing by the Senator Review Committee, within one (1) week of the violation.
 - Then the Senator Review Committee will place said Senator under a thirty (30) day Developmental Period, unless there are outstanding circumstances, and the Senator Review Committee votes to waive the Developmental Period.

- **Complete a minimum of two (2) SGA office hours per week while classes are in session, unless otherwise stated by the Vice President of Internal Affairs.**
 - Senators must sign in and out each time they complete their office hours between 8:00am and 9:00pm, via the online punch system. If the online punch system is not working Senators must write in their office hours at the Secretary's desk.
 - If there is a University Closing planned/ unplanned each Senator will receive a thirty (30) minute grace slip that will count toward their office hours for the week of the closing.
 - After missing two (2) or more office hours over a thirty (30) day period, said Senator will be called to a hearing by the Senator Review Committee within one (1) week of the violation.
 - Then the Senator Review Committee will place said Senator under a thirty (30) day Developmental Period. If another one and a half (1 ½) hours are missed

during the Developmental Period, another hearing with the Senator Review Committee will be held in order to correct the issue.

- **Senators are mandated to attend and work four (4) SGA sponsored events.**
 - SGA sponsored events (i.e: Clubs Carnival, Homecoming, and Campus Day).
 - Attending all SGA sponsored events, and other on campus events is strongly encouraged.
 - Any extra SGA sponsored events Senators attend will count toward office hours at the discretion of the VPIA.

*****Submit only the pages
after this one. Keep the rest of
the packet for your own use
throughout the election
process*****

GENERAL INFORMATION			Student ID Number _____	
Name _____		Date of Birth _____		
Last	First	Middle Initial		
Present Home Address _____				
Street		City	State	Zip Code
On Campus Address (if applicable) _____			WCSU E-Mail: _____	
Mobile Telephone _____		Expected Graduation Date _____		
School _____		Major _____		

POSITION INFORMATION				
Position Applied For: <u>WCSU SGA Senator</u>				
Have you ever tried to be appointed to the WCSU SGA before? Yes No If yes, give date _____				
Have you ever been a WCSU SGA Senator? Yes No _____ If yes, give date _____				
SGA SENATOR OBLIGATIONS				
Weekly Office Hours: <u>2 (minimum)</u>				
Committee Appointments: <u>3 (minimum)</u>				
SGA Event Attendance: <u>4 (minimum)</u>				
Attend every SGA Senate Business Meetings: Meetings are every Friday from 12:00 PM - 1:30 PM				
Are you currently employed? Yes No				
Are you a member of any other organizations or clubs? Yes No				
If yes, please list names of organizations/ clubs: _____				

OTHER INFORMATION YOU WOULD LIKE US TO KNOW:

Intent to Abide (Senators)

I, _____, intend to be a candidate for the position of Student Government Association _____. I will be enrolled as a full-time student in the following semester (excluding summer semester) immediately following the election semester; currently have at least a 2.5 cumulative G.P.A.; agree to schedule no other activity that would conflict with the regularly scheduled meeting time of the position for which I am running.

I have read and thoroughly understand the Code of Procedures and I intend to abide by the Code of Procedures for this election. I understand the possibility of penal action and/or disqualification should I fail to abide by the said provisions.

Signature: _____

Date: _____