# CABRINI COLLEGE STUDENT GOVERNMENT ASSOCIATION



# 2012-2013 ELECTIONS PACKET SGA BACKGROUND

The Student Government Association (SGA) is the official voice of the student body, representing issues of concern and importance to Cabrini students with faculty and administration that range from academic, cultural and social matters to civic engagement and responsibility both on and off-campus. SGA also oversees the budgeting process for all student organizations and allocates funds to support a wide variety of programs.

The college encourages student participation in matters that impact them directly. SGA student representatives serve with administrators, faculty, staff and alumni on college committees, including:

- Academic Planning Committee
- Academic Honesty Committee
- Alumni Advisory Board
- College Council
- Dining Services Food Committee
- Formal Planning Committee (SGA's Signature Event)
- Safety Committee
- Student Development Committee of the Board of Trustees
- Student Grievance Board

Cabrini College's SGA is comprised of 23 undergraduate students holding positions on either the Executive Board or their own Class Board. SGA also has 2 chair positions: Academic Chair and Activities Chair.

SGA's purpose is to serve the students by holding information sessions and forums on issues of concern and importance to students and by serving on college committees. In addition, members of each class board work

closely with their fellow classmates on activities to build spirit within their class and on fundraisers to benefit class activities and their senior gift.

## **SGA ELECTION GUIDELINES**

# Candidate Requirements:

- ✓ All candidates must currently have a cumulative GPA of at least 2.0 and be in good academic and disciplinary standing as stated in the community standards handbook to run for a position on SGA.
- ✓ Candidates must be a full time undergraduate student.

  All candidates must submit a completed platform (attached) to the Student Government Association no later than September 7,2012
- ✓ Once the platform process is approved by the executive board, the candidate may begin campaigning following the procedures outlined in these guidelines.
- ✓ Candidates must also submit a signed statement to the Election Committee agreeing to the attendance policy, required dates as well as campaign and election rules.
- ✓ Candidates must write a 300 word essay or less on the top 3 issues they would address if elected.

## Attendance Requirements:

- ✓ All candidates must have the following times available for SGA meetings:
  - o General Assembly Meetings
    - All SGA members are required to attend all general assembly meetings (meetings are held Tuesdays from 3:15-4:30, every other week in Founder's Hall).

### Write-In Candidates:

- ✓ Write-in candidates may not campaign for a position with the exception of verbal advertisement.
- ✓ Write-in candidates are any Cabrini College student seeking positions that have not gone through the election or appointment paperwork and campaigning. A candidate will be disqualified if he/she does not meet the general requirements needed to hold an official position stated in the student handbook and SGA election guidelines.
- ✓ Write-in candidates must be currently enrolled undergraduate students and not exceed the age of 22 during the semester the candidate is written in.
- ✓ Write-in candidates must have 10% of the total voting population. If no write-in candidate reaches 10%, they can petition SGA General Assembly to be appointed to the position within 4 days from the announcement of positions if the position is not filled by another candidate.

## Campaign Staff:

- ✓ Each person that is acting as a campaign manager, campaign staffer, campaign assistant, or official representative to any candidate is required to have their name on file with the Election Committee and must submit a signed statement agreeing to abide by the campaign and election rules through the SGA election board.
- ✓ Each campaigner can only serve one candidate during the election.

## Campaigning:

- ✓ Potential candidates may not hang posters, distribute materials, or make public announcements until the Center for Student Engagement and Leadership (SEaL) and SGA Election Committee have approved their platform and advertisements (Each candidate will receive an email upon approval).
- ✓ Regulations:
  - o Candidates cannot solicit votes within 25 feet of any location where elections are being held.
  - The number of posters and distributing materials may be unlimited. Candidates and campaigners must be courteous and respectful when hanging/distributing campaign materials. Any ads that are considered to be "littering" campus will be removed and discarded by the SEaL Office. Each candidate is responsible for removing ALL campaign ads immediately after the election.
  - Both candidates and campaigners must abide by the election rules and policies set forth by SEaL – ALL election materials must have the SEaL approval stamp to be considered valid and approved, or they will be removed and discarded.
  - o Candidates and campaigners must also respect space used by their opponents.
  - o Candidates and campaigners may not tear down, cover, or deface opponent's signs in any manner. If any damage has been made by a candidate or campaigner of an opponent, the candidate will be held responsible for restitution, and will be disqualified from elections.

#### Voters:

- ✓ All officially enrolled undergraduate students shall be eligible and encouraged to vote in SGA elections.
- ✓ All eligible undergraduate students can vote for President and Vice President of the Executive Board.
- ✓ All eligible undergraduate students can vote for their class officers running for their particular class.

## Sabotaging:

- ✓ Definition- damaging, destroying, removing or undermining in any way, any candidate's campaign and/or Election Committee activities with the purpose of assisting or harming a candidate and/or to subvert an election or referendum.
- ✓ Any candidate or accomplice identified as sabotaging the election process will result in that candidate being removed from the ballot and disqualified immediately. Students could also face community standards violations.

### **Election Process:**

- ✓ There will be two elections held in the spring and one election in the fall:
  - SGA elections held during the spring semester are for positions and membership the following academic year. These elections will take place no earlier than March 1<sup>st</sup> and no later than May 10<sup>th</sup>. This election includes Executive Board and Class Boards.
  - o Incoming Freshman Class Board positions and positions that have not been filled by the spring will be held within four weeks into the Fall Semester.
  - The names will appear on the ballots in order of succession for all elected SGA officials.
  - o Voting will take place in assigned areas determined by the Election Committee.

## Complaints:

- ✓ All complaints must be filled in writing to the Election Committee Chair(s) and to the SGA Advisor no later than 9:00pm on the last day of elections.
- ✓ Any complaints of improper campaign practices during an election must be submitted in writing to the Election Committee Chair(s) and to the SGA Advisor before any action will be taken.
- ✓ The complaining candidate and the accused candidate(s) in question will be asked to speak before the Election Committee and the Advisor of SGA regarding their concerns at a scheduled date, which will occur in a timely fashion for all involved.
- ✓ The Election Committee and the SGA Advisor will make a decision regarding the outcome of the situation.

# Contesting of Voting:

- ✓ Anyone contesting the votes of the election must submit a written statement to the Election Committee and the SGA Advisor after the results of the election are officially posted. There is a grace period of 2 days immediately following the conclusion of the election in which votes can be contested.
- ✓ After review by the Election Committee, there will be a formal re-count of the votes in the presence of the Election Committee, the SGA Advisor, and the individual contesting the votes.
- ✓ After the re-count, the results will then be reconfirmed and officially posted.

## Disqualification of Candidacy:

- ✓ All candidates (appearing on the ballot and all write-ins) must meet the election requirements as stated on the guidelines and abide by the above rules and regulations for their election to be considered valid. Failure to comply with the above rules and regulations will result in the disqualification of the candidate who committed the offense.
- ✓ In the case of disqualification or failure to accept a position by the elected candidate any time prior to taking office, the candidate with the next highest votes will be elected to the position.



## SGA ELECTION PLATFORM

Please fill out the following and return completed platforms to the SEaL Office in order to be considered a recognized candidate. Once your completed platform is approved, you will receive an email notification and can then begin campaigning. ALL campaign materials must be stamped by the SEaL Office BEFORE being posted on campus.

Name:	Cell Phone #:
Class Year for 2012-2013: Cumulati	ve GPA:
Cabrini Email:	Major:
Desired Position:	
Resident or Commuter?	
Please attach a typed, 300 word essay (or less) identifying the top 3 issues you will address if elected to Student Government and why you would focus on these particular issues.	
Signature:	

By signing this form, I confirm that I have read the election policies as stated in this packet and I agree to abide by the terms of the election guidelines.

Complete platforms and essay should be turned into SEaL (located on the first floor of the Widener Center) no later than Friday September 7, 2012. Elections will be held on Wednesday September 12, 2012 (11:00am-1:00pm; 4:00pm-5:15pm) and Thursday September 13, 2012 (11:00am-1:00pm; 5:00pm-7:00pm) in Founder's Hall Lobby.

Regularly scheduled meetings taking place every other Tuesday in Founder's Hall 351A

If you have any questions at anytime, please email:

Mike Pontoriero, Current SGA President at mjp92@cabrini.edu.

-or- Check the SGA Webpage at: http://www.cabrini.edu/Student-Life/Leadership-and-Service/Student-Engagement-and-Leadership.aspx (click on the SGA link)