Student Government Association
Homestead Campus

Elections Packet
2014-2015

Application Deadline
Monday, March 10\textsuperscript{th}, 2014, 4 p.m.
Student Life Department
January 2014

Dear Student:

On behalf of the Student Life Department of Miami Dade College, Homestead Campus, we would like to congratulate you on your decision to run for an executive board position for the Student Government Association at the Homestead Campus, for the 2014-2015 academic year. Enclosed in this Elections Packet are the following: Declaration of Candidacy, Election Procedures, Qualifications for Candidacy, Election Timeline, Sign/Poster Rules, and Candidate Expense Sheet. All rules and regulations must be adhered to throughout the campaign process and the Declaration of Candidacy must be completed and returned to the Student Life Department by Monday, March 10th, 2014, **no later than 4:00 P.M.**

The Student Life Department will notify you of your eligibility status by Friday, March 14th, 2014.

Attached are descriptions of the duties and responsibilities of a Student Government Association Officer to ensure full comprehension of the position.

If you have any further questions regarding any of the attached items, please contact:

Dr. Nicole Bryant
nbryant@mdc.edu
(305) 237-5223

Sincerely,

(Student Life Department)
(Homestead Campus)

Candidate Initials__________
Declaration of Candidacy

I, _____________________________, hereby declare my candidacy for the office of _____________________________ at Miami Dade College, Homestead Campus, this ____________ day in the month of ____________, 2014. I hereby attest that I shall uphold the standards of the College, the Student Honor Pledge, and the Student Government Association Constitution. I also agree that I will remain a student at this college and campus during the two major terms (Fall and Spring) of the given academic year.

PLEASE PRINT

Name __________________________________ Student Number ___________________________

Address ____________________________ City, State __________________ Zip Code ________

Phone # ____________________________ Cell ____________________________ Email Address ____________

Grade Point Average __________ Credits Completed __________ Expected Graduation Date __________

I hereby certify that all of the above information is complete and correct, and that I have read and accepted all of the election procedures. Failure to follow all of the election procedures stated in this packet will result in my immediate disqualification from the election. I understand that any falsification herein will make me ineligible to hold any Student Government office this academic year.

____________________________________ _______________________
Signature of Candidate Date ____________________________

Candidate Initials __________
Election Procedures

1. Each candidate must sign and turn in his/her Declaration of Candidacy to the Student Life Department no later than 4:00 P.M. on Monday, March 10th, 2014. All forms will be stamped in the Student Life Department. Any packet submitted after the stipulated deadline will not be accepted.

2. A copy of the candidate’s Degree Audit, Validated Class Schedule, and a letter of recommendation from a faculty member must be included in the Elections Packet.

3. Candidates must submit in 250 words or less a biography and/or campaign statement. This must be submitted in electronic form (flash drive, CD or email). Candidate statement is due no later than 4:00 P.M. on Thursday, March 20th, 2014.

4. Candidates will be photographed at the Student Life Department. Photographs will be included with the candidate biography and campaign statement on the elections website. Candidate picture is due no later than 4:00 P.M. on Thursday, March 20th, 2014.

5. Every candidate must turn in a Candidate Expense Sheet. This sheet will list all expenditures and value of donated items, even if there are no expenses associated with the campaign. Total expenditures and value of materials combined may not exceed $100.00. Receipts or estimates for all materials purchased and/or donated must be submitted by 4:00 P.M. on Thursday, March 20th, 2014 in order to have your campaign materials approved. Failure to submit your Candidate Expense Sheet by the established deadline will result in disqualification for elections.

6. Incomplete packets will disqualify a candidate.

CAMPAIGNING

1. Candidate must have the approval of the SGA Advisor and Student Life Director prior to distribution of any materials, posters, and flyers on campus.
2. The distribution of campaign materials in any MDC parking facility is prohibited.

3. The Student Life Department maintains political neutrality. Candidates and their campaign officials will neither obtain campaign materials from, nor post campaign materials in the Student Life area.

4. College resources may not be used to develop or duplicate campaign materials. The only exception permitted is the use of computers in the library or computer courtyard.

5. The number of flyers, posters and other printed materials will be left up to the discretion of the candidate. Candidates must adhere and be aware of college and campus specific posting policies.

6. Off-campus campaigning, in the form of television, newspaper, and radio advertisements, etc. is prohibited.

7. The candidate is responsible for his/her actions, the actions of his/her chosen representatives, and the campaign materials. The SGA Advisor will review any complaints and forward a recommendation of the complaint to the Student Life Director, who will have the final decision on any infractions and complaints.

8. All complaints must be submitted by email to the Student Life Director within 24 hours of the alleged infraction. The complaint must be filed using the Election Complaint Form.

9. If a candidate devises a new or unusual publicity device (i.e. other than flyers, posters, and banners) authorization must be received from the SGA Advisor and Student Life Director prior to the use of the device.

10. Sound systems, stereos, speakers, etc. can be used during activity hour ONLY with prior permission of the Student Life Department.

11. Any act of bribery will result in disqualification may lead to disciplinary action.

12. Any candidate or candidate representative that is caught removing or defacing another candidate’s campaign material will be disqualified.

13. All campaign material must be removed from the campus one day after elections.

14. Candidates are not allowed to campaign in the Library, Computer Courtyard, or within 100 ft. surrounding designated voting areas on election days. This is strictly enforced! Students who work in these designated voting areas should make alternative arrangements with both their supervisor and the Student Life Department to avoid any discrepancies.
Qualifications For Candidacy

A. Applicant must be a currently enrolled student taking at least 6 credit hours or equivalent at Miami Dade College, Homestead Campus, at the time of application for candidacy and through the term of office.

B. Applicant must be registered for the majority of his/her classes at the campus in which he/she is running for office and performing his/her duties.

C. Applicant must have and continue to maintain a cumulative Grade Point Average of 2.5 or higher and be in clear academic standing.

D. Student concurrently enrolled in a high school program is not eligible for candidacy. Applicant must possess a valid high school diploma (or equivalent) at the time of application.

The Duties and Powers of the Elected Positions

A. Qualifications for Executive Board Officer
   1. Must have earned at least nine (9) college credits in a degree-seeking status at Miami Dade College, Homestead Campus.
   2. Must be a registered degree-seeking student of Miami Dade College, Homestead Campus taking at least nine (9) credits during each of the Fall and Spring terms, and three (3) credits during the summer term.
   3. Must maintain minimally required Miami Dade College G.P.A. to run or hold office as per Article.
   4. May not be President or on the Executive Board of any other Student organization or club throughout his/her term in office.
   5. May not be under any academic or disciplinary sanction as detailed in the Student Rights and Responsibilities document to run for and hold office.
   6. Commit to service grant hours in order to receive eligible stipend. Issuance of service grants is contingent upon the number of service hours fulfilled and is offered at the sole discretion of the SGA Advisor.

B. SGA President

Candidate Initials__________
The executive authority of the student body and SGA shall be vested to the President.

Duties of the SGA President shall be to

1. Preside over the executive board meetings and make all necessary arrangements for those meetings, including setting the agenda and conducting the business of the meeting.
2. Represent the interests of SGA to the Administration and Faculty of Miami Dade College, Homestead Campus.
3. Serve on and recommend names for appointment to college-wide or campus wide committees.
4. Convene special campus SGA meetings, provided there are at least 48 hours notice of such meetings.
5. Maintain a minimum of four (4) weekly office hours.
6. Ensure that the SGA Senate has at least 10 members.
7. Initiate judicial proceedings against a student for an infraction of the student rights and responsibilities and must submit his recommendation in writing to the Membership Director, SGA Advisor and the Student Life Director.
8. Fulfill all duties and responsibilities as detailed by the SGA Constitution and Bylaws or as delegated by SGA.
9. Appoint members to the executive board, in case of vacancy, until next annual elections.

C. SGA Vice President

Duties of the SGA Vice President shall be to

1. Preside over Senate Meetings and make all necessary arrangements for those meetings, including setting an agenda and conducting business of the meeting and shall conduct the meetings according to the newest edition of Robert's Rules of Order, Newly Revised.
2. Vote only in case of tie.
3. Fulfill all SGA presidential responsibilities in the absence of the President as detailed in the Constitution and Bylaws.
4. Maintain a minimum of four (4) weekly office hours.
5. Appoint senators with the approval of the Student Life Director. Ensure that the SGA Senate has at least 10 members.
6. Succeed to the office of the President upon the vacancy of that office, until the next annual elections.
7. Perform additional duties as assigned to him/her by the President.

D. SGA Executive Secretary

Duties of the SGA Executive Secretary shall be to

1. Record the minutes of the Senate meetings, Executive Board meetings, and Senate Committee Chair Meetings. All minutes must be turned in two (2) days

Candidate Initials___________
after the meeting. The minutes must be given to the Advisor for proofing before their distribution.

2. Maintain the SGA files.

3. Maintain the SGA Minutes. Also, the secretary will provide the Director of Student Life and the SGA Advisor with a copy of the agenda and minutes packet.

4. Tabulate and record the office hours of all SGA regardless of branch. He/She must provide a written report to the President, Vice-President, Pro-Tempore, Membership Director, and Advisor of all Members who are not complying with the Constitution delineation of office hours. The report must be submitted on a biweekly basis.

5. Prepare any correspondence assigned to him/her by the President, the Vice-President, or any member of the Executive Board. All correspondence must be given to the SGA Advisor for proofing before their distribution.

6. Provide the Senators of SGA, the SGA Advisor, and the Director of Student Life with the agenda and approved minutes of prior meeting packet a week before the Senate Meeting.

7. Maintain a minimum of three (3) weekly office hours.

E. SGA Treasurer

Duties of the SGA Treasurer shall be to

1. Maintain a record of all income and expenditures.
2. Manage all SGA fundraisers.
3. Organize and participate in charitable activities and community service projects. He/she will work closely with the Public Relations Chair, SGA Advisor, and Director of Student Life.
4. Submit a copy of the Treasurer's Report to the SGA Advisor and the Senate.
5. Maintain a minimum of three (3) weekly office hours.
# Elections Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Deadline to Apply for Candidacy</td>
<td>Mon., March 10, 2014</td>
<td>4:00 pm</td>
<td>Student Life Department</td>
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<tr>
<td>Expense Sheet Deadline &amp; Candidate Statement/Picture</td>
<td>Thurs., March 20, 2014</td>
<td>4:00 pm</td>
<td>Student Life Department</td>
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<tr>
<td>Elections</td>
<td>Mon., April 7, 2014 – Wed., April 9, 2014</td>
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<td>MDC Website</td>
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<td>Removal of Campaign Materials</td>
<td>24 hours after Elections</td>
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<td>Elections Results Announced</td>
<td>Friday, April 11, 2014</td>
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<td>Student Life Department</td>
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<td>Installation of Officers</td>
<td>June/July 2014</td>
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Candidate Initials__________
Sign/Poster Rules

- Posting of flyers/signs are allowed ONLY in areas designated by Student Life.
- If you plan on speaking to your class, ask for permission from your professor ahead of time.
- You are allowed to campaign during the dates listed in the elections timeline.
- Meeting and greeting student voters are allowed as a method of campaigning.
- Campaigning is allowed up to Election Days.
- You may NOT post flyers on car windows or distribute flyers in or around the parking garage.
- You may NOT interrupt classrooms for campaigning purposes.
- You may NOT post flyers in classrooms or areas of the campus other than those listed in the above section.
- You may NOT campaign in the Library, Computer Courtyard, or within 100 feet of voters during Election Days.
Candidate Expense Sheet

Candidate Name: ____________________________

Section A. Expenditures

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<tr>
<th>Date</th>
<th>Description of Item/Services Purchased</th>
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Total $ 

Section B. Retail Value of Donated Items

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<th>Date</th>
<th>Description of Item/Services Donated</th>
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Total $ 

Section A Total + Section B Total: ____________________________

By signing below, I affirm that I have declared all of the materials and services purchased and donated toward my election campaign. I understand that the combined total of expenditures and value of donated items may not exceed $100.00. I further understand that failure of adhering to the candidate expense limit or fully disclosing all applicable expenses/donations on this Candidate Expense Sheet will result in my disqualification. This Candidate Expense Sheet is due even if there are no expenses related to the campaign.

Signature______________________________________  Date___________________

The Candidate Expense Sheet is due by Thursday, March 20th, 2014.

Candidate Initials_________
ADDENDUM A

VOTING GUIDELINES

1. Only enrolled students, both credit and non-credit, at Miami Dade College Homestead Campus, will be allowed to vote once.

2. Students will vote by logging in to the Elections website using their myMDC Account.

3. Students will be able to vote 24 hours a day during the designated election days.
Election Complaint Form

Please complete this form to report any infraction or violation of election guidelines for any Student Government Association position. Attach additional pages and/or documentation to the email as necessary. Email this form to the Student Life Director within 24 hours of the alleged infraction.

Reporting Person

Name ________________________________________________________________

Email Address __________________________________________________________

MDC Number __________________________________________________________

☒ Student ☐ Faculty ☐ Employee

Candidate Information

Candidate name ________________________________________________________

Date and Time of Infraction _____________________________________________

Location ____________________________________________________________

Description of the Incident/Infraction

______________________________________________________________________
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Candidate Initials___________