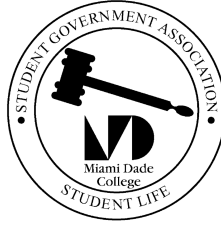


Student Government Association  
Wolfson Campus

Elections Packet  
2014-2015

**Application Deadline**  
**Monday, March 10<sup>th</sup>, 2014, 4 p.m.**  
**Student Life Department**



February 2014

Dear Student:

On behalf of the Student Life Department of Miami Dade College, Wolfson Campus, we would like to congratulate you on your decision to run for an executive board position for the Student Government Association at the Wolfson 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 10<sup>th</sup>, 2014, **no later than 4:00 P.M.**

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

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

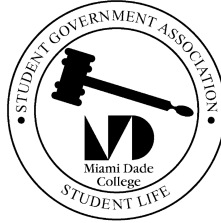
If you have any further questions regarding any of the attached items, please contact:

Sincerely,  
Franklin McCune  
SGA Advisor  
[fmccune@mdc.edu](mailto:fmccune@mdc.edu)

Gaby Narvaez  
Student Life Specialist  
[gnarvaez@mdc.edu](mailto:gnarvaez@mdc.edu)

*Student Life Department  
Wolfson Campus*

Candidate Initials\_\_\_\_\_



## **Declaration of Candidacy**

I, \_\_\_\_\_, hereby declare my candidacy for the office of \_\_\_\_\_ at Miami Dade College, Wolfson 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

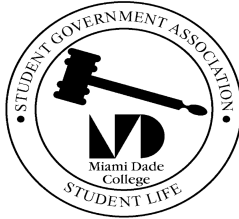
\_\_\_\_\_  
Grade Point Average Credits Completed Expected Graduation Date

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 10<sup>th</sup>, 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 20<sup>th</sup>, 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 20<sup>th</sup>, 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 20<sup>th</sup>, 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.

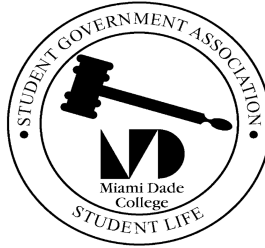
### **CAMPAIGNING**

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.

Candidate Initials\_\_\_\_\_

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.

Candidate Initials\_\_\_\_\_



## **Qualifications For Candidacy**

- Applicant must be a currently enrolled student taking at least 6 credit hours or equivalent at Miami Dade College, Wolfson Campus, at the time of application for candidacy and through the term of office.
- 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.
- Applicant must have and continue to maintain a cumulative Grade Point Average of 2.5 or higher and be in clear academic standing.
- 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**

#### **SGA President**

##### *Duties and responsibilities:*

1. Call and preside at all SGA meetings.
2. Cast the deciding vote in the event of a tie or when a vote would affect the result.
3. Be an ex-officio member of all committees and all recognized students organizations.
4. Appoint or opt for the Senate to select a Jurisprudence, Legislative Liaison,
  - a. Public Relations, Historian, Recruiter, and Volunteer Coordinator
5. If a cabinet member is running unopposed, the President can appoint any candidate to fill a vacant Cabinet position.
6. The Senate will approve the President's appointment based on 2/3 3/5 (60%) majority of the vote.
7. Have veto power over SGA decision, which Senate may overrule with a three fifths vote.
8. Shall inform campus of issues/activities through any form of campus media.
9. Take and uphold the oath of office.

#### **SGA Vice-President**

##### *Duties and responsibilities:*

1. Assume the powers and duties of the President in his/her absence, resignation, or removal from office.
2. Serve as Co-Chair of the Inter Club Council herein referred (*Correction*) to as ICC
3. Assist the President.
4. Assist the Legislative Liaison with any legislative issues that pertain to the student body.
5. Take and uphold the oath of office.

Candidate Initials\_\_\_\_\_

## **SGA Secretary**

### *Duties and responsibilities:*

1. Take roll, prepare an agenda with the assistant of the E-board, record and maintain accurate minutes of the proceedings at **ALL** SGA meetings. And send out the minutes in a 24-48 hour window
2. Shall maintain an information database to include the following fields: Name,
  1. Telephone Numbers, E-Mail Address, Birth Date, Major and Meeting Attendance
  2. Record.
3. Shall maintain accurate database of senator participation through a point system.
4. Contact any Officer or Senator that is not in attendance at three (3) consecutive meetings per academic semester and give a written warning stating that further absences may result in expulsion as per Article 8, Section 4.
5. Update members with the events that are coming up
6. Assist the President and Vice-President.
7. Take and uphold the oath of office.

## **SGA Treasurer**

### *Duties and responsibilities:*

1. Maintain an accurate record of all SGA income and expenditures.
2. Present a report of the status of incoming and of outgoing monies to the SGA at least (*added for clarification*) senate twice a semester.
3. Sign all checks, vouchers, bills or any other monetary orders drawn upon the financial institution in which the assets of the SGA are deposited. All monetary transactions will require the additional signature of one (1) advisor.
4. Shall attend the weekly SAPB meetings
5. Assist the President.
6. Take and uphold the oath of office.

Candidate Initials\_\_\_\_\_

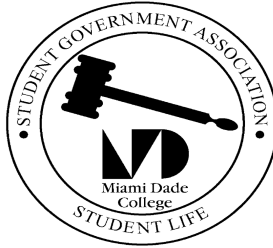


## Elections Timeline

Event	Date	Time	Location
Deadline to Apply for Candidacy	Mon., March 10, 2014	4:00 pm	Student Life Department
Campaign Schedule	Mon., March 17, 2014 – Wed., April 16, 2014		
Expense Sheet Deadline & Candidate Statement/Picture	Thurs., March 20, 2014	4:00 pm	Student Life Department
Elections	Mon., April 14, 2014 – Wed., April 16, 2014		MDC Website
Removal of Campaign Materials	24 hours after Elections		
Run-Off Elections if necessary	Mon., April 21, 2014 – Wed., April 23, 2014		
Elections Results Announced	Thursday, April 17, 2014		Student Life Department
Installation of Officers	May-July 2014		

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 Initials\_\_\_\_\_

# Candidate Expense Sheet



Candidate Name: \_\_\_\_\_

## Section A. Expenditures.

Date	Description of Item/Services Purchased	Amount
Total \$		

## Section B. Retail Value of Donated Items

Date	Description of Item/Services Donated	Retail Value of Donation
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 and 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 20<sup>th</sup>, 2014.**

Candidate Initials \_\_\_\_\_



## *ADDENDUM A*

### **VOTING GUIDELINES**

1. Only enrolled students, both credit and non-credit, at Miami Dade College Wolfson 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.

Candidate Initials\_\_\_\_\_

# 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 \_\_\_\_\_