Student Government Association
Homestead Campus

Elections Packet
2020-21

Application Deadline
Monday, March 16, 2020
Student Life Department
January 2020

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 2020-21 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 16, 2020, no later than 4:00 P.M.

The Student Life Department will notify you of your eligibility status by Friday March 20, 2020.

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 D. Bryant  
A116-2  
nbryant@mdc.edu  
(305) 237-5223

Sincerely,

Student Life Department  
Homestead Campus
Declaration of Candidacy

I, ________________________________, hereby declare my candidacy for the office of ________________________________ at Miami Dade College, Homestead Campus, this ______ day in the month of ____________, 2020. I hereby attest that I shall abide by and uphold the standards of the College, the Student Code of Conduct, the Student Rights and Responsibilities, the Student Life Department, and the Student Government Association Constitution. I also agree that I will remain a student at this college and campus and within the required academic standing for the position during the two major terms (Fall and Spring) of the given academic year. I agree that I have no conduct cases.

PLEASE PRINT

_________________________________________  __________
Name Student Number

_________________________  _______________
Address City, State Zip Code

_________________________  _______________
Phone # Cell Email Address

_________________________  _______________
Cumulative GPA 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__________ (3)
Election Procedures

1. Each prospective 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 16, 2020**. 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. Due no later than **4:00 P.M. on Monday, March 16, 2020**.

3. Verified 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 Monday, March 23, 2020**.

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 Monday, March 23, 2020**.

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 $50.00. Receipts or estimates for all materials purchased and/or donated must be submitted by **4:00 P.M. on Monday, March 23, 2020** to have your campaign materials approved. Failure to submit your Candidate Expense Sheet by the established deadline will result in disqualification for elections.

6. All intended marketing material must be submitted by **4:00 P.M. on Monday, March 23, 2020**. Marketing materials include flyers, buttons, shirts, posters, stickers, banners etc.

7. Incomplete packets will disqualify a candidate.
CAMPAIGNING
Candidate must abide by all campaigning rules listed below. Failure to effectively comply will result in disqualification of candidacy, at the discretion of the Student Life Director.

1. Candidate must have the approval of the SGA Advisor and Student Life Director prior to distribution of and use of any campaign materials on campus.
2. The distribution of campaign materials in any area designated by Student Life Director is prohibited.
3. Social media marketing is allowed. All posts must be made on personal accounts and cannot include inappropriate, offensive language, or images that would be deemed offensive.
4. 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. All forms of campaigning are prohibited in Student Life.
5. Cost of duplication of campaign materials must be incurred at the expense of the candidate.
6. Off-campus campaigning, in the form of television, newspaper, radio, and/or paid social media advertising 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 SGA Advisor, Student Life Director, or appropriate administrator, 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 one business day of hearing of the alleged infraction. The complaint must be filed using the Election Complaint Form.
9. Sound systems, stereos, speakers, etc. can be used during activity hour only with prior permission of the Student Life Director.
10. Any act of bribery, intimidation, manipulation, bullying, defamation, libel, or slander will result in disqualification and/or disciplinary action.
11. All candidates must run as individuals; running mates are prohibited. Candidates are allowed to promote themselves and the general election, not other candidates.
12. Any candidate or candidate representative that is caught removing or defacing another candidate’s campaign material will be disqualified.
13. All campaign materials must be removed from the campus one day after elections.
14. Candidates are not allowed to campaign within 100 ft. surrounding designated voting areas on election days.
15. Candidates and their representatives cannot collect votes on electronic devices.

Candidate Initials__________
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 and must have home campus aligned with the campus he/she is seeking an elected position and performing his/her duties.

B. Applicant must have and continue to maintain a required cumulative Grade Point Average of 2.25 or higher and be in clear academic and conduct standing.

C. 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

President shall:

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 S.G.A. to the Administration and Faculty at each respective campus of Miami Dade College.
3. The executive authority of the student body and S.G.A. shall be vested to the President.
   a. Serve on and recommend names for appointment to College wide or campus wide committees.
4. Have the power to convene special campus S.G.A. meetings, provided there are at least 48 hour notice of such meetings.
5. Maintain a minimum of four (4) weekly SGA hours, of which two (2) must be dedicated to events.
6. Ensure that the S.G.A. Senate has at least 15 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, S.G.A. Advisor and the Student Life Director.
8. Fulfill all duties and responsibilities as detailed by the S.G.A. Constitution and Bylaws or as delegated by S.G.A.
9. Shall appoint members to the executive board, in case of vacancy, until next annual elections.
The Duties and Powers of the Elected Positions (continued)

Vice President shall:
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. He/she is allowed to vote only in case of tie.
3. Fulfill all S.G.A. presidential responsibilities in the absence of the President as detailed in the Constitution and Bylaws.
4. Maintain a minimum of four (4) weekly SGA hours, of which two (2) must be dedicated to events.
5. Succeed to the office of the President upon the vacancy of that office.
6. Perform additional duties as assigned to him/her by the President.

Secretary shall:
1. Record the minutes of the S.G.A., Senate and Executive Board meetings. All minutes must be turned in three days 72 hours after the meeting.
3. The S.G.A. Secretary is responsible for maintaining a current list of all Members and distributing the list to the Executive Board, the Advisor, and the Director of Student Life.
4. Send any correspondence assigned to him/her by the President, Vice President, and the Treasurer.
5. Maintain a minimum of four (4) weekly SGA hours, of which two (2) must be dedicated to events.
6. Perform additional duties as assigned to him/her by the President or the Vice-President.

Treasurer shall:
1. Maintain a record of all income and expenditures.
2. Run all S.G.A. fundraisers.
3. Organize and participate in charitable activities and community service projects. He/she will work closely with the S.G.A. Advisor, and the Director of Student Life.
4. Maintain a minimum of four (4) weekly SGA hours, of which two (2) must be dedicated to events.
5. Give a treasurer report once a month during a S.G.A. senate meeting and submit a copy to the S.G.A. Advisor.
6. Perform additional duties as assigned to him/her by the President or the Vice-President.
## 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 16, 2020</td>
<td>4:00 pm</td>
<td>Student Life Department</td>
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<tr>
<td>Notification of Eligibility</td>
<td>Fri., March 20, 2020</td>
<td>Midnight</td>
<td>By e-mail</td>
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<tr>
<td>Expense Sheet Deadline &amp; Candidate Statement/Picture</td>
<td>Mon., March 23, 2020</td>
<td>4:00 pm</td>
<td>Student Life Department</td>
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<tr>
<td>Elections</td>
<td>Mon., April 6, 2020–Wed., April 8, 2020</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>Run-Off Elections if necessary</td>
<td>Mon., April 13, 2020–Wed., April 15, 2020</td>
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<td>Elections Results Announced</td>
<td>Thursday, April 9, 2020</td>
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<td>Student Life Department</td>
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<td>Installation of Officers</td>
<td>May-July 2020</td>
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GENERAL 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 only allowed during the specified period leading 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 voting sites during Election Days.

● All forms of campaigning are prohibited in Student Life areas.
Candidate Expense Sheet

Please 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 $50.00. Receipts or estimates for all materials purchased and/or donated must be submitted by 4:00 P.M. on Monday, March 23, 2020 to have your campaign materials approved.

CANDIDATE NAME: ________________________________

**Section A. Expenditures.**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION OF ITEM/SERVICES PURCHASED</th>
<th>AMOUNT</th>
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Total $

**Section B. Retail Value of Donated Items**

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<tr>
<th>DATE</th>
<th>DESCRIPTION OF ITEM/SERVICES DONATED</th>
<th>RETAIL VALUE OF DONATION</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 $50.00. 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__________________
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 (elections.mymdc.net) using their myMDC Account and Password.

3. Students will be able to vote 24 hours a day on any device 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 _________ (12)