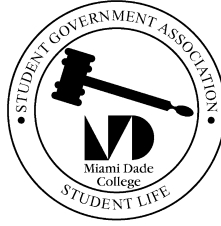


Student Government Association
Kendall Campus

Elections Packet
2014-2015

Application Deadline
Monday, March 10th, 2014, 4:30 p.m.
Student Life Department



January 2014

Dear Student:

On behalf of the Student Life Department of Miami Dade College, KENDALL Campus, we would like to congratulate you on Kendall decision to run for an executive board position for the Student Government Association at the KENDALL 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 4:30 P.M.**

The Student Life Department will notify you of Kendall 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.

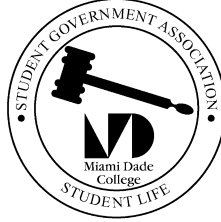
If you have any further questions regarding any of the attached items, please contact:

Leslie Wilson
Student Life Director
305.237.2738
Lwilson2@mdc.edu
In Person: Room 100

Sincerely,

Student Life Department
KENDALL Campus

Candidate Initials_____



Declaration of Candidacy

I, _____, hereby declare my candidacy for the office of _____ at Miami Dade College, KENDALL 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

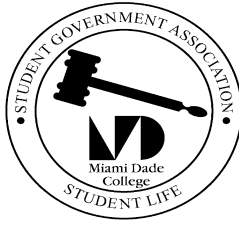
Grade Point Average Credits Completed Expected Graduation Date

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 **4:30 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 Kendall campaign materials approved. Failure to submit Kendall 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.

Candidate Initials_____

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.

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, KENDALL 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

Section 1. The President

- A. The executive authority of the Student Body and the Student Government Association shall be vested in a President.
- B. The President shall represent the Student Body within and outside the campus, ensure that the laws of the Student Body are faithfully executed. He/She must in the best interest of the Student Body insure that the Student Senate has at least 8 members.
- C. The President may recommend measures to the Senate as may be in the public interest, and may require from them such reports as may be reasonable in the performance of ones duties.
- D. The President may call for special meetings of the Student Body and SGA. By proclamation, stating the specific purpose, he/she may convene the Senate into special session, during which only such legislative business may be transacted as is within the parameters of the proclamation that is introduced by consent of 2/3's of the members of the Senate.
- E. The President shall be responsible for the initiation of judicial proceedings against a student for an infraction of the Student Body status and must submit his recommendation in writing to the Membership Director, SGA Advisor and the Director of Student Life.
- F. The President must address the Senate at the first and last meetings of each major academic term and upon invitation at any other time.

Candidate Initials_____

G. The President must also submit a memorandum of his/her activities on behalf of SGA to the Senate President for distribution during the weekly Senate meetings.

H. The President shall serve as the chairman of the monthly General Session meeting for all club representatives and SGA members.

Section 2. The Vice President

A. The Vice-President shall serve as President of the Senate and shall perform such duties as shall be assigned to him/her by the President.

B. The Vice-President will have the authority to specify the activities to be carried out during senatorial office hours unless the senator is conducting work related to his/her committee based on priority determined by deadlines.

C. He/She shall succeed to the office of President upon the vacancy of that office, or upon the physical or mental inability of the President to serve as determined by the President or as determined by the Senate's request.

Section 3. President and Vice-President Qualifications

A. A candidate for President or Vice-President shall be considered qualified to run for office if he/she has earned at least twelve (12) college credits at Miami Dade College, Kendall Campus. *

B. The President and Vice-President must meet the requirements set for all SGA members in Article 1, Section 6, of this constitution. *

C. The elected President and Vice-President must maintain a 2.5 grade point average throughout their term of office. The President and Vice-President must be enrolled in a minimum of nine (9) credits during the Fall and Spring Terms. *

D. The President and Vice-President of SGA cannot be President or on the Executive Board of another student organization throughout their term of office, unless approved by the SGA Advisor and the Director of Student Life. *

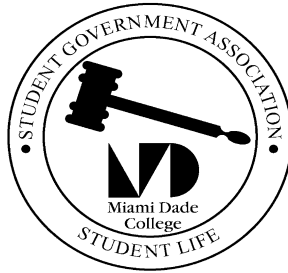
Section 4. Term and Election

A. The term of office of the President and Vice-President shall begin on the first day of the Summer Term and shall end the last day of the next Spring Term. *

B. The outgoing President and Vice-President must induct and inform the newly elected President and Vice-President of all procedures, happenings, projects and other pertinent information.

C. Elections shall be held during the Spring Term, by methods specified in the appropriate act and will be conducted between the tenth and fourteenth week of the Spring term.

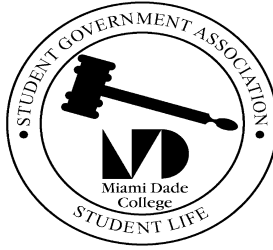
Candidate Initials_____



Elections Timeline

Event	Date	Time	Location
Deadline to Apply for Candidacy	Mon, March 10, 2014	4:30 pm	Student Life Department
Campaign Schedule	Mon., March 17, 2014 – Wed., April 9, 2014		
Expense Sheet Deadline & Candidate Statement/Picture	Thurs., March 20, 2014	4:00 pm	Student Life Department
Elections	Mon., April 7, 2014 – Wed., April 9, 2014		MDC Website
Removal of Campaign Materials	24 hours after Elections		
Run-Off Elections if necessary	Mon., April 14, 2014 – Wed., April 16, 2014		
Elections Results Announced	Friday, April 11, 2014		Student Life Department
Installation of Officers	May/June 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 Kendall class, ask for permission from Kendall 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 \$

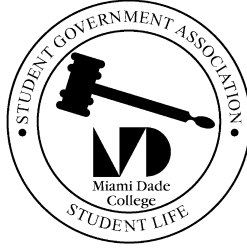
Section A Total + Section B Total: _____

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/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 KENDALL 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

Candidate Initials _____