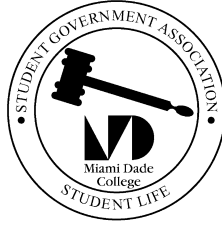


Student Government Association
Kendall Campus

Elections Packet
2017-18

Application Deadline
Monday, March 13, 2017
Student Life Department



January 2017

Dear Student:

On behalf of the Student Life Department of Miami Dade College, Kendall Campus, we would like to congratulate you on your decision to run for an executive board position for the Student Government Association at the Kendall Campus, for the 2017-18 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 13, 2017, **no later than 4:00 P.M.**

The Student Life Department will notify you of your eligibility status by Friday, March 17, 2017.

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

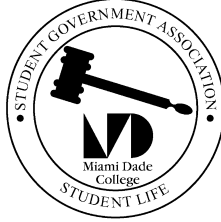
If you have any further questions regarding any of the attached items, please contact:

**Dr. Lauren Adamo
Room # R101-07
LADAMO@MDC.EDU
(305) 237-2738**

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 _____, 2017. 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

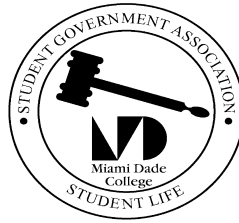
Cumulative GPA Credits Completed Expected Graduation Date

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.

Candidate Initials_____

Signature of Candidate

Date



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 13, 2017**. 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. 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 20, 2017**.
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 20, 2017**.
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 Monday, March 20, 2017** 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.

Candidate Initials_____

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. All forms of campaigning are prohibited in Student Life.
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.

Candidate Initials_____

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.
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, 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 required cumulative Grade Point Average of **3.0 or higher** and be in clear academic and conduct 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 following positions are available:

President
Vice President
Secretary
Chief Justice
Treasurer

The Duties and Powers of the Elected Positions

President Shall:

- Not hold office in any other MDCKC club or organization.
- Take and uphold the oath of office.
- Be responsible for all SGA functions.

- Provide leadership for all Executive Board members, with candidness and integrity.
- Call and preside over Executive Board meetings relative to SGA.

Candidate Initials_____

- Oversee and coordinate all actions of the Executive Board.
- Co-sign with the Treasurer on all monetary transactions of the SGA.
- Veto all measures enacted by the E-Board if deemed necessary.
- Inform Executive Board, Senators and general members of FCSSGA regarding college issues.
- Enforce and administer the provisions of this Constitution and actions enacted thereof.
- Act as the official representative of the Student Body.
- Meet, when requested, with the Dean of Students.
- Meet, weekly, with the Vice President, Executive Director and SGA Advisor.
- Report to Executive Board and Senate about meetings he/she attends.
- Be responsible for the completion of the Oath of Office for all Executive Board and Executive Cabinet members.
- Prepare a typed agenda for all SGA Executive Board meetings, due two business days before the following E-Board meeting to the SGA Advisor.
- Appoint all standing and special committee chairpersons, cabinet members, board members and all other vacancies in the SGA at MDCKC in the case where constitution calls for presidential appointment.
- Be responsible for completion of all nomination packets for the Student Life Banquet as well as District and State Banquets.

Vice President Shall:

- Take and uphold oath of office.
- Not hold office in any other E-Board of other MDCKC clubs or organizations.
- Assume the duties of the President in his/her absence.
- Assume the office and duties of the President, with full power, upon the President's resignation, removal or abandonment of office.
- Have voting power in the event of a tie as a tiebreaker.
- Report to Executive Board and Senate about meetings he/she attends.
- Attend all General Assembly sessions or find a replacement.
- Assist the President in fulfilling his/her duties.
- Provide leadership for all Executive Board members, with candidness and integrity.
- Meet regularly with the President, Executive Director, and SGA Advisor.
- Coordinate the Senate Induction Ceremony.

Secretary Shall:

- Take and uphold the oath of office.
- Not hold office in any other E-Board of other MDCKC clubs or organizations.
- Keep accurate minutes of all SGA Senate and Executive Board meetings.
- Have the Executive Board and Senate minutes typed and turned in to the President for approval, three days before the following meeting date for the minutes to be sent to E-Board in addition to Agenda and Agenda Packet.

Candidate Initials_____

- Work in collaboration with the Treasure on matters regarding Money and Travel Fund Request Forms.

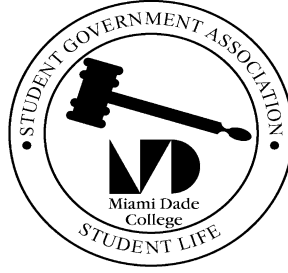
Chief Justice Shall:

- Take and uphold the oath of office.
- Not hold office in any other E-Board of other MDCKC clubs or organizations.
- Collect all written/e-mailed excuses of absence related to SGA and present them to the Executive Board for approval during the Executive Board meetings.
- Keep log of SGA infractions.
- Follow-up, in writing, with absent members regarding the E-Board's decision of their absence at respective meeting.

Treasurer Shall:

- Take and uphold the oath of office.
- Not hold office in any other E-Board of other MDCKC clubs or organizations.
- Maintain an accurate record of revenues and expenditures.
- Keep records of all supply request forms submitted by SGA to the Student Life Department in order for SGA to track expenditures and abide by the annual budget.
- Report the budget, at least once a month, at the Executive Board.
- Informs representatives of all of clubs of MDCKC of money request forms.
- Must present all Money and Travel Request Forms during senate meetings to be voted on and inform Director/Advisor of outcome of such requests.

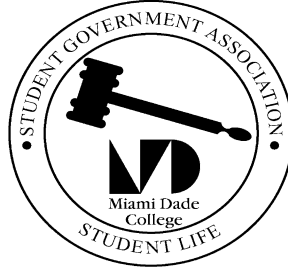
Candidate Initials_____



Elections Timeline

Event	Date	Time	Location
Deadline to Apply for Candidacy	Mon., March 13, 2017	4:00 pm	Student Life Department
Notification of Eligibility	Fri., March 17, 2017	Midnight	By e-mail
Expense Sheet Deadline & Candidate Statement/Picture	Mon. , March 20, 2017	4:00 pm	Student Life Department
Campaign Schedule	Mon., March 20, 2017 –Wed., April 12, 2017		
Elections	Mon., April 10, 2017 – Wed., April 12, 2017		MDC Website
Removal of Campaign Materials	24 hours after Elections		
Run-Off Elections if necessary	Mon., April 17, 2017 – Wed., April 19, 2017		
Elections Results Announced	Thursday, April 13, 2017		Student Life Department
Installation of Officers	May-August 2017		

Candidate Initials _____



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 voters during Election Days.
- All forms of campaigning are prohibited in Student Life areas.
- Campaigns

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 \$		

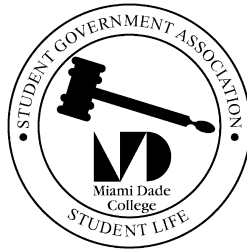
Section A Total + Section B Total: _____

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_____

Candidate Initials_____

The Candidate Expense Sheet is due by Thursday, March 20, 2017.



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 _____