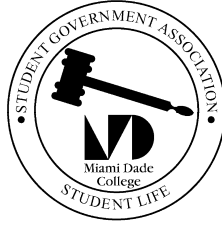


Student Government Association
Kendall Campus

Elections Packet
2018-19

Application Deadline
Monday, March 12, 2018
Student Life Department



January 2018

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 2018-19 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 12, 2018, **no later than 4:00 P.M.**

The Student Life Department will notify you of your eligibility status by March 16, 2018.

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:

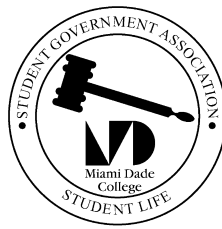
**Dr. Lauren Adamo
Room #109
LADAMO@MDC.EDU
(305) 237-2321**

Sincerely,

Student Life Department
Kendall Campus

2/12/18

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 _____, 2018. 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

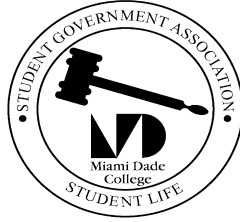
2/12/18

Candidate Initials _____



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 12, 2018**. 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 12, 2018**.
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 19, 2018**.
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 19, 2018**.
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 19, 2018** 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 19, 2018**. 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.



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 combined 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 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.
- 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 Senate members.
- 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.

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.
- Prepare a typed agenda for all SGA Executive Board meetings.
- 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 appoint 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:

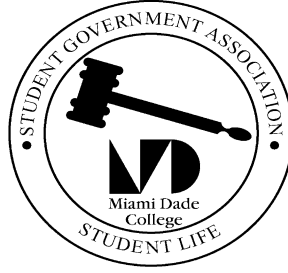
- Take and uphold the oath of office.
- Not hold office in any other E-Board of other MDCKC clubs or organizations.
- Keep accurate minutes of all SGA Senate and Executive Board meetings.
- Have the Executive Board and Senate minutes typed and turned in to the President for approval.
- Work in collaboration with the Chief Coordinator 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.
- Readily assume the duties of Vice President in his/her absence
- Readily assume the duties of President should Vice President be unable.

Chief Coordinator shall:

- Take and uphold the oath of office.
- Not hold office in any other E-Board of other MDCKC clubs or organizations.
- Inform representatives of all clubs of MDCKC of Fund Request Forms
- Represent all Fund and Travel Request forms during Senate meetings to be voted on and inform Director/Advisor of the outcome of such requests.
- Readily assume the duties of Chief Justice or Secretary in their absence.
- Shall act as a liaison to clubs and organizations keeping them updated on any events or changes which may affect them.
- Work in collaboration with committee heads and E-Board to maintain organization of committees and increase functionality.

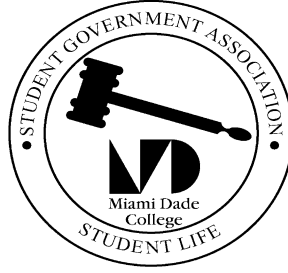


Elections Timeline

Event	Date	Time	Location
Deadline to Apply for Candidacy	Mon., March 12, 2018	4:00 pm	Student Life Department
Notification of Eligibility	Fri., March 16, 2018	Midnight	By e-mail
Expense Sheet Deadline & Candidate Statement/Picture	Mon., March 19, 2018	4:00 pm	Student Life Department
Campaign Schedule	Mon., March 19, 2018 –Wed., April 4, 2018		
Elections	Mon., April 2, 2018 – Wed., April 4, 2018		MDC Website
Removal of Campaign Materials	24 hours after Elections		
Run-Off Elections if necessary	Mon., April 9, 2018 – Wed., April 11, 2018		
Elections Results Announced	Thursday, April 6, 2018		Student Life Department
Installation of Officers	May-August 2018		

2/12/18

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 is allowed as a method of campaigning.
- Campaigning is only allowed during the specified period of Monday, March 19, 2018 to Wednesday, April 4, 2018.
- 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.



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 19, 2018.



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.

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
