

# ***Student Government Association***

## ***Election Information Packet & Candidate Application***



### **Campaign Week**

***Wednesday, August 23<sup>d</sup> through Wednesday, August 30<sup>th</sup>***

### **Election Day**

***Thursday, August 31, 2023  
7:00 AM – 7:00 PM***

**Candidate Applications must be submitted by  
Tuesday, August 22<sup>nd</sup> at 6:00 pm.**

**Please email Chris Seifert at [Christopher.Seifert@bucks.edu](mailto:Christopher.Seifert@bucks.edu) if you have any questions or stop by Rollins 112 on the Newtown Campus.**

Hello!

We are so excited for a successful 2023-2024 school year here at Bucks County Community College! One of the best ways for you to get involved is to serve as an Executive Board member of our Student Government Association.

SGA serves our school community in a variety of ways and is the chief liaison between the students and the College administration. SGA plans and sponsors events and activities throughout the year and shares student ideas and concerns to help improve the college. There are nine Executive Board positions that need to be filled for the upcoming school year, and we are looking for great candidates like you to run to fill them!

Holding a position in SGA is a great way to help fellow students, network with staff and faculty, work on your leadership skills, expand your resume, and make a lasting impact on Bucks and everyone here!

In addition to meetings and open forums, SGA officers will build relationships with college leadership, approve and help fund our student organizations, create activities and plans to improve Bucks, and have fun while doing it!

**Please read the descriptions for each position and the requirements to run for elected office. If you are interested and eligible, please email me by Tuesday, August 22<sup>nd</sup> expressing your intent to run, what position(s) you are seeking, a bio about yourself, and a campaign statement of 150 words or less that explains why you want to run and what your goals are if elected.**

A candidate's eligibility will be confirmed before campaigning begins on Wednesday, August 23<sup>rd</sup>. Please carefully read the campaigning rules that are attached.

Thanks so much for being interested in serving at Bucks as an officer on SGA! Best of luck to all our candidates, and I look forward to working with you!

A handwritten signature in black ink that reads "Chris Seifert". The signature is stylized with a large, looping initial "C" and "S".

Chris Seifert  
Director, Student Engagement and Leadership Development  
SGA Advisor  
[Christopher.Seifert@bucks.edu](mailto:Christopher.Seifert@bucks.edu)  
215-968-8257; Rollins 112, Newtown Campus  
Bucks County Community College

# Eligibility, and Term of Office

\* This information is current as of 8/1/23 and may be reviewed and/or modified when necessary.

## A. Eligibility

Executive Officer or Committee Chair must:

1. Be enrolled at Bucks County Community College for 3 (three) or more credits.
2. Have completed 6 credits as a Bucks County Community College student.
3. Have achieved at the time of his/her election or appointment a **cumulative grade point average of 2.5 or better**. This provision will not apply to a student in his/her first academic semester.
4. Maintain thereafter a cumulative grade point average of 3.0 or better.
5. Students electing to run for an elected Executive Officer position must have the intention of fulfilling out the full term of office (August through May/August).

## B. Term of Office

1. Executive Officers who are elected by the student body shall serve a one (1) year term running from New Student Convocation in August through New Student Convocation the following year if that student has not graduated or left the institution at the end of the spring semester.
2. Executive Officers may be elected to serve in the same position for a maximum of two consecutive academic years. If still an active Bucks student at the completion of two years in one role, an Executive Officer may elect to run and serve in another position for one (1) additional term.
3. Executive Officers may resign their position at any time by notifying the Student Life Office.

## **Student Government Elected Positions**

\* This information is current as of 8/1/23 and may be reviewed and/or modified when necessary.

- **President**
- **Vice President**
- **Treasurer**
- **Secretary**
- **Newtown Liaison**
- **Gene and Marlene Epstein Campus at Lower Bucks Liaison**
- **Upper Bucks Campus Liaison**
- **Director of Social Media and Marketing**
- **Director of Diversity and Inclusion**

# **Bucks County Community College**

## **Election Posting and Campaign Rules**

\* This information is current as of 8/1/23 and may be reviewed, modified/ updated when necessary.

1. Digital Flyers are permitted via social media and My Bucks Portal (Portal: Student Life can post for a candidate). Paper flyers may be distributed on approved bulletin boards. **All postings must be approved by the Student Life Office.**
  - A. The Student Life Office reserves the right to request the removal any flyer that they feel is inappropriate or violates election rules.
2. Candidate Slate also known as a ticket (Definition: A list of candidates running together to encourage a voter to vote for all on the list. THIS IS NOT A BALLOT)
  - A. A digital slate/ticket with pictures of each candidate and election instructions are permitted to be posted (Digital or paper).
3. Campaigning:
  - A. Campaigning will only be done by candidates and current Bucks student volunteers authorized to act on behalf of the candidate. No family members or non-Bucks persons or Bucks employees may help with the campaign.
4. No Voting Assistance:
  - A. Voting is online. Candidates and campaign volunteers are not permitted to log in on behalf of a voter, vote on behalf of a voter, or travel with a portable device(s) and invite voters to use the device to vote. A voter must be an enrolled Bucks County Community College student.
  - B. Voter must vote without assistance in any way. Bucks students must login themselves through the My Bucks Portal to vote. Voters will vote on their own using a device of their choosing, or if applicable, vote at a designated polling place, or using a computer or portable device.
5. Election Results:
  - A. The election will be Thursday, August 31<sup>st</sup> from 7:00 AM to 7:00 PM. If technical problems arise, the Student Life Office has the authority to delay the start of the election or extend the election to make up the time voting was unavailable.
  - B. After the election ends, the Student Life Office will make the election results available in as timely a manner as possible. Write-In nominations need to be checked for validity and may not be completed by 4pm.
6. Election Issues:
  - A. The Student Government Association and Student Life Office makes every effort to run the election with fairness, integrity, and honesty. A candidate who has concerns or grievances about the election or election process or observes any activity in violation of the above guidelines can contact the Student Life Office and report a claim for review. Once this review is over, a decision will be made and, if needed, actions taken. Once reviewed/ addressed, the complaint is considered addressed and is no longer grounds for appeal.

## Campaign Suggestions

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### Objective:

Your objective as a candidate should be to engage as many of your fellow students as possible. You will want them to be familiar with your name, face, background, and ideas. Make sure they know you and what your plans are for your position if elected!

### Actions:

1. Get to know the Student Government Association and its purpose, activities, strengths, and weaknesses. Talk to past officers and get feedback on roles, where things can be improved, and think about how best to make an impact on BCCC. You want to be able to have meaningful conversations and show others that you know what you are talking about. Copies of the Student Government Association Constitution are available on the Student Government Association website.
2. Make sure that your campaign statement tells people who you are, why you want to be elected, and what you will do in the position if elected. Be clear and concise!
3. Create campaign handouts and promotional items. **Nothing may be sold while campaigning!**
4. Understand the online voting procedures and tell people that they will be using OneDrive to cast their vote.
5. Ask your instructors for a minute or two of class time to announce your candidacy.
6. Wear a lapel badge, t-shirt, hat that announces in bold print that you are a candidate.
7. Forming a slate a.k.a. ticket and campaigning as a group is a legitimate tactic.
8. Make personal contact with as many voters as possible. Attend Welcome Week events. Talk to friends, casual acquaintances, classmates, and strangers. Feel free to have campaign literature (to be approved by the Student Life Office) to help make an impression.
9. When the polls are open, circulate through the campus encouraging people to cast their vote on Election Day.
10. Don't forget to visit all campuses during your campaign! You will be elected to represent all students!

## **Unfair Campaign Practices**

Unfair campaign practices shall consist of but are not limited to:

1. Making false statements.
2. Destroying or defacing another candidate's campaign posters or other campaign materials.
3. Using physical force for any purpose.
4. Voting on behalf of an enrolled Bucks student.
5. Voting fraudulently or soliciting fraudulent voting.
6. Conspiring between candidate and an authorized campus news medium to unfairly advance the candidate's cause, provided that a news medium that regularly editorializes shall not be restrained from expressing its editorial opinions on any candidate or any aspect of the campaign.
7. Posting on social media or any other medium any information that defames another candidate.
8. Not respecting the right to privacy while a voter is casting their vote. Candidates may not watch or ask for proof that a voter has cast their vote.

## **Elected Positions with Descriptions of Responsibilities**

### **Executive Officers**

#### **President**

- Preside at Student Government Association and Executive Board meetings.
- Oversee and conduct Representation Board meetings, and delegate responsibilities to those on the board.
- Represent the Student Government Association in all dealings with the Administration, Faculty, and/or Board of Trustees.
- Oversee and coordinate all the activities of the Student Government Association.
- Provide for the orderly conduct of functions of temporarily vacant offices.
- Organize and serve as chair (attend and supervise) in all meetings of the Student Judiciary Committee.
- Does not vote in any Executive Board votes but acts as a tiebreaker if a tie occurs.
- Act in accordance with the recommendations of the Executive Board.

#### **Vice President**

- Vice President at Student Government Association and Executive Board meetings.
- Oversee and conduct Judiciary Board meetings, and delegate responsibilities to those on the board.
- Vote in Executive Board Votes.
- Oversee the internal management of Student Government Association Affairs.



- Serve as the Parliamentarian (versed in the procedure and by-laws) of the Student Government Association.
- Administer the process for filling vacancies and going through impeachment proceedings.
- Supervise, coordinate, and be a non-voting member of all sub-committees.
- Ensure the coordination and implementation of educational, cultural, social, and recreational programs.
- Act in accordance with the recommendations of the Executive Board.
- Along with the SGA President, interview and place students into positions in which they would thrive, including vacant officer positions and committees.

### **Treasurer**

- Treasurer at Student Government Association and Executive Board meetings.
- Oversee and conduct Financial Board meetings and delegate responsibilities to those on the board.
- Vote in Executive Board Votes.
- Act in accordance with the recommendations of the Executive Board.
- Maintain accounts of all receipts and disbursements for the Student Government Association, and with all Clubs and Organizations.
- Maintain financial records and prepare regular financial reports as directed by the Student Government Association.

## **Secretary**

- Secretary at Student Government Association and Executive Board meetings.
- Oversee and conduct Communication Board meetings, and delegate responsibilities to those on the board.
- Vote in Executive Board Votes.
- Act in accordance with the recommendations of the Executive Board.
- Record minutes of the Student Government Association Meetings.
- See to the timely dissemination of minutes to Student Government members and other interested persons as well as posting on the SGA website.
- Work alongside the Director of Social Media and Marketing as an exclusive custodian of the records of the Student Government Association.
- Be a bridge of communication to student organizations, executive committees, and any other organizations or personnel of Bucks County Community College.

## **Newtown Liaison**

- Newtown Liaison at Student Government Association and Executive Board meetings.
- Oversee and conduct Newtown Representation Board meetings, and delegate responsibilities to those on the board.
- Vote in Executive Board Votes.
- Act in accordance with the recommendations of the Executive Board.
- Coordinate and collaborate with the Student Life Office on events that the Student Government Association can do for the Student Body.
- Coordinate and keep communication open with those Clubs and Organizations at the Newtown Campus.

- Keep an open ear and hold tables at the Newtown Campus to seek feedback and input from students.

### **Gene and Marlene Epstein Campus at Lower Bucks Liaison**

- Gene and Marlene Epstein Campus at Lower Bucks Liaison at Student Government Association and Executive Board meetings.
- Oversee and conduct Gene and Marlene Epstein Campus at Lower Bucks Representation Board meetings, and delegate responsibilities to those on the board.
- Vote in Executive Board Votes.
- Act in accordance with the recommendations of the Executive Board.
- Coordinate with the directors of the campus for events that the Student Government Association can do for the Student Body.
- Coordinate and keep communication open with those Clubs and Organizations at the Gene and Marlene Epstein Campus at Lower Bucks.
- Keep an open ear and hold tables at the Gene and Marlene Epstein Campus at Lower Bucks to seek feedback and input from students.

### **Upper Bucks Liaison**

- Upper Bucks Liaison at Student Government Association and Executive Board meetings.
- Oversee and conduct Upper Bucks Representation Board meetings, and delegate responsibilities to those on the board.
- Vote in Executive Board Votes.
- Act in accordance with the recommendations of the Executive Board.

- Coordinate with the directors of the campus for events that the Student Government Association can do for the Student Body.
- Coordinate and keep communication open with those Clubs and Organizations at the Upper Bucks Campus.
- Keep an open ear and hold tables at the Upper Bucks Campus to seek feedback and input from students.

### **Director of Social Media and Marketing**

- Social Media Director of the Student Government Association and Executive Board meetings.
- Oversee and conduct Social Media and Marketing committee/board meetings, and delegate responsibilities to those on the board.
- Vote in Executive Board Votes.
- Act in accordance with the recommendations of the Executive Board.
- Work alongside the Secretary as an exclusive custodian of the records of the Student Government Association.
- Responsible for all of the Student Government Association's social media and is in charge of determining what is appropriate to post.
- In charge of looking back in the archives to see what past Student Governments have done.
- In charge of archiving the current Student Government's events and photos for use throughout the year.
- Help promote all events and activities being run by student organizations, athletics, and the Student Life Office, as well as events at all three campuses.

## **Director of Diversity and Inclusion**

- Work with SGA to help make sure all events are inclusive and represent the diversity of the college.
- Work with The Accessibility Office (TAO) to ensure proper training for all executive board officers, organizational leaders, and any other students, faculty, or staff that may be interested.
- Work with students more directly in hearing out their concerns about the college (specific to campus life regarding accessibility).
- Work to help promote leadership opportunities, development, and inclusivity for the student body.